

Service Name

Staff - appraisal

Staff - appraisal

Staff - communications

Staff - continuing professional development

Staff - disciplinary procedures

Staff - disciplinary procedures

Staff - disciplinary procedures

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Staff - disciplinary procedures

Staff - disciplinary procedures

Staff - disclosure of interests

Staff - employment tribunals

Staff - employment tribunals

Staff - expenses

Staff - grievance

Staff - job analysis

Staff - job analysis

Staff - occupational health

Staff - outplacement

Staff - outplacement

Staff - payroll

Staff - payroll

Staff - payroll

Staff - payroll

Staff - payroll

Staff - payroll

Staff - payroll

Staff - recognition

Staff - recognition

Staff - recruitment process

Staff - recruitment process

Staff - recruitment process

Staff - recruitment

Staff - recruitment

Staff - recruitment

Staff - risk management

Staff - risk management

Staff - sickness management

Staff - time management

Staff - training

Staff - training

Staff - training

Staff - training

Staff - training

Staff - training

Staff - workplace bullying

Records Description

All records relating to staff performance

All records relating to the annual appraisal of staff
Team Meeting/Management Team meeting minutes and papers held by individual teams where no corporate decisions

All records relating to workforce development

Case files relating to disciplinary matters

Casework: Disciplinary where the case results in dismissal
Casework: Disciplinary where the case results in no case to answer

Final warning - Issued by Managing Director, or delegated manager, with a right of appeal to Managing Director or Chief

Final warning - Issued by Managing Director, or delegated manager, with a right of appeal to Managing Director or Chief

First warning - Issued by line manager/senior manager, with a right of appeal to next level of management

First warning - Issued by line manager/senior manager, with a right of appeal to next level of management

All records relating to the disclosure of financial and non-financial officer interests that could conflict with the

All records relating to employment tribunal

Case files relating to Employment Tribunal Claims and other employment matters

All records relating to the payment of legitimately incurred business expenses to officers and others working for of the

Casework - Grievance procedure

All records relating to the development and implementation of job descriptions and person specifications

All records relating to the evaluation of jobs

All records relating to employee eye tests

All records relating to individuals who are made redundant

All records relating to staff transferred to other organisations (TUPE)

All records relating to events notifiable under the Retirements Benefits Schemes (Information Powers) Benefits Regulations

All records relating to Income Tax and National Health Insurance returns

All records relating to Inland Revenue approval

All records relating to the administration of parental leave where the child is disabled

All records relating to the administration of parental leave where the child is not disabled

All records relating to the administration of Statutory Maternity Pay

All records relating to the administration of Statutory Sick Pay

All records relating to schemes which recognise staff

All records relating to the process of recommending employees for honours

All records relating to an individual's employment history - paid employment

All records relating to an individual's employment history - voluntary service

Criminal Records Bureau/Disclosure and Barring Service: Disclosure application forms

Recruitment and Selection - records relating to the process concerning unsuccessful candidates

Recruitment and Selection records relating to the process concerning unsuccessful candidates

The selection of an individual for an established position

Personal risk assessment records for staff working with children or vulnerable adults

Personal risk assessments relating to individuals returning to work

All records relating to the monitoring of employee absence

All records relating to the process of monitoring staff leave and attendance

All notes and materials created for training courses

All records relating to the creation and management of training statistics

All records relating to the development and implementation of training programmes

All records relating to the development, implementation and monitoring of the corporate training plan

All records relating to training concerning children

All records relating to training not concerning children

Casework - Harassment

Work Force Retention Records

Start Event

Action completed

Creation of records

Date of meeting

Year records created

Close of case

Year records created

Start of investigation

Date of warning

Date of warning

Date of warning

Date of warning

Termination of employment

Year records created

Closure

Creation of records

Date grievance resolved

Date JD/person specification superseded

Date job evaluation completed

Date of test

DOB of the individual made redundant

Date of transfer

Date event takes place

End of the financial year to which records relate

Creation of records

Date of birth of child

Date of birth of child

Tax year in which the maternity period ends

Tax year to which the sick pay relates

Year records created

Year of submission

Termination

Termination

Date check completed

Date of interview

Date of interview

Recruitment finalised

Termination of employment

Date risk assessment expires

Year records created

Date action completed

Date material created

Year records created

Year records created

Date training plan expires

Date training completed

Date training completed

Date case resolved

Retention Rules	Business or Legal Req	Legislation Name
6 years	BUSINESS	Limitation Act 1980 (Section 2)
1 year	BUSINESS	
1 year	BUSINESS	
3 years	BUSINESS	
6 years	BUSINESS	Limitation Act 1980 (Section 2)
6 years	BUSINESS	Limitation Act 1980 (Section 2)
End of the investigation	BUSINESS	
18 months	BUSINESS	
18 months	BUSINESS	
6 months	BUSINESS	
6 months	BUSINESS	
1 year	BUSINESS	Local Government Act 1972
6 years	BUSINESS	Limitation Act 1980 (Section 2)
6 years	BUSINESS	Limitation Act 1980 (Section 2)
6 years	BUSINESS	HMRC - Compliance Handbook Manual CH15400
6 years	BUSINESS	Limitation Act 1980 (Section 2)
6 years	BUSINESS	
6 years	BUSINESS	
New eye test completed	BUSINESS	
80 years	BUSINESS	
6 years	BUSINESS	Transfer of Undertakings (Protection of Employment) Regulations 2006
6 years	BUSINESS	Retirements Benefits Schemes (Information Powers) Benefits Regulations

3 years	BUSINESS	The Income Tax (Employment) Regulations 1993
Permanent	BUSINESS	
18 years	BUSINESS	
6 years	BUSINESS	HMRC - Compliance Handbook Manual CH15400
3 years	BUSINESS	The Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960)
3 years	BUSINESS	The Statutory Sick Pay (General) Regulations 1982 (SI1982/894)
6 years	BUSINESS	HMRC - Compliance Handbook Manual CH15400
3 years	BUSINESS	
6 years	BUSINESS	Limitation Act 1980 (Section 2)
6 years	BUSINESS	Limitation Act 1980 (Section 2)
6 months	BUSINESS	Disclosure and Barring Service check requests: guidance for employers
6 months	BUSINESS	
6 months	BUSINESS	
1 year	BUSINESS	
20 years	BUSINESS	
3 years 4 months	BUSINESS	Limitation Act 1980 (Section 11)
1 year	BUSINESS	
2 years	BUSINESS	
Date training course ends	BUSINESS	
3 years	BUSINESS	
3 years	BUSINESS	
3 years	BUSINESS	
40 years	BUSINESS	
3 years	BUSINESS	
6 years	BUSINESS	Limitation Act 1980 (Section 2)

Legislation URL	Contains Personal	Impact Level
http://www.legislation.gov.uk/ukpga/1980/58/section/2	YES	IL2
	YES	IL2
	NO	IL0
	NO	IL0
http://www.legislation.gov.uk/ukpga/1980/58/section/2	YES	IL2
http://www.legislation.gov.uk/ukpga/1980/58/section/2	YES	IL2
	YES	IL2
	YES	IL2
	YES	IL2
	YES	IL2
http://www.legislation.gov.uk/ukpga/1972/70/contents	YES	IL0
http://www.legislation.gov.uk/ukpga/1980/58/section/2	YES	IL2
http://www.legislation.gov.uk/ukpga/1980/58/section/2	YES	IL2
http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm	YES	IL0
http://www.legislation.gov.uk/ukpga/1980/58/section/2	YES	IL2
	NO	IL0
	NO	IL0
	YES	IL2
	YES	IL2
http://www.legislation.gov.uk/uksi/2006/246/contents/made	YES	IL2
http://www.legislation.gov.uk/uksi/1995/3103/regulation/15/made	YES	IL2

http://www.legislation.gov.uk/uksi/1993/744/contents/made	NO	IL0
	NO	IL0
	YES	IL2
http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm	YES	IL2
http://www.legislation.gov.uk/uksi/1986/1960/contents/made	YES	IL2
http://www.legislation.gov.uk/uksi/1982/894/regulation/13/made	YES	IL2
http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm	YES	IL2
	YES	IL2
http://www.legislation.gov.uk/ukpga/1980/58/section/2	YES	IL2
http://www.legislation.gov.uk/ukpga/1980/58/section/2	YES	IL2
https://www.gov.uk/dbs-check-requests-guidance-for-employers	YES	IL3
	YES	IL2
	YES	IL2
	YES	IL2
	YES	IL2
http://www.legislation.gov.uk/ukpga/1980/58/section/11	YES	IL2
	YES	IL2
	YES	IL2
	NO	IL0
	NO	IL0
	NO	IL0
	NO	IL0
	YES	IL0
	YES	IL0
http://www.legislation.gov.uk/ukpga/1980/58/section/2	YES	IL2

Notes

Review at end of 1 year retention period

Review at end of 6 years

This period could be extended if required to be used for evidence to show that the employee was made aware of the seriousness of previous behaviour

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Review at end of 6 years. A complaint cannot be entertained unless it is presented to the Industrial Tribunal before the end of the period of 3 months beginning with the date on which the ground for the complaint

Retain until new eye test completed