

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
14. Human Resources	Management of personnel.				
Administering employees	Employee files usually have several identifiers, name and date of birth, NI number etc.				
Counselling	Documentation relating to counselling offered to an employee. <ul style="list-style-type: none"> Employee files 	Destroy - 6 years from termination of employment	RGLA 6.4	Confidential	
Absence monitoring	Records documenting an employee's absence due to sickness. <ul style="list-style-type: none"> Part 1s and 2s Self certification 	Destroy - 3 years from end of current tax year Unless due to Industrial injury – then review	TNA 2 Employee Personnel Records	Confidential	
Discipline documentation	Documentation relating to the discipline of employees. <ul style="list-style-type: none"> Employee files 	Destroy - 6 years from termination of employment	RGLA 6.4	Confidential	
Discipline final warnings	Disciplinary warnings - final. <ul style="list-style-type: none"> Employee files 	Destroy - 18 months after warning	RGLA 6.7	Confidential	

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Discipline no warning	Proceedings proven to be unfounded. <ul style="list-style-type: none"> Employee files 	Destroy immediately	RGLA 6.8	Confidential	
Discipline oral warnings	Disciplinary warnings - oral. <ul style="list-style-type: none"> Employee files 	Destroy - 6 months after warning	RGLA 6.7	Confidential	
Discipline warnings involving children	Disciplinary warnings - behaviour to children. <ul style="list-style-type: none"> Employee files 	Keep on personnel file permanently	RGLA 6.7	Confidential	
Discipline written warnings	Disciplinary warnings - written. <ul style="list-style-type: none"> Employee files 	Destroy - 12 months after warning	RGLA 6.7	Confidential	
Disclosure of interest	Register of declared interests of employees in relation to anything being transacted or discussed by the authority. <ul style="list-style-type: none"> Code of Conduct 	4 years	Limitation Act 1980	Protect	Individual services
Employee details	Documentation relating to individuals general or specific conditions of employment. <ul style="list-style-type: none"> Employee files 	Destroy - 6 years from termination of employment	RGLA 6.4	Confidential	
Employee details worked with children	Documentation relating to individuals general or specific conditions of employment. <ul style="list-style-type: none"> Employee files 	Review – 25 years from termination of employment	Business case (Insurance & Risk Manager) High risk employees or occupations identified as requiring increased retention limits. Claims relating to such conditions do not have the usual limitations	Confidential	

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Employment conditions	Documentation relating to individuals general or specific conditions of employment. <ul style="list-style-type: none"> Employee files 	Destroy 2 years after employee ceases employment	CWAC retention based on good practice	Confidential	
Grievances	Documentation relating to grievances between employer and employee. <ul style="list-style-type: none"> Employee files 	Destroy - 6 years from termination of employment	RGLA 6.4	Confidential	
Individual training records	Documentation relating to an individuals training record and any work experience undertaken within the authority. <ul style="list-style-type: none"> Employee files 	Destroy - 6 years from termination of employment	RGLA 6.4	Protect	
Individual training records proof of completion	Documentation relating to proof of training course completion. <ul style="list-style-type: none"> Employee files Certificates Awards Exam results 	Destroy - 7 years after course completed	RGLA 6.21	Protect	
Induction	Documentation relating to the process and undertaking of induction for new employees or councillors	Destroy - 2 years after closure	CWAC retention based on good practice	Not protectively marked	

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Job evaluation	Documentation relating to the approach to evaluation of specific posts <ul style="list-style-type: none"> • Single status 	Review after 6 years from termination of contract or change to job description	CWAC retention based on good practice	Not protectively marked	
Leave	Documentation relating to requested employee leave: annual, study, carers, special, compassionate, unpaid leave <ul style="list-style-type: none"> • Employee files 	Destroy - 2 years after action completed	RGLA6.13	Confidential	
Medical assessments	Documentation regarding medical assessments and general information on healthy living. <ul style="list-style-type: none"> • Employee files • Health questionnaire • Medical clearance 	Destroy - 75 years after date of birth	RGLA6.10	Confidential	
Maternity/paternity	Records documenting entitlements to, and calculations of, Statutory Maternity Pay.	Destroy - 3 years from end of current tax year	CWAC retention based on good practice	Confidential	

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Reporting	Reports related to working hours and terms and conditions. <ul style="list-style-type: none"> • Flexi sheets • Timesheets 	Review after 5 years	Business case (Insurance & Risk Manager) Timesheets - employers liability - stress claims to demonstrate hours worked, increase to 5yrs	Not protectively marked	
Termination	Documentation relating to the leaving process: resignation, termination other than pension. <ul style="list-style-type: none"> • Resignation • Redundancy • Dismissal • Death 	Destroy - 6 years from termination of employment	RGLA 6.16	Not protectively marked	
Employee relations	Information on employee relations.				
Disciplinary matters reporting	Summary management information relating to disciplinary matters.	Destroy after 7 years	CWAC retention based on good practice	Confidential	

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Trade union liaison strategy	Matters relating to the relationship with recognised unions. <ul style="list-style-type: none"> • Strategy 	Permanent - offer to archivist	RGLA 6.5	Not protectively marked	
Trade union liaison routine matters	Documentation relating to liaison with unions and employee representative organisations. <ul style="list-style-type: none"> • Routine matters 	Destroy - 2 years after use is concluded	RGLA 6.6	Not protectively marked	
Equal opportunities	Information on equal opportunities				
Equalities and diversity guidelines	Equality and diversity documents which include information on fair treatment of employees and general guidelines.	Until superseded	CWAC retention based on good practice	Not protectively marked	
Equalities and diversity investigations	Investigation and reporting on specific cases.	Destroy - 5 years after action completed	RGLA 6.9	Confidential	
Monitoring employees	Information on monitoring employees.				
Performance appraisal	Documentation relating to the performance appraisal of an employee, including performance related pay if applicable. <ul style="list-style-type: none"> • Probationary reports • Performance plans 	Destroy after 5 years	RGLA 6.12 TNA 2 Employee Personnel Records	Confidential	

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Performance appraisal last 5 years of service	Documentation relating to the performance appraisal of an employee relating to their last 5 years of service, including performance related pay if applicable. <ul style="list-style-type: none"> • Probationary reports • Performance plans 	Destroy at age 72	RGLA 6.12 TNA 2 Employee Personnel Records	Confidential	
Staff directory	Employee/sectional contact details.	Permanent - offer to archivist	RGLA 6.1	Confidential	
Occupational health	Occupational health records.				
Absence reporting	Aggregated management information on absences, for instance, working days lost to various sickness categories.	Destroy - 2 years after action completed	RGLA 6.13	Confidential	
Occupational health staff records	Documentation relating to occupational health and safety. <ul style="list-style-type: none"> • Health questionnaire • Medical clearance • Adjustment to work place • Restrictions • Recommendations 	Destroy - 75 years after date of birth	RGLA 6.10	Confidential	
Occupational health training	Occupational health and safety training.	Destroy - 50 years after training completed	RGLA 6.19	Protect	

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Personal risk assessments	Including restrictions i.e. cannot lift or desk work only. <ul style="list-style-type: none"> • DSE work station assessments 	Limitation period 3 years, add waiting period of 2 years, review/destroy 5 years	Business case (Insurance & Risk Manager) Limitation period is not fixed - Court may allow longer period therefore need to take advice from solicitors/claims handler before destroying.	Confidential	Individual services
Sickness monitoring	Documentation relating to sickness absence, including medical certificates <ul style="list-style-type: none"> • Oracle Record • Medical certificates 	Destroy - 6 years from termination of employment	RGLA 6.4	Confidential	HR/ESC
Major injuries	Documentation relating to major injuries.	Destroy - 40 years after termination of employment	Health and Safety at Work Act 1974; Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 reg. 7; Limitations Act 1980	Confidential	

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Recruitment	Recruitment of staff.				
Authorisation	Authorisation to recruit for a position.	Destroy - 5 years after recruitment finalised	CWAC retention based on good practice	Protect	
Job descriptions	The job description and person specifications for current posts.	Destroy - 2 years after superseded	CWAC retention based on good practice	Not protectively marked	
Recruitment successful candidate	Documents relating to the recruitment of an employee to the authority. <ul style="list-style-type: none"> • CVs • Application • Interview notes • References • Psychometric test 	Destroy - 6 years from termination of employment	RGLA 6.4	Confidential	
Recruitment unsuccessful candidate	Documents relating to unsuccessful candidates. <ul style="list-style-type: none"> • CVs • Applications • Interview notes • References • Psychometric test 	Destroy – 1 year after recruitment finalised	RGLA 6.11	Confidential	

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Recruitment selection	Selection for a position. <ul style="list-style-type: none"> Short listing grid 	Destroy – 6 months after recruitment finalised	CWAC retention based on good practice	Confidential	
Recruitment process	Documentation relating to the recruitment process.	Until superseded and review	CWAC retention based on good practice	Protect	
Secondment	Documentation relating to the process of secondments to or from the authority.	Destroy - 6 years from termination of employment	RGLA 6.4	Protect	
Volunteers	Documentation relating to volunteers available to or used by the council, including risk assessments.	Destroy - 6 years from termination of employment	RGLA 6.4	Protect	
Terms and conditions of employment	The general terms and conditions of employment with the council.				
Staff benefits	Documentation relating to staff benefits.	Destroy after 7 years	CWAC retention based on good practice	Confidential	
Staff recognition	Staff recognition documentation.	Destroy - 6 years from termination of employment	RGLA 6.4	Confidential	
Terms and conditions	The general terms and conditions of employment with the council.	Permanent.	CWAC retention based on good practice	Not protectively marked	

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Training	Training information. Training courses are typically identified by name and date.				
Driver training	Driver training documentation.	Destroy - 6 years from termination of employment	CWAC retention based on good practice	Protect	
Reporting	Performance management relating to training and development, including feedback statistics.	Destroy - 5 years after action completed	RGLA 6.12	Protect	
Support training	Training provided to support individuals or organisations working with or for clients.	Destroy - 6 years from termination of employment	CWAC retention based on good practice	Not protectively marked	
Training courses routine	Training documentation relating to specific courses and sessions. <ul style="list-style-type: none"> • Training course files • Course administration 	Destroy - 2 years after action completed	RGLA 6.17	Not protectively marked	
Training courses health & safety	Training documentation relating to specific courses and sessions regarding health and safety. <ul style="list-style-type: none"> • Training course files • Course administration 	Destroy – 5 years after action completed	Business case (Insurance & Risk Manager) Recommend 5 years e.g. Defence for Manual Handling or Health & Safety claims	Not protectively marked	

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Training courses concerning children	Training courses concerning children. <ul style="list-style-type: none"> • Training course files • Course administration • Training register 	Destroy - 35 years after course completed, or last entry	RGLA 6.18	Not protectively marked	
Training courses materials	Training course materials.	Destroy - 1 year after course superseded	RGLA 6.20	Not protectively marked	
Training plan	Listing of corporate training activities and forward plans. Includes health and safety training. <ul style="list-style-type: none"> • Corporate training plan 	Until superseded.	CWAC retention based on good practice	Not protectively marked	
Workforce planning	Information on workforce planning.				
Workforce development planning financial	Documentation relating to workforce management and salaries. <ul style="list-style-type: none"> • Financial rewards 	Destroy - 7 years after action completed	RGLA 6.14	Protect	
Workforce development planning strategy	Documentation relating to workforce management.	Destroy - 3 years after action completed	RGLA 6.15	Protect	