



**ENABLE**

The Voluntary and Community Sector  
Learning and Skills Consortium

# **Document Retention Policy**

**2020/21**

## Change History

<b>First Published:</b>	17/02/2009	<b>Originally Created by:</b>	Quality Lead	
<b>Person Responsible for Policy:</b>	Enable CEO			
<b>Date of Review</b>	<b>Reviewed by</b>	<b>Policy changes</b>	<b>Approved by</b>	<b>Date of next review</b>
22/08/2019	SMT	Change format of policy to new Enable style	CEO	31/07/2020
21/04/2020	SMT	No Changes	CEO	21/04/2021

## Introduction

It is Enables policy to maintain complete, accurate and high-quality records. Records are to be retained for the period of their immediate use, unless longer retention is required for historical reference, contractual, legal or regulatory requirements or for other purposes as detailed below. Records are no longer required, or have satisfied their required periods of retention, shall be destroyed. No officer, director, employee, contractor or volunteer of Enable shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter. This policy covers all records and documents of Enable. We reserve the right to amend, alter and terminate this policy at any time.

## Statement of Policy

It is the policy of this organisation:

- To comply with applicable legal and regulatory duties to retain documents.
- To possess all documents needed for our normal business purposes, including administration of our ongoing business relationships.
- Therefore, Enable directs and expect all officers, directors, employees, delivery partners and volunteers to follow the rules and procedures set out in this policy. Please be aware that “documents” includes not only documents in paper form, but e-mail messages and all other forms of electronically stored information. Also be aware that the rules and procedures apply to all computers and other electronic devices provided to you by Enable for use in the business, regardless of whether those computers or devices are used on company premises or elsewhere.

## Rules and Procedures

If deemed necessary the Enable Board of Trustees may issue a “legal hold,” suspending the destruction of any records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. You will be informed if/when these times arise. If you are unsure whether or not to destroy a document, save it until you receive authority from the SMT.

In all other circumstances, you must retain the documents listed in the schedule below for the periods of time set forth on that schedule. The schedule reflects our legal obligations for document retention. Please note that the information listed in the schedule below is intended as a guideline and may not contain all the records Enable may be required to keep in the future. Questions regarding the retention of documents not listed in this schedule should be directed to the CEO. Please note that failure to follow this policy can result in possible civil and criminal sanctions against Enable and its officers, directors and employees, and possible disciplinary action against responsible individuals, up to and including termination of employment.

## Type of Document Minimum Retention Requirement

ESF match funding Documents	Until 31/12/2030 or 10 years after final ESF claim
All other ESFA documents, student and awarding body records	10yrs
Company accounts documents, including Payroll	10yrs
Liability Insurance	40yrs
Other Insurance Documents	7yrs
Expired contracts/leases/rental agreements	7yrs
Employment records	7yrs
General correspondence and emails	3yrs
Past litigation	40yrs
Disclosure & Barring Service (DBS) records	Until staff leaves
Safeguarding Records (6yrs or passed on as directed)	6yrs
Statistical data	7yrs

**Signed:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_