

Finance

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Version Control Table

Version	Date	Description of changes and name and job title of person responsible for making changes
1	01/06/2020	First version produced in draft

Record Group Name	Retention Period	Citation	Action at end of retention period	Where information to be retained
Financial Accounting	Current Financial Year + 6 years	Taxes Management Act 1970 c. 9 s 34 Limitation Act 1980 c. 58 s 5 Value Added Tax Act 1994 c. 23 HMRC VAT Notice 700/21 para. 5.2	Destroy	Finance
Purchase Orders and Goods, Received Notes	Current Financial Year + 6 years	Limitation Act 1980 c. 58 s 5 HMRC 700/21 para. 5.2	Destroy	Finance/Department/Division