CHWARAEON ANABLEDD CYMRU
DISABILITY SPORT WALES

Disability Sport Wales

INFORMATION RETENTION SCHEDULE

Updated: February 6th 2022

Disability Sport Wales

INFORMATION RETENTION SCHEDULE

Category of Record	Title of Record	Retention Period	Record Owner
Finances	Payroll Records	7 years after audit	BSM
	Supplier Contracts	7 years after termination of contract	BSM
	Chart of Accounts	Permanent	BSM
	Financial Policies and Procedures	Permanent	BSM
	Financial Statements	Permanent	BSM
	Invoices	7 years	BSM
	Cancelled Cheques	7 years	BSM
	Business Expenses Documents	7 years	BSM
	Asset Inventory	7 years	BSM
	Credit Card Receipts	7 years	BSM
	Cash Receipts / Records	7 years	BSM
Governance	Articles	Permanent	Board
	Board Policies	Permanent	Board
	Minutes of Board Meetings	Permanent	Board
	Team Meeting Records	Permanent	BSM

Disability Sport Wales

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Category of Record	Title of Record	Retention Period	Record Owner
Human Resources	Disciplinary or Grievance Procedures	Duration of employment plus 2 years	CEO
	Applications for de/employment		
	Successful	Duration of employment plus 2 years	BSM
	Unsuccessful	Deleted immediately	BSM
	Salary Records	7 years	BSM
	Employee Bank Details	Duration of employment	BSM
	Annual Leave Recrods	Duration of employment plus 2 years	BSM
	Other Leave Forms (Sickness, Parental, Maternity, Adoption, Special, etc.)	Duration of employment plus 2 years	BSM
	Training and Development Records	Duration of employment plus 2 years	BSM
	Signed Employee Contracts	Permanent	BSM
	Contract Amendments	Permanent	BSM
	Tender Documents		
	Successful	Permanent	Budget Holder
	Unsuccessful	Permanent	Budget Holder
	Complaints	Permanent	CEO

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Programmes	insport Reports from Panel	Permanent	Senior Project Officer (insport)
	GOGA Registration		
	Active Participant	Duration of active engagement plus 12 months	Partnership Manager
	Lapsed Participant	12 months after the end of GOGA (March 2021)	Partnership Manager
	Name, email address and telephone number of attendees at DSW and Partnership Events (insport Series)	3 years after event registration	Partnership Manager / DSWDO
	Photographs taken at DSW and Partnership Events (insport Series)	5 years after event registration	Partnership Manager
	Photographs taken at DSW and Performance Pathway Sessions	Duration of involvement with Performace Pathway plus 5 years	Performance Pathway Manager
	Personal data captured within UK DIT evaluation forms	4 years after completion of workshop date	CEO / DSWDO