

LANARKSHIRE HOUSING ASSOCIATION LIMITED

Table of Retention Periods

Category	Retained for
Register of Members & Share Certificates	Permanent or on cessation of membership
AGM Minutes	Permanent
Register of Board Members	Permanent or on cessation of membership
Complaints records	5 years (from end of financial year that complaint lodged in)
Insurance	
Claims correspondence	5 years post settlement
<i>Finance, Accounting & Tax Purposes</i>	
Loan Financial Agreements	Permanent
Financial records and statements, including purchase and sales ledgers, cash and journals	7 years from end of financial year
VAT and Tax correspondence	10 years from end of financial year
Cheque books, pay in books, and bank statements	10 years from end of financial year
Rent collection records	7 years from end of financial year
<i>Contracts and Agreements</i>	
Contracts under seal and/or executed as deeds	Permanent
Contracts for the supply of goods and services	7 years after end of contract
Licensing, rental and hire purchase agreements	7 years after expiry date
Documents relating to successful tenders	7 years after end of contract

Category	Retained for
Documents relating to unsuccessful tenders	2 years after notification
Health & Safety	
Incident reports (including accidents)	Permanent
Consultations, meetings etc.	Permanent
Tenancy Records	
Current Tenant files (including application form, tenancy agreement, housing benefit notifications)	Duration of tenancy
Cancelled applications for housing	1 year after submission date
Former tenant files	5 years from end of financial year
Former tenants with arrears balances	5 years from end of financial year
Property Records	
Property maintenance records (including work orders, repairs or planned improvements).	Permanent
Property maintenance records (statutory safety or maintenance checks / reports and inspection records including opinions)	Permanent
Property Leases	7 years from end of financial year
Development & Construction Programmes	
Development files (including all construction related documents, costings and reports)	Permanent
Housing Association Grants (HAG) and Loan Financing Agreements	Permanent