



Retention Schedule

Financial Management

Created: July 2005 (archived)

Updated: May 2012 (current)

Ref	Section	Records Series	Retain	Fate	Notes
F001	Financial Management	Purchase Orders	Cy + 6 ¹	D	(Includes Travel Reqs in series)
F002	Financial Management	Copy Creditor Invoices & CreditNotes	Cy + 6 ¹	D	
F003	Financial Management	Copy Debtor Invoices	Cy + 6 ¹	D	
F004	Financial Management	Creditor Statements	Cy + 2 ²	D	
F005	Financial Management	Delivery Notes	Cy + 2 ¹	D	
F006	Financial Management	Copy of receipts for Staff Travel Expenses Claimed (held by line manager)	Cy + 6 ¹	D	Originals held on SLC People Connect.
F007	Financial Management	Copy Further Education Excess Travel Reimb	Cy + 6 ¹	D	Originals sent to Payroll.
F008	Financial Management	LVJB Accounts	Cy + 6	D	
F009	Financial Management	IT Purchase Orders	Cy + 6 ²	D	
F010	Financial Management	Copies of Closure of year end accounts documents (Schedule of Revenue Creditors etc)	Cy + 6 ¹	D	Originals sent to SLC Finance and Budgeting
F012	Financial Management	Correspondence with Payroll/Finance	Cy + 6 ¹	D	
F014	Financial Management	Copy Invoices Paid (LVAP)	Cy + 6 ¹	D	Original invoices with Finance
F015	Financial Management	Copy Expense Claims by LVAP Members	Cy + 6 ¹	D	Original claims sent to Finance

¹ National Archives

LVJB: Template

Ref	Section	Records Series	Retain	Fate	Notes
F016	Financial Management	LVJB Annual Report & Accounts	Cy + 6 ²	D	
F017	Financial Management	Imprest (Petty Cash) Documentation	Cy + 2 ¹	D	Petty cash book, postage bk, SLC remittance advices
F018	Financial Management	Imprest (Petty Cash) A/C Cheque Book + Counterfoils	Cy + 6 ¹	D	
F019	Financial Management	Imprest (Petty Cash) A/C Bank Statements	Cy + 6 ¹	D	
F020	Financial Management	Copy Further Education Attendance Authorisations	Cy + 6 ²	D	Originals sent to Finance. (Treating as purchase order)
F021	Financial Management	Copy Further Educ Expenditure Reimbursement	Cy + 6 ¹	D	Originals sent to Payroll (Treating as expenses).
F022	Financial Management	Copy of HMRC P11D Tax Return	Cy + 6 ¹	D	Originals sent to Payroll (Treating as expenses).
F023	Financial Management	Employer's Liability Insurance Certificate	Cy + 40	D	On the Personnel Schedule

¹ CIPFA

² National Archives