

Retention Schedule 2026

Retention Schedule with Colour Coding

Colour Key

- ■ Red = Long-term retention (10+ years or permanent)
- ■ Green = Short-term retention (under 10 years)

1. Core Retention Schedule

Record Name	Storage Location	Responsible Person	Protection Controls	Retention Time	Colour
Data Retention Schedule document	GDPR → Data Retention Schedule	Chief Officer	Chief Officer / General Admin	Permanently	■
B&DM clinical client referral records	Paper & database	Chief Officer & Ops Manager	Chief Officer	7 years (unless a Subject Access Request is made before the disposal period)	■
Register of data supplied externally	NHS Digital / SCC register	Chief Officer	Restricted access	7 years	■
HR Records – electronic & paper	HR	Chief Officer	Restricted access	10 years after leaving	■
HR Records – paper (post-employment)	Locked cabinet / archived	Chief Officer	Chief Officer	10 years after leaving	■
Financial records	Sage; EU cloud, paper	Head of Finance & Treasurer	Restricted access	7 years or per legislation	■

2. Typical Record Retention Periods

General Documentation

Record Type	Justification	Retention	Colour
Team meeting documentation	Business need	3 years	■
Internal project paperwork	Limitation Act	6 years (10 years for EU funding)	■ / ■

Record Type	Justification	Retention	Colour
Photographs / digital media	Consent-based	Until agreed consent or consent withdrawn	■

Legal and Governance

Record Type	Justification	Retention	Colour
Board meeting papers	Companies Act; Charities Act	Permanent	■
Trustee correspondence	Business need	10 years	■
Trustee recruitment docs	Companies Act; Charities Act	10 years (successful), 6 months (unsuccessful)	■ / ■
Legal advice & disputes	Limitation Act	15 years	■
Annual Reports	Limitation Act	Permanent	■
Data Incident Logs	Limitation Act	7 years	■
Rights of Data Subjects records	GDPR	2 years	■
Contracts	Limitation Act	12 years	■
Regulator correspondence	—	7 years	■

Human Resources

Record Type	Justification	Retention	Colour
Recruitment documentation	Equality & limitation laws	10 years (successful), 6 months (unsuccessful)	■ / ■
Personnel files	—	10 years	■
Criminal records info	—	10 years	■

Operational

Record Type	Justification	Retention	Colour
Accident forms	RIDDOR	3 years	■
Safeguarding records	—	10 years or until age 25	■
Financial records	Companies Act; VAT Acts	Financial Year to 7 years	■
Comments/complaints	Limitation Act	6 years after completed and concluded	■

External

Record Type	Justification	Retention	Colour
Supporter/marketing records	GDPR;	1 year after consent removed	■
Participant project records	Data request/safeguarding	2 years or until age 21	■