

Obelisk Data Retention Schedule		
Category	Minimum Retention Period for Obelisk	Storage Format
COMPANY DOCUMENTS		
Accounting records detailing all company income and expenditure transactions, including supporting documents	6 years	Paper/electronic
Formal company documents: * Statutory books * Board minutes * Resolutions	Indefinitely	Paper/electronic
Meeting minutes	10 years	Paper/electronic
Commercial Contracts/ Supplier Agreements	7 years , unless signed as a deed then 12 years	Paper/electronic
Grant documentation from public bodies including: *Letters *Contracts *Other documents which relate to financial grants received by Obelisk from public bodies	10 years	Paper/electronic
VAT Records		
VAT records (electronic or paper format) * Details include: * Standard-rated goods * Exempt supplies * VAT account	6 years	Paper/electronic
Corporate Tax Records		
Records of all * Company assets (e.g. receipts, sales and purchases) * Company liabilities * Income and expenses * Tax deduction or tax credit vouchers * Reports and accounts required by HMRC	6 years	Paper/electronic
Employment records		
CV and interview notes	6 years after employment ceases	Electronic
References, copies of academic and other training	6 years after employment ceases	Electronic
Correspondence concerning employment	6 years after employment ceases	Electronic
Contracts of Employment	6 years after employment ceases	Electronic
Copies of identification documents (eg passports)	6 years after employment ceases	Electronic
All documents relating to any information which an employer is required to provide to HMRC under Form P11D (benefits in kind)	6 years after employment ceases	Electronic
Payroll and wage records	7 years after employment ceases	Electronic
Records of unsuccessful candidates	12 months from the date of application	Electronic
PAYE records	6 years after employment ceases	Electronic
Consultants Records		
Consultants Records for onboarded consultants documents include: * Copies of CVs, practicing certificates and interview notes * Invoice and payment Records * Letter of Engagement/ Contract with Obelisk * Details of Engagements * Passports/ other identity documents * References/ Background checks	7 years after contract ceases	Paper/electronic
Prospective consultants not invited to onboard documents include: * CV	12 months from the date of application	Paper/electronic