

Governance and Regulations WM Housing Retention Schedule

Document	Statutory Retention Period	Recommended Retention Period
Certificate of incorporation		Permanently
Certificate of change of name		Permanently
Memorandum & Articles of association		Permanently
Articles of association	Permanently	Permanently
Governance documentation		Permanently
Constitution, Aims and Objectives		Permanently
Confirmation letter of charitable registration		Permanently
HMRC confirmation of charitable status		Permanently
Registration documentation	Permanently	Permanently
Certificate of registration with the housing regulator		Permanently
Board member documents- including appt letters, SLA, bank details		6 years after board membership ceases though some details should be destroyed when membership ceases eg bank details
signed documentation		Permanently
Notice of meetings		6 years
Board and Committee minutes	Permanently	Permanently
Board resolution	Permanently	Permanently
Minutes and resolution of trustees		Permanently
Annual returns to the regulator		5 Years
Audited company returns and financial statements		Permanently
Declaration of Interest		6 Years
Register of Directors & secretaries	Permanently	Permanently
Data Protection breach register		Permanently
Fraud and whistleblowing register		Permanently
register of seals		Permanently
Register of share certificates		Permanently
Business plans and supporting documents		5 Years after plan completion
Contracts under seal and/ or executed as deeds		15 Years after completion
Contracts for the supply of goods or services		9 Years after completion
Documentation relating to small one off purchases where there is no on-going contract or agreement		3 Years
Loan agreements		12 Years after last payment
Licensing agreements		6 Years after expiry
Rental & hire purchase agreements		6 Years after expiry
Indemnities and guarantees		6 Years after expiry
Capital Assets		Date of purchase to at least 6 years after date sold, transferred or disposed of.
Fixed asset register		Permanently
Statutory returns		7 Years from closure
Subject Access Requests		6 Years from disclosed date
Freedom of Information Requests		6 Years from disclosed date