



Company No: 07058666  
Charity No: 1179433

## **SIGBI Retention and Disposal Schedule**

***For the purpose of this document, references to SIGBI Limited and Soroptimist International will be written as "SIGBI" and "SI" only.***

## SIGBI RETENTION AND DISPOSAL SCHEDULE

The retention and disposal schedule sets out the minimum length of time that records should be retained in order to comply with legal and regulatory requirements. It should be used in conjunction with the SIGBI Data Protection Protocols 2018 and the Records Management Policy 2019.

The retention periods apply to records created or received in all media, whether paper or electronic. Records must not be disposed of before the end of the retention period. An annual review of records will be undertaken every November by the Honorary Archivist, in collaboration with SIGBI staff, to identify records which have reached the end of their retention period. As a result of the review, appropriate action will be taken in relation to disposal of the records. One of three decisions relating to the records should be made and the decision recorded in the 'Action' column.

**Destroy (D):** records can be disposed of using an appropriate method. All confidential records, including those containing personal or financial information will be shredded using in house facilities. Records which do not fall into this category can be disposed of in an appropriate waste bin, preferably a recycling bin for paper.

**Permanently Preserve (PP):**

Records of lasting historic or legal value will be identified for permanent preservation and deposited in Archives + in Manchester Central Library.

**Retain (R):**

The retention periods noted in the retention and disposal schedule are a minimum recommendation. It is possible that some records may need to be kept for a longer period before they are destroyed or transferred to Archives +.

In such a case, the action taken can be recorded as 'Retain'. However, if possible, a note should be made in the "Comments" column indicating the length of this additional retention period so that the status of the records can subsequently be reviewed and a decision made to either destroy or preserve them.

## Retention and Disposal Schedule

Year:

| Documents  | Media<br>(paper/electronic) | Minimum retention<br>period | Action | Date<br>authorised | Comments  |
|--|-----------------------------|-----------------------------|--------|--------------------|---|
| <b>Governance</b>  |                             |                             |        |                    |   |
| SIGBI Management Board minutes                                       |                             | Current year + 5 years      | PP     |                    | Retention period of current year + 5 years is suggested for administrative reasons (e.g. ease of finding information/checking decisions). All minutes will be permanently preserved once this period has ended. |
| SIGBI Management Board notes from teleconferences                    |                             | Current year + 5 years      |        |                    | Retention period of current year + 5 years is suggested for administrative reasons (e.g. ease of finding information/checking decisions). All minutes will be permanently preserved once this period has ended. |
| Federation Consultative Committee minutes/notes from teleconferences |                             | Current year + 5 years      | PP     |                    | Retention period of current year + 5 years is suggested for administrative reasons (e.g. ease of finding information/checking decisions). All minutes will be permanently preserved once this period has ended. |

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| SIGBI Communications Committee minutes/notes from teleconferences              |  | Current year + 5 years | PP |  | Retention period of current year + 5 years is suggested for administrative reasons (e.g. ease of finding information/checking decisions). All minutes will be permanently preserved once this period has ended. |
| SIGBI Finance Committee minutes/ notes from teleconferences                    |  | Current year + 5 years | PP |  | Retention period of current year + 5 years is suggested for administrative reasons (e.g. ease of finding information/checking decisions). All minutes will be permanently preserved once this period has ended. |
| SIGBI Membership Committee minutes/ notes from teleconferences                 |  | Current year + 5 years | PP |  | Retention period of current year + 5 years is suggested for administrative reasons (e.g. ease of finding information/checking decisions). All minutes will be permanently preserved once this period has ended. |
| SIGBI Organisational Development Committee minutes/ notes from teleconferences |  | Current year + 5 years | PP |  | Retention period of current year + 5 years is suggested for administrative reasons (e.g. ease of finding information/checking decisions). All minutes will be permanently preserved once this period has ended. |

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| SIGBI Programme Action Committee minutes/ notes from teleconferences   |  | Current year + 5 years        | PP |  | Retention period of current year + 5 years is suggested for administrative reasons (e.g. ease of finding information/checking decisions). All minutes will be permanently preserved once this period has ended. |
| General Meeting Minutes  |  | Current year + 5 years        | PP |  | Retention period of current year + 5 years is suggested for administrative reasons (e.g. ease of finding information/checking decisions). All minutes will be permanently preserved once this period has ended. |
| Annual reports   |  | Current year + 5 years        | PP |  | Retention period of current year + 5 years is suggested for administrative reasons (e.g. ease of finding information/checking decisions). All reports will be permanently preserved once this period has ended. |
| Complaints (does not include complaints regarding children and vulnerable adults, which are safeguarding issues) |  | 6 years after closure of case | D  |  |   |
| Litigation Records   |  | Closure of case + 10 years    | R  |  | Review to identify records of permanent value.  |
| Fraud Case Files   |  | Closure of case + 10 years    |    |  | Review to identify records of permanent value.  |

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| Correspondence  |  | While it is of administrative value. | D (see comments) |  | Any correspondence that records major policy decisions, financial issues, events or activities that reflect the aims, values and impact of Soroptimism should be retained permanently. However, duplicates and ephemeral material such as compliment slips can be removed.  |
| <b>Membership</b>   |  |                                      |                  |  |   |
| Membership Information  |  | 3 years after cease to be a member.  | D (see comments) |  | Retain record that person was a member.   |
| Membership relations management records (e.g. conflict/disputes between members, responses, actions taken and outcomes) |  | Last actions on case + 6 years       | R (see comments) |  | The normal procedure would be to destroy such records after 6 years, the time limit for bringing civil legal action in the UK Limitation Act 1980. However, staff may want to review case records to determine whether the retention period should be longer. Items in such cases which led to changes in policies or procedures could be identified for permanent preservation but an appropriate closure period would be agreed for any records deposited in Archives + |

| <b>Finance</b>  |  |   |                      |  |   |
|---|--|---|----------------------|--|---|
| Annual accounts   |  | Current financial year + 6 years  | PP                   |  |   |
| Financial records. This could include:<br>Bank statements<br>Bank paying in counterfoils/receipts<br>Invoices<br>Cash books (receipts and payments)<br>Petty cash records<br>Gift Aid documentation<br>Expenses accounts and records<br>Correspondence relating to donations<br>VAT records |  | Six years from the end of the financial year in which the transaction was made. | D (but see comments) |  | Any records which relate to significant events could be kept for permanent preservation, as could a sample to illustrate changes in costs, for example, 1 year in 10. |
| <b>Staff</b>  |  |   |                      |  |   |
| Job Authorisations and Adverts  |  | 7 years   | D                    |  |   |
| Staff personal records (includes any documentation related to a named individual employee's pay and conditions, contract of employment, change of hours, determination of employment status, acting up/honorarium, job description, job application form, allowances                        |  | 7 years from end of employment  | D                    |  |   |

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| Application forms, shortlisting notes and interview records for successful applicants   |  | Add to personal file and keep as long as personal file. | D |  |  |
| Application forms, shortlisting notes and interview records for unsuccessful applicants |  | 1 year  |   |  |  |
| Income Tax and NI returns, including correspondence with HMRC                           |  | Current financial year + 6 years                        | D |  |  |
| Payroll include PAYE and NIC  |  | Current financial year + 6 years                        | D |  |  |
| Staff Pension records   |  | Current financial year + 6 years                        | D |  |  |
| Redundancy payments and administration  |  | Current financial year + 6 years                        | D |  |  |
| Statutory Maternity Pay Records and Calculations  |  | Current financial year + 6 years                        | D |  |  |
| Statutory Sick Pay Records and Calculations   |  | Current financial year + 6 years                        | D |  |  |
| Expenses Claims   |  | Current financial year + 3 years                        | D |  |  |
| Sickness and absence notifications  |  | 4 years   | D |  |  |
| Return to Work Interviews.  |  | Add to personal file and keep as long as personal file  |   |  |  |
| Annual Leave Records  |  | Current financial year + 1 year                         | D |  |  |
| Grievances  |  | Add to personal file and keep as long as personal file  | D |  |  |



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| Outcome letters for all forms of redeployment (sickness, performance or as part of a restructure/redundancy)           |  | Add to personal file and keep as long as personal file                        | D  |  |  |
| Industrial relations, including tribunal case papers   |  | Current financial year + 10 years   | R  |  |  |
| Wage and Salary Records  |  | Current financial year + 6 years  | D  |  |  |
| Accident Books and Records/Reports of Accidents  |  | 6 years after date of last entry  | D  |  |  |
| Health Records where reason for termination of employment is connected with health, including stress related illnesses |  | 6 years from date of leaving employment                                       | D  |  |  |
| Students Records, including academic achievements and conduct  |  | 6 years from the date the student leaves in case of litigation for negligence | D  |  |  |
| <b>Information Management</b>  |  |   |  |  |  |
| Subject Access Requests and related correspondence   |  | 3 years from closure of SAR   | D but may want to review before final decision |  |  |
| Appeal following Subject Access Request  |  | 6 years from end of appeal process  | D but may want to review before final decision |  |  |
| Material relating to copyright, intellectual property rights, trademarks or patents                                    |  | End of lifetime of patent or termination of licence/action + 6 years          | Review for PP                                  |  |  |
| Software Licenses  |  | Lifetime of software  | D  |  |  |

| <b>Premises</b>   |  |         |   |  |  |
|---|--|---------|---|--|--|
| Workplace inspections<br>(Including fire extinguishers,<br>PAT testing) |  | 6 years | D |  |  |