

FINANCE OFFICE - PAYROLL

RETENTION SCHEDULE

NOVEMBER 2010

FINANCE OFFICE - PAYROLL

ACTIVITY AREAS

- 1 Documentation from HR
- 2 Documentation from Staff
- 3 External Documentation
- 4 Pension
- 5 HMRC
- 6 Annual Accounts
- 7 Invoices
- 8 Bureau (Payroll production)

<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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Documentation from HR	Action Requests (Payroll)	Current year + 1 year	Current tax year + 6 years	Delete\Shred	Payroll Officer
Documentation from HR	Casual Payments (Payroll)	Current year + 1 year	Current tax year + 6 years	Delete\Shred	Payroll Officer
Documentation from Staff	Action Requests	Current year + 1 year	Current tax year + 6 years	Delete\Shred	Payroll Officer
Documentation from Staff	Casual Payments	Current year + 1 year	Current tax year + 6 years	Delete\Shred	Payroll Officer
Documentation from Staff	Overtime Payment Forms	Current year + 1 year	Current tax year + 6 years	Shred	Payroll Officer
Documentation from Staff	Bank details	N/A	Until superseded	Delete\Shred	Payroll Officer
Documentation from Staff	Change of address/ status	N/A	Until superseded	Delete\Shred	Payroll Officer
External Documentation	Unions/child care/cycle to work	Current year + 1 year	Current tax year + 6 years	Delete\Shred	Payroll Officer

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External Documentation	Banks (Payroll)	Current year + 1 year	Current tax year + 6 years	Delete\Shred	Payroll Officer
Pension	Information changes	Current year + 1 year	Termination of employment + 75 years	Delete\Shred	Payroll Officer
Pension	Rate changes	Current year + 1 year	Termination of employment + 75 years	Delete\Shred	Payroll Officer
Pension	Year end reports	Current year + 1 year	Termination of employment + 75 years	Delete\Shred	Payroll Officer
Pension	AVC's and additional pension purchases	Current year + 1 year	Termination of employment + 75 years	Delete\Shred	Payroll Officer
HM Revenue & Customs	Elex rejection reports	Current year + 1 year	Current tax year + 6 years	Delete\Shred	Payroll Officer
HM Revenue & Customs	Information requests	Current year + 1 year	Current tax year + 6 years	Delete\Shred	Payroll Officer
HM Revenue & Customs	National Insurance requests	Current year + 1 year	Current tax year + 6 years	Delete\Shred	Payroll Officer

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HM Revenue & Customs	DWP enquires	Current year + 1 year	Current tax year + 6 years	Delete\Shred	Payroll Officer
HM Revenue & Customs	section 16 returns	Current year + 1 year	Current tax year + 6 years	Delete\Shred	Payroll Officer
Annual Accounts	Reports (working documentation)	Current year + 1 year	Current year + 1 year	Delete\Shred	Payroll Officer
Invoices	Invoice requests	Current year + 1 year	Current tax year + 6 years	Shred	Payroll Officer
Bureau (Payroll production)	Monthly prints	N/A	Current year or until Year end reports finalised	Shred	Payroll Officer
Bureau (Payroll production)	Checking reports (working papers)	N/A	Until superseded	Delete\Shred	Payroll Officer
Bureau (Payroll production)	Year end reports	Current year + 1 year	Current tax year + 6 years	Shred	Payroll Officer