



---

<b>Ref No</b>	<b>Description</b>	<b>Legal Basis</b>	<b>Retention</b>	<b>Action at End of Retention</b>	<b>Contains Personal Information</b>	<b>Protectively Marked?</b>	<b>Notes/Access</b>
FIN3.0.9	Calculation of Schools budgets	HMRC - Compliance Handbook Manual CH15400	Last Action + 6 years	Secure Disposal	N	Not Pr-8.9 (p)-t0.	

---

Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/Access
FIN4.0.10	Capital Invoices - Original	Limitation Act 1980 (Section 8)	Date of invoice + 12 years	Secure Disposal	N	Not Protectively Marked	Not Applicable
FIN4.0.11	All records relating to the management of the purchase cards	HMRC - Compliance Handbook Manual CH15400	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	Not Applicable
FIN4.0.12	All records relating to accounts payable	HMRC - Compliance Handbook Manual CH15400	Last Action + 6 years then review	Secure Disposal	Y	Official	Not Applicable
FIN4.0.13	All records relating to Accounts Receivable	HMRC - Compliance Handbook Manual CH15400	Last Action + 6 years	Secure Disposal	Y	Official	Not Applicable
FIN4.0.14	Records relating to the authorisation of users of purchase cards	HMRC - Compliance Handbook Manual CH15400	Last action user makes on card + 6 years	Secure Disposal	Y	Official	Not Applicable
FIN4.0.15	All records relating to signatory forms	Not Applicable	Life of the budget holder	-	Y	Official	Not Applicable
FIN4.0.16	Endowments and Trust Fund Administration	Charities Act 1993; Charities Act 2006; The Charities (Accounts and Reports) Regulations 2005; Charity Accounts: The Framework 2005	Winding up of Fund plus 6 years	Offer to Surrey History Centre	Y	Not Protectively Marked	Not Applicable
<b>FIN5.0</b>	<b>Payroll</b>	-	-	-	-	-	-
FIN5.0.1	Payroll Records	HMRC - Compliance Handbook Manual CH15400	Last Action + 6 years	Secure Disposal	Y	Official - Sensitive	Not Applicable
FIN5.0.2	Payroll Forms	Not Applicable	Duration of employment	Secure Disposal	Y	Official	Not Applicable
<b>FIN6.0</b>	<b>Pensions</b>	-	-	-	-	-	-
FIN6.0.1							

Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/Access
FIN6.0.3	Pension Fund Management	Local Government Pension Scheme (Administration) Regulations 2008; Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009; The Local Government Pension Scheme Regulations 2013	End of receipt of benefit plus 15 years	Secure Disposal	N	Official	Not Applicable
FIN6.0.4	Files relating to individual members of the Pension Scheme (including dependents)	Not Applicable	Date of last contact with scheme of all dependents etc + 100 years	Secure Disposal	Y	Official	Not Applicable
FIN6.0.5	Bank details, pay details of the individual pensioners	HMRC - Compliance Handbook Manual CH15400	Date of the last payment + 6 years	Secure Disposal	Y	Official	Not Applicable
FIN6.0.6	Queries related to Teachers' Pensions	Not Applicable	Date query resolved + 7 years	Secure Disposal	Y	Official	Not Applicable
FIN6.0.7	Records of former employers and Associations	Not Applicable	Date of the last contact with the scheme of the last pensioner/dependent + 100 years	Secure Disposal	Y	Official	Not Applicable
FIN6.0.8	Pension Fund Financial Reports and Accounts	Not Applicable	Date of Report plus 6 years	Offer to Surrey History Centre	N	Official	Not Applicable
FIN6.0.9	Pension Fund statement of investment principles	Not Applicable	Date of Statement plus 12 years	Secure Disposal	N	Official	Not Applicable
FIN6.0.10	Pension Fund valuation report	Not Applicable	Date of Report plus 12 years	Offer to Surrey History Centre	N	Official	Not Applicable
FIN6.0.11	Pension Fund strategy statement	Not Applicable	Date of Statement plus 12 years	Secure Disposal	N	Official	Not Applicable
FIN6.0.12	Pension Fund policies and procedures	ReTc 0.005 Tw 6.4ense271					





Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/Access
FIN8.0.6	Records relating to schools in deficit concerning the special transitional grant	HMRC - Compliance Handbook Manual CH15400	Last Action + 6 years then review	Secure Disposal	N	Official	Not Applicable
FIN8.0.7	Funding Bids	Limitation Act 1980 (Section 8)	Last action on project + 12 years unless a longer period required by the funding body	Offer to Archives	N	Not Protectively Marked	Not Applicable
FIN8.0.8	Records created as part of work undertaken for Voluntary Aided schools re capital projects and VAT	HMRC - Compliance Handbook Manual CH15400	Last Action + 6 years then review	Secure Disposal	N	Not Protectively Marked	Not Applicable
<b>FIN9.0</b>	<b>Income</b>	-	-	-	-	-	-
FIN9.0.1	All records relating to the management of car loans	Limitation Act 1980 (Section 2)	Last payment on the loan + 6 years	Secure Disposal	Y	Official	Not Applicable
FIN9.0.2	Records relating to internal recharging	Not Applicable	Current financial year + 6 years	Secure Disposal	N	Not Protectively Marked	Not Applicable
FIN9.0.3	Till rolls	HMRC - Compliance Handbook Manual CH15400	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	Not Applicable
FIN9.0.4	Cash Register and Streamline audit rolls	HMRC - Compliance Handbook Manual CH15400	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	Not Applicable
FIN9.0.5	Bank paying in books/slips	HMRC - Compliance Handbook Manual CH15400	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	Not Applicable
FIN9.0.6	Collection and Deposit Books	HMRC - Compliance Handbook Manual CH15400	Last Action + 12 years	Secure Disposal	N	Not Protectively Marked	Not Applicable
FIN9.0.7	Records relating to the cashing process including bank statements, receipts, remittance advice	HMRC - Compliance Handbook Manual CH15400	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	Not Applicable
FIN9.0.8	Credit card terminal receipts	HMRC - Compliance Handbook Manual CH15400	Last Action + 6 years	Secure Disposal	Y	Official	Not Applicable

Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/Access
FIN9.0.9	Assessments relating to the provision of Services for Adults and Children including information used to collect debt	Limitation Act 1980 (Section 2)	Last action on file + 6 years	Secure Disposal	Y	Official	Not Applicable
FIN9.0.10	Letting forms used in Tied Accommodation	HMRC - Compliance Handbook Manual CH15400	End of lease plus 6 years	Secure Disposal	N	Not Protectively Marked	Not Applicable
FIN9.0.11	Records relating to developer contributions	Limitation Act 1980 (Section 8)	Life of the agreement + 12 years	Secure Disposal	N	Official	Not Applicable
FIN9.0.12	Records relating to developer contributions to education provision (Section 106)	Limitation Act 1980 (Section 8)	Life of the agreement + 12 years	Secure Disposal	N	Official	Not Applicable
FIN9.0.13	Accounts payable	HMRC - Compliance Handbook Manual CH15400	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	S (ec)-2 (or)-5.9 (ds)-2 ( r)-6 (eleem)-6 (at)-6.6 (i)2.6 (ng)-11.2 ( t)-6.6 (o dev)8(eleem)-6.6 ( +)-4.0



Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/Access
FIN11.0.1	VAT and Tax Returns	HMRC - Compliance Handbook Manual CH15400	Financial Year + 6 years	Secure Disposal	N	Not Protectively Marked	Not Applicable
FIN11.0.2	VAT documents	HMRC - Compliance Handbook Manual CH15400	Financial year + 6 years	Secure Disposal	N	Not Protectively Marked	Not Applicable
FIN11.0.3	All records relating to the management of companies, VAT and taxation and the completion of the fina	0.6 ( and t)-6.6 (RC 13a (3))	648.2m)-52mies,,he 2 (,)-6/TEM	3b56 (ng)-11.-6.7 (m)-6 (anag)-11.2 (em)-5.9 (ent)-6.6 ( of)-17.4 (21Td	(V)2 (A)1.9 -6 (pl)2.7 69263u(3)Pt.3 ( )	J0.002 Tc 0.007 Tw T	

Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/Access
FIN13.0.5	Statutory Returns to Central Government	HMRC - Compliance Handbook Manual CH15400	Last Action + 6 years	Secure Disposal	N	Not Protectively Marked	Not Applicable
<b>FIN14.0</b>							