

Financial Records

Retention Schedule

Version: 3.0

Date Issue: 06/05/2015

Reference: WCCC-1073-140

Team: Information Management

Protective Marking: Public

Financial Records Retention Schedule

Financial Standing Orders

The following list refers to the length of time financial records must be retained.

1. Accounting Records*

6 years plus current financial year

2. Contract Documents Under Seal

Indefinitely

3. Deeds/Title Documents

Indefinitely

4. Personal & Pay Records

Indefinitely

5. Final Account Reports

Indefinitely

6. All Other Records

2 years plus current financial year

* time sheets, invoices, bank paying in books, stores documents, travel and subsistence returns, bonus sheets etc.

If in any doubt, before disposing of records not referred to above, Cost Centre Managers should consult their financial adviser.