

Department	Doc Type	Retention Period	Why (Statutory or otherwise)	
<b>CORPORATE SERVICES</b>				
Personnel Records (Application/Contract, File Notes and training history)	Manual	6 Years – archive after 1 year, then keep for another 5	Good practice	
Personnel Records (Application/Contract, File Notes and training history)	Electronic	6 Years – archive after 1 year, then keep for another 5	Good practice	
Sickness Absence Records	Electronic	6 years	Good Practice	
Evidence of medical/self certs/fit notes	Manual	3 years for current employees 1 Year after employee leaves	Good Practice	
Disciplinary files	Manual	Destroy individual records 6 Years after employment ceases	Good practice	
Grievance files	Manual	Destroy individual records 6 Years after employment ceases	Good practice	
Recruitment Records (shortlisted)	Manual	Destroy after 2 Years of closing date	Good practice	
Recruitment Records (not shortlisted)	Electronic	Destroy after 2 Years of closing date	CS decision	
Training Course information	Manual	Destroy after 1 Year	CS decision	
Training Evaluation Forms	Manual	Destroy after 1 Year	CS decision	
Equality Commission Annual Return	Manual	Destroy after 3 Years of date of submission	Legal Requirement	
Article 55	Electronic	6 Years	CSD Decision	
General Files	Manual	Destroy after 3 Years	Internal decision – free up space	
Accident Books & RIDDOR	Electronic	Destroy after 6 Years	HSE Rec	
Public Liability Claims	Electronic	Destroy 1 Year after settlement	NHF Rec	
Risk Assessments	Electronic	Destroy after 5 Years	Unless to do with occupational health	
Tribunal Cases	Manual	Destroy 1 Year after settlement	Good practice	
Tribunal Cases	Electronic	Destroy after 5 years of settlement		
Annual Leave Sheets for Domestic/Care Staff	Electronic	Destroy after 1 Year	Good practice	
Timesheets – Flexi/TOIL	Electronic	Destroy after 1 Year	CS decision	
Personnel Records – PIs	Manual/Electronic	Destroy after 2 Years	Good practice	
Monitoring Returns – Recruitment	Manual/Electronic	Destroy after 18 months	Good practice	
Monitoring Returns – Staff	Manual/Electronic	Destroy after 4 Years (3+1)	Good practice	
Declarations of Interest	Manual	Destroy after 6 Years	NHF Rec – limitation for legal proceedings	
Training Programme	Electronic	Destroy after 6 Years	Best practice	
Induction Training Records	Electronic/Manual	Destroy after 6 Years	CIPD Rec	
ANI Clearance	Manual	Retain certificates for 6 months	ANI Code of Practice	

		if there are any disclosures		
Department	Document Type	Retention Period	Why (Statutory or otherwise)	
<b>Other General Documents</b>				
Complaints	Manual and Electronic	Destroy after 6 years	NHF Rec	
Tenant Surveys	Electronic	Destroy after 4 years	CS Decision	
ISO Audit files	Manual	Destroy after 2 Years	Good practice	
Accident/Near Miss Forms	Electronic	Destroy after 3 years	HSE Rec	
Fire Risk Assessments	Electronic	Destroy after 2 years	CS Decision	
Photographs of Staff held in Photo Library	Electronic	Destroy after leaving Clanmil	Data Protection	
Data Sharing Agreements (with Clanmil as Controller)	Electronic	Destroy one year after end of Contract with Supplier	Data no longer used for collection purpose (DPA principle)	
Data Sharing Agreements (with Clanmil as Processor)	Electronic	Destroy one year after end of Contract with Supplier	Data no longer used for collection purpose (DPA principle)	
<b>Vehicle Files</b>				
		6 Years from purchase or car, unless sold	In case reference is made re disposal by DSD auditors	
Vehicle maintenance records	Manual	2 Years after disposal	NHF Rec	

**Department Manager to sign below to confirm that that departmental clear out has taken place, and the retention table is accurate and up to date.**

<b>Signed: Business Improvement Manager</b>	
<b>Date</b>	

Department	Storage format (paper or electronic)	Recommended Retention Period	Reference of the Document (e.g. Code of Practice or Legislation)	
<b>DEVELOPMENT</b>				
<b>Construction Files</b>				
Road adoption Certificates	Manual and electronically	Permanently	Information is subject to external audit and required for future security purposes	
Construction contracts	Manual and electronically	Permanently	Information is subject to external audit and required for future security purposes	
Contract drawings	Manual and electronically	Permanently	Information is subject to external audit and required for future security purposes	
Contract specifications	Manual and electronically	Permanently	Information is subject to external audit and required for future security purposes	
Contract Bills of Quantities	Manual and electronically	Permanently	Information is subject to external audit and required for future security purposes	
Site investigation reports	Manual and electronically	Permanently	Information is subject to external audit and required for future security purposes	
Employers requirements	Manual and electronically	Permanently	Information is subject to external audit and required for future security purposes	
As-built drawings	Manual and electronically	Permanently	Information is subject to external audit and required for future security purposes	
Planning permissions	Manual and electronically	Permanently	Information is subject to external audit and required for future security purposes	
Building control approvals	Manual and electronically	Permanently	Information is subject to external audit and required for future security purposes	
Operation & maintenance manuals	Manual and electronically	Permanently	Information is subject to external audit and required for future security purposes	
Health & Safety project files	Manual and electronically	Permanently	Information is subject to external audit and required for future security purposes	
Purchase Contracts (for land purchases)	Manual and electronically	Permanently	Information is subject to external audit and required for future security purposes	
Agreement for Sale and Development Agreements for Design and Build Schemes	Manual and electronically	Permanently	Information is subject to external audit and required for future security purposes	
Party Wall Agreements	Manual and	Permanently	Information is subject to external audit and	

	electronically		required for future security purposes	
Wayleaves/Rights of Way	Manual and electronically	Permanently	Information is subject to external audit and required for future security purposes	
All Scheme / Property Development Files	Manual and electronically	Only relevant data to be retained manually for a period of 15 years once making good of defects certificate issued. To be retained permanently electronically	Information is subject to external audit and this required for security purposes for the scheme –this is also our legal advice on retention for development information that is not contractual	
<b>PFS Files (obsolete)</b>	Manual and electronic	5 years after file closed	Opportunities can come back to us and good practice to have retained previous information provided	
Consultant PQQ Unsuccessful	Manual	Permanent	No requirement to hold PQQ documentation for unsuccessful consultants. These appoints would be under a framework that is now expired. Contracts for appointment would be held should any issue arise.	
Consultant mini comps	Manual	Permanent	Competition documents not required as contract for winner held and holds all required information.	

**Department Manager to sign below to confirm that that departmental clear out has taken place, and the retention table is accurate and up to date.**

<b>Signed: Development Manager</b>	
<b>Date</b>	

Department	Storage format Manual/Digital	Recommended Retention Period	Reference of the Documents (e.g. Code of Practice or Legislation)	Data Rating (R/A/G)
<b>FINANCE</b>				
<b>Financial Planning and Systems</b>				
Income & Expenditure Budgets	Printout	Destroy after 6 Years	Statutory	
Management Accounts (Monthly)	Manual/Printout	Destroy after 6 Years	Statutory	
Cash flow Statements	Manual/Printout	Destroy after 6 Years	Statutory	
Statutory Accounts	Manual/Printout	Destroy after 6 Years	Statutory	
DfC Returns	Manual/Printout	Destroy after 6 Years	Statutory	
Investment Account Bank details	Manual/Printout	Permanent	Statutory	
Investment Account Bank details (current)	Manual/Printout	Destroy after 6 Years	Statutory	
Loan Account Bank Details	Manual/Printout	Permanent	Statutory	
Loan Account Bank Details (current)	Manual/Printout	Destroy after 6 Years	Statutory	
Service Charge Calculations	Printout	Destroy after 6 Years	Statutory	
Company Secretariat	Manual	Permanent	Statutory	
Clanmil (Ireland) Ltd	Manual	Destroy after 6 Years	Statutory	
Bank Correspondence	Manual	Permanent	Statutory	
Bank Correspondence (Current)	Manual	Destroy after 6 Years	Statutory	
Property Register	Manual/Printout	Updated quarterly – Not destroyed	Statutory	
Scheme Monitoring – financial projections	Manual	Destroy after 6 Years	Statutory	
Supporting People	Manual	Destroy after 6 Years	Statutory	
Legal Correspondence	Manual	Permanent	Statutory	
Clanmil Properties Ltd	Manual	Destroy after 6 Years	Statutory	
Operational Planning	Manual	Destroy after 6 Years	Statutory	
Insurance Schedules	Manual/Printout	Destroy after 6 Years	Statutory	

Auditors Correspondence	Manual	Destroy after 6 Years	Statutory	
Finance Committee minutes	Manual	Destroy after 6 Years	Statutory	
Bad Debt file	Manual	Destroy after 6 Years	Statutory	

Department	Storage format Manual/Digital	Recommended Retention Period	Reference of the Documents (e.g. Code of Practice or Legislation)	Data Rating (R/A/G)
<b>DfC Claim Systems</b>				
Special Needs Management Allowance Claims	Printout	Destroy after 6 Years	Statutory	
<b>Accounting Systems – Income</b>				
Rent Received – scheme basis	Manual	Destroy after 6 Years	Statutory	
Bank Lodgement Forms	Manual	Destroy after 6 Years	Statutory	
Lodgement Spreadsheets Excel	Excel	Destroy after 6 Years	Statutory	
Period End Summary	Printout	Destroy after 6 Years	Statutory	
Rental Adjustments	Printout	Destroy after 6 Years	Statutory	
Debit Adjustments	Printout	Destroy after 6 Years	Statutory	
Debit Charges	Printout	Destroy after 6 Years	Statutory	
AllPay.Net payment files	Printout	Destroy after 6 Years	Statutory	
Rent Reconciliation Sheets	Manual	Destroy after 6 Years	Statutory	
Rent Payment Vouchers	Manual	Destroy after 6 Years	Statutory	
Direct Debit Files	Manual	Destroy after 6 Years	Statutory	
Standing Order Files	Manual	Destroy after 6 Years	Statutory	
Lodgement Book stubs	Manual	Destroy after 6 Years	Statutory	
Housing Benefit Records	Printout	Destroy after 6 Years	Statutory	
Housing Benefit Schedules	Printout	Destroy after 6 Years	Statutory	
Health Trust claim records	Manual	Destroy after 6 Years	Statutory	
Direct Deduction records	Printout	Destroy after 6 Years	Statutory	
Rent refunds File	Printout	Destroy after 6 Years	Statutory	

**Department Manager to sign below to confirm that that departmental clear out has taken place, and the retention table is accurate and up to date.**

<b>Signed: Finance</b>	
<b>Date</b>	

Department	Storage format (paper or electronic)	Recommended Retention Period	Reference of the Document (e.g. Code of Practice or Legislation)	Risk Rating of Record
<b>HOUSING</b>				
AdvicePro	Electronic	6 years after advice/enquiry	Good Practice	
Application Forms/Visit Forms	Manual	6 Years after TOT	Statutory	
Transfer	Manual	6 Years after TOT	Statutory	
Direct Exchange	Manual	6 Years after TOT	Statutory	
Allocations/Void Sheet	Manual	2 Years	Good practice	
Tenant Files	Manual	Life of tenancy	Statutory	
Past Tenant Files	Manual	6 Years after TOT	Statutory	
Details of Sch 1 Offenders	Manual	Life of tenancy	Good Practice	
WL correspondence regarding SC1 offenders	Manual	3 years	Good Practice	
ASB Files	Manual	5 years after close of case	Good Practice	
Scheme File	Manual	Indefinitely	Good practice	
Service Charges	Manual	Indefinitely	Good practice	
Rent/Rates	Manual	Indefinitely	Good practice	
Emergency Call System	Manual	Indefinitely	Good practice	
House Committee	Manual	5 Years after disbanded	Good practice	
TV Licence	Manual	Current & immediate past	Good practice	
Re-let Inspection	Manual	6 years	Statutory	
Scheme Visit Checklist	Manual	2 years	Good practice	
Scheme Furniture Inventory	Manual	Indefinitely	Good practice	
Tenant Participation Joint Committee	Manual	5 Years after disbanded	Good practice	
Right to buy applications	Manual	6 Years after TOT	Statutory	
Hairdressing File	Manual/Electronic	6 Years	Good practice	
Business Continuity Plans	Electronic - T Drive	1 Year	Good practice	
Housing Management Update Minutes	Electronic - T Drive	2 Years	Good practice	
Cleaning Material Requests	Electronic - T Drive	Current	Good practice	
Stationery Requests	Electronic - T Drive	Current	Good practice	
Tenant Forum	Electronic - T Drive	2 years	Good practice	
Performance Indicators and Statistics	Electronic - T Drive	Indefinitely	Good practice	

Disqualification Register	Manual	6 Years	Disqualification period	
Misc Waiting List Correspondence	Manual	3 Years	To cover new build queries which extend over time	
Scheme Co-ordinators Diaries	Manual	1 Years	Internal decisions	
Key Register	Electronic	5 Years	Internal decisions	
Tenant Equality Monitoring Form	Manual File	1 Year	Statutory	
CCTV	Electronic - Hard drive	28 days	CCTV Policy	
CCTV	CDs	6 months – unless attached to tenancy	CCTV Policy (as soon as information is no longer relevant)	
Tenant Satisfaction (6 week visit draw down from IForms)	Electronic– T Drive	2 Years	Good practice	
PSNI information requests and reports with incident details	Electronic– T Drive	2 Years	Good practice	

**Department Manager to sign below to confirm that that departmental clear out has taken place, and the retention table is accurate and up to date.**

<b>Signed by Housing Manager</b>	
<b>Date</b>	

Department Housing with Care	Storage format (paper or electronic)	Recommended Retention Period	Reference of the Document (e.g. Code of Practice or Legislation)	Risk Rating of Record
<b>Residents File</b>				
Residents Detail sheet	Electronic/paper	6 years after DOLE in file	Statutory	
Residents financial data including receipts	Paper	6 years after DOLE in file	Statutory	
Missing person form	Electronic/paper	6 Years after DOLE in file	Statutory	
Disclosure of information sheet	Paper	6 Years after DOLE in file	Statutory	
Initial assessment form	Paper	6 Years after DOLE in file	Statutory	
Medication information and Kardex	Electronic/paper	6 Years after DOLE in file	Statutory	
About me form	Electronic/paper	6 Years after DOLE in file	Statutory	
Risk assessments	Electronic/paper	6 Years after DOLE in file	Statutory	
Monthly evaluations	Electronic/paper	6 Years after DOLE in file	Statutory	
Care plan	Electronic/paper	6 Years after DOLE in file	Statutory	
Support plan	Electronic/paper	6 Years after DOLE in file	Statutory	
Care and support licence agreement	Paper	6 Years after DOLE in file	Statutory	
Annual reviews	Electronic/paper	6 Years after DOLE in file	Statutory	
Daily record sheets	Paper	6 Years after DOLE in file	Statutory	
Client Medical appointments sheet	Paper	6 Years after DOLE in file	Statutory	
Resident weight record	Paper	6 Years after DOLE in file	Statutory	
Referrals to professionals	Electronic/paper	6 Years after DOLE in file	Statutory	
Visitor and family involvement record	Paper	6 Years after DOLE in file	Statutory	
Keyworker sheets	Paper	6 Years after DOLE in	Statutory	

		file		
<b>Medication Forms</b>				
Kardex (prescription form)	Electronic/paper	6 Years after DOLE in file	Statutory	
MARRS	Paper	6 Years after DOLE in file	Statutory	
Medical information	Electronic/paper	6 Years after DOLE in file	Statutory	
Medication delivery record sheet	Paper	6 Years	Good practise	
Annual medical review form	Paper	6 Years after DOLE in file	Statutory	
Medication Audits	Electronic/paper	6 Years	Statutory	
Fridge Temperature records	Paper	6 Years	Statutory	
<b>Home Financial records</b>				
Comfort fund record book-cash	Paper	6 Years after DOLE in file	Statutory	
Comfort fund record book- bank account	Paper	6 Years after DOLE	Statutory	
Comfort fund receipts	Paper	6 Years	Statutory	
Petty Cash receipts	Paper	6 Years	Statutory	
Meal receipt books	Paper	6 Years	Statutory	
Bank credit and withdrawal information	Paper	6 Years	Statutory	
<b>Staff information</b>				
Induction plans	Paper			
Training records	Electronic/paper	6 Years	Good practice	
Contact details	Electronic/paper	6 Years	Good practice	
Annual check ins/supervisions	Electronic/paper	6 Years	Good practice	
Capability assessments	Electronic/paper	6 Years	Statutory	
<b>Health and Safety Records</b>				
Home Risk assessments	Electronic/paper	6 Years	Statutory	
Fire file including risk assessments/info	Electronic/paper	6 Years	Statutory	
Water management file/information	Electronic/paper	6 Years	Statutory	
Business Continuity Plans	Electronic/paper		Good practice	
<b>Miscellaneous</b>				
Rotas	Electronic/paper	6 Years	Good practice	
Mobility records	Electronic/paper	6 Years	Statutory	
Diaries	Paper	6 Years	Good practice	
Communication books	Paper	6 Years	Good practice	

Kitchen records	Paper	6 Years	Good practice	
RQIA Notifiable Event report forms	Electronic/paper	6 Years	Statutory	
Domestic records	Paper	6 Years	Good practice	
Trust incident reports form/information	Electronic/paper	6 Years	Statutory	

Department	Storage format (paper or Digital)	Recommended Retention Period	Reference of the Document (e.g. Code of Practice or Legislation)	Risk
<b>Assets</b>				
Letters to and from tenants (scheme files)	Digital	Duration of tenancy + 2 years	Good Practice – Information Subject to Audit	
Circulars sent to tenants (scheme files)	Digital	2 years after practical completion	Good Practice – Information Subject to Audit	
Letters to third parties	Digital	2 Years	Good Practice – Information Subject to Audit	
Occupational Therapists recommendations	Digital	Duration of tenancy + 2 years	Good Practice – Information Subject to Audit	
Reports & file notes on property (scheme)	Digital	Until disposal of property + 2 years	Good Practice – Information Subject to Audit	
Redecoration/displacement grant details	Digital	Duration of tenancy + 2 Years	Good Practice – Information Subject to Audit	
Insurance claims	Digital	6 years from completion	Good Practice – Information Subject to Audit	
Public liability claims	Digital	6 years from completion	Good Practice – Information Subject to Audit	

Completed work orders	Digital	UH stores full history	Good Practice – Information Subject to Audit	
Completed post inspections	Digital	2 years from completion	Good Practice – Information Subject to Audit	
Completed pre inspections	Digital	2 years from completion	Good Practice – Information Subject to Audit	
<b>Contractor Files</b>				
Contractor letters, quotations and reports	Digital	6 years after practical completion	Limitation Act 1980	
Contractors insurance records	Digital	6 years after practical completion	Limitation Act 1980	
Service Agreements & contracts	Manual & Digital	6 years after practical completion	Limitation Act 1980	
Contractors and suppliers invoices	Dispose	Retained by Finance for 6 years		
Cyclical Maintenance tenders Pre 2016	Manual & Digital	6 years after practical completion	Good Practice – Information Subject to Audit	
Cyclical Maintenance tenders Post 2016	Dispose	Electronic copies retained by Procurement for 6 Years		
General & Planned & maintenance tenders Pre 2016	Manual & Digital	6 years after practical completion	Good Practice – Information Subject to Audit	
General & Planned & maintenance tenders Post 2016	Dispose	Electronic copies retained by Procurement for 6 Years		
Fire alarm servicing Certs	Digital	Until a new one is provided +2 years	Good Practice – Information Subject to Audit	
Boiler Servicing	Digital	Until a new one is provided +4 years	The Gas Safety (Installation and Use) Regulations	
Fire extinguisher test Certs	Digital	Until a new one is provided +4 years	Good Practice – Information Subject to Audit	
Emergency Lighting test Certs	Digital	Until a new one is provided +4 years	Good Practice – Information Subject to Audit	
Portable appliance test Certs	Digital	Until a new one is provided +4 years	Good Practice – Information Subject to Audit	
Gas installation Certs	Digital	Until a new one is provided +4 years	Good Practice – Information Subject to Audit	
Lift servicing Certs	Digital	Until a new one is provided +4 years	Good Practice – Information Subject to Audit	
Insurance Co lift inspection Certs	Digital	Until a new one is provided +4 years	Good Practice – Information Subject to Audit	
Water sterilisation Certs	Digital	Until a new one is provided +4 years	Good Practice – Information Subject to Audit	
Hot water mixing valve test Certs	Digital	Until a new one is provided +4 years	Good Practice – Information Subject to Audit	

		years		
Electrical Installation periodic test Certs	Digital	Until a new one is provided +4 years	Good Practice – Information Subject to Audit	
Damp proofing / timber treatment warranties	Digital	Length of warranty + 4 years	Good Practice – Information Subject to Audit	
Fire risk assessments	Digital	Until it is superseded + 4 years	Good Practice – Information Subject to Audit	
Other specialist files; windows, gutters, asbestos, parker, bath, door entry, landscaping, pest control, legionella, CCTV	Digital	Until a new one is provided +4 years	Good Practice – Information Subject to Audit	
Policies and procedures	Digital	Until policies are superseded + years	Good Practice – Information Subject to Audit	
Works orders and job cost details	Digital	Until disposal of property + 6 Years	Good Practice – Information Subject to Audit	
Project specifications	Digital	6 Years	Good Practice – Information Subject to Audit	
Employer requirements	Digital	6 Years	Good Practice – Information Subject to Audit	
Property attributes and location details	Digital	Until disposal of property + 2 Years	Good Practice – Information Subject to Audit	
Contractor details	Data file	Duration of contract + 2 years	Good Practice – Information Subject to Audit	
Construction contracts	Manual and digital	Until disposal of property + 2 years	Information is subject to external audit and required for future security purposes	
Contract drawings	Manual and digital	Until disposal of property + 2 years	Information is subject to external audit and required for future security purposes	
Contract specifications	Manual and digital	Until disposal of property + 2 years	Information is subject to external audit and required for future security purposes	
Contract Bills of Quantities	Manual and digital	Until disposal of property + 2 years	Information is subject to external audit and required for future security purposes	
Site investigation reports	Manual and digital	Until disposal of property + 2 years	Information is subject to external audit and required for future security purposes	
Employers requirements	Manual and digital	Until disposal of property + 2 years	Information is subject to external audit and required for future security purposes	
As-built drawings	Manual and digital	Until disposal of property + 2 years	Information is subject to external audit and required for future security purposes	
Planning permissions	Manual and digital	Until disposal of property + 2 years	Information is subject to external audit and required for future security purposes	
Building control approvals	Manual and digital	Until disposal of property + 2 years	Information is subject to external audit and required for future security purposes	
Operation & maintenance manuals	Manual and digital	Until disposal of property + 2 years	Information is subject to external audit and required for future security purposes	

Health & Safety project files	Manual and digital	Until disposal of property + 2 years	Information is subject to external audit and required for future security purposes	
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**Department Manager to sign below to confirm that that departmental clear out has taken place, and the retention table is accurate and up to date.**

<b>Signed by Response Assets Manager</b>	
<b>Date</b>	
<b>Signed by Planned Assets Manager</b>	
<b>Date</b>	