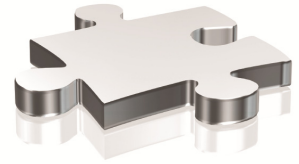


EVEREST

BUSINESS SOLUTIONS

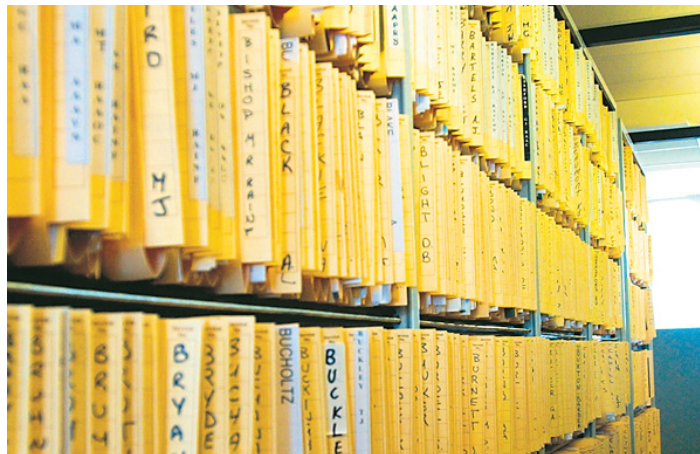
INTEGRITY WITHOUT COMPROMISE



ARCHIVING PREVIOUS YEARS SOURCE DOCUMENTS

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Step one: Purpose

Identify which files should be prepared for archiving and the methods which should be used to enable staff, now and in the future, to track files held, destroyed or transferred for permanent storage at an approved site.

Step two: Retention

All source documents, bank statements and reports need to be kept for a period of 5 years. All payroll information needs to be kept for 7 years.

All current year and previous year files should not be archived as they may need to be referred to by the accountant or directors of the company.

Step three: Preparing the Records

When a record or source document is being prepared for storage the following process should be carried out:

1. The document should be cleaned – all duplicate pieces of paper should be removed (and destroyed) so that preferably only the originals are retained.
2. All steel items – staples and paperclips should be removed place the file/document in a suitably sized brown paper envelope.
3. Clearly marked on the outside of the envelope with (you can use the following form)
 - Name of the file
 - Date papers created (earliest)
 - Date File closed
 - Date stored
 - Destruction or review date
 - Name of archive creator
 - Title of any related files and where these files are stored/ archived





Archived Contents

• Name of the file	
• Date papers created (earliest)	
• Date File closed	
• Date stored	
• Destruction or review date	
• Name of archive creator	
• Title of any related files e.g. and where these files are stored/ archived	



Archived Contents


• Name of the file	
• Date papers created (earliest)	
• Date File closed	
• Date stored	
• Destruction or review date	
• Name of archive creator	
• Title of any related files e.g. and where these files are stored/ archived	



Step four: Storing the Records

1. The envelopes should be placed in an archive box. A plastic box that can be sealed would be best so that documents do not get wet or sun damaged.
2. A list of the files in the archive box should be clearly shown on the side. Or at least the number of the box.
3. The information shown on the file envelope should be entered into the list of stored files kept elsewhere usually in Excel.
4. The list of stored files will include
 - Box number
 - Box Location
 - Name of file
 - Date file started
 - Date file closed
 - Date stored
 - Review/destruction date
 - Archive creator

An example is attached. Contact EBS for a customised Excel Spreadsheet with your logo.

 EVEREST BUSINESS SOLUTIONS INTEGRITY WITHOUT COMPROMISE						
Archive Register						
Box number	Box Location	Name of file	Date file started	Date file closed	Review/ destruction date	Archive creator

