

Corporate Services			
Document	Storage Format	Retention Period	Reason for Retention
Accident books and RIDDOR	Manual/Electronic	6 years	HSE Requirement
Employer and Public Liability Claims Records	Electronic	1 year post settlement	NHF Requirement
Risk Assessments Records	Manual/Electronic	5 years	
Recruitment records (shortlisted)	Manual	2 years of closing date	Good Practice
Recruitment records (not shortlisted)	Electronic	2 years of closing date	Good Practice
Withdrawn Recruitment Offers	Manual/Electronic	6 years	Good Practice
Complaints	Manual/Electronic	6 years	NHF Recommendation
Tenant surveys	Electronic	4 years	BA Decision
Accident Near Miss Records	Manual/Electronic	3 years	Good Practice
CCTV	Electronic	28 Days	CCTV Policy
CCTV	Downloads	3 months unless attached to tenancy	CCTV Policy
Subject Access Request Data	Electronic	4 years	Good Practice
Photographs and videos of Tenants	Electronic	Until consent is Withdrawn	Internal Decision
News Stories, quotes and photographs (tenant and staff) on Clanmil's Website	Electronic	Remove after 5 years	CS Decision
Facebook enquires	Electronic	Remove after 6 months	CS Decision
Finance			
Document	Storage Format	Retention Period	Reason for Retention
Bad Debt File	Manual	6 years	Statutory
Rent Received	Manual	6 years	Statutory
Rental Adjustments	Printout	6 years	Statutory
Debit Adjustments	Printout	6 years	Statutory
Debit Charges	Printout	6 years	Statutory
AllPay Net Payment Files	Printout	6 years	Statutory
Rent Reconciliation Sheets	Manual	6 years	Statutory
Direct Debit Files	Manual	6 years	Statutory
Standing Order Files	Manual	6 years	Statutory
Housing Benefit Records	Printout	6 years	Statutory
Housing Benefit Schedules	Printout	6 years	Statutory
Health Trust Claim Records	Manual	6 years	Statutory

Direct Deduction Records	Printout	6 years	Statutory
Rent Refunds File	Printout	6 years	Statutory
Resident Bank Account Files	Manual	Term of Tenancy + 6 years	Statutory
Resident Bank Account Files (Current)	Manual	6 years	Statutory
Resident Account Cashbook	Manual	6 years	Statutory
Resident Comfort Fund Bank Account File	Manual	Permanent	Statutory
Resident Comfort Fund Bank Account File (Current)	Manual	6 years	Statutory
Resident Comfort Fund Cashbook	Manual	6 years	Statutory
Resident Comfort Fund Bank Statements	Printout	6 years	Statutory
<b>Development</b>			
<b>Document</b>	<b>Storage Format</b>	<b>Retention Period</b>	<b>Reason for Retention</b>
House Sale Files	Manual/ Electronic	10 years post sale	Internal Decision
<b>Housing</b>			
<b>Document</b>	<b>Storage Format</b>	<b>Retention Period</b>	<b>Reason for Retention</b>
Advice Pro	Electronic	6 years after enquiry	Good Practice
Application Forms/Visit Forms	Manual	6 years after TOT	Statutory
Transfer	Manual	6 years after TOT	Statutory
Direct Exchange	Manual	6 years after TOT	Statutory
Allocations / Void Sheet	Manual	2 years	Good Practice
Tenant Files	Manual	Life of Tenancy	Good Practice
Past Tenant File	Manual	6 years after TOT	Good Practice
Details of Schedule 1 Offenders	Manual	Life of Tenancy	Good Practice
WL Correspondence ref SC1 Offenders	Manual	3 Years	Good Practice
ASB Files	Manual	5 years after case closed	Good Practice
Rent/Rates	Manual	Permanently	Good Practice
Emergency Call System	Manual	Permanently	Good Practice
Tenant Participation Joint Committee	Manual	5 years after disbanded	Good Practice
Right to Buy Applications	Manual	6 years after TOT	Statutory
Hairdressing File	Manual/Electronic	6 years	Good Practice
Tenant Forum	Electronic	2 years	Good Practice
Disqualification Register	Manual	6 years	Statutory
Waiting List Correspondence	Manual	3 years	Statutory
Tenant Equality Monitoring Form	Manual	1 year	Statutory

Tenant Satisfaction (6 week visit)	Electronic	2 years	Good practice
PSNI information requests and Reports with incident details	Electronic	2 years	Good practice
Fire File (General Needs)	Manual / Electronic	2 Years	Good practice
<b>Independent Living Schemes</b>			
<b>Document</b>	<b>Storage Format</b>	<b>Retention Period</b>	<b>Reason for Retention</b>
Support Plan	Manual/Electronic	Current and all previous	Good Practice
Support Plan Assessment	Manual/Electronic	Current and all previous	Good Practice
Risk Assessments	Manual/Electronic	Current and previous	Good Practice
Telecare/Helpline Printouts	Manual/Electronic	Current and previous	Good Practice
File Notes, emails, Letters & photos	Manual/Electronic	Until TOT + 7 years	Good Practice
Support Plan Database	Electronic	1 year	Good Practice
Daily Contact Records and Review	Electronic	1 year	Good Practice
Activities Book	Manual	6 years	Statutory
Activities Receipt	Manual	6 years	Statutory
Scheme Risk Assessment	Manual/Electronic	6 years	Statutory
Fire File	Manual/Electronic	2 years	Good Practice
Legionella File	Manual/Electronic	6 years	Statutory
BCP	Electronic	2 years current/previous	Good Practice
Food Safety Records	Manual	2 years	Good Practice
Treasure House Returns	Electronic	Duration of Project	Good Practice
Scheme Newsletters	Manual/Electronic	1 year	Good Practice
Guest Room	Electronic	1 year	Good Practice
Accidents	Electronic	Life of the tenancy	
<b>Housing with Care Residential Homes</b>			
<b>Document</b>	<b>Storage Format</b>	<b>Retention Period</b>	<b>Reason for Retention</b>
Resident Detail Sheet	Electronic/Manual	6 years after DOLE	Statutory
Resident financial data incl. receipts	Paper	6 years after DOLE	Statutory
Missing person form	Electronic/Manual	6 years after DOLE	Statutory
Disclosure of information sheet	paper	6 years after DOLE	Statutory
Initial Assessment Form	Paper	6 years after DOLE	Statutory
Medication Information and Kardex	Electronic/Manual	6 years after DOLE	Statutory
About Me Form	Electronic/Manual	6 years after DOLE	Statutory

Risk Assessments	Electronic/Manual	6 years after DOLE	Statutory
Monthly Evaluation	Electronic/Manual	6 years after DOLE	Statutory
Care and Support Plan	Electronic/Manual	6 years after DOLE	Statutory
Care and Support Licence Agreement	Paper	6 years after DOLE	Statutory
Annual Reviews	Electronic/Manual	6 years after DOLE	Statutory
Daily Record Sheets	Paper	6 years after DOLE	Statutory
Client Medical Appointment Sheets	Paper	6 years after DOLE	Statutory
Resident Weight Records	Paper	6 years after DOLE	Statutory
Referrals to Professionals	Electronic/Manual	6 years after DOLE	Statutory
Visitors and Family Involvement Records	Paper	6 years after DOLE	Statutory
Kardex (Prescription forms)	Electronic/Manual	6 years after DOLE	Statutory
MARRS	Paper	6 years after DOLE	Statutory
Medical Information	Electronic/Manual	6 years after DOLE	Statutory
Medication Delivery Record Sheet	Paper	6 years	Good Practice
Annual Medical Reviews	Paper	6 years after DOLE	Statutory
Comfort Fund Records Book (Cash)	Paper	6 years after DOLE	Statutory
Comfort Fund Records Book (bank account)	Paper	6 year after DOLE	Statutory
Comfort Fund Receipts	Paper	6 years	Statutory
Mobility Records	Electronic/Manual	6 years	Statutory
RQIA Notifiable Event Report Forms	Electronic/Manual	6 years	Statutory
Trust Incident Reports form/information	Electronic/Manual	6 years	Statutory
<b>Assets Management</b>			
<b>Document</b>	<b>Storage Format</b>	<b>Retention Period</b>	<b>Reason for Retention</b>
Letters to and from Tenants (Scheme File)	Electronic	Duration of Tenancy + 2 yrs.	Good Practice
Circulars sent to Tenants (Scheme Files)	Electronic	2 Years post practical Completion	Good Practice
Letters to Third Parties	Electronic	2 years	Good Practice
Occupational Therapists Recommendations	Electronic	Duration of Tenancy + 2 yrs.	Good Practice
Redecoration/Displacement Grant Details	Electronic	Duration of Tenancy + 2 yrs.	Good Practice
Insurance Claims	Electronic	6 Years from Completion	Good Practice
Public Liability Claims	Electronic	6 Years from Completion	Good Practice
Completed Works Orders	Electronic	UH Stores Full History	Good Practice
Completed post inspections	Electronic	2 Years from Completion	Good Practice
Completed pre inspections	Electronic	2 Years from Completion	Good Practice