Document Retention and Destruction Policy

Purpose
This policy establishes guidelines for the retention and destruction of documents and records to ensure compliance with applicable legal, regulatory, and operational requirements. It aims to promote efficient management of records, reduce storage costs, and ensure that valuable documents are preserved and obsolete ones are disposed of securely.

Scope
This policy applies to all employees, contractors, and departments of CWC360 Limited, and covers all types of documents and records, including paper and electronic formats.

Responsibilities
- Office Manager: Oversees implementation of this policy, manages retention schedules, and ensures compliance.
- Managers: Ensure team compliance and coordinate with the Office Manager.
- Employees: Follow policy guidelines for handling, storing, and disposing of documents.

Retention Schedule
Documents must be retained for the minimum periods defined below unless otherwise required for litigation or regulatory reasons:

Document Type	Retention Period
Tax Returns and Supporting Documents	6 years
Financial Statements and Audits	6 years
Employee Records (after termination)	6 years
Payroll Records	6 years
Contracts and Agreements	6 years after expiration
Legal and Litigation Files	Permanent
Policies and Procedures	Until superseded + 3 yrs
Customer Records	6 years after closure
Emails (business-critical)	3 years
General Correspondence	2 years

Storage and Access
Documents must be:
- Stored securely to protect against unauthorised access, alteration, or destruction.
- Coded/labelled for easy retrieval.
- Backed up regularly for digital records.

Destruction of Records
Documents that have reached the end of their retention period must be destroyed promptly and securely:
- Paper Documents: Shred or incinerate.
- Electronic Records: Use secure deletion software or physically destroy storage media.
  Destruction must be documented with the following:
- Date of destruction

- Document type
- Authorised person performing/destruction witness

Litigation Procedures
In the event of actual or anticipated litigation, all relevant documents must be preserved regardless of the retention schedule.

Compliance and Auditing
Compliance will be monitored periodically through internal audits. Non-compliance may result in disciplinary action.

Policy Review
This policy will be reviewed annually and updated as needed to reflect legal changes and organisational needs.