

DOCUMENT AND RETENTION DESTRUCTION POLICY

The Document Retention and Destruction Policy identifies the record retention responsibilities of staff, Directors and outsiders for maintaining and documenting the storage and destruction of the organisation's documents and records.

T.F.Tull staff, Directors and sub-contractors (independent contractors via agreements with them) are required to honour the following rules:

- Paper or electronic documents indicated under the terms for retention in 'Controlled Record Retention Table will be transferred and maintained by the Company
- All other paper documents will be destroyed after three years
- All other electronic documents will be deleted from all individual computers, data bases, networks, and back-up storage after one year

Record Destruction

All records must be destroyed in a confidential manor and not copies. Proof of destruction will need to be recorded.

Record Retention and Review

The following 'Controlled Record Retention Table' will be reviewed by the management every six months or sooner if legislation demands. Storage will be the responsibility of the Managing Director. All documents will be sealed and stored in a safe manner at the Company's premises.



Peter O'Grady
Managing Director
March 2020

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Controlled Record Retention Table

Revise 1st March 2020

Record Types	Retention Period
Bank Statements	7 Years
Accounts Payable Ledger	7 Years
Accounts Receivable Ledger	7 Years
Audit Reports of accountants	7 Years
Bond Records	7 Years
Insurance documentation	40 Years
Contracts and Leases	12 Years
Correspondence (Legal)	40 Years
Deeds, Mortgages	40 Years
Employee Payroll Records	7 Years
Employment Records	2 Years after leaving destroy documents
Employment Applications	3 Years
Inventory Records	7 Years
Invoices to Customers	7 Years
Invoices to Suppliers	7 Years
Payrole records and Tax Returns	7 Years
Purchase orders	3 Years
Safety Records	7 Years
Training Records	2 Years after leaving destroy documents
Health & Safety Records	7 Years
Occupational Health Records	40 Years

Table to be read with Document Retention and Destruction Policy.