



**[XPS CONSTRUCTION AND SKILLS LEARNING LIMITED]**

# **DOCUMENT RETENTION POLICY**

## DOCUMENT RETENTION POLICY

### 1. Overview

1.1 This document outlines the mandatory policy for retaining and disposing of records [XPS CONSTRUCTION AND SKILLS LEARNING LIMITED] and in line with NONC Standards. This policy aims to ensure compliance, Legal and regulatory requirements (for example Building Safety Act 2022), Industry best practices, contractual obligations and maintain accurate historical records.

#### 1.2 Purpose

The purpose of document retention policy is to establish guideline for the management, retention, and disposal of documents and records within [XPS CONSTRUCTION AND SKILLS LEARNING LIMITED]. By adhering to this policy, we ensure compliance with legal requirements, facilitate efficient document retrieval, and protect sensitive information.

#### 1.3 Scope

This policy applies to all employees, contractors, and stakeholders involved in document creation, storage, and management within [XPS CONSTRUCTION AND SKILLS LEARNING LIMITED]. A retention on period is the required amount of time [XPS CONSTRUCTION AND SKILLS LEARNING LIMITED] is allowed to keep document before securely disposing of it. The minimum retention period depends on the type of document and what the document contains.

### 2. Document Categories and Retention Periods.

[XPS CONSTRUCTION AND SKILLS LEARNING LIMITED] will retain documents based on their category and legal requirements. Below are the key document categories and their corresponding retention periods:

#### 2.1 Financial Records;

- ❖ Invoices and receipts will be retained for 7 years after the end of the fiscal year.
- ❖ Payroll records will retained for 6 years after the employee's termination, and
- ❖ Tax records are being stored for 7 years as mandated by HM Revenue & Customs (HMRC)

#### 2.2 Project Documentation;

- ❖ Contracts and Agreements will be retained for the duration of the contract plus 6 years.
- ❖ Project Plans and Specifications will be retained for the life of the project plus 2 years.
- ❖ Change Orders and Variations will be retained for 6 years after project completion while As-Built Drawings is being retained indefinitely.

### 2.3 Personnel Records;

- ❖ Employee Files will be retained for 6 years after employment termination.
- ❖ Health and Safety Records are being retained for 40 years as per Health and Safety regulations.
- ❖ Training Records will be retained for 3 years after the employee leaves the company.

### 2.3 Legal and Compliance Documents;

- ❖ Insurance Policies will be retained for the policy duration plus 6 years.
- ❖ Litigation and Claims Records will be retained until the matter is resolved for 6 years.
- ❖ Permits and Licenses will be retained for the duration of validity plus 2 years.

## 3. Document Destruction

[XPS CONSTRUCTION AND SKILLS LEARNING LIMITED] will dispose of documents that have reached their retention period in accordance with approved methods set by NONC standards. The disposal process will be documented, detailing the date and method used for disposal to ensure compliance and accountability.

## 4. Data Protection and GDPR Compliance

Personal data will be managed in strict accordance with the UK General Data Protection Regulation (UK GDPR). For detailed guidelines on the handling of personal data, please refer to [XPS CONSTRUCTION AND SKILLS LEARNING LIMITED] comprehensive data protection policy and procedures.