	G. HUMAN RESOURCES								
Owner	Employee Relations Leader	Date Approved	Oct-17 Trigger - event that	Approved By	Executive team	To be reviewed by:	end 2018		
			prompts start of	Retention					
Ref	Activity / Records Series	Description / Example Record Types	retention period	Period	Disposal Action	Authority	Citation / Notes		
1	Managing employees								
		Electronic and Paper employee records such as the following: Employee details, Employment					Prescription and Limitation (Scotland) Act 1973 Nb These records must		
		contract, secondment, leave including					not be destroyed if a claim has been intimated, there is pending/ongoing		
		maternity/paternity leave, training and	Termination of		Confidential		employment tribunal, an information request has been intimated or an		
1.1	Employee file	induction records	employment	5 years	Destruction	Statutory	audit is ongoing.		
	Employee file:	Electronic and Paper employee records such as the following: Employee details, Employment					The Control of Substances Hazardous to Health Regulations 2002 Nb		
	where employee subject to statutory	contract, secondment, leave including					These records must not be destroyed if a claim has been intimated, there		
	health surveillance or sustains a major	maternity/paternity leave, training and	Termination of		Confidential		is pending/ongoing employment tribunal, an information request has		
1.2	injury arising from a workplace accident	induction records	employment	40 years	Destruction	Statutory	been intimated or an audit is ongoing.		
		Electronic and Paper employee records such as		40 years or on					
		the following: Employee details, Employment		attaining 80			Control of Asbestos Regulations 2012 Nb These records must not be		
		contract, secondment, leave including		years of age			destroyed if a claim has been intimated, there is pending/ongoing		
1.3	Employee file: where employee exposed to asbestos	maternity/paternity leave, training and induction records	Termination of employment	whichever is later	Confidential Destruction	Statutory	employment tribunal, an information request has been intimated or an audit is ongoing.		
1.3	where employee exposed to dispestos	induction records	employment	lutei	Destruction	Stututory	dadit is origoning.		
	Identification of documents of foreign								
	nationals (ensuring from the obligation				6 61				
1.4	to retain copies of documents used to perform immigration checks)	proof of identity documents	Termination of employment	2 years	Confidential Destruction	Statutory	Immigrations (Restrictions on Employment Order) 2007/3290 Article 6 (1)		
2	Sickness Absence	proof of identity documents	employment	z yeurs	Destruction	Stututory	(0)		
		Individual stress risk assessments, medical					Part of employee file (see 1.1) Relates to potential for claims for breach of		
		assessments, counselling referrals and dates				Business	an employment contract. NB these records must not be destroyed if a		
		of attendance, referral to Occupational Health and final report, sickness absence forms and	Termination of		Confidential	Requirement and CIPD	claim has been intimiated, there is appending/ongoing employment tribunal, an information request has been intimated or an audit is		
2.1	Employee sickness absence records	letters	employment	5 years	Destruction	recommendation	ongoing.		
	Absence reporting (for business				Confidential	Business			
2.2	purposes) Disciplines/Grievances	Absence reports	Date superseded	1 year	Destruction	Requirement			
5	Disciplines/Grievances						Part of employee file (see 1.1) Relates to potential for claims for breach of		
							an employment contract. NB these records must not be destroyed if a		
					5 61 111		claim has been intimated, there is appending/ongoing employment		
3.1	Discipline - Dismissal records		Termination of employment	5 years	Confidential Destruction	Statutory	tribunal, an information request has been intimated or an audit is ongoing.		
5.1	Discipline - Distrissur records		employment	J yeurs	Destruction	Statutory	NB these records must not be destroyed if a claim has been intimated, there is		
			Date of decision not to		Confidential	Business	appending/ongoing employment tribunal, an information request has been		
3.2	Discipline - no warning given		proceed	Nil	Destruction	Requirement	intimated or an audit is ongoing.		
	Discipline - written warning - where post		Date written warning		Confidential	Business	NB these records must not be destroyed if a claim has been intimated, there is appending/ongoing employment tribunal, an information request has been		
3.3	not subject to PVG membership	Written warning for 6 months	issued	6 months	Destruction	Requirement	intimated or an audit is ongoing.		
		2				Professional	NB these records must not be destroyed if a claim has been intimated, there is		
١,,	Discipline - written warning - where post	Maith an arranging for Care at	Date written warning	2	Confidential	membership	appending/ongoing employment tribunal, an information request has been		
3.4	subject to PVG membership	Written warning for 6 months	issued	3 years	Destruction	requirement	intimated or an audit is ongoing.  NB these records must not be destroyed if a claim has been intimated, there is		
	Discipline - final warning - where post				Confidential	Business	appending/ongoing employment tribunal, an information request has been		
3.5	not subject to PVG membership	Final warning for 12 months	Date warning issued	1 year	Destruction	Requirement	intimated or an audit is ongoing.		
						Professional	NB these records must not be destroyed if a claim has been intimated, there is		
3.6	Discipline - final warning - where post subject to PVG membership	Final warning for 12 months	Date warning issued	3 years	Confidential Destruction	membership requirement	appending/ongoing employment tribunal, an information request has been		
3.6	subject to FVG membership	i mat warning for 12 months	Date warning issued	3 years	Destruction	requirement	intimated or an audit is ongoing.  NB these records must not be destroyed if a claim has been intimated, there is		
					Confidential	Business	appending/ongoing employment tribunal, an information request has been		
3.7	Formally Counsel		Date of outcome Letter	6 months	Destruction	Requirement	intimated or an audit is ongoing.		
			Data of latter and it		CEdki-d	D i	NB these records must not be destroyed if a claim has been intimated, there is		
3.8	Informally Counsel		Date of letter or note of discussion	6 months	Confidential Destruction	Business Requirement	appending/ongoing employment tribunal, an information request has been intimated or an audit is ongoing.		
5.0	anomaly counse		4.554351011	5011013	Destruction	quirement	manace of an addit is ongoing.		
							Prescription of Limitation. NB these records must not be destroyed if a claim has		
			Termination of	_	Confidential	s	been intimated, there is appending/ongoing employment tribunal, an information		
3.9	Grievance and dignity at work		employment	5 years	Destruction	Statutory	request has been intimated or an audit is ongoing.		

	In:				6 61	In ·	
3.10	Disciplinary reporting (for business, statistical purposes)	Disciplinary reporting records	Date superseded	1 year	Confidential Destruction	Business Requirement	
			Date of receipt of Emp	,	Confidential		Prescription and Limitation (Scotland) Act 1973 Nb These records must not be destroyed if a claim has been intimated, there is pending/ongoing employment tribunal, an information request has been intimated or an
3.11	Employment tribunal records  Trade Union	Emp Trib applications and correspondence	Trib application	5 years	Destruction	Statutory	audit is ongoing.
4	Trade Union	Monthly strategic meetings, policy sign off and			Confidential		
4.1	Trade Union Liaison	recognition agreements	Date superseded	10 years	Destruction	Statutory	Trades Union Act 2006
7.1	Trace Official Elaison	recognition agreements	Date superseded	10 years	Destruction	Statutory	Trades official Act 2000
			Date of consultation		Confidential		
4.2	Trade Union Liaison	Consultations	closure	20 years	Destruction	Statutory	Trades Union Act 2006
5	Workforce Planning						
5.1	Workforce planning	Workforce planning form, authorisations/approvals, Vacancy Administration Checklist, Job Advert	Date of decision	5 years	Confidential Destruction	Statutory	Prescription and Limitation (Scotland) Act 1973 Nb These records must not be destroyed if a claim has been intimated, there is pending/ongoing employment tribunal, an information request has been intimated or an audit is ongoing.
					Confidential	Business	
5.2	Workforce planning - business reporting	Workforce planning log	End of calendar year	5 years	Destruction	Requirement	
5.3	ER/VR - employee	Signed Offer form, Memo to payroll, pension correspondence, letter of confirmation to employee, general correspondence with manager	Cross Reference to Section 1 Managing employees	Cross Reference to Section 1 Managing employees	Cross Reference to Section 1 Managing employees	Cross Reference to Section 1 Managing employees	Cross Reference to Section 1 Managing employees
5.4	ER/VR - Employer	expression of interests log	Date superseded/Date of decision not to proceed with ER/VR	6 months	Confidential Destruction	Business Requirement	
					Confidential	Business	
5.5	ER/VR - Employer	Budget log	End of financial year	6 months	Destruction	Requirement	
5.6	Resignations, retirements	Such as exit interview, retrial letter, letter of resignation	Cross Reference to Section 1 Managing	Cross Reference to Section 1 Managing	Cross Reference to Section 1 Managing	Cross Reference to Section 1 Managing	
5.0	Structural review- pre-consultation	resignation	employees	employees	employees Confidential	employees Business	
5.7	preparation	Draft proposed structures, draft costings	Completion of review	1 year	Destruction	Requirement	
5.8	Structural review-consultation process	Structure which was consulted upon, staff communications, migration protocol and feedback Final agreed structure and migration	Completion of review	3 years	Confidential Destruction Confidential	Business Requirement Business	
5.9	Structural reviewfinalised outcome	outcomes	Completion of review	3 years	Destruction	Requirement	
6	Recruitment						
					Confidential		
6.1	Job Profiles	Job profiles	Date superseded	5 years	Destruction	Corporate Memory	
6.2	Recruitment pack	Checklist for recruitment pack, applicant list, Job profile, and Interview records for all candidates including shortlisting matrix	Date of decision	1 year	Confidential Destruction	Regulatory Requirement (CIPD)	
6.3	Recruitment: unsuccessful candidate	Criminal conviction form (unopened)	Date of decision	Nil	Confidential Destruction	Regulatory Requirement (CIPD)	
6.4	Recruitment: unsuccessful candidate	Application form	Date of decision	1 year	Confidential Destruction	Regulatory Requirement (CIPD)	
6.5	Recruitment: successful candidate	Application forms, references, criminal conviction form, occupational health report for new starts.	Termination of employment	5 years	Confidential Destruction	Statutory	Cross Ref: 1.1 as this is included in Employee file
		Application forms, interview records, booklets,	Termination of		Confidential	Business	
6.6	Summer work programme	presentations	placement	1 year	Destruction	Requirement	
	Summer work programme - attendee		Termination of		Confidential		
6.7	register	Attendee spreadsheet	programme	2 years	Destruction	Statutory	Working Time Regulations 1998
c 0	Work synapismas	Placement requests, Authorisations and terms	Termination of	1	Confidential	Business	
6.8	Work experience	of engagement	placement	1 year	Destruction	Requirement	
7.1	Equalities and Wellbeing  Equality Schemes	Includes Gender Pay Gap Statement and Equal Pay Statement and preparatory information	Date superseded	3 years	Confidential Destruction	Business Requirement	Equal Pay and The Equality Act 2010
/.1	Legacity scriences	r ay statement and preparatory information	Date superseueu	o yeurs	וושטנוענוטוו	requirement	I

					Confidential		The Equality Act 2010
7.2	Equality Schemes	Gender Equality - Annual reports	End of financial year	3 years	Destruction	Business requirement	
					Confidential		The Equality Act 2010
7.3	Equality Schemes	Equalities and diversity - guidelines	Date superseded	1 year	Destruction	Business requirement	
		Spreadsheets such as the following: Cycle to Work, Childcare, Occupational Health, Computers, Flu Jag, Employee support, subsidised driving lessons, Wheatley Reward			Confidential		
7.4	W.E Benefit reporting	and Health Plan	End of financial year	2 years	Destruction	Business requirement	
					Confidential		
7.5	Staff Bursary	Application form, authorisation	End of financial year	5 years	Destruction	Business requirement	
		Log of recipients, course taken, cost and			Confidential		
7.6	Staff Bursary log	outcome	End of financial year	5 years	Destruction	Business requirement	