

## FINANCE DIRECTORATE RECORDS RETENTION SCHEDULE

Description of Record	Retention Trigger and Retention Period	Disposal Action	LEGISLATION	Rationale for Retention Period and Disposal Action	Finance role to advise on records retention
<p><b>NB: For convenience, for Schools and Directorates, entries which describe records which are likely to be held outside the Finance Directorate are highlighted in blue below.</b></p>					
<b>1 Finance Strategy Development</b>					
1.1	Records documenting the development and establishment of the institution's finance strategy: key records	Superseded + 10 years	Review	N/A	JISC Recommendation Director of Finance
1.2	Records documenting the development and establishment of the institution's finance strategy: working papers	Issue of strategy + 5 years	Destroy	N/A	JISC Recommendation Director of Finance
<b>2 Finance Management Policy Development</b>					
2.1	Records documenting the development and establishment of the institution's finance management policies: key records	Superseded + 10 years	Review	N/A	JISC Recommendation Director of Finance
2.2	Records documenting the development and establishment of the institution's finance management policies: working papers	Issue of policy + 1 year	Destroy	N/A	JISC Recommendation Director of Finance
<b>3 Finance Management Procedure Development</b>					
3.1	Records documenting the development of the institution's procedures relating to finance management	Issue of procedures + 1 year	Review	N/A	JISC Recommendation Director of Finance
3.2	Master copies of procedures relating to finance management	Superseded + 10 years	Destroy	N/A	JISC Recommendation Director of Finance
<b>4 Financial Accounting</b>					
4.1	Records documenting the issue of sales invoices and the processing of incoming payments	Current financial year + 6 years	Destroy	Taxes Management Act 1970 Limitation Act 1980 Value Added Tax Act 1994 VAT Notice 700	Taxes Management Act 1970 c. 9 s 34 Limitation Act 1980 c. 58 s 5 Value Added Tax Act 1994 c. 23 VAT Notice 700 - HMRC 700/21 para. 5.2 Head of Accounting Services
4.2	Records documenting the receipt and payment of purchase invoices.	Current financial year + 14 years. Note: for invoices prior to P2P the Payments Office is responsible for holding the original invoice. For invoices since introduction of P2P, electronic versions are stored in QFIS.	Destroy	Taxes Management Act 1970 Limitation Act 1980 Value Added Tax Act 1994 VAT Notice 700	Taxes Management Act 1970 c. 9 s 34 Limitation Act 1980 c. 58 s 5 Value Added Tax Act 1994 c. 23 VAT Notice 700 - HMRC 700/21 para. 5.2 Financial Controller
4.3	Records documenting the payment and/or reimbursement of employees' expenses	Current financial year + 14 years. In relation to Staff Expenses since the introduction of the electronic system, electronic versions are stored in QFIS.	Destroy	Taxes Management Act 1970 Limitation Act 1980	Taxes Management Act 1970 c. 9 s 34 Limitation Act 1980 c. 58 s 5 Financial Controller
4.4	Records documenting the payment of honoraria to third parties.	Current financial year + 14 years.	Destroy	Taxes Management Act 1970 Limitation Act 1980	Taxes Management Act 1970 c. 9 s 34 Limitation Act 1980 c. 58 s 5 Financial Controller
4.5	Records documenting the payment of expenses to third parties (e.g. honorary appointees)	Current financial year + 14 years.	Destroy	Taxes Management Act 1970 Limitation Act 1980	Taxes Management Act 1970 c. 9 s 34 Limitation Act 1980 c. 58 s 5 Financial Controller
4.6	Records documenting the handling of petty cash	Current financial year + 14 years.	Destroy	Limitation Act 1980 Value Added Tax Act 1994 VAT Notice 700	Limitation Act 1980 c. 58 s 5 Value Added Tax Act 1994 c. 23 VAT Notice 700 HMRC 700/21 para. 5.2 Financial Controller

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4.7	Records documenting the receipt and processing of tuition fees and related charges	Current financial year + 6 years	Destroy	Taxes Management Act 1970 Limitation Act 1980	Taxes Management Act 1970 c. 9 s 34 Limitation Act 1980 c. 58 s 5	Financial Controller
4.8	Records relating to payment card details - merchant copy of credit and debit card transaction receipts	Information to be securely destroyed within 3 months where card details are fully or partially redacted.	Destroy	N/A	Internal University recommendation	Financial Controller
4.9	Records documenting the preparation of annual accounts	Current financial year + 6 years	Destroy	Limitation Act 1980	Limitation Act 1980 c. 58 s 5	Head of Accounting Services
4.10	Annual Accounts	Current financial year + 6 years	Review	Limitation Act 1980	Limitation Act 1980 c. 58 s 5	Head of Accounting Services
4.11	Core financial system transactions and records (QFIS)	Current financial year + 14 years	Review	N/A	Older years available to a limited cohort of staff	Head of Financial Systems and Business Support
<b>5</b>	<b>Management Accounting</b>					
5.1	Records documenting analyses of the internal deployment of the institution's financial resources	Current financial year + 5 years	Review	N/A	JISC Recommendation, plus four years	Head of Corporate Accounting and Financial Management
<b>6</b>	<b>Statutory Accounting</b>					
6.1	Records documenting the preparation of the institution's statutory accounts	Current financial year + 6 years	Destroy	Limitation Act 1980	Limitation Act 1980 c. 58 s 5	Head of Accounting Services
<b>7</b>	<b>Internal Accounting</b>					
7.1	Records documenting the processing of internal accounting transactions between operating units (ie. cross charges)	Current financial year + 2 years	Destroy	N/A	JISC Recommendation	Individuals responsible for the recharges
7.2	Records documenting the negotiation and administration of formal contracts between operating units (e.g. for the provision of services)	Termination of contract + 1 year	Destroy	N/A	JISC Recommendation	Individuals responsible for the contracts
<b>8</b>	<b>Funding Management</b>					
8.1	Records documenting the administration of annual funding allocations from the appropriate statutory funding body	Current financial year + 10 years	Review	N/A	JISC Recommendation	Head of Corporate Accounting and Financial Management
8.2	Records documenting the administration of research grants provided by research councils or corporate sponsors	Current financial year + 14 years.	Destroy	Limitation Act 1980	Limitation Act 1980 c. 58 s 5. Contractual Obligations.	Head of Research Finance
8.3	Records documenting the administration of funding from European Structural Funds	Current financial year + 14 years.	Destroy	EUR-Lex, Access to European Union Law	EUR-Lex, Access to European Union Law - EC No.1260/1999 Article 38	Head of Research Finance
8.4	Records documenting the administration of scholarship and support funds	Current financial year + 1 year	Destroy	Limitation Act 1980	Limitation Act 1980 c. 58 s 5	Financial Controller
8.5	Records documenting the administration of scholarship and support funds: unsuccessful applications	Current financial year + 1 year	Destroy	Limitation Act 1980	Internal University recommendation	Financial Controller
8.6	Records documenting the administration of external loans	Termination of loan + 6 years	Destroy	Limitation Act 1980	Limitation Act 1980 c. 58 s 5	Deputy Director of Finance Head of Accounting Services
<b>9</b>	<b>Financial Planning and Budgeting</b>					
9.1	Records documenting the preparation of annual operating budgets	Current financial year + 5 years. This includes Dashboards and Budgeting systems.	Destroy	N/A	JISC recommendation + 4 years	Head of Corporate Accounting and Financial Management
9.2	Records documenting the monitoring of income and expenditure against annual operating budgets, and action taken to deal with variances	Current financial year + 5 years. This includes Dashboards and Budgeting systems.	Destroy	N/A	JISC recommendation + 4 years	Head of Corporate Accounting and Financial Management
<b>10</b>	<b>Payroll Administration (covers Staff, Non Staff, Pensioners and PhD Stipends)</b>					

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10.1	Records documenting employees' authorisation for non-statutory payroll deductions	Core staff record on iTrent will be held indefinitely. Paper based records and electronic records on Document Manager -Termination of employment + 6 years	Destroy	Limitation Act 1980	Limitation Act 1980 c. 58 s 5	Financial Controller
10.2	Records documenting calculation and payment of employees' salaries and other payments	Core staff record on iTrent will be held indefinitely. Paper based records and electronic records on Document Manager -Termination of employment + 6 years	Destroy	The National Minimum Wage Regulations 1999 The Income Tax (Pay As You Earn) Regulations 2003 Taxes Management Act 1970	<u>Minimum:</u> The National Minimum Wage Regulations 1999 SI 1999/584 Regulation 38(7) The Income Tax (Pay As You Earn) Reg. 2003 SI 2003/2682 Regulation 97(8) <u>Recommended:</u> Taxes Management Act 1970 c. 9 s 34	Financial Controller
10.3	Employer's PAYE records which are not required to be sent to the Inland Revenue (under the provisions of the Income Tax (Pay As You Earn) Regulations 2003	Core staff record on iTrent will be held indefinitely. Paper based records and electronic records on Document Manager -Termination of employment + 6 years	Destroy	The Income Tax (Pay As You Earn) Regulations 2003	The Income Tax (Pay As You Earn) Regulations 2003 - SI 2003/2682 Regulation 97(8)	Financial Controller
10.4	Records documenting the administration of payments made under Occupational and Statutory Sick Pay schemes	Core staff record on iTrent will be held indefinitely. Paper based records and electronic records on Document Manager -Termination of employment + 6 years. Doctors' sick lines destroyed one year after receipt.	Destroy	The Statutory Sick Pay (General) Regulations 1982	The Statutory Sick Pay (General) Regulations 1982 - SI 1982/894 Regulation 13	Financial Controller
10.5	Records documenting the administration of payments made under the Statutory Maternity Pay scheme. MATB1 forms destroyed one year after receipt.	Core staff record on iTrent will be held indefinitely. Paper based records and electronic records on Document Manager -Termination of employment + 6 years	Destroy	The Statutory Maternity Pay (General) Regulations 1986	The Statutory Maternity Pay (General) Regulations 1986 - SI 1986/1960 Regulation 26	Financial Controller
<b>11</b>	<b>Pension Contributions Administration</b>					
11.1	Records documenting payments of the institution's employers' contributions to pensions schemes for its employees	Termination of employment + 75 years	Destroy	Limitation Act 1980	Limitation Act 1980 c. 58 s 32	Head of Pensions, Tax and Insurance
11.2	Records documenting payments of the institution's employees' contributions to pension schemes	Termination of employment + 75 years	Destroy	Limitation Act 1980	Limitation Act 1980 c. 58 s 32	Head of Pensions, Tax and Insurance
11.3	Pension Scheme Administration - records documenting the development and establishment of pension strategy and scheme management	Superseded + 10 years	Review	N/A	JISC Recommendation	Head of Pensions, Tax and Insurance
11.4	Pension Scheme Governance - Agreements, Trust Deed and Rules, Minutes and Papers	Current financial year + 10 years	Review	N/A	Internal Recommendation	Head of Pensions, Tax and Insurance
11.5	Records containing Personal Data - Name, NI no, Address, Date of Birth, Nomination Forms, pension benefit details, salary details, HMRC protections, transfer forms, AVCs, withdrawal/opt out forms, health records (in the case of incapacity retirement applications)	Termination of employment + 75 years	Destroy	N/A	Internal Recommendation	Head of Pensions, Tax and Insurance
<b>12</b>	<b>Tax Management</b>					
12.1	Records documenting the preparation and filing of the institution's tax returns	Current tax year + 6 years	Destroy	Taxes Management Act 1970	Taxes Management Act 1970 c. 9 s 34	Head of Pensions, Tax and Insurance
12.2	Records documenting the institution's accounting for VAT	Current tax year + 6 years	Destroy	Value Added Tax Act 1994 Value Added Tax Regulations 1995 VAT Notice 700	Value Added Tax Act 1994 c. 23 s 58 and Schedule 11, para. 6(3) Value Added Tax Regulations 1995 - SI 1995/2518 s 31 VAT Notice 700 - HMRC 700/21 para. 5.2	Head of Pensions, Tax and Insurance
<b>13</b>	<b>Cash Management</b>					

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13.1	Records documenting the opening, closure and routine administration of bank accounts	Closure of account + 6 years	Destroy	Limitation Act 1980	Limitation Act 1980 c. 58 s 5	Head of Accounting Services
13.2	Records documenting standing orders, direct debits etc.	Current financial year + 1 year	Destroy	Limitation Act 1980	Limitation Act 1980 c. 58 s 5	Financial Controller
13.3	Records documenting routine bank account deposits/withdrawals/transfers (paying-in slips, transfer instructions, bank statements etc.)	Current financial year + 6 years	Destroy	Taxes Management Act 1970 Limitation Act 1980	Taxes Management Act 1970 c. 9 s 34 Limitation Act 1980 c. 58 s 5	Financial Controller
<b>14</b>	<b>Investment Management</b>					
14.1	Records documenting the overall management of the institution's financial investment portfolio	Divestment + 6 years	Review	Limitation Act 1980	Limitation Act 1980 c. 58 s 5	Head of Accounting Services
14.2	Records documenting the purchase/sale of investments	Current financial year (of transaction) + 6 years	Destroy	Taxes Management Act 1970	Taxes Management Act 1970 c. 9 s 34	Head of Accounting Services
<b>15</b>	<b>Asset Management</b>					
15.1	Records documenting the value of the institution's capital assets	Current financial year + 6 years	Review	Taxes Management Act 1970	Taxes Management Act 1970 c. 9 s 34	Head of Cost and Capital Accounting
15.2	Records documenting decisions (and authorisations) to purchase / dispose of capital assets	Current financial year (of disposal) + 6 years	Destroy	Taxes Management Act 1970 Limitation Act 1980	Taxes Management Act 1970 c. 9 s 34 Limitation Act 1980 c. 58 s.s 2 and 5	Head of Cost and Capital Accounting
<b>16</b>	<b>Insurance Management</b>					
<b>16.1</b>	<b>Insurance Strategy Development</b>					
16.2	Records documenting the development and establishment of the institution's insurance strategy: key records	Superseded + 5 years	Review	N/A	JISC Recommendation	Head of Pensions, Tax and Insurance
16.3	Records documenting the development and establishment of the institution's insurance strategy: working papers	Issue of strategy + 1 year	Destroy	N/A	JISC Recommendation	Head of Pensions, Tax and Insurance
<b>17</b>	<b>Insurance Management Policy Development</b>					
17.1	Records documenting the development and establishment of the institution's insurance management policies: key records	Superseded + 5 years	Review	N/A	JISC Recommendation	Head of Pensions, Tax and Insurance
17.2	Records documenting the development and establishment of the institution's insurance management policies: working papers	Issue of policy + 1 year	Destroy	N/A	JISC Recommendation	Head of Pensions, Tax and Insurance
<b>18</b>	<b>Insurance Management Procedure Development</b>					
18.1	Records documenting the development of the institution's procedures relating to the management of insurance cover and claims	Issue of procedures + 1 year	Destroy	N/A	JISC Recommendation	Head of Pensions, Tax and Insurance
18.2	Master copies of procedures relating to the management of insurance cover and claims	Superseded + 3 years	Destroy	N/A	JISC Recommendation	Head of Pensions, Tax and Insurance
<b>19</b>	<b>Insurance Policy Management</b>					
19.1	Records documenting the arrangement and renewal of insurance policies: employers' liability insurance	Expiry of policy + 6 years	Destroy	Limitation Act 1980	Limitation Act 1980 c. 58 s 5	Head of Pensions, Tax and Insurance
19.2	Employers' Liability Insurance Certificates	Commencement/Renewal of policy + 40 years	Destroy	The Employers' Liability (Compulsory Insurance) Regulations 1998	The Employers' Liability (Compulsory Insurance) Regulations 1998 - SI 1998/2573 Regulation 4(4)	Head of Pensions, Tax and Insurance
19.3	Records documenting the arrangement and renewal of insurance policies: all other insurance	Expiry of policy + 6 years	Destroy	Limitation Act 1980	Limitation Act 1980 c. 58 s 5	Head of Pensions, Tax and Insurance
<b>20</b>	<b>Insurance Claim Administration</b>					
20.1	Records documenting claims, and the outcomes of claims, against insurance policies	Settlement of claim + 6 years	Destroy	Limitation Act 1980	Limitation Act 1980 c. 58 s 5	Head of Pensions, Tax and Insurance
	<b>Procurement</b>					

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<b>21</b>	<b>Procurement Strategy Development</b>					
21.1	Records documenting the development and establishment of the institution's procurement strategy: key records	Superseded + 5 years	Review	N/A	JISC Recommendation	Head of Procurement
22.2	Records documenting the development and establishment of the institution's procurement strategy: working papers	Issue of strategy + 1 year	Destroy	N/A	JISC Recommendation	Head of Procurement
<b>22</b>	<b>Procurement Policy Development</b>					
22.1	Records documenting the development and establishment of the institution's procurement policies: key records	Superseded + 5 years	Review	N/A	JISC Recommendation	Head of Procurement
22.2	Records documenting the development and establishment of the institution's procurement policies: working papers	Issue of policy + 1 year	Destroy	N/A	JISC Recommendation	Head of Procurement
<b>23</b>	<b>Procurement Procedure Development</b>					
23.1	Master copies of procedures relating to the management of procurement	Superseded + 3 years	Review	N/A	JISC Recommendation	Head of Procurement
23.2	Records documenting the development of the institution's procedures relating to the management of procurement	Issue of procedures + 10 years	Review	N/A	JISC Recommendation	Head of Procurement
<b>24</b>	<b>Contract Tendering</b>					
24.1	Records documenting the process of inviting and evaluating pre-qualification submissions from prospective suppliers	Termination of contract plus 14 years	Destroy	N/A	JISC Recommendation	Head of Procurement
24.2	Records documenting Invitations to Tender and tender evaluation criteria	Termination of contract plus 14 years	Destroy	Limitation Act 1980	Limitation Act 1980 c. 58 s 5	Head of Procurement
24.3	Records documenting the issue of Invitations to Tender and handling of incoming tenders	Termination of contract plus 14 years	Destroy	N/A	JISC Recommendation	Head of Procurement
24.4	Records documenting the evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process: rejected tenders	Termination of contract plus 14 years	Destroy	N/A	JISC Recommendation	Head of Procurement
24.5	Records documenting the evaluation of tenders, the conduct of negotiations with tenderers and the notification of the results of the tender evaluation process: accepted tenders	Termination of contract plus 14 years	Destroy	Limitation Act 1980	Limitation Act 1980 c. 58 s 5	Head of Procurement
24.6	Contract award notices sent to the Official Journal	Termination of contract plus 14 years	Destroy	Limitation Act 1980	Limitation Act 1980 c. 58 s 5	Head of Procurement
<b>25</b>	<b>Purchasing</b>					
25.1	Records documenting purchasing authorisation limits	Superseded + 10 years	Destroy	N/A	JISC Recommendation	Head of Procurement and Financial Controller
25.2	Records documenting internal authorisation for procurement	Current financial year + 14 years	Destroy	N/A	JISC Recommendation	Head of Procurement
25.3	Purchase Orders and quotation documentation	Current financial year + 14 years	Destroy	Limitation Act 1980 Notice 700	VAT Limitation Act 1980 c. 58 s 5 VAT Notice 700 - HMRC 700/21 para. 5.2	Head of Procurement

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25.4	Goods Received Notes/Goods Inwards Notes	Current financial year + 14 years	Destroy	Limitation Act 1980 Notice 700/21	VAT Limitation Act 1980 c. 58 s 5 Vat Notice 700/21: keeping VAT records - HMRC 700/21 para. 5.2	Head of Procurement
<b>26 Contract Management</b>						
26.1	Records documenting variations to contracts (e.g. revisions, extensions)	Termination of contract + 6 years	Destroy	Limitation Act 1980	Limitation Act 1980 c. 58 s 5	Head of Procurement
26.2	Records documenting the monitoring of supplier performance and action taken regarding under-performance	Termination of contract + 6 years	Destroy	Limitation Act 1980	Limitation Act 1980 c. 58 s 5	Head of Procurement
<b>27 Management Information Collection, Analysis and Reporting</b>						
27.1	Dataset specifications and protocols for submission and collation of data.	Superseded	Destroy	N/A	JISC Recommendation	Deputy Director of Finance/ Head of Planning
27.2	Management information reports	Current year + 3 years	Review	N/A	JISC Recommendation	Deputy Director of Finance/ Head of Planning
<b>28 Corporate Planning and Performance Management Policy Development</b>						
28.1	Records documenting the development and establishment of the institution's corporate planning and performance management policies: key records	Superseded + 10 years	Review	N/A	JISC Recommendation	TBC - VC's Office / Registrar's Office / Planning
28.2	Records documenting the development and establishment of the institution's corporate planning and performance management policies: working papers	Issue of policy + 1 year	Destroy	N/A	JISC Recommendation	TBC - VC's Office / Registrar's Office / Planning
<b>29 Corporate Planning &amp; Performance Management Procedure Development</b>						
29.1	Master copies of procedures relating to corporate planning and performance management	Superseded + 5 years	Destroy	N/A	JISC Recommendation	TBC - VC's Office / Registrar's Office / Planning
29.2	Records documenting the development of the institution's procedures relating to corporate planning and performance management	Issue of procedures + 1 year	Destroy	N/A	JISC Recommendation	TBC - VC's Office / Registrar's Office / Planning
<b>30 Strategic Planning</b>						
30.1	Records documenting the development of the institution's strategic plan: key records	Superseded + 10 years	Review	N/A	JISC Recommendation	TBC - VC's Office / Registrar's Office / Planning
30.2	Records documenting the development of the institution's strategic plan: working papers	Publication of strategic plan + 1 year	Destroy	N/A	JISC Recommendation	TBC - VC's Office / Registrar's Office / Planning
<b>Risk Management</b>						
<b>31 Risk Management Strategy Development</b>						
31.1	Records documenting the development and establishment of the institution's risk management strategy: key records	Superseded + 5 years	Review	N/A	JISC Recommendation	Head of Accounting Services
31.2	Records documenting the development and establishment of the institution's risk management strategy: working papers	Issus of strategy + 1 year	Destroy	N/A	JISC Recommendation	Head of Accounting Services
<b>32 Risk Management Policy Development</b>						
32.1	Records documenting the development and establishment of the institution's risk management policies: key records	Superseded + 5 years	Review	N/A	JISC Recommendation	Head of Accounting Services
32.2	Records documenting the development and establishment of the institution's risk management policies: working papers	Issue of policy + 1 year	Destroy	N/A	JISC Recommendation	Head of Accounting Services
<b>33 Risk Management Procedure Development</b>						
33.1	Master copies of procedures relating to risk management	Superseded + 3 years	Destroy	N/A	JISC Recommendation	Head of Accounting Services
33.2	Records documenting the development of the institution's procedures relating to risk management	Issue of procedures + 1 year	Destroy	N/A	JISC Recommendation	Head of Accounting Services

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<b>34</b>	<b>Risk Identification &amp; Assessment</b>					
34.1	Records documenting identified risks to the institution and assessments of those risks	Superseded + 1 year	Destroy	N/A	JISC Recommendation	Head of Accounting Services
<b>35</b>	<b>Business Continuity Planning</b>					
35.1	Records documenting the formulation, testing and maintenance of disaster response and recovery plans	Superseded + 1 year	Destroy	N/A	JISC Recommendation	Head of Financial Systems and Business Support
	<b>Audit</b>					
<b>36</b>	<b>Audit Strategy Development</b>					
36.1	Records documenting the development and establishment of the institution's audit strategy: key records	Superseded + 5 years	Review	N/A	JISC Recommendation	Head of Accounting Services
36.2	Records documenting the development and establishment of the institution's audit strategy: working papers	Issue of strategy + 1 year	Destroy	N/A	JISC Recommendation	Head of Accounting Services
<b>37</b>	<b>Audit Policy Development</b>					
37.1	Records documenting the development and establishment of the institution's audit policies: key records	Superseded + 5 years	Review	N/A	JISC Recommendation	Head of Accounting Services
37.2	Records documenting the development and establishment of the institution's audit policies: working papers	Issue of policy + 1 year	Destroy	N/A	JISC Recommendation	Head of Accounting Services
<b>38</b>	<b>Audit Procedure Development</b>					
38.1	Master copies of procedures relating to audit management	Superseded + 3 years	Destroy	N/A	JISC Recommendation	Head of Accounting Services
38.2	Records documenting the development of the institution's procedures relating to audit management	Issue of procedures + 1 year	Destroy	N/A	JISC Recommendation	Head of Accounting Services
<b>39</b>	<b>Audit Management</b>					
39.1	Records documenting the conduct and results of audits, and action taken to address issues raised	Completion of audit + 5 years	Destroy	N/A	JISC Recommendation	Head of Accounting Services
<b>40</b>	<b>Related Companies</b>					
40.1	Rewards documenting the function of the related company	Life of company + 10 years	Review	N/A	JISC Recommendation	Head of Accounting Services
40.2	Rewards documenting the oversight and periodic review of the performance of the related company	Current year + 5 years	Destroy	N/A	JISC Recommendation	Head of Accounting Services
40.3	Records documenting the winding up of the related company and the disposal of the institutions interest in it	Wind-up/disposal of company + 6 years	Destroy	Limitation Act 1980	Limitation Act 1980 c 58 s 5	Head of Accounting Services