



TRP

Retention and Destruction Policy



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TRP IT POLICY

Retention and Destruction

Version Number	1.00
Date of implementation	May 2018
Next Review Date	May 2019
Date of Approval	15.5.18
Approved by	M. Hills

Revision History

Following is the list of revisions made to this policy

Section & Details	Author	Date Changed	Version Number

Definitions and Terms

The Company is the entity known as:

- Fitronics T/A The Retention People
- Card Management Services Ltd T/A Retention Management.

An Employee is an employee or authorized contractor of The Company.

Purpose

This retention and destruction policy provides for the systematic review, retention and destruction of data and documents received or created by The Company.

It covers:

- All records and documents (hardcopy, online or other media),
- Data received and processed on behalf of our customers (Data Controller).



The policy contains guidelines on how long certain documents should be kept and how records should be destroyed. It also ensures documents are promptly provided to authorities in the course of legal investigations or lawsuits.

Document Retention Schedule

The following types of documents will be retained for the following periods of time. At least one copy of each document will be retained according to the following schedule. Documents that are not listed but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

Corporate Records

Articles of Incorporation	Permanent
IRS Form 1023 (in the USA)	Permanent
By Laws	Permanent
Construction Documents	Permanent
Fixed Asset Records	Permanent
State Sales Tax Exemption Letter	Permanent
Board Policies	Permanent
Resolutions	Permanent
Board meeting minutes	Permanent
Tax or employee identification number designation	Permanent
Annual corporate filings	Permanent
Contracts (after expiration)	7 years

Financial Records

Chart of Accounts	Permanent
Fiscal Policies and Procedures	Permanent
Audits	Permanent
Financial Statements	Permanent
General Ledger	Permanent
Check register/books	10 years
Business expense documents	7 years
Bank deposit slips	7 years
Cancelled checks	7 years
Invoices	7 years
Investment records (deposits, earnings, withdrawals)	7 years



Property/asset inventories	7 years
Electronic Fund Transfer Documents	7 years
Petty cash receipts/documents	3 years
Credit card receipts	3 years

Tax Records

Annual tax filing for The Company	Permanent
Payroll register	Permanent
Payroll tax withholdings	7 years
Earnings records	7 years
Payroll tax returns	7 years
W-2 statements	7 years
Garnishment records	7 years

Personal Records

Employee offer letters	Permanent
Confirmation of employment letters	Permanent
Benefits descriptions per employee	Permanent
Retirement and Pension plan document	Permanent
Employee applications and resumes	7 years after termination
Promotions, demotions, letter of reprimand, termination	7 years after termination
Job descriptions, performance goals	7 years after termination
Workers' compensation records	5 years
Salary ranges per job description	5 years
I-9 Forms	5 years after termination
Grant applications and contracts	5 years after completion
Time reports	3 years after termination



Insurance Records

Property Insurance policy	Permanent
Directors and Officers Insurance	Permanent
Workers' compensation insurance policy	Permanent
General Liability Insurance policy	Permanent
Insurance claims applications	Permanent
Insurance disbursements / denials	Permanent

Contracts

All insurance contracts	Permanent
Employee Contracts	Permanent
Construction contracts	Permanent
Legal correspondence	Permanent
Loan / mortgage contracts	Permanent
Leases / deeds	Permanent
Copyright Registration	Permanent
Trademark Registrations	Permanent
Appraisals	10 years
Warranties	7 years
Vendor contracts	7 years

Donations / Funder Records

Grant dispersal contract	7 years
Donor lists	7 years
Grant applications	7 years
Donor acknowledgements	7 years

Management Plans and Procedures

Strategic Plans	7 years
Staffing, programs, marketing, finance, fundraising and evaluation plans	7 years
Vendor contracts	7 years
Disaster Recovery Plan	7 years



Email and Other Computer-Based Correspondence

This is in regard to correspondence/information that is developed and/or maintained by employees on The Company's computers, whether it is in regard to work or personal information

Employee correspondence, e.g. emails	7 years
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Document Destruction

Once records have been retained for the applicable period set forth in the Document Retention Schedule, they should be prepared for destruction. All paper documents destroyed pursuant to this policy shall be cut by mechanical shredder. Electronic data contained on servers and hard drives shall be deleted and overwritten. Electronic data contained on all other media, including decommissioned servers or storage devices shall be destroyed by the physical destruction of that media.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of investigation.

Data Retention Schedule

The following types of personal data will be retained for the following periods of time. Data will be retained according to the following schedule and in accordance with TRP Data Protection Policy. Data that is not listed but is substantially similar to those listed in the schedule will be retained for the appropriate length of time.

TRP Prospect customers

Leads and prospects contact details	2 years
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TRP customers

Contracts	Duration of service and 7 years from cancellation date
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Financial information – DD forms/Invoices	Duration of service and 7 years from cancellation date
Email	Duration of service and 7 years from cancellation date
Contact details	Duration of service and 7 years from cancellation date
Data shared at install stage	Duration of service and 30 days from cancellation date

TRP customers customer (Data Subject Data)

Relates to the personal data of TRP Customers' Customers (data subject) whose data we process via our software products on behalf of the TRP customer

Data Subject Personal data required to deliver the contracted services and drawn from the Data Controller's MMS – described at [Types of personal data processed](#)

	Insight, Digital, Interact, C2S, Signpost, Nutrition Complete	RM email
TRP Existing Customer.	Duration of contract unless Data subject rights exercised	Duration of contract unless Data subject rights exercised
TRP Cancelled Customers	30 days after contract end date – data deleted permanently	30 days after contract end date – data deleted permanently
TRP Customer's customer (data subject) cancelled membership	Data kept for 2 years unless Data subject rights exercised. Data anonymized unless attendance has been	Data kept for 2 years unless Data subject rights exercised. Data anonymized.



	logged in MMS during that period.	
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Policy Compliance

Non-Compliance

Failure on the part of an employee to follow this policy can result in possible civil and criminal sanctions against The Company and its employees and possible disciplinary action against responsible individuals.

Related Standards, Policies and Processes

Business Continuity Policy | Disaster Recovery (IT) | Backup Information Classification





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