



Do you know which documents to shred and which to keep?



Businesses in Ireland must comply with many levels of legal requirements in order to operate. From protecting personal data – such as confidential client and employee details – to safeguarding sensitive company information and abiding by sector-specific regulations. Failure to comply at any level can impact business continuity, reputation and the bottom line, as well as incur severe punitive and criminal damages.

Shred-it understands the importance for businesses across all industry sectors to protect confidential information. We also recognise the significant challenge that many of them face in knowing how long documents should be kept before they need to be securely destroyed.

A document retention policy is the best way to keep track of the various minimum legal requirements. It also ensures that confidential information is not kept for so long that it becomes a risk in the event of security breach; or contravenes Data Protection Act Rule 7 which states, “the data shall not be kept for longer than is necessary for that purpose or those purposes”.

The factors to consider include:

- Your type of business
- The categories of documents
- The minimum legal retention periods for each document type
- The document lifecycle from your business perspective
- The secure destruction process once the retention period is over

Since the Data Protection Act also governs the proper destruction of personal data, as well as how it is collected and processed, the only acceptable way to discard your documents and mitigate risk is to ensure they're irreversibly destroyed. You'll also want a Certificate of Destruction to adequately document your compliance.

To help you create the right retention schedule for your business, here's a list of documents that contain confidential information, along with the recommended retention period for each type in accordance with certain legal requirements. **These recommendations on document retention are general guidelines only. They are not intended to represent legal advice. Contact your legal expert(s), regulatory authority, government body or association to ensure you are following current legal requirements for your area.**

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ISO Certified

Shred-it Limited has been assessed and certified as meeting the requirements of ISO 9001:2008, ISO 14001:2004 and BS EN15713.

The Shred-it® Guide to Document Retention



Making sure
it's secure.™

The Data Protection Commissioner's Office (DPC) regulates and enforces the Data Protection Act. To help you, we have also included any recommendations they have issued with respect to record retention where there is no statutory minimum.

Category	Minimum Retention Period
COMPANY DOCUMENTS	
Accounting records detailing company transactions, including supporting documents	6 years
Formal company documents: <ul style="list-style-type: none"> • Statutory books • Board minutes • Resolutions 	Indefinitely
PERSONNEL FILES	
Records of tax payments	6 years
Records dealing with annual leave, public holiday leave and other employee leave entitlements specified in the Holidays (Employees) Acts 1973 and 1991.	3 years
DPC RECOMMENDATIONS:	
Recruitment records for unsuccessful candidates	12 months (or longer if there is a threat of legal action)
Recruitment records for successful candidates	Period of employment (or longer in the event of possible legal action for which the documents may be needed as evidence)
HEALTH AND SAFETY RECORDS	
Records of major accidents and dangerous occurrences	Up to 10 years
VAT RECORDS	
Records of all transactions which affect, or may affect, a company's VAT liability. Records may be retained electronically, provided that they are kept in accordance with requirements published by the Revenue Commissioners.	6 years from the date of the latest transaction to which they relate.
CORPORATE TAX RECORDS	
Accounting records and books, including invoices, credit/debit notes, receipts, accounts, cash register tally rolls, vouchers, VIES and Intrastat returns (for organisations involved in import/export within the EU), stamped copies of SAD's and other import documents and bank statements. Data can be kept on paper or electronically.	6 years from the date of completion of a transaction

About Shred-it

Shred-it specialises in providing a tailored document destruction service that allows businesses to comply with legislation and ensure that their client, employee and confidential business information is kept secure at all times. Shred-it provides the most secure and efficient confidential information destruction service in the industry.

Call your local branch: **1800 747 333 (ROI) | 0800 028 1164 (NI)**
Visit our website: **shredit.ie**

For more information, visit:

Data Protection Commissioner:
dataprotection.ie

Data Protection Act 1988/2003,
Companies Act 1990, European
Communities Regulations 2011,
VAT Consolidation Act 2010:

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