

## RECORDS RETENTION CHECKLIST

Type of record/document	Period of retention	Governed by
<b>Cash records</b>		
Main cash book	Indefinite	CA, CL
Bank statements	6 years	SL
Bank reconciliation	6 years	SL
Returned cheques, remittance advice	6 years	SL
<b>Purchase records</b>		
Invoices – revenue	6 years	CA, VATA
Invoices – capital	10 years	CL
Orders – revenue	Current plus 3 years	CL
Orders – capital	Termination plus 3 years	CL
Customs & Excise – shipping documents	6 years	CL, VATA
Bills of lading, consignment notes, etc.	6 years	VATA
Purchase requisitions	2 years	CL
<b>Sales records</b>		
Invoices and credit notes	6 years	CA, VATA
Consignment notes	6 years	CA, VATA
Sales ledger	10 years	CA, CL
Statements	2 years	CL
<b>Wages records</b>		
P45 – Employee leaving	6 years	TMA
P 6 – Notice of tax code	6 years	TMA
P60 – Certificate of pay and tax deducted	6 years	TMA, CL
P35 – Annual return for taxable pay and tax paid	6 years	TMA
Clock card	2 years	Audit
Payroll	Current plus 6 years	SL, TMA
CIS records	3 years	CIS regulations
<b>Corporate documents</b>		
Balance sheet, profit and loss account	Indefinite	CA
Minutes	Indefinite	CA
Company registers	Indefinite	CA
Copy of instruments creating a charge	Indefinite	CA
<b>General</b>		
Petty cash	Current plus 6 years	CL, VATA
Nominal ledger	Indefinite	CA, CL
Stock sheets	Current plus 6 years	CL

<b>Key: CA</b> - Companies Act	<b>CL</b> - Commercial Law	<b>CIS</b> – Construction Industry Scheme
<b>SL</b> - Statute of Limitations	<b>TMA</b> - Taxes Management Act	<b>VATA</b> – Value Added Tax Act

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