

1. Objective and Scope

- 1.1. There are legal requirements to keep business information and records as well as operational reasons to keep information. It is not practical to store all information forever and this procedure aims to outline clear periods for retaining paper information, the storage and archiving of the information and the disposal of the information.

2. Reference Documents

INTERNAL

Information Retention Sheet

3. Procedure Detail

- 3.1. The table in Section 5 outlines the retention period for retaining information.
- 3.2. Information should be retained for the minimum period possible so as much as possible will be disposed of on a rolling basis in the Centre. This means that once the defined period of retention is reached the information will be shredded by the facility.
- 3.3. For example wages summary sheets will be kept on site for 3 months. Once they have been retained for longer than this period they will be shredded at facilities.
- 3.4. Information which needs to be kept for longer than 1 year will be retained for the defined period, boxed and labelled.
- 3.5. The boxes should only contain information of the same nature i.e. only NPLQ training records or only invoices. This will allow information to be easily archived, recorded and disposed off.
- 3.6. The boxes should contain a reasonable amount of information but not too much as they have to be lifted by a variety of individuals. It is suggested that a maximum of 7 or 8 lever arch ring binders should be put into each box.

4. Retention Periods

Weekly Evacuation Routes and Emergency Exits	1 year - rolling disposal
Weekly Fire Extinguishers	1 year - rolling disposal
Weekly Emergency Lights	1 year - rolling disposal
Weekly Fire Alarm	1 year - rolling disposal
Weekly Panic Alarms	1 year - rolling disposal
Weekly Equipment Safety Check	1 year - rolling disposal
Monthly Electrical Equipment	1 year - rolling disposal
Six Monthly Fire Drills	3 years or otherwise specified on fire certificate
Fire Instruction and Training Record	3 years or otherwise specified on fire certificate
Cleaning Rotas	3 months – rolling disposal
Incident Reports on site	1 year
Incident Reports sent to HO	Minimum 3 years
Daily Poolside Safety Checks	1 year - rolling disposal
Environmental Conditions Log	1 year - rolling disposal
Lost Property Log	3 months – rolling disposal
Facility diaries	3 years
Membership Forms	3 years – shred
Daily Sign in Sheets	1 year - rolling disposal
Fault Reporting Sheets	3 months – rolling disposal
Training Records / Induction	Service + 3 years
Customer Complaints	2 year – rolling disposal
Development Reviews	POU + 3 years
Absence Records	3 years
Wages Summary Sheets	On-site – 3 months and shred HO – 7 years
Invoices (HO copies to be retained – facility copies to be binned)	7 years
Purchase Orders	1 year - rolling disposal
Cheque Requests	1 year - rolling disposal
Ledger Printouts	1 year - rolling disposal
Internal Audits	1 year - rolling disposal
NPLQ training records	3 years
Daily Cash Reconciliations	1 year - rolling disposal
Weekly Banking Report	1 year - rolling disposal
Reserve Float Forms	1 year - rolling disposal
Daily Vending Sales Forms	1 year - rolling disposal
Petty Cash Forms	1 year - rolling disposal
BACS	1 year - rolling disposal
Stock Take	1 year - rolling disposal
Photographer Registration Form & Parental Consent Letter	1 year - rolling disposal