SCOTRAIL TRAINS DOCUMENT RETENTION SCHEDULE

Note: retention period does not include the current period of operation. List is not exhaustive and will be added to in further version updates.

Function	Record title and description	Retention period
Procurement	Purchase orders - electronic	6 years
Procurement	Delivery docket / goods receipt	1 year
Contracts	Initial proposal – including:	6 years on completion of contract
	Invitation to tender	
Contracts	Unsuccessful tender documents	1 year after date of last paper
Contracts	Successful tender document	6 years from award of contract
Contracts	Signed contract	6 years from end of contract
Contracts	 Contract operation and monitoring: e.g. Records of complaint Disputes over payment Final accounts Minutes and papers of meetings 	6 years from end of contract
Contracts	Amendments to contracts e.g.	6 years from end of contract
FINANCE	Invoices and source documents relating to raising invoices	6 years unless dispensation is held
FINANCE	Cheque books / butts for all accounts	6 years
FINANCE	Cancelled cheques	6 years
FINANCE	Dishonoured cheques	6 years
FINANCE	Dishonoured cheques register	6 years
FINANCE	Fresh cheques	6 years
FINANCE	Paid cheques / presented cheques; lists, statements of presented cheques	6 years
FINANCE	Stoppage of cheque payment notices	6 years
FINANCE	Record of cheques opened books	6 years
FINANCE	Cheque registers	6 years
FINANCE	Record of Cheques drawn for payment	6 Years
FINANCE	Bank deposit books / slips / butts	6 years
FINANCE	Bank deposit summary sheets, summaries of daily banking, cheque schedules	6 years
FINANCE	Register of Cheques lodged for collection	6 years
FINANCE	Bank reconciliation files / sheets	6 years
FINANCE	Bank Statements, periodic reconciliation's	6 years
FINANCE	Cash Books / Sheets	6 years
FINANCE	Petty Cash Records / books / Sheets	6 years
FINANCE	Petty Cash Receipts	6 years
FINANCE	Creditor History Records, lists, reports	6 Years
FINANCE	Statements of Accounts Outstanding, outstanding orders	6 years
FINANCE	Statements of Accounts Rendered, Statements of accounts -payable	6 years

FINIANIOE	Consend and substitional advancement description	0
FINANCE	General and subsidiary ledgers produced	6 years
	for the purposes of preparing certified	
	financial statements or published	
FINIANIOE	information.	
FINANCE	Other Ledgers (e.g. contracts, costs,	6 years
= NANIOE	purchases etc.)	
FINANCE	Creditors Ledgers	6 years
FINANCE	Journals (Prime Records for the raising of	6 years
	Charges)	
FINANCE	Journals (Routine Adjustments)	6 years
FINANCE	Trial Balance and Reconciliation's	6 years
FINANCE	Financial Statements	6 years
FINANCE	Records relating to unrecoverable revenue,	6 years
	debts and overpayments -includes register	
	of debts written off, register of refunds, etc.	
FINANCE	Stores records -Goods inwards records	6 years
FINANCE	Stores records -Delivery Dockets	6 years
FINANCE	Stores records -Control records	6 years
FINANCE	Stores records -Issue registers / Records	6 years
FINANCE	Stores records -Stocktaking sheets -	6 years
	includes inventories, stock reconciliations,	
	stocktake reports.	
FINANCE/IT	Email (individual inboxes)	Previous 12 Months
	Email (archive)	Previous 24 months
FINANCE/IT	System and Data backups	12 Months
FINANCE/IT	User Accounts, personal files & Email	30 days after user deletion
FINANCE/IT	MS Teams channel messages	1 Year
FINANCE/IT	MS Teams chat messages	14 Days
FINANCE/ IT	Data Subject Rights Requests – all related	1 year after closure of request.
	information	3 years if referred to ICO
FINANCE	Asset Registers	6 Years after disposal of asset
		or last one in register
FINANCE	Depreciation Register	6 Years after disposal of asset
	·	or last one in register disposed
		of
FINANCE	Grant Funding	6 Years after the action
		completed / grant made
FINANCE	Financial Authorities or delegations	6 years after authority or
		delegation is superseded
FINANCE	Land registers	·
		12 years after disposal
FINANCE	Financial records relating to capital works	6 years after the action /
	projects	project is completed
FINANCE	Investment records	6 years after investments are
		liquidated or matured

FINANCE	Procedure manuals	
		6 years after superseded
FINANCE	Records relating to serious matters of:	
	• Theft	
	Fraud	
	Misappropriation	
	 Irrecoverable debts and 	
	overpayments	
	Write-offs	
	Recovery of debt	
	Wavering of debt	10 years after action /
	(where external action has been taken)	investigation is completed
FINANCE	Records relating to minor matters of:	
	Theft	
	Fraud	
	 Misappropriation 	
	 Irrecoverable debts and 	
	overpayments	
	Write-offs	
	 Recovery of debt 	
	 Wavering of debt 	
	(where matters are resolved internally)	6 years after audit
AUDIT	Audit reports (including interim), where	
	these have included the examination of	
	long term contracts	6 years
AUDIT	Report papers used in the course of a	6 years after the legal
	fraud investigation	proceedings have been
		completed
AUDIT	Other audit reports (including interim)	6 years
AUDIT	Terms of reference	0 years
7.0011	Terms of reference	6 years
AUDIT	Programmes / plans / strategies	1 year after the last date of the
		plan
AUDIT	Correspondence	
ALIDIT		3 years
AUDIT	Manuals and guides	Once superseded
AUDIT	Minutes of meetings and related papers,	3 Years
ALIDIT	including those to the Audit Committee	2 \/ 2 = 77
AUDIT	Working Papers	3 Years
AUDIT	Internal Audit Guides	When superseded
AUDIT	Manuals and guides relating to	When Superseded
ALIDIT	departmental procedures	When Company ded
AUDIT	Local Auditing Standards	When Superseded
AUDIT	Annual reports to Accounting Officers	3 years
Risk & Compliance	FOISA requests and records	3 years after closure of request.
Diak & Compliance	EID requests and records	6 years if referred to SICO
Risk & Compliance	EIR requests and records	3 years after closure of request.
Dick & Compliance	Stratogic and Cornerate Diels Desigters	6 years if referred to SICO
Risk & Compliance	Strategic and Corporate Risk Registers	2 years
PAYROLL	Salary Records -Employee Pay History	6 Years
DAVDOLI	Records	\/\box ours = 725 de d
PAYROLL	Salary Rates Register	When superseded

PAYROLL	National Insurance Records	3 Years
PAYROLL	Staff & Pension Records	Until 2 years after resignation or, in the case of members of the staff who retire on pension,
PAYROLL	Original pay bill and supporting documents	1 year after death. 6 Years
		6 Years
PAYROLL	Copies of pay bill and supporting documents	
PAYROLL	Summaries of information regarding payment by results	3 Years
PAYROLL	Supporting documents to summaries of payment by results	1 Year
PAYROLL	Copies of staff change lists	1 Year
PAYROLL	Income Tax records	6 Years
ROSTERING	Stations, Depots, Rosters	5 Years
ROSTERING	Annual Leave & Bank Holiday rosters	5 Years after completion of
	·	Annual leave period.
PASSENGER ACCOUNTING	Analyst – Prints from Lennon and excel – signed alterations.	Until superseded
PASSENGER ACCOUNTING	Passenger Accounting Manager checks for periods.	13 Months plus current month
PASSENGER ACCOUNTING	Traders	13 Months plus current month
PASSENGER ACCOUNTING	Forces	13 Months plus current month
PASSENGER ACCOUNTING	Visa / Amex /Switch	13 Months plus current month
PASSENGER ACCOUNTING	Cash Receipts	13 Months plus current month
PASSENGER ACCOUNTING	Change orders	13 Months plus current month
PASSENGER ACCOUNTING	Fares Manuals	Permanent
PASSENGER ACCOUNTING	Authorised Input Details	13 Months plus current month
PASSENGER ACCOUNTING	Period Differences	13 Months plus current month
PASSENGER ACCOUNTING	Balance Control Account Summary and Sign off	13 Months plus current month
PASSENGER ACCOUNTING	Station Adjustments	2 Months plus current month
PASSENGER ACCOUNTING	Ticket Vending Machine Shift Cards	13 Months plus current month
PASSENGER ACCOUNTING	Cash Collection Sheets	13 Months plus current month
PASSENGER ACCOUNTING	Cash Reconciliation Files	13 Months plus current month
Customer Service	Complaints logs and case files	5 years from closure
Customer Service	Enquiries and customer comments/ feedback	2 years

Human Resources specific:

Document Subject	Document Category	Retention Period
	Job Advert	
	Vacancy Lists	1
	List of Applicants for Advertised Vacancies	1 Year
	Interview Papers	
	Disclosure Scotland – Criminal Record Checks	Details will only be retained if relevant to employment or where have a legal obligation to retain it (in which case will be retained either until conviction spent, or in line with the legal obligation, up to the maximum of 6 years after left service)
Recruitment	Assessment documentation & results for all non-safety critical staff	1 Year – results held on database
	Assessment documentation & results for internal/external Safety Critical staff which includes eg Conductors, Engineering, Train Dispatch	3 years
	Assessment documentation & results for Drivers 'and Conductors' – who did not meet the standard at assessment	2 years in line with audit process – thereafter only Profile, CDQ & Overall Assessment should be kept – results held on database
	Assessment documentation & results for internal/external Driver Assessment documentation & results for Drivers 'and Conductors'	5 years – this is in line with other Toc's as per ORR recommendations
	Application form (new entrants)	
	ID and evidence of right to work	
	Offer letter	
	Reference	
	P45/P46	
	Contract of Employment	
	Fit for jobs/pre-employment questionnaire	
	Health care	
	Driving Licence/Insurance (for those with Authority to Drive held by Driving Licence Bureau)	
Personal File	Induction	6 Years after Leaving Service
	Internal applications	
	Promotion/Transfer Letters	
	Variations to Contract of Employment	
	Apprenticeship agreement	
	Changes to T&C's	
	Flexible working request	
	TUPE Letters	
	Secondment Letters	
	Displaced Letters	
	Receipts for Rule Books, Working Instruction books or documents etc.	

	Crisyanas Informal	
	Grievance- Informal	
	Grievance- Formal	6 Years after Leaving Services
	Grievance- Outcome	-
	Grievance- Appeal outcome	A construction of
	Disciplinary outcome- Informal Warning	1 year after Issued
	Disciplinary outcome- 1st Formal Warning (Reprimand)	2 years after Issued
	Disciplinary outcome- 2 nd Formal Warning (Severe Reprimand	4 years after Issued
Franks:	Disciplinary Outcome – Final Warning	1 year after issued
Employee Relations	Disciplinary Outcome – Other (e.g. Reduced in Grade, Suspension)	6 years after Termination
	Disciplinary outcome- dismissal	6 Years after Termination
	Any child abuse allegation	Indefinite
	Informal performance improvement notice	1 year after Issued
	Formal performance management	6 Years after Termination
	Certificates of elections to sectional councils, LLC's and other negotiating bodies	3 Months after end of term
	Trade Union policy minutes, Agreements	
	Trade Official policy fillinates, Agreements	6 Years after ceasing to be active
	Conditions of Service	
	Changes to T&C's	
	TUPE	6 Years after ceasing to be
Terms & Conditions	Reorganisation Papers	relevant
	Pay Protection	
	Policies	
	Fit note	
	Return to work	
	OH referral	
Sickness &	OH report	
Occupational Health	Risk assessment	6 Years after Termination
i icailli	III health retirement/settlement	
	Letter/notification/report	
	Medical Redeployment Paperwork	
	Maternity- Notification to take leave	
	Maternity- Risk assessment	
	Maternity- MATB1	
	Maternity- Letters	6 Years after Termination
	Maternity- Notification of return to work	
	Paternity- Notification to take leave	
Family Leave	Paternity- MATB1	
	Paternity- Letters	
	Shared parental- Notification to take leave	
	Shared parental- MATB1	
	Shared parental- Letters	
	Shared parental- Notification of return to	
	work	

Adoption- Evidence of adoption Adoption- Letters Adoption- Notification of return to work Keep in Touch day/s notification Unpaid parental leave Compassionate leave Unpaid leave Unpaid leave Dependents leave Jury service Territorial Army Leave Other Leave Qualifications & Membership Training agreement Certificate Apprenticeship Long Service Award Redundancy/Disturbance Allowance Uniform Clothing Apprenticeship Uniform Clothing Held until end of current clothing issue period Overpayments Apprenticeship Pension Contributions P11d P35 Listing Pay- Other Probation/Review Employee Review Appraisal 1:1 Records of authority for special issues of free tickets Staff Travel Paily requisitions for free tickets Until 31 March of succeeding year Staff Travel Applications held by Rail Delivery Group Notice of resignation Leaver letter Reference Settlement agreement agreed reference Leavers-Other		Adoption- Notification to take leave	
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