

## FINANCIAL DOCUMENTS FOR DESTRUCTION

TYPE OF DOCUMENT	YEAR	RETENTION REQUIREMENT
Receipt Books	12 April 2013 – 5 May 2017	6 Years
Bank Statement & Balance Sheets	February 2006 – March 2010	Last Complete Audit Year
Staff Timesheets	April 2008 – March 2020	3 Years
Paid Invoices	April 2008 – March 2016	6 Years
Petty Cash Records	April 2001 – March 2016	6 Years
Bank Paying-in books	January 2014 – March 2021	Last Completed Audit Year
Cheque Stubs	November 2014 – March 2020	Last Completed Audit Year