

FINANCE OFFICE -
RETENTION SCHEDULE
NOVEMBER 2010

FINANCE OFFICE – TREASURY MANAGER

ACTIVITY AREAS

- 1 VAT
- 2 Corporation Tax
- 3 Statutory accounts working paper
- 4 Signed accounts

<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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VAT	VAT Summary Quarterly Spreadsheet GCU	Hardcopy after 2 years	Current financial year + 6 years	Shred\Delete	Financial Accounting and Treasury Manager
VAT	VAT Summary Quarterly Spreadsheet GCUC Ltd	Hardcopy after 2 years	Current financial year + 6 years	Shred\Delete	Financial Accounting and Treasury Manager
VAT	VAT Quarterly supporting documentation GCU	Hardcopy after 2 years	Current financial year + 6 years	Shred\Delete	Financial Accounting and Treasury Manager
VAT	VAT Quarterly supporting documentation GCUC Ltd	Hardcopy after 2 years	Current financial year + 6 years	Shred\Delete	Financial Accounting and Treasury Manager
Corporation Tax	Excel spreadsheet containing information from Tax advisors	Hardcopy after 2 years	Current financial year + 6 years	Shred\Delete	Financial Accounting and Treasury Manager
Corporation Tax	Corporation Tax Return	Hardcopy after 2 years	Current financial year + 6 years	Shred	Financial Accounting and Treasury Manager
Statutory Accounts	Working Papers	Hardcopy after 2 years	Current financial year + 6 years	Shred\Delete	Financial Accounting and Treasury Manager
Signed Accounts	Original signed Accounts	Hardcopy after 2 years	Current financial year + 6 years	Review for Archive	Financial Accounting and Treasury Manager