



Records



Digital



Datashred



Relocation



Technology

Information retention and disposal guide

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Restore
Records Management

 **Morrisons**
S O L I C I T O R S

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01. Guidelines

The data challenge

Every hour, every day, your organisation receives and creates paper and digital information that must be kept, be protected and be readily available throughout its shelf life – by law. Those millions and millions of bits and bytes of data are a lot to stay on top of when you consider that you are responsible for their safe-keeping, sometimes for many, many years.

The first step in meeting any challenge is to know what your responsibilities are, check your resources, then make a plan.

In the case of information and records management this plan might involve taking a long, hard look at your entire data lifecycle: from on- and off-site back-up, indexing, re-housing, scanning and installing O'Neil management software, to the repair and restoration of heritage documents, and, finally, secure and certified means of destruction – whether that's paper shredding and recycling or top-level degaussing of IT and telephony discs and hard drives.

Two things are clear. It takes a lot of resource to care for records correctly, in terms of people, places and equipment, and it requires a level of expertise that the majority of businesses simply do not have.

That's where a company like Restore can step into the breach. Putting our knowledge, resources and sheer enthusiasm to work in coming up with the best plan for managing your records will put you back in control and free up your time for doing business. You can trust our complete records management to include all of the services outlined above, and more, and be tailored to your needs for your peace of mind.

In the spirit of our commitment to a customer service that's second to none and to help you take on the data challenge, Restore is keen to provide assistance and guidance wherever possible. The contents of this booklet are intended as a customer guide on compliance and their responsibilities at law and, we believe, should help with taking the first step towards being back in control.

“They are flexible and listen to what you want, building the service around your needs, building a good working relationship I admire and can trust.”

Satbir Dhillon, Co-founder and Finance Director, FISco Ltd

Compliance

What is it and why is it important?

What is it?

To make sure we understand correctly what constitutes material that legally must be kept for specific lengths of time before being destroyed or stored in perpetuity, let's be clear on the meaning of the word 'record'. Here's what the Collins Dictionary has to say.

A record is:

- an account in permanent form, especially in writing, preserving knowledge or information about facts or events
- a written account of some transaction that serves as legal evidence of the transaction
- a written official report of the proceedings of a court of justice or legislative body, including the judgements given or enactments made
- anything serving as evidence or as a memorial.

In our 21st-century world, records are considered binding in both material (paper) and digital (back-up discs, clouds, email, telephone communications, scans, etc) forms.

That being understood, there are many pieces of UK and European legislation that govern why certain records have to be kept and cared for (see page 29 for Citations and References), but the most overarching of these are the Data Protection Act and, in the UK, the BS ISO 15489:2001, which is the leading standard for records retention and management.

This is where your corporate responsibilities come in as, to comply with the eight principles of the Data Protection Act and points contained with the ISO 15489 standards, records containing personal data must be:

- stored appropriately, having regard to the sensitivity and confidentiality of the material recorded, as well as providing procedures and protection against damage, theft or disaster
- accessible and easily traced, even if systems change or records are moved
- retained for only as long as legally necessary
- disposed of correctly to ensure that copyrights are not breached and to prevent them from falling into the hands of unauthorised personnel.

Why is it important?

In addition to the legal and ethical requirements outlined above, there are potential negative outcomes for your business if you do not manage your records correctly.

- careless management leaves you open to prosecution and financial penalties
- damage to your reputation
- inefficiency – time equals money
- lack of space!

If, on the other hand, you plan, organise and control the different stages in a record's life – from its creation, through its active and inactive periods through to its destruction or permanent storage, depending on retention and disposal regulations – there are certainly benefits that will be felt company-wide. These include:

- cost savings
- being in control and able to focus on doing your business
- enhancing your reputation
- keeping your, and your customers', information private and secure from theft or disaster

The compliant data journey

Before you start you need to know your parameters. A company-wide retention policy that bears in mind UK retention periods for each type of document and business or industry sector is essential as it will be the guide to how you set up the lifecycle of your company's records, taking them correctly through each stage. At Restore, these stages are: **store**, **scan** and **shred**.

Restore is always happy to help with advice and recommendations, based on our long-term experience and expertise. Please do not hesitate to get in touch with us at www.restore.co.uk to discuss your compliance needs.

As with all steps into new systems, you should always check with a specialist legal firm or your legal department what the latest requirements are for your business sector or industry.

A collection of expert guides, papers and further information about records management is available from the Information and Records Management Society website www.irms.org.uk



Records

This is the start of your company records' journey once information leaves the building.

For paper/material assets this will include: archiving in boxes, indexing and tagging to ensure traceability and speedy retrieval through O'Neil's tracking and management software; the correct level of storage – near or deep; the correct atmospheric conditions and levels of security; back-up; automatic flagging of obsolete files so that they can move swiftly to destruction. Digital assets could be back-up tapes or discs, or data contained in a host of increasingly popular....



Digital

Following recent legislation and from a sheer space point of view, digitising of existing paper documents – from patient records right up to enormous heritage railway plans –

is desirable for more condensed, economical storage. For files with a shelf life, they are



Datashred

Certified destruction of paper and digital assets, with a full audit trail, is a must to protect both your data and your reputation. Shredding should always be carried out in secure conditions, whether on- or off-site and, to ensure that all data from IT and mobile device hard drives really is permanently deleted, only the highest security level wiping methods should be used.

Case studies

Maher Brown Legal sector

The challenge

This global legal services provider was the result of a merger of American and British firms, both of whom used internationally well-known companies to help manage their documents. Neither company was doing a good job. One was poor at customer service, the other poor at delivering on time but good at losing documents. Maher Brown's records management team felt like they had to fit in with their suppliers' processes, while their precious documents and internal clients' reputations were in the lap of the gods.

Our solution

Restore started supplying records management services to Maher Brown in 2000 and now care for tens of thousands of archive boxes across 13 secure units at our Paddock Wood facility in Kent.

- We deliver twice daily, with ad hoc urgent deliveries.
- We take it as a personal failing if we don't know where everything is, instantly.
- Our file and asset tracking software for customers interfaces with a wide range of in-house ERM and legal systems as well as with the industry-standard O'Neil's software all our warehouses and offices use. Instantly traceable items makes for an easy audit trail, while the unbroken chain of custody provides peace of

mind.

- Storing thousands of boxes represents a significant cost. Following a tendering process a few years ago, Maher Brown discovered that Restore really does provide a customer service unequalled elsewhere and that we are always looking for ways of reducing and tailoring costs to our customers' benefit.

The value

Maher Brown's excellent working relationship with Restore means they're well on track to achieving their goal which include: carrying out in-depth audits to check that we meet US compliance legislation (we do); getting on top of their housekeeping so that they achieve the 'less paper' office they dream of.

Case studies



RECORDS
MANAGEMENT

Restore near storage Facilities and infrastructure management

The challenge

Our customer, FISco, is a facilities and infrastructure management company who were looking for consolidated, efficient services and good management information. They were disappointed with their supplier at the time, finding that whole boxes were being expensively returned for the sake of one document instead of that document being scanned on demand. Implementing end-of-life best practice was also sadly lacking. Destruction dates were severely mismanaged, causing needless expense for their own customers.

Our solution

Moving the vast majority of their customers' boxes to Restore was a breath of fresh air for FISco. Our staff carried out a number of vital tasks, including:

- Efficient collection of all the boxes that needed moving to their dedicated, local storage facilities – no multiple journeys.
- Providing accurate management information, then drafting a retention and disposal policy and swiftly implementing it. This meant cataloguing and indexing the archives and flagging up those documents past their destruction date and moving them on to be shredded and recycled.
- Training on the desktop tracking and ordering software.

The value

Thanks to nimble, innovative thinking FISco's customers have been clear winners – in year one alone their costs were reduced by a remarkable 15% – and a firm relationship built on trust and respect has been established between FISco and Restore.

Morrison Solicitors

Drawing up your document retention policy

Setting it

Every business should consider what steps to take with the documents it holds and creates. The risk of businesses and their staff taking the wrong decisions in relation to data protection and related legal compliance can be avoided by setting and following a comprehensive document retention policy. The policy establishes and describes how a business expects its employees to manage company data from creation through to destruction.

The following are some key steps to take:

- Divide your records into categories based on the applicable legal requirements.
- Identify the most frequently occurring retention period for each category and consider whether this should be the default period. Make sure any default period is long enough to protect the company from potential exposure.
- Determine exemptions to the default where records should be kept for a longer or shorter time.
- Consider when retention periods should commence.
- Overall, take a proportionate, balanced and consistent approach.

When to delete personal data

Data protection legislation requires businesses to only hold information about living people for as long as necessary. When determining how long specific categories of personal information should be retained, the business which controls how that personal information is to be used ("data controller") should consider the following questions:

- **What is the personal data used for?**
Personal information that has only a short-term value may have to be deleted within days. Personal information that is held for more than one purpose can be retained for as long as it is still needed for any of those purposes. Personal information should not be kept "just in case", or if there is only a small possibility that it will be used.
- **What are the circumstances in which the information has been collected or is retained?**
Personal data collected because of a relationship between the business and the individual should ideally be deleted once the relationship ends unless there is a continuing reason to retain it (for example, billing purposes). The data controller may need to retain some information to confirm that the relationship existed, has ended, or to defend future legal claims.

- **What legal requirements may mandate the retention or deletion of the data?**

A data controller is permitted to retain personal information to comply with a legal requirement (for example, tax, auditing, or health and safety) or a requirement set out in professional guidelines to which it is subject.

- **Are any industry practices regarding the retention or deletion of the data in place?**

Specific business-sector requirements and agreed practices to retain personal data may be in place (for example, credit reference agencies are generally permitted to keep consumer credit data for six years).

Morrison Solicitors, working together with Restore, have the track record and experience to help you assess risk and build policies and procedures tailored to your business. For further information or a no obligation discussion, please contact Natalie Wood, specialist privacy and regulatory solicitor on 01737 854500 or email natalie.wood@morrlaw.com.

02. Tables

The following information is ordered by the areas in which a business has legal responsibilities. Different business sectors and industries will have varying requirements.

Please consult a specialist legal representative to check on specific, up-to-date information that's relevant to your areas of activity.

Compliance

Description	Record	Retention Period	Action	Citation
Case management and internal complaints	Complaint case file including case call recordings	Closure + 18 months	Destroy	n/a
	Non-case-related correspondence including call recordings, e-mails and letters	Closure/response + 12 months	Destroy	n/a
Subject access requests (Data Protection Act) Freedom of information requests Environmental requests	Request for information	Closure + 18 months	Destroy	n/a
Performance management	Performance monitoring reports	Current year + 3 years	Review	n/a
	Performance monitoring data analysis			
	Audit reviews, results and responses			
	Annual performance monitoring			
	Internal reviews and audits			
	Customer feedback; data and analysis			
	Customer feedback; reports			
	Development of the organisation's internal quality assurance processes			
Conduct and results of internal and external reviews of research quality, and responses to the results				

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Compliance

Description	Record	Retention Period	Action	Citation
Research and enterprise	Records of the development, establishment and implementation of the organisation's research strategy	Superseded + 10 years	Review	n/a
Project management	Records documenting the management of internally-funded research projects (e.g. budgets, staff etc)	Completion of project + 3 years	Destroy	n/a
	Records documenting the management of externally-funded research projects (e.g. budgets, staff etc)	Completion of project + 6 years (unless a longer period is required by sponsor contract)	Destroy	n/a

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Environment

Record	Retention Period	Retention Effective	Citation
Data regarding chemicals or environmentally dangerous substances and preparations for these which a company has manufactured, imported or supplied	Minimum 10 years	The date the manufacturer, importer, downstream user and distributor last manufactured, imported, supplied or used the substance or preparation	Section 49 Regulation 1272/2008/EC Article 36 of Regulation 1907/2006/EC (REACH)
Relevant documents from the manufacturer concerning conformity, assessment/ statement of an energy-consuming product	Minimum 10 years	The date the product was last manufactured	Regulation 9, Ecodesign for Energy-Related Products Regulations 2010/2617
Technical documentation and declaration of performance on construction products	Minimum 10 years	The date the product was placed on the market	Regulation (EU) NO 305/2011, laying down harmonised conditions for the marketing of construction products and repealing Council Directive 89/106/EEC
Accident reports (ensuing from obligation on an employer to retain records of any reportable accident, death or injury in connection with work)	Minimum 3 years. Maximum: General retention restrictions regarding personal data will apply	The date the report was made	Regulation 7, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995/3163
A copy of the documents concerning the transfer of waste materials sent by the competent authority	Minimum 3 years	The date when the shipment starts	Article 20 of the Regulation (EC) NO 1013/2006 on Shipments of Waste

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Environment

Record	Retention Period	Retention Effective	Citation
Obligation on the transferor and transferee of controlled waste to retain a Transfer Note for consignments of controlled waste	Minimum 2 years	The date of the transfer	Regulation 35(6), Waste (England and Wales) Regulations 2011 (S1 2011/988)
Documents containing required information for dangerous substance, material or article carried	Minimum 3 months	The date of completion of the carriage in question	Regulation 31, Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009/1348
Obligation on a carrier of hazardous waste to retain carrier's records	Minimum 12 months	The date of delivery of the waste to its destination	Regulation 50(2) Hazardous Waste (England and Wales) Regulations 2005 (as amended)
Register of records required to be kept by the operator of a dumpsite regarding the site and waste materials	If the person does not have a waste permit pursuant to which the site is operated: 3 years. If the person has a waste permit pursuant to which the site is operated: i) 5 years; or ii) until that permit is surrendered or revoked	The date of deposit of the waste	Regulation 47(5)(C) – 47(5A) and Regulation 48(6) – 48(6A) Hazardous Waste Regulations 2005 (England and Wales) (as amended by Waste (England and Wales) Regulations 2011/988)
Records required to be kept by carriers of hazardous waste	Minimum 12 months		Regulation 50(2), Hazardous Waste (England and Wales), Regulations 2005 (as amended)

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Environment continued

Record	Retention Period	Retention Effective	Citation
The operator of a dumpsite must retain records of samples and analysis done on the collected waste materials	Minimum 4 years	The date the information was recorded	Schedule 9A Environmental Permitting Regulations 2010 (SI 2010/675)
Obligation on an establishment which carries on an exempt waste operation to retain records	Minimum 3 years, if the operation involves the treatment of hazardous waste; otherwise: 2 years	The date of the operation	Paragraph 14(4)(a) of Schedule 2 Environmental Permitting Regulations 2010 (SI 2010/675)
Records under the general obligation on a producer, holder or consignor of hazardous waste to retain records	Minimum: whilst the holder of the waste and then for a further 3 years	The date on which the waste is transferred to another person	Regulation 49(3) Hazardous Waste (England and Wales) Regulations 2005 (as amended)
Technical documentation and declaration of conformity relating to the noise emission in the environment by equipment for use outdoors	Minimum 10 years	The date on which the type of equipment was last manufactured	Regulation 7, Noise Emission in the Environment by Equipment for Use Outdoors Regulations 2001/1701

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Governance

Description	Record	Retention Period	Action	Citation
Legal framework	Records documenting the establishment and development of the organisation's legal framework	Life of organisation		n/a
Governing body/Board management	Records documenting the appointment of members of the governing body/Board. This information will be retained by the Legal Services Board for firms regulated by it	Termination of appointment + 6 years	Destroy	1980 c.58 s5
	Records documenting the provision of training and development for members of the governing body/Board. This information will be retained by the Legal Services Board for firms regulated by it	Date of creation + 3 years	Destroy	n/a
	Records documenting the conduct and proceedings of meetings of the governing body/Board, agenda, minutes and supporting papers	Date of creation + 50 years	Review	n/a
Board committee administration	Records documenting the development and establishment of terms of reference for committees	Life of organisation		n/a
	Records documenting the appointment of members of the committees	Termination of appointment + 6 years	Destroy	1980 c.58 s5
	Records documenting the provision of training and development of committee members	Termination of appointment + 6 years	Destroy	n/a
	Records documenting the conduct and proceedings of meetings of Board committees, agenda, minutes and supporting papers	Date of creation + 50 years	Review	n/a

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Governance continued

Description	Record	Retention Period	Action	Citation
Organisation committee administration	Records documenting the development and establishment of the terms of reference, and the rules and procedures, for a committee	Life of committee + 6 years	Destroy	1980 c.58 s5
	Records documenting the appointment/election/designation of members of a committee	Termination of membership + 6 years	Destroy	1980 c.58 s5
	Records documenting the conduct of the business of a committee: agenda, minutes and supporting papers	Life of committee + 5 years	Destroy	n/a
	Records documenting the conduct of the business of a committee: correspondence and other records relating to the preparation of committee business or to actions to be taken (or not taken) as a result of committee decisions	Current year + 5 years	Destroy	n/a
	Records documenting the appointment/election/designation of the organisation's senior officers	Termination of appointment + 6 years	Destroy	1980 c.58 s5
Public interest disclosure (Whistle Blowing) investigations	Records documenting the investigation, determination and resolution of an allegation made by a member of staff under the Public Interest Disclosure Act 1998	Closure of case + 6 years	Destroy	1980 c.58 s2 s5
Risk management, identification and assessment	Records documenting identified risks to the organisation and assessments of those risks	Superseded + 1 year	Destroy	n/a

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Governance

Description	Record	Retention Period	Action	Citation
Business continuity planning	Records documenting identified risks to the organisation and assessments of those risks	Superseded + 1 year	Destroy	n/a
Internal and external audit management	Records documenting the planning and conduct of audits	Completion of audit + 5 years	Destroy	n/a
	Records documenting the results of audits. Records reviewing and responding to audit reports, including drawing up action plans to address issues raised	Life of organisation		n/a
Organisation strategy development	Records documenting the development and establishment of strategy	Superseded + 10 years	Review	n/a
Organisation business planning	Records documenting the formulation of plans for implementing strategy	Superseded + 3 years	Review	n/a
Organisation policy & procedural development	Approved policy	Superseded + 10 years	Review	n/a
	Approved procedure	Superseded + 5 years	Review	n/a

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Human Resources

Description	Record	Retention Period	Action	Citation
Strategy, policies & procedures	Human Resources strategy: Master copy	Permanent	Retain	
	Human Resources policies	Superseded + 5 years	Destroy	n/a
	Human Resources procedures and guidance	Adoption + 2 years	Destroy	n/a
Workforce planning	Assessment and analysis of workforce requirements and the identification and evaluation of options for meeting requirements	Creation + 6 years	Review	1980 c.58 s2
	Records documenting management succession or restructuring plans	Superseded + 5 years	Review	n/a
	Records documenting the internal analysis and discussion for the creation of a new post	Creation + 3 years	Destroy	n/a
Recruitment	Individual job descriptions and personal spec	Termination + 6 years	Destroy	n/a
Training, development, induction and performance	Identification of staff development needs and the development of plans to meet those needs	Creation + 6 years	Review	1980 c.58 s2

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Human Resources

Description	Record	Retention Period	Action	Citation
Remuneration and reward	Records documenting the development of the organisation's remuneration structure and strategy	Superseded + 6 years	Review	n/a
	Records documenting pay reviews	Creation + 6 years	Review	n/a
	Records documenting reward and progression schemes	Creation + 6 years	Review	1980 c.58 s2
	Records documenting individual wage/salary records	Creation + 6 years	Review	1980 c.58 s2
Industrial relations	Agreements with unions	End of agreement + 10 years	Review	1980 c.58 s2
	Routine communications including minutes of meetings	Current year + 20 years	Review	n/a
	Consultations and negotiations	Last action + 20 years	Review	n/a
Employee contract management	Contract of employment Changes to Terms and Conditions Records of termination of employment by resignation, redundancy (inc. estimates), retirement, dismissal (excluding settlement agreements)	Termination employment + 6 years	Destroy	n/a
	Major injuries arising from workplace accidents, exposure to hazardous substances, disease	Termination of employment + 40 years	Destroy	n/a

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Legal

Description	Record	Retention Period	Action	Citation
Contracts and agreements	Records documenting the negotiation, establishment and review of contracts and agreements between the organisation and third parties: agreements and contracts under seal (by deed)	Termination of contract + 12 years	Destroy	1980 c.58 s8
	Records documenting the negotiation, establishment and review of contracts and agreements between the organisation and third parties: other contracts and agreements	Termination of contract + 6 years	Destroy	1980 c.58 s5
Legal claims	Records documenting litigation between the organisation and third parties where legal precedents are set	Life of organisation		n/a
	Records documenting litigation between the organisation and third parties which does not set legal precedents	Settlement of case + 6 years	Destroy	1980 c.58 s 2 and s5

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Legal

Description	Record	Retention Period	Action	Citation
Legal interpretation and advice (records documenting legal advice requested by, and provided to, the organisation)	Interpretation of legislation affecting the organisation's legal framework, governance, responsibilities or operations	Life of organisation		n/a
	Proposals for new legislation affecting the organisation's legal framework, governance responsibilities or operations	Life of organisation		n/a
	The organisation's relationships with government bodies and regulators	Life of organisation		n/a
	Industrial relations issues	Life of organisation		n/a
	Health, safety and environmental issues	Life of organisation		n/a
Research and enterprise	Records of the development, establishment and implementation of the organisation's research strategy	Superseded + 10 years	Review	n/a
Property acquisition	Records documenting the acquisition of ownership of properties	Ownership of property	Destroy	n/a
	Deeds and certificates of title for properties owned by the organisation	Ownership of property	Destroy	n/a
	Records documenting the acquisition or use of properties by lease or rental	Disposal of property + 6 years	Destroy	1980 c.58
Property disposal	Records documenting the disposal of properties	Disposal of property + 6 years	Destroy	1980 c.58

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Financial

Description	Record	Retention Period	Action	Citation
Financial management	Records documenting the development and establishment of the finance strategy	Superseded + 10 years	Review or Archive Value	n/a
	Records documenting the monitoring of performance against the organisation's KPIs – reports	Current financial year + 10 years	Review or Archive Value	n/a
Financial audit	Records documenting the conduct and results of financial audits, and action taken to address	Last action on audit + 6 years	Destroy	1980 c.58

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Financial

Description	Record	Retention Period	Action	Citation
Performance management	Records documenting the issue of sales invoices and the processing of incoming payments Records documenting the receipt and payment of purchase invoices Records of the handling of petty cash Records of the receipt and processing of fees paid Records documenting the preparation of the organisation's statutory accounts Records of routine bank account deposits/withdrawals/transfers (paying-in slips, transfer instructions, bank statements, etc)	Current financial year + 6 years	Destroy	1970 c.9 1980 c.58 1994 c.23
	Records of opening, closing and routine administering of bank accounts	Closure of account + 6 years	Destroy	1980 c.58
	Records of standing orders, direct debits	Life of instruction + 6 years	Destroy	1980 c.58
	Records of the processing of internal accounting transactions between operating units (i.e. cross-charges)	Current financial year + 1 year	Destroy	n/a
	Annual accounts	Current financial year + 6 years	Archive	1970 c.9

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Financial continued

Description	Record	Retention Period	Action	Citation
Management accounting	Records documenting analyses of the internal deployment of the organisation's financial resources	Current financial year + 1 year	Destroy	n/a
	Management account journals	Current financial year + 6 years	Destroy	n/a
	Financial systems documentation	Life of system	Destroy	Destroy
	Financial statements	Permanently	n/a	n/a
Budget management	Preparation of annual operating budgets	Current financial year + 1 year	Destroy	n/a
Funding administration	Administering annual funding allocations from appropriate statutory funding bodies (inc correspondence, invoices)	Current financial year + 10 years	Destroy	n/a
Payroll administration	Calculation and payment of payroll payments to employees	Current tax year + 6 years	Destroy	1970 c.9 1980. c.58
Pension administration	Records documenting payments of the organisation's employers' contributions to pensions schemes for its employees Records of payments of employees' contributions to pension schemes	Termination of employment + 75 years	Destroy	1980 c.58
Tax management	Records documenting the preparation and filing of the organisation's tax returns	Current tax year + 6 years	Destroy	1994 c.23

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Financial

Description	Record	Retention Period	Action	Citation
Insurance policy management	Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: employers' liability insurance	Commencement of policy + 40 years OR Renewal of policy + 40 years	Destroy	1980 c.58
	Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: all other insurance	Expiry of policy + 6 years	Destroy	1980 c.58
	Records documenting claims made under insurance policies: property and other claims	Settlement of claim + 6 years OR withdrawal of claim + 6 years	Destroy	1980 c.58
	Records documenting claims made under insurance policies: liability/personal injury	Permanent	n/a	1980 c.58
Asset management	Valuation of capital assets	Current financial year + 6 years	Review for archive	1970 c.9 1980 c.58
	Records documenting the disposal of capital assets			
Supplier approval	Records documenting supplier evaluation criteria	Superseded + 5 years	Destroy	n/a
	Records documenting the evaluation of applications for approval from prospective suppliers, and notification of the outcome: approved suppliers	Termination of approval	Destroy	n/a
Supply contract tendering	Records documenting invitations to tender and tender evaluation criteria Records documenting the evaluation of tenders, the conduct of negotiations with tenders and the notification of the	Termination of supply contract awarded + 6 years	Destroy	1980 c.58 2006/5

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c.58
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Corporate Social Responsibility

Restore Shred is a **recycling business** that cares passionately about the environment. Whilst **paper recycling companies** will help you recycle the tons of paper products you dispose of each year, here at Restore Shred we extend that service to branded items such as uniforms and ID, storage media, IT and Office Equipment.

Our services have been developed to help you reduce your carbon footprint, do business in a sustainable way, minimise the amount of waste you send to landfill, and prove your corporate and social responsibility.

Here are just some of the ways that using Restore Shred can support your environmental credentials:

- We use low emissions vehicles to collect your waste
- We're local to our customers to keep mileage down
- We are a **paper recycling company** that recycles 95% of the paper we collect
- Everything else is disposed of in an environmentally responsible way, in line with legislation and guidelines from the Department of the Environment
- We are a **recycling business** that continually invests in the best processes to separate, treat and recycle waste
- We're committed to keep on reducing our energy usage and carbon emissions
- Even the incineration of IT equipment creates new electricity.

RESTORE IN NUMBERS

Shred recycling statistics

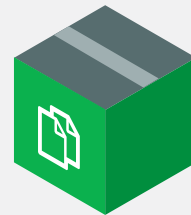
32k

Tonnes paper



250k

Documents scanned



1.5million

New boxes stored

Citations and references

Acts of the UK Parliament

1. 1970 c.9 Taxes Management Act 1970
2. 1980 c.58 Limitation Act 1980
3. 1980 c.58 Limitation Act 1980
4. 1994 c.23 Value Added Tax Act 1994

Statutory instruments of the UK Parliament

1. S.I. 1991/2680 The Public Works Contracts Regulations 1991

Information retention and disposal policy

1. S.I 1993/3228 The Public Services Contracts Regulations 1993
2. S.I 1995/201 The Public Supply Contracts Regulations 1995

Other provisions

1. HMCE 700/21 HM Customs & Excise Notice 700/21: Keeping [VAT] records and accounts



Records



Digital



Datashred



Relocation



Technology

Restore is...

From Cloud data back-up where information is available at the touch of a button, to near storage document management where information is accessible within hours, to deep, specialised storage of archive papers, we make sure you have what you want, when you want it and where you want. And, at the end of your information's life, we dispose of it efficiently, responsibly, securely.

We give excellent value for money, timely communications that are tailored to your needs, professional and experienced staff at every level – no wonder our customers will tell you that moving to Restore is 'the best decision you'll ever make'!

Morrison's Solicitors...

We are committed to delivering outstanding service to all our clients building upon our experience of providing integrated high quality legal advice to individuals, families and businesses. Through our commitment to clients, colleagues, partners and communities we can build a stronger future together supporting each other.

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Ranked in both the Legal 500 and Chambers & Partners directories as one of the leading law firms in the South East, we use our considerable expertise and resources to deliver our services with integrity, dedication, insight and a strong sense of community.



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