

Data Retention Schedule – January 2023

Financial Records

Personal data record category	Mandated retention period	Record owner
Payroll records	Seven years after audit	HR/Finance
Supplier contracts	Seven years after contract is terminated	Finance
Chart of Accounts	Permanent	Finance
Fiscal Policies and Procedures	Permanent	Finance
Permanent Audits	Permanent	Finance
Financial statements	Permanent	Finance
General Ledger	Permanent	Finance
Investment records (deposits, earnings, withdrawals)	7 years	Finance
Invoices	7 years	Finance
Cancelled checks	7 years	Finance
Bank deposit slips	7 years	Finance
Business expenses documents	7 years	Finance
Check registers/books	7 years	Finance
Property/asset inventories	7 years	Finance
Petty cash receipts/documents	3 years	Finance

Business Records

Personal data record category	Mandated retention period	Record owner
Article of Incorporation to apply for corporate status	Permanent	Finance
Board policies	Permanent	Legal
Board meeting minutes	Permanent	Legal
Tax or employee identification number designation	Permanent	Finance
Annual corporate filings	Permanent	Legal

HR: Employee Records

Personal data record category	Mandated retention period	Record owner
Disciplinary, grievance proceedings records, oral/verbal, written, final warnings, appeals	6 years after employment ceases	HR
Applications for jobs, interview notes – Recruitment/promotion panel Internal Where the candidate is unsuccessful Where the candidate is successful	Deleted immediately after duration of employment	HR
Payroll input forms, wages/salary records, overtime/bonus payments Payroll sheets, copies	7 years	HR
Bank details – current	Duration of employment	HR
Payrolls	Duration of employment	HR
Job history including staff personal records: contract(s), Ts & Cs; previous service dates; pay and pension history, pension estimates, resignation/termination letters	All excluding pensions – 7 years after employment ceases. Pensions – 12 years after benefit ceases	HR
Expense claims	7 years after employment ceases	HR
Annual leave records	Duration of employment	HR
Accident books Accident reports and correspondence	3 Years after employment ceases	HR
Certificates and self-certificates unrelated to workplace injury; statutory sick pay forms	6 years after employment ceases	HR
Pregnancy/childbirth certification	3 years from the end of the tax year in which Parental Leave ends	HR
Parental leave (Unpaid)	18 years from birth of child	HR
Maternity pay records and calculations	3 years from the end of the tax year in which Parental Leave ends.	HR
Redundancy details, payment calculations, refunds, notifications	6 years from date of redundancy	HR
Training and development records	6 years after employment ceases	HR

Contracts

Personal data record category	Mandated retention period	Record owner
Signed	Permanent	Legal
Contract amendments	Permanent	Legal
Successful tender documents	Permanent	Legal
Unsuccessful tenders' documents	Permanent	Legal
Tender – user requirements, specification, evaluation criteria, invitation	Permanent	Legal
Contractors' reports	Permanent	Legal
Operation and monitoring, e.g. complaints	Permanent	Legal
Grant Funding Agreements	7 years	Legal/Business & Skills
ERDF/ESF grants	10 years	Legal/Business & Skills
Agri-tech Applications/Independent External Assessors comments/ Assessment by Agri-tech Board members/Claims/Processing of finance	7 years	Business & Skills

Customer Data

Personal data record category	Mandated retention period	Record owner
Platform data – inclusive of Video data, comments, attachments, profile picture, email address, first and second name	Retained whilst organisation remains a customer or deleted by user. Once an organisation requests all records to be deleted, data will be removed from the back-ups within 9 months	Comms
CRM data – inclusive of Name, Email address, mobile number, address, emails, and phone call summaries, DPO information	Retained whilst organisation remains a customer or deleted by user. Once an organisation requests all records to be deleted	Comms
Name, email address	Kept until person unsubscribes / requests to be removed from system	Comms
Public responses to consultations	3 years	Comms

IT

Personal data record category	Mandated retention period	Record owner
Recycle Bins	Cleared monthly	Individual employee
Downloads	Cleared monthly	Individual employee
Inbox	All emails containing PII attachments deleted after 3 years.	Individual employee
Deleted Emails	Cleared monthly	Individual employee
Teams Chats	1 year Any documents containing PII deleted after 3 years	Individual employee
Teams Project Sites (including Channels)	3 years after contract is terminated	PMO
Local Drives & files	Moved to One drive monthly, then deleted from local drive	Individual employee
Personal One Drive	Reviewed quarterly, any documents containing PII deleted after 3 years	Individual employee