

OBELISK LEGAL SUPPORT SOLUTIONS LIMITED Data Retention Schedule November 2025

Obelisk Data Retention Schedule		
Category	Minimum Retention Period for Obelisk	Storage Format
COMPANY DOCUMENTS		
Accounting records detailing all company income and expenditure transactions, including supporting documents	6 years	Paper/electronic
Formal company documents: • Statutory books • Board minutes • Resolutions	Statutory books: Indefinitely (Required by law). Board minutes & Resolutions: 12 years (A justifiable period to cover long-term legal claims).	Paper/electronic
Meeting minutes	10 years	Paper/electronic
Commercial Contracts/ Supplier Agreements	7 years, unless signed as a deed then 12 years	Electronic
Grant documentation from public bodies including: * Letters * Contracts * Other documents which relate to financial grants received by Obelisk from public bodies	10 years	Paper/electronic
VAT Records		
VAT records (electronic or paper format) • Details Include: • Standard-rated goods • Exempt supplies • VAT account	6 years	Paper/electronic
Corporate Tax Records		
Records of all • Company assets (e.g. receipts, sales and purchases) • Company liabilities • Income and expenses • Tax deduction or tax credit vouchers • Reports and accounts required by HMRC	6 years	Paper/electronic
Employment records		
CV and interview notes	6 years after employment ceases	Electronic
References, copies of academic and other training	6 years after employment ceases	Electronic
Correspondence concerning employment	6 years after employment ceases	Electronic
Contracts of Employment	6 years after employment ceases	Electronic
Copies of identification documents (e.g. passports)	2 years after employment ceases	Electronic
All documents relating to any information which an employer is required to provide to HMRC under Form P11D (benefits in kind)	6 years after employment ceases	Electronic
Payroll and wage records	7 years after employment ceases	Electronic
Records of unsuccessful candidates	12 months from the date of application	Electronic
PAYE records	6 years after employment ceases	Electronic
Consultants Records		
Consultants Records for onboarded consultant's documents include: • Copies of CVs, practicing certificates and interview notes • Invoice and payment Records • Letter of Engagement/ Contract with Obelisk • Details of Engagements • Passports/ other identity documents • References/ Background checks	7 years after contract ceases	Electronic
Prospective consultants not invited to onboard documents include: * CV	12 months from the date of application	Electronic

Retention periods are reviewed annually and documented in the record of processing activities.
Where litigation hold applies, data may be retained until resolution.