

Document Retention Policy



Introduction

It is Lancaster Training Services Ltd (LTS) policy to maintain complete, accurate and high quality records. Records are to be retained for the period of their immediate use, unless longer retention is required for historical reference, contractual, legal or regulatory requirements or for other purposes as detailed below. Records that are no longer required, or have satisfied their required periods of retention, shall be destroyed.

No officer, director, employee, contractor or volunteer of LTS shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter. This policy covers all records and documents of LTS.

LTS reserves the right to amend, alter and terminate this policy at any time.

Responsibility for Administration

The Training Manager will be responsible for administering this policy.

Statement of Policy

It is the policy of this organisation:

- To comply with applicable legal and regulatory duties to retain documents.
- To possess all documents needed for our normal business purposes, including administration of our ongoing business relationships.
- Therefore, LTS directs and expect all officers, directors, employees, contractors and volunteers to follow the rules and procedures set out in this policy. Please be aware that "documents" includes not only documents in paper form, but e-mail messages and all other forms of electronically stored information. Also be aware that the rules and procedures apply to all computers and other electronic devices provided to you by LTS for use in the business, regardless of whether those computers or devices are used on company premises or elsewhere.

Rules and Procedures

If deemed necessary the Management Committee may issue a "legal hold," suspending the destruction of any records due to pending, threatened, or otherwise reasonably foreseeable litigation, audits, government investigations, or similar proceedings. You will be informed if/when these times arise. If you are unsure whether or not to destroy a document, save it until you receive authority from the Training Manager. In all other circumstances, you must retain the documents listed in the schedule below for the periods of time set forth on that schedule. The schedule reflects our legal obligations for document retention. Please note that the information listed in the schedule below is intended as a guideline and may not contain all the records LTS may be required to keep in the future. Questions regarding the retention of documents not listed in this schedule should be directed to the Training Manager. Please note that failure to follow this policy can result in possible civil and criminal sanctions against LTS and its officers, directors and employees, and possible disciplinary action against responsible individuals, up to and including termination of employment.

Type of Document Minimum Retention Requirement

ESF match funding Documents	Until 31/12/2022
All other SFA documents, student and awarding body records	7yrs
Company accounts documents, including Payroll	10yrs
Liability Insurance	40yrs
Other Insurance Documents	7yrs
Expired contracts/leases/rental agreements	7yrs
Employment records	7yrs
General correspondence and emails	3yrs
Past litigation	40yrs
Disclosure & Barring Service (DBS) records	Until staff leaves
Safeguarding Records (6yrs or passed on as directed)	6yrs
Driver/Operator Training Records	6 months
Statistical data	7yrs

Previous versions of policy documents are stored in [S:\STAFF Policies, Training & PDF\Archived Documents](#)

A handwritten signature in black ink, appearing to read 'Richard W Little'.

Richard W Little – Chairman

Document Control

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Owner	M Horabin
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