

# Record retention and destruction policy



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## **1.0 PURPOSE**

The purpose of this policy is to ensure that the necessary records and documents of ASH Integrated Services Ltd are adequately protected and maintained, and to ensure that records that are no longer needed by **ASH Integrated Services Ltd** or of no value are discarded at the proper time. This policy is also for the purpose of aiding employees of **ASH Integrated Services Ltd** in understanding their obligations in retaining electronic documents including emails, web files, text files, sound and movie files, PDF documents and all other types of formatted files.

## **2.0 POLICY**

This policy represents **ASH Integrated Services Ltd** policy regarding the retention and disposal of records and the retention and disposal of electronic documents.

## **3.0 ADMINISTRATION**

In Appendix 1 you will find a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of **ASH Integrated Services Ltd** and the retention and disposal schedule of electronic documents. The administrator is in charge of the administration of the policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The administrator is also responsible for modifying the Record Retention Schedule from time to time to ensure that it is in compliance with legislation and the appropriate document and record categories for **ASH Integrated Services Ltd** and will be reviewed annually.

## **4.0 APPLICABILITY**

This policy applies to all physical records generated in the course of **ASH Integrated Services Ltd** operation, including both original documents and reproductions. It also applies to the electronic documents described above.

**Signed:**



Antony Grace (Managing Director)

**Date:**

1<sup>st</sup> June 2024

**Review:**

1<sup>st</sup> June 2025

## **APPENDIX 1**

### **Documents**

### **Keep for**

Accident Book	7 years
Employers and Public Liability Insurance Certificate	40 years
Individual Training Records	10 years
Risk Assessments	Until revised
COSHH Assessments	Until revised
Manual Handling	Until revised
Method Statements	3 years after end of job
Scaffold Inspection Records	3 years after end of job
Workplace Health, Safety and Welfare Inspections	3 years
Test Certificates of Plant and Equipment	3 years
PPE Issue Register	3 years
Inspection Register	3 years
List of 'Approved' Suppliers	Ongoing