

DOCUMENT RETENTION SCHEDULE

DOCUMENT	LOCATION	PURPOSE COLLECTED OR HELD	RETENTION PERIOD	AGENCIES EXCHANGED WITH/PASSED ON TO	PERSONAL DATA
INCORPORATION DOCUMENTS					
Certificate of Incorporation	<i>safe</i>		Permanently		
Association Rules (original)	<i>Safe</i>		Permanently		
Association Rules (current)	<i>IT System</i>		Permanently		
Standing Orders	<i>IT System</i>		Permanently		
Letter of charitable registration	<i>safe</i>		Permanently		
Registration documentation (I & P Societies)	<i>Safe</i>		Permanently		
Certificate of registration with Scottish Housing	<i>Safe</i>		Permanently		
MEETINGS	<i>Admin Office, IT System, Archive</i>	<i>Administration of Association</i>		<i>Available for Public Inspection</i>	
Notices of meetings			6 years		
Management and sub-committee minutes			Permanently		YES

Data Handling Procedures

APPENDIX A

DOCUMENT	LOCATION	PURPOSE COLLECTED OR HELD	RETENTION PERIOD	AGENCIES EXCHANGED WITH/PASSED ON TO	PERSONAL DATA
Minutes and resolutions of Care & Repair Charitable Trust	<i>Care & Repair Office</i>		6 years		YES
Registration and Statutory Returns	Admin Office, IT System, Archive	Compliance with Legislation			
Annual returns to Communities Scotland	Finance Office		5 years		
Annual returns to Communities Scotland – working papers	ELHA Library		3 years		

Document	Location	Purpose collected or held	Retention Period	Agencies exchanged with/passed on to	Personal Data
Audited company returns and financial statements (including I & P Societies' Annual Returns to Registrar of Friendly Societies)	Finance Office		Permanently		
Schedule 7 Declarations of interest	Admin Office		Permanently		YES
Register of Committee Members	IT System		Permanently		YES
Register of seals	Safe		Permanently		YES
Register of share certificates	Safe		Permanently		YES
List of members (I & P Societies)	Safe		Permanently		YES
Data Protection Registration	Chief Exec's Office		Permanently		
Strategic Management					
Business plans & supporting documentation (e.g. organisation structures, aims, objectives, funding issues)			5 year after plan completion		
Insurances					
	Finance Office; IT System; Archive				
Current and former policies			Permanently		
Annual Insurance schedule			6 years		
Claims and related correspondence			3 Years after settlement		YES
Group Health Policies			12 Years after cessation of benefits		
Indemnities and guarantees			6 years after expiry		
Employer's Liability Policies	Fireproof Cabinet		Mimimun of 40 years		

Document	Location	Purpose collected or held	Retention Period	Agencies exchanged with/passed on to	Personal Data
Finance, Accounting & Tax Records	Finance Office; IT System; Archive	Compliance with Legislation			
Accounting records			10 years		
Balance Sheets and supporting documentation			10 Years		
Loan account documentation			Duration of loan + 6 years		
Housing Association Grant documentation	Development Office		Permanently		
Signed Copy of report and accounts			Permanently		
Budgets and internal financial reports			2 years		
Tax returns and records			10 years		
VAT records/correspondence			6 years		
Orders and delivery notes			6 years		
Copy invoices			6 years		
Credit and debit notes			6 years		
Cash records			6 years		
Creditors, debtors & cash income control accounts			6 years		
Other Banking Records (inc Giro)	Finance Office; IT System; Archive	Administration of Association			
Cheques			6 years		
Paying in counterfoils			6 years		
Bank statements and reconciliations			6 years		
Instructions to bank			6 years		YES

Document	Location	Purpose collected or held	Retention Period	Agencies exchanged with/passed on to	Personal Data
Contracts and Agreements:	Property Files Archive	Administration of Association & Compliance with Legislation			
Contracts under seal and/or executed as deeds	Anderson Strathern Hsg/Dev Files		12 years after completion (including any defects liability period)		
Contracts for the supply of goods, works or services, including professional services	Fireproof Cabinet Department Files		6 years after completion (including any defects liability period). Data & tenders permanently		
Planned maintenance work	Property Office IT System Archive		Data permanently Correspondence 7 years		
Loan agreements	Head of Finance & IT's Office		12 years after last payment		
Licensing agreements			6 years after expiry		
Rental and hire purchase agreements			6 years after expiry		
Indemnities, guarantees and warranties			6 years after expiry		
Documents relating to successful tender			6 years after end of contract		
Tender Register	Safe		Permanently		
Documents relating to unsuccessful tenders			2 years after notification		
Forms of tender			6 years		

Document	Location	Purpose collected or held	Retention Period	Agencies exchanged with/passed on to	Personal Data
Application and Tenancy Records	IT System; House Files; SST files; Schedule 7 Register	Administration of Housing Management service		Contractors; Emergency Services; Housing Benefit; DWP; East Lothian Social Work Dept; Communities Scotland; other RSL's; Solicitors; Sheriffs; Care agencies; Supporting People Dept; Care Commission; NASS; Refuge Support Team; SCORE; Banks; Anti-social behaviour agencies; External & Internal Auditors.	
Applications for accommodation			Duration of tenancy		YES
SCORE data record form			None		YES
Housing Benefit notifications			2 years		YES
Rent statements			Duration of tenancy		YES
Current tenants' Tenancy Files, including rent payment records, and details of any complaints and harassment cases			Duration of tenancy		YES
Former tenants' Tenancy Files (other than tenancy agreements - see below), including rent payment records, and details of any complaints and harassment cases			End of tenancy		YES
Former tenants' Tenancy Agreements, details of their leaving and summary of tenancy			Permanently		YES

Document	Location	Purpose collected or held	Retention Period	Agencies exchanged with/passed on to	Personal Data
Documentation, correspondence and information provided by other agencies relating to special needs of current tenants			Duration of tenancy		YES
Records relating to offenders, ex-offenders and persons subject to cautions			Duration of tenancy		YES
Property Records	Property Files Archive	Administration of Properties and Maintenance			
Leases and deeds of ownership			While owned		
Copy of former leases			Permanently		
Wayleaves, licences and easements			Permanently		
Abstracts of title			Permanently		
Planning and building control permissions			Permanently		
Searches			Permanently		
Property maintenance records			Permanently		
Reports and professional opinions			Permanently		
Maintenance and Development drawings and Bills of Quantities			Permanently		
Construction and Maintenance Tender Documents			Permanently		
Property Health & Safety Files			Permanently		
Care & Repair	Care & Repair Office; IT System; Archive	Administration of Care & Repair Service		ELC Occupational Therapy, Housing Development Services, Building Control, Planning; Internal & External Auditors	
Client information records including grant applications, OT reports & referrals			Duration of work plus 6 years		YES

Document	Location	Purpose collected or held	Retention Period	Agencies exchanged with/passed on to	Personal Data
Employees: Tax and Social Security	Finance Office; IT System; Archive	Administration of Payroll		Inland Revenue; DWP; External & Internal Auditors	
Record of taxable payments			6 years		YES
Record of tax deducted or refunded			6 years		YES
Record of earnings on which standard National Insurance Contributions payable			6 years		YES
Record of employer's and employee's National Insurance Contributions			6 years		YES
NIC contracted-out arrangements			6 years		YES
Copies of notices to employee (e.g. P45, P60)			6 years		YES
Inland Revenue notice of code changes, pay & tax details			6 years		YES
Expense claims			6 years		YES
Record of sickness payments			6 years		YES
Record of maternity payments			6 years		YES
Income tax and NI returns			6 years		YES
Redundancy details and record of payments & refunds			12 years		YES
Inland Revenue approvals			Permanently		YES
Annual earnings summary			12 years		YES
Record of employer & employee pension contributions			6 years		YES
Record of employee pension membership	+ Personnel File		6 years after employment ceases		YES

Document	Location	Purpose collected or held	Retention Period	Agencies exchanged with/passed on to	Personal Data
Employees (Personnel Procedures):	Chief Executive's Office; IT System	Compliance with Employment Legislation		Inland Revenue; DWP; Pensions Trust; Child Support Agency; Police; Internal & External Auditors; Regulator	
Terms and conditions of service, both general terms and conditions applicable to all staff, and specific terms and conditions applying to individuals			6 years after terms and conditions superceded		YES
Disclosure Scotland Checks	Chief Executive's Office only	Employee Checks	6 months	None	YES
Former employees' Personnel Files			6 years		YES
References to be provided for former employees			6 years	Prospective Employers	YES
Training programmes			6 years		YES
Individual training records			6 years after employment ceases		YES
Short lists, interview notes and related application forms of unsuccessful interviewees	Chief Executive's PA's Office		1 year		YES
Short lists, interview notes and related application form of successful applicant			6 years after employment ceases		YES
Application forms of non-shortlisted candidates	Chief Executive's PA's Office		6 months		YES
Time sheets			2 years		YES

Document	Location	Purpose collected or held	Retention Period	Agencies exchanged with/passed on to	Personal Data
Trade union agreements			10 years after ceasing to be effective		
Trust deeds, rules and minutes (for joint employee / employer sports / social clubs, etc, set up under trust)			Permanently		
JCC minutes			Permanently		
Employees: Health and Safety	Admin Office IT System	Compliance with Health & Safety Legislation			
Health and Safety assessments	Safe		Permanently		YES
Health and Safety policy statements	Safe		Permanently		
Records of consultations with safety representatives			Permanently		YES
Accident records, reports	Safe		6 years after date of occurrence		YES
Accident books	Safe		6 years after date of last entry		YES
Sickness records	Chief Executive's Office		6 years		YES
Health and safety statutory notices			6 years after compliance		