

In this section we present a comprehensive range of filing, archiving, storage and indexing products from the world's leading manufacturers who are at the forefront of technology and innovation so you can be assured that your documents are well organised and smartly presented.

Consumption of printer paper increases by around 30% each year. That extra 30% must either be wasted or filed away where it takes up to 30% more space. That leads to the duplication of records, of retrieval effort and of storage cost. Facts like this underline the crucial importance of proper records management.

Good Organisation & Smart Presentation

Filing & Archiving

The benefits of maintaining a well organised filing and archive system have been proven time and time again:

- By saving you time because documents can be found quicker
- You can make better use of expensive office space by clearing away the clutter
- By reducing embarrassment and the danger of losing documents with potential legal consequences
- Unused files can be easily discarded or archived
- Records can be kept up to date more easily

The most efficient filing and archival management systems are based on the "the five stage lifecycle of records".

Creation: As soon as someone decides to keep a piece of information

Active: Information that needs to be used regularly and frequently

Semi-Active: Information that is not regularly used, but has to be kept

Archival: Information that has a longterm, probably historic value

Disposal: This may mean destruction or transfer to someone else (for shredders go to pages 78-82)

Indexing is important!

Indexing significantly reduces the time taken to store or retrieve documents. What is more, it is essential for information sharing. If your filing system is properly managed, anyone can make sense of it and the office will always run smoothly.

Choosing the right index

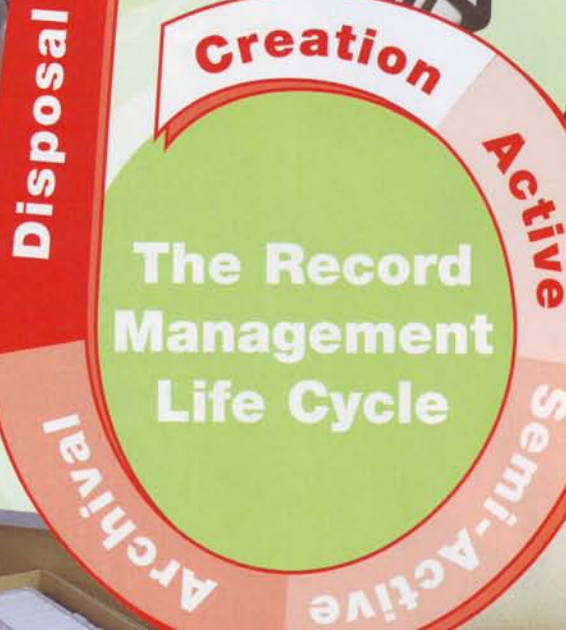
Which index you need depends on how frequently you access the information filed. Board indexes are fine for occasional use; for greater frequency, you need PVC, polypropylene or an index with long-lasting Mylar reinforced tabs and spines. If alpha, numeric or calendar sequence is unsuitable, create your own personal index system with plain or insertable tabs.

Colour coding

Colour coding makes storage and retrieval even more efficient and indexes with colour co-ordinated index tabs and contents provide fast, easy cross reference. Bright colours also make more impact and add prestige to presentation material.

Smarten up your image

All indexes and dividers improve document presentation. Unpunched indexes are available for documents which are comb, wire, thermal or slide bound. Illustrated literature, photographs and other material stored or presented in punched pockets need extra wide indexes to ensure the index tabs are always in view. (Go to pages 222 to 227 for Indexes and Dividers),



Suggested Records Retention Guide

The following information is for the guidance of anyone who has responsibility for records management within their company or organisation. It is intended to be an aid towards greater efficiency, not a definitive 'checklist' of record keeping.

DOCUMENT	RETENTION PERIOD	RETAIN?			
1. Supplies Accounts					
Cheques/remittance advice	6 years	legal			audit
Cash book list	10 years	legal			legal
Cost control ledger analysis	6 years	legal			legal
Invoice	6 years (revenue) 10 years (capital)	legal			commercial
Purchase requisitions	2 years	audit			
Purchase orders	3 years after expiry (capital) Current plus 3 years (revenue)	audit			
Quotations:					
-Capital expenditure (successful)	Permanently	audit			legal
-Capital expenditure (unsuccessful)	1 year	commercial			legal
-Revenue expenditure (successful)	Current plus 1 year	audit			legal
-Revenue expenditure (unsuccessful)	3 months	commercial			legal
Contracts for raw material purchase	12 years after expiry (under seal) 6 years after expiry (others)	legal			legal
Export rebate claims	3 years from final payment	commercial			legal
Customs & Excise returns	6 years	legal			commercial
Shipping documents	6 years	legal			legal
VAT deferrals	6 years	legal			legal
2. Assets					
Ledger sheet	10 years	legal			
Consolidated accounts	Permanently	commercial			
Disposal of assets	Permanently	commercial			
Application to write off plant value	Permanently	commercial			
Annual depreciation	3 years	audit			
3. Sales Records					
Customer complaints	Current plus 6 years	legal			legal
Customer orders/estimates/quotations	6/12 years after expiry	commercial			legal
Enquiries	1 year	commercial			audit
Export credit guarantee documents	6 years after expiry Permanently if claim made	commercial			commercial
Long dated budget	Current plus 1 year	commercial			
Short dated budget	1 year	commercial			
Sales/journals ledgers	10 years	legal			legal
Nominal and journal ledgers	Permanently	commercial			legal
Journal vouchers	3/6 years	legal			legal
Sales invoices and credit notes	6 years	legal			legal
Consignment notes	6 years	legal			commercial
Delivery documentation	2 years	legal			commercial
Customer's personal file	6 years	commercial			commercial
Outstanding account schedule	6 years	legal			commercial
Statements	2 years	audit			legal
Overdue account letters	Until paid	commercial			legal
4. Employee Records					
Staff patent agreements	16 years after employment end	commercial			commercial
Unsuccessful job applicants	1 year	commercial			commercial
Medical records	30 years after expiry (with consent)	commercial			legal
Medical treatment records	Current plus 6 years	legal			legal
X-ray registers	7 years after expiry	legal			commercial
Accident reports	Permanently	commercial			legal
Medical schemes/reports	3 years	legal			commercial
Organisation charts	Permanently	commercial			commercial
Superannuation:					
Commercial Payment changes	Current pensioners	10 years after benefit ends			legal
Payroll control	6 years	legal			legal
Certificate of existence and continued entitlement	Current plus 6 years	legal			
Amended code number notice	6 years	legal			
All trust deeds and rules	6 years	legal			
Trustee minute book	Permanently	legal			
Fund annual account	Permanently	legal			
Investment and contribution records	Permanently	legal			
Actuarial valuation reports	Permanently	legal			
Records of ex-pensioners	6 years after the benefit ends	legal			
Pension investment policies	12 years after the benefit ends	legal			
Inland revenue approvals	Permanently	legal			
Group health/personal accident policies	12 years after the benefit ends	legal			
Staff personal records	7 years after employment ends	legal			
Company executive records	Permanently	Commercial			
Salary registers	6 years	legal			
Expenses accounts	7 years	legal			
Industrial training records	6 years	commercial			
Labour agreements	Permanently	commercial			
Works council minutes	Permanently	commercial			
Absentees records	Permanently	commercial			
Staff overtime	6 years	legal			
Redundancy/long service	7 years	legal			
5. Wages					
P45, P58, P48, P6, P60	6 years	legal			
Income tax and pay details	6 years	legal			
Returned tax	6 years	legal			
Monthly superannuation	10 years	commercial			
Annual superannuation	Permanently	commercial			
Cumulative superannuation	6 years	commercial			
National insurance	6 years	commercial			
Schedule of deductions	6 years	commercial			
Clock cards	2 years	audit			
Pay advice	Current plus 1 year	legal			
Payroll	Current plus 6 years	legal			
Annual earnings summary	6 years	legal			
6. Sub Contractors					
SC60 etc	6 years	legal			
Other income tax	6 years	legal			
National insurance	6 years	commercial			
Time sheets	Current plus 1 year	legal			
7. Insurance					
Policies	3 years after lapse	commercial			
Accident claims correspondence	3 years after settlement	commercial			
Insurance schedules	10 years	commercial			
Claims regarding radiation	30-40 years	legal			
Infant settlements	until 24th birthday	legal			
Other settlements	7 years after claim	legal			
Workmen's compensation act claims	1 year	commercial			
Accident record books	Employees life	commercial			
Public and product liability policies	Permanently	legal			
8. Cash Records					
Bank paying in counterfoils	6 years	legal			
Control sheets	2 years	legal			
Cheques/remittance advice	6 years	legal			
Bank/GIRO account statements	6 years	legal			
Daily cash book	6 years	legal			
Banking returns	6 years	legal			
Unpresented cheque list	6 years	legal			
Bank reconciliations	6 years	legal			
Employee receipts of pay packet slips	2 years				
Petty cash records	Current plus 6 years				
Main cash book	Permanently				
Cash received/cheque payment sheets	Current plus 6 years				
Petty cash returns	6 years				
9. Investments					
Share certificates register	Permanently				
Company purchaser/sales register	Permanently				
Pension fund details	Permanently				
10. Share Documents					
Application forms	Permanently				
Acceptance forms	Permanently				
Renounced share certificates	Permanently				
Allotment letters (renounced) and sheets and returns	Permanently				
Allotment letters (lodged for exchange)	2 years				
Share and stock transfer forms	Permanently				
Letters of indemnity for lost records	Permanently				
Annual return	Permanently				
Divided and interest payments list and warrants	12 years				
Unclaimed dividend and interest lists	Until cleared/forfeited				
Cancelled share certificates	10 years				
Change of address	2 years				
Register of directors interests	Permanently				
Register of interests in voting shares	Permanently				
Register of members	Permanently				
Forms for conversion	7 years after conversion date				
Shareholders with >5% interest register	Permanently				
11. Loans					
Debtor accounts control report	6 years				
Arrears schedule	6 years				
Individual debtor accounts	Permanently until paid				
Listing of wages deductions	3 years				
Statement of loan account	Permanently				
12. Corporate Document					
Balance sheet, profit and loss account	Permanently				
Minutes of general and committee meetings	Permanently				
Directors minutes signed by chairman	6 years				
Company registers	Permanently				
Powers of attorney and court orders	Permanently				
Copy of instruments creating change	Permanently				
Enquiry proceedings	Permanently				
Company's organisation papers	Permanently				
Important company policy papers	Permanently				
Legal documents	Permanently				
Trade union agreements	Permanently				
Certificate of incorporation	Permanently				
Certificate to commence business	Permanently				
Seal book	Permanently				
Proxy forms/polling cards	1 month (no poll) 1 year (poll)				
Register of directors and secretaries	Permanently				
Articles of association	Permanently				
Corporate magazines	30 years				
Correspondence files	6 years				
13. Title Deeds, etc					
All title deeds and property related documents	12 years after expiry interest ceased				
14. Contract Agreements, etc					
Under seal	12 years after expiry				
Others	6 years after expiry				
Major agreements	Permanently				
Royalty payments	Permanently				
Royalty agreements	1 year after expiry				
15. Trade Mark Papers					
All related documents	Permanently				
Expired patents	12 years				
16. Stores and Accounts Documents					
Goods received register	3 years				
Inward invoice	3/6 years				
Goods in and out record book	Current plus 6 years				
Stock adjustments sheets	2 years				
Stock requisitions and control vouchers	2 years				
Stores transfers, sales, inventories and stock sheets	Current plus 6 years				
Bin Cards	2 years				
Contractors time sheets	Current plus 6 years				
Invoices with no official orders	Current plus 6 years				
Goods in advice notes	Current plus 6 years				
Purchase copy order set	6 years after expiry				
17. Donation and Subscription Records					
Index of donation given	6 years				
Deeds of covenant	1 year after final payment				
Donations granted info.	1 year				
Donations refused info.	3 months				
Subscriptions records	3 years after membership				
Governments grants if not now receiving	6 years				
Governments grants if still receiving	Permanently				
18. Transport Records					
Drivers log books	1 year				
Other records	2 years after vehicle disposal				
Tachographs	3 years				
19. Technical Research					
All reports of data	12-15 years				
Product specifications	Retained for contractual limitation period 6-12 years				
20. Property Receipts					
Leases	12 years after lease end				
Architect/builder agreements	6 years after contract ends				
Product specifications	6 years				
21. Plans					
Architectural	Permanently				
Engineering detail	Permanently				
Mining	Permanently				
Structural	Permanently				
General layout	Permanently				
22. Management Information					
Management accounts	6 years				
Ad hoc investigations	6 years				

Reproduced by kind permission of FELLOWES. For a full retention guide please ask for a copy of Fellowes Records Management Handbook.