MACINNES BROS LTD

BUILDING, CIVIL ENGINEERING & BUILDERS MERCHANT

Confidential Document Disposal Policy Statement

January 2026

CONFIDENTIAL DOCUMENT DISPOSAL POLICY STATEMENT

MacInnes Bros Ltd currently has secure locked premises for storage of the above.

Financial Documents are to be kept for 6 years + the current financial year. Document time scales are monitored and any documents selected for disposal are signed off by our Managing Director prior to disposal.

Guidance can be found at

https://www.hse.gov.uk/legislation/statinstruments.htm

https://www.gov.uk/government/publications/hmrc-records-management-and-retention-and-disposal-policy/records-management-and-retention-and-disposal-policy

The documents are then put onto a pallet and shrink wrapped within our premises and transported to our Inverness Depot where they are collected by Ord Storage Services Ltd for disposal.

On completion we are issued a certificate from the supplier confirming the documents have been shredded.

KEY DOCUMENTS	RETENTION PERIOD
Employees Passport / Right to Work Checks	3 Years All copies of documents taken should be kept securely for the duration of the worker's employment and for **3 years afterwards.** The copy must then be securely destroyed.
Financial Information	6 Years + Current Financial Year
Contract Files	As and when reviewed by the Managing Director
Occupational Health / COSHH Assessments / Medical Questionnaire	40 Years

Signed: Managing Director Date: 09.01.26