

Retention of Financial Documents

Originals of financial documents such as research related contracts, invoices, receipts, etc should be kept by the relevant central admin division. Staff in other parts of the School may keep working copies which can be destroyed sooner.

Certain documents need to be kept in the School safes. Please see the Financial Regulations for details.

No	Records documenting/containing	Retention	Responsibility for keeping lies with:
1.1	Invoices, payment request forms, other payment related records such as payments to staff and honoraria to third parties, petty cash etc	Record copy: Current financial year + 6 years; Duplicates: current financial year + 1 year	Finance: Record copy; Other: duplicate copy.
1.2	Funding records - HEFCE or statutory body funding	Record copy: Current financial year + 6 years; Duplicates: current financial year + 1 year	RPDD: Record copy; Other: duplicate copy
1.3	Funding records - Research grants	Record copy: termination of grant + 6 years; Duplicates: current financial year + 1 year	RPDD: Record copy; Other: duplicate copy
No	Records documenting/containing	Retention	Responsibility for keeping lies with:
1.4	Funding records - European Social Fund	Record copy: Final payment to UK + 3 years; Duplicate copy: current financial year + 1 year	Funding recipient: Record copy; Other: duplicate copy. NOTE: originals MUST be kept of all invoices and it is advised that records are kept until the UK government says they can be destroyed or funding can be recalled
1.5	Budget records	Record and duplicate copies: Current financial year + 1 year	Finance, PIMU: Record copy; Other: should still keep duplicates for this time period

Any queries regarding records retention should be directed to the Records Managers.