

Step one: Purpose

Identify which files should be prepared for archiving and the methods which should be used to enable staff, now and in the future, to track files held, destroyed or transferred for permanent storage at an approved site.

Step two: Retention

All source documents, bank statements and reports need to be kept for a period of 5 years. All payroll information needs to be kept for 7 years.

All current year and previous year files should not be archived as they may need to be referred to by the accountant or directors of the company.

Step three: Preparing the Records

When a record or source document is being prepared for storage the following process should be carried out:

1. The document should be cleaned – all duplicate pieces of paper should be removed (and destroyed) so that preferably only the originals are retained.
2. All steel items – staples and paperclips should be removed place the file/document in a suitably sized brown paper envelope.
3. Clearly marked on the outside of the envelope with (you can use the following form)
 - Name of the file
 - Date papers created (earliest)
 - Date File closed
 - Date stored
 - Destruction or review date
 - Name of archive creator
 - Title of any related files and where these files are stored/ archived





Archived Contents

• Name of the file	
• Date papers created (earliest)	
• Date File closed	
• Date stored	
• Destruction or review date	
• Name of archive creator	
• Title of any related files e.g. and where these files are stored/ archived	



Archived Contents

• Name of the file	
• Date papers created (earliest)	
• Date File closed	
• Date stored	
• Destruction or review date	
• Name of archive creator	
• Title of any related files e.g. and where these files are stored/ archived	



