

FINANCE OFFICE – ACCOUNTS PAYABLE

RETENTION SCHEDULE

NOVEMBER 2010

FINANCE OFFICE – ACCOUNTS PAYABLE

ACTIVITY AREAS

- 1 Accounts Payable PECOS
- 2 Accounts Payable Manual
- 3 Committee\Meetings

<u>Activity Area</u>	<u>Name of record</u>	<u>To Records store (Inactive Period i.e. each session)</u>	<u>Suggested retention period</u>	<u>Method of disposal</u> (Archive\Shred)	<u>Authorised by:</u>
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Accounts Payable - PECOS	Invoices	NVA	Current Finance year + 6 years Hardcopy held until year end Audit	Deleted\Shred	Head of Section, Accounts Payable
Accounts Payable - PECOS	Purchase Order	NVA	Current Finance year + 6 years	Deleted	Head of Section, Accounts Payable
Committee\ Meetings	Members copies of Committee\Meeting Agendas, Minutes and Papers	NVA	Current year + 1 year	Shredded\deleted	Head of Section, Accounts Payable
Accounts Payable - Manual	AV Form (Completed)	Current year + 1 year or as soon as required	Current Finance year + 6 years	Shredded	Head of Section, Accounts Payable
Accounts Payable - Manual	Catering Invoices	Current year + 1 year or as soon as required	Current Finance year + 6 years	Shredded	Head of Section, Accounts Payable
Accounts Payable - Manual	Credit Card receipts and reconciliations	Current year + 1 year or as soon as required	Current Finance year + 6 years	Shredded	Head of Section, Accounts Payable
Accounts Payable - Manual	Delivery Notes	Current year + 1 year or as soon as required	Current Finance year + 6 years	Shredded	Head of Section, Accounts Payable
Accounts Payable - Manual	Expenses Claim Form (completed) and receipts	Current year + 1 year or as soon as required	Current Finance year + 6 years	Shredded	Head of Section, Accounts Payable
Accounts Payable - Manual	Invoices	Current year + 1 year or as soon as required	Current Finance year + 6 years	Shredded	Head of Section, Accounts Payable
Accounts Payable - Manual	Purchase Order	Current year + 1 year or as soon as required	Current Finance year + 6 years	Shredded	Head of Section, Accounts Payable

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