



Work Force Retention Records



Service Name	Records Description	Start Event	Retention Rules	Business or Legal Req	Legislation Name	Legislation URL	Contains Personal	Impact Level	Notes
Staff - appraisal	All records relating to staff performance	Action completed	6 years	BUSINESS	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukpga/1980/58/section/2	YES	IL2	
Staff - appraisal	All records relating to the annual appraisal of staff	Creation of records	1 year	BUSINESS			YES	IL2	
Staff - communications	Team Meeting/Management Team meeting minutes and papers held by individual teams where no corporate	Date of meeting	1 year	BUSINESS			NO	IL0	Review at end of 1 year retention period
Staff - continuing professional development	All records relating to workforce development	Year records created	3 years	BUSINESS			NO	IL0	
Staff - disciplinary procedures	Case files relating to disciplinary matters	Close of case	6 years	BUSINESS	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukpga/1980/58/section/2	YES	IL2	Review at end of 6 years
Staff - disciplinary procedures	Casework: Disciplinary where the case results in dismissal	Year records created	6 years	BUSINESS	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukpga/1980/58/section/2	YES	IL2	
Staff - disciplinary procedures	Casework: Disciplinary where the case results in no case to answer	Start of investigation	End of the investigation	BUSINESS			YES	IL2	
Staff - disciplinary procedures	Final warning - Issued by Managing Director, or delegated manager, with a right of appeal to Managing Director or Chief	Date of warning	18 months	BUSINESS			YES	IL2	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
Staff - disciplinary procedures	Final warning - Issued by Managing Director, or delegated manager, with a right of appeal to Managing Director or Chief	Date of warning	18 months	BUSINESS			YES	IL2	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
Staff - disciplinary procedures	First warning - Issued by line manager/senior manager, with a right of appeal to next level of management	Date of warning	6 months	BUSINESS			YES	IL2	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
Staff - disciplinary procedures	First warning - Issued by line manager/senior manager, with a right of appeal to next level of management	Date of warning	6 months	BUSINESS			YES	IL2	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
Staff - disclosure of interests	All records relating to the disclosure of financial and non-financial officer interests that could conflict with the	Termination of employment	1 year	BUSINESS	Local Government Act 1972	http://www.legislation.gov.uk/ukpga/1972/70/contents	YES	IL0	
Staff - employment tribunals	All records relating to employment tribunal	Year records created	6 years	BUSINESS	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukpga/1980/58/section/2	YES	IL2	
Staff - employment tribunals	Case files relating to Employment Tribunal Claims and other employment matters	Close	6 years	BUSINESS	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukpga/1980/58/section/2	YES	IL2	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 arose, or other such period as the tribunal considers
Staff - expenses	All records relating to the payment of legitimately incurred business expenses to officers and others working for of the	Creation of records	6 years	BUSINESS	HMRC - Compliance Handbook Manual CH15400	http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm	YES	IL0	
Staff - grievance	Casework - Grievance procedure	Date grievance resolved	6 years	BUSINESS	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukpga/1980/58/section/2	YES	IL2	
Staff - job analysis	All records relating to the development and implementation of job descriptions and person specifications	Date ID/person specification superseded	6 years	BUSINESS			NO	IL0	
Staff - job analysis	All records relating to the evaluation of jobs	Date job evaluation completed	6 years	BUSINESS			NO	IL0	
Staff - occupational health	All records relating to employee eye tests	Date of test	New eye test completed	BUSINESS			YES	IL2	Retain until new eye test completed
Staff - outplacement	All records relating to individuals who are made redundant	DOB of the individual made redundant	80 years	BUSINESS			YES	IL2	
Staff - outplacement	All records relating to staff transferred to other organisations (TUPE)	Date of transfer	6 years	BUSINESS	Transfer of Undertakings (Protection of Employment) Regulations 2006	http://www.legislation.gov.uk/uksi/2006/246/contents/made	YES	IL2	
Staff - payroll	All records relating to events notifiable under the Retirements Benefits Schemes (Information Powers) Benefits	Date event takes place	6 years	BUSINESS	Retirements Benefits Schemes (Information Powers) Benefits	http://www.legislation.gov.uk/uksi/1995/3103/regulation/15/made	YES	IL2	
Staff - payroll	All records relating to Income Tax and National Health Insurance returns	End of the financial year to which records relate	3 years	BUSINESS	The Income Tax (Employment) Regulations 1998	http://www.legislation.gov.uk/uksi/1993/744/contents/made	NO	IL0	
Staff - payroll	All records relating to inland Revenue approval	Creation of records	Permanent	BUSINESS			NO	IL0	
Staff - payroll	All records relating to the administration of parental leave where the child is disabled	Date of birth of child	18 years	BUSINESS			YES	IL2	
Staff - payroll	All records relating to the administration of parental leave where the child is not disabled	Date of birth of child	6 years	BUSINESS	HMRC - Compliance Handbook Manual CH15400	http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm	YES	IL2	
Staff - payroll	All records relating to the administration of Statutory Maternity Pay	Tax year in which the maternity period ends	3 years	BUSINESS	The Statutory Maternity Pay (General) Regulations 1986 (SI1986/1960)	http://www.legislation.gov.uk/uksi/1986/1960/contents/made	YES	IL2	
Staff - payroll	All records relating to the administration of Statutory Sick Pay	Tax year to which the sick pay relates	3 years	BUSINESS	The Statutory Sick Pay (General) Regulations 1982 (SI1982/894)	http://www.legislation.gov.uk/uksi/1982/894/regulation/13/made	YES	IL2	
Staff - recognition	All records relating to schemes which recognise staff	Year records created	6 years	BUSINESS	HMRC - Compliance Handbook Manual CH15400	http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm	YES	IL2	
Staff - recognition	All records relating to the process of recommending employees for honours	Year of submission	3 years	BUSINESS			YES	IL2	
Staff - recruitment process	All records relating to an individual's employment history - paid employment	Termination	6 years	BUSINESS	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukpga/1980/58/section/2	YES	IL2	
Staff - recruitment process	All records relating to an individual's employment history - voluntary service	Termination	6 years	BUSINESS	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukpga/1980/58/section/2	YES	IL2	
Staff - recruitment process	Criminal Records Bureau/Disclosure and Barring Service: Disclosure application forms	Date check completed	6 months	BUSINESS	Disclosure and Barring Service check requests: guidance for employers	https://www.gov.uk/dbc-check-requests-guidance-for-employers	YES	IL3	
Staff - recruitment	Recruitment and Selection - records relating to the process concerning unsuccessful candidates	Date of interview	6 months	BUSINESS			YES	IL2	
Staff - recruitment	Recruitment and Selection records relating to the process concerning unsuccessful candidates	Date of interview	6 months	BUSINESS			YES	IL2	
Staff - recruitment	The selection of an individual for an established position	Recruitment finalised	1 year	BUSINESS			YES	IL2	
Staff - risk management	Personal risk assessment records for staff working with children or vulnerable adults	Termination of employment	20 years	BUSINESS			YES	IL2	
Staff - risk management	Personal risk assessments relating to individuals returning to work	Date risk assessment expires	3 years 4 months	BUSINESS	Limitation Act 1980 (Section 11)	http://www.legislation.gov.uk/ukpga/1980/58/section/11	YES	IL2	
Staff - sickness management	All records relating to the monitoring of employee absence	Year records created	1 year	BUSINESS			YES	IL2	
Staff - time management	All records relating to the process of monitoring staff leave and attendance	Date action completed	2 years	BUSINESS			YES	IL2	
Staff - training	All notes and materials created for training courses	Date material created	Date training course ends	BUSINESS			NO	IL0	
Staff - training	All records relating to the creation and management of training statistics	Year records created	3 years	BUSINESS			NO	IL0	
Staff - training	All records relating to the development and implementation of training programmes	Year records created	3 years	BUSINESS			NO	IL0	
Staff - training	All records relating to the development, implementation and monitoring of the corporate training plan	Date training plan expires	3 years	BUSINESS			NO	IL0	
Staff - training	All records relating to training concerning children	Date training completed	40 years	BUSINESS			YES	IL0	
Staff - training	All records relating to training not concerning children	Date training completed	3 years	BUSINESS			YES	IL0	
Staff - workplace bullying	Casework - Harassment	Date case resolved	6 years	BUSINESS	Limitation Act 1980 (Section 2)	http://www.legislation.gov.uk/ukpga/1980/58/section/2	YES	IL2	