

## A45 Document Retention Schedule

### OXFORDSHIRE COUNTY COUNCIL FINANCIAL DOCUMENTS - RETENTION SCHEDULE (MINIMUM PERIOD)

Type of Document	Retention Period	Notes
<b><u>Income</u></b>		
Cash vouchers (receipts)	C + 6	
Records of daily takings e.g. till rolls	C + 6	
Bank paying-in books	C + 6	
Copy debtor accounts (paid and unpaid)	C + 6	
Copy credit notes	C + 6	
Debtors system reports	C + 6	
Income tabulations	C + 3	
Private telephone calls	C + 3	Record of payment from staff
<b>European Funding</b>	<b>C + 3 or C + 7</b>	
Grant claims (forms, applications, correspondence)	C + 6	Depends on claim
<b>Land Rents</b>	<b>C + 6</b>	<b>Depends on the contract, contract/agreement may be for more than 12 years or have implications for over 12 years.</b>
Access Rents (way leave agreement or temporary agreement)	C + 6	
<b><u>Expenditure</u></b>		
All orders for goods and services, (eg manual, electronic, confirmation)	C + 3	
Delivery notes	C + 3	
Cash books	C + 3	
Copy cheque requests	C + 3	
Remittance advice	C + 3	
Paid invoices/vouchers/bills etc.	C + 3	
Credit notes	C + 3	
Construction industry taxation files	C + 3	
Emergency payment lists	C + 3	
Input procedure controls	C + 3	(who input the information, who authorised the input and when this was done)
<b>Copy VAT reimbursement claims</b>	<b>C + 3</b>	
Correspondence relating to expenditure	C + 3	
<b><u>Accounting</u></b>		
<b>Final Accounts – held centrally in Finance &amp; Procurement Directorate</b>	<b>C + 6</b>	
<b>Final Accounts – held by service committee</b>	<b>C + 6</b>	
Year end CDs/(Fiche if still used)	C + 6	
Budget papers - central	C + 6	
<b>Budget papers - service committees</b>	<b>C + 3</b>	
Budget monitoring + spreadsheets	C + 3	
Standard Revenue/Capital/Balance Sheet	C + 3	
SAP records	C + 3	(maintained centrally)

<b>Treasury Management</b>		T=Termination of loan	
Temporary lending/borrowing	T + 3	Loans for up to a year.	
Long-term lending/borrowing	T + 3	Loans beyond a year	
Registers of loans	T + 3		
Bonds	T + 3		
Pension fund accounts	T + 3		
Investments	T + 3		
Weekly Cash Flow Summary	T + 3		
<b>Payroll</b>			
Tabulations/Printouts	C + 3		
Salary contracts/appointments + benefit changes	C + 3		
Tax codes	C + 3		
Sickness records	C + 3		
P60 forms	C + 3		
P45 forms	C + 3		
Computer control/input sheets	C + 3		
Correspondence	C + 3		
<b>General</b>			
Voluntary (other) Funds	C + 3	(bank statements etc)	
Controlled stationery records	C + 3		
Contract hire schemes	Varies	Depends on the contract, because contract length varies as does the asset/works to which the contract relates.	
Creditors' invoices	C + 3		
Bank/Contractors reference	C + 6		
Debt Write-offs	C + 6		
Ex-gratia payments	C + 3		
Imprest a/c records (petty cash)	C + 3		
Travel claims	C + 3		
Finance correspondence - debtors	C + 6		
Finance correspondence – other	C + 3		
Members allowances	C + 3		
Bank reconciliation records	C + 3	(including presented & unpresented cheque lists)	
Bank statements	C + 6		
Cancelled cheques	C + 3		
Copy cheques/stubs	C + 3		
Car loans	C + 3		
Inventories of equipment	C + 3		
Insurance Documents	Variable		
Contract Tender Documents - successful tender	depends on contract		
- unsuccessful tender	depends on contract		
<b>Financial Review</b>			
Contractor assessments	C + 6	(depends on the contract)	
Contractor reports	C + 6	(e.g. Financial Position)	
Audit plan	C + 3	depends on report	
Audit reports	C + 3		
SFVS audit reports and paperwork	C + 3		
<b>Schools - non-financial records</b>			
To be determined by the CEF Directorate but at least			
Attendance registers	C + 6		
School meals registers	C + 6		
Free school meals	C + 6		
Copy PLASC	C + 6		

**Key**

C = current year  
number = previous years

**Please note:**

Documents can be copied and stored electronically, such as on a floppy or hard disk, which makes retention easier. This saves on having to store vast reams of paper, such as computer tabulations.

The main reason for keeping documents for at least six years is that this is the general legal limitation period allowed for action to be taken on unpaid debts. Also, there tends to be a delay between when a problem/mistake occurs and when it comes to light so documents need to be kept for longer periods. This ensures that the documents relating to the problem/mistake are still available.

It is useful to ensure that there is an appropriate security and backup of information, especially electronic information, but do not store the same information in more than one location, unless there are specific reasons for doing so.

Where schools convert to academy status the above retention requires remain in respect of the school's financial records.

Highlighted entries are unlikely to affect schools.