

Function – Human Resources (v2 – October 2020)

Responsible Person – Director of Human Resources

Type of Records	Retention Period	Disposal Action	Notes (for example statutory reason for specified retention period)
<b>Recruitment</b>			
Record of internal discussion of requirement for new post(s)	5 years after creation	Destroy	
Individual job descriptions	2 years after superseded	Destroy	
Grading of individual jobs: correspondence and working papers	2 years after superseded	Destroy	
Authorisation of recruitment	5 years after completion of recruitment	Destroy	
Advertising details	6 months after completion of recruitment	Destroy	
Records documenting enquiries about vacancies & requests for application forms	6 months after completion of recruitment	Destroy	
Applicant tracking form	6 months after completion of recruitment	Destroy	
Appointment request authorisation	6 months after completion of recruitment	Destroy	
Unsuccessful candidates: application forms, CVs, references, interview notes, correspondence and related papers, including notes from all interview panel	6 months after completion of recruitment	Destroy	

members			
Successful candidates: application form, CV, offer and acceptance letters	6 years after termination of employment	Destroy	
Successful candidates: PVG documentation	6 years after termination of employment	Destroy	
Successful candidates: Tier 2 visa documentation (Correspondence from Home Office and then a copy of tier 2 visa).	6 years after termination of employment	Destroy	
Successful candidates: all other recruitment documentation (including references)	6 months after vacancy filled	Destroy	
<b>Remuneration and Reward</b>			
Records documenting an employee's remuneration and rewards (e.g. discretionary increments, promotions boards).	6 years after creation	Destroy	
<b>Grievances</b>			
Records documenting grievances raised by staff (which do not relate directly to their own contracts of employment), the University's response, action taken and the outcome.	6 years after last action on file	Destroy	
<b>Employee Contract Management</b>			
Employee Contract	Termination of contract plus 6 years	Destroy	
Records arising from the appraisal process or otherwise recording an employee's training and development needs, and the action taken to meet these needs.	4 years after creation	Destroy	

Records documenting job-specific statutory/regulatory training requirements for an employee (e.g. health and safety training or fire safety training for fire wardens), and the training provided to meet these requirements.	6 years after superseded	Destroy	
Records documenting routine assessments of an employee's performance, and any consequent action taken.	4 years after creation	Destroy	
Records documenting disciplinary proceedings against an employee.	6 years after closure of the case	Destroy	
Records documenting grievances raised by an employee which relate directly to his/her own contract of employment, the institution's response, action taken and the outcome.	6 years after closure of the case	Destroy	
Records relating to the administration of an employee's contractual holiday entitlement.	Current holiday year + 1	Destroy	
Records documenting an employee's absence due to sickness.	Current tax year + 3	Destroy	
Records documenting the authorisation and administration of special leave.	Current holiday year + 1	Destroy	
Records documenting the authorisation and administration of statutory leave entitlements, e.g. parental leave.	6 years from completion of entitlement	Destroy	
Records documenting entitlements to, and calculations of, Statutory Maternity Pay.	Current tax year + 3	Destroy	

Records containing an employee's current basic personal details (e.g. address, next of kin, emergency contacts).	When superseded	Destroy	
Records documenting pre-employment health screening.	7 years after termination of employment for those employed permanently by UWS  *Records relating to employees who are having health surveillance for lung function should be retained for 40 years after termination of employment.	Destroy	
Records documenting an employee's termination of employment	6 years after termination of employment	Destroy	
References provided in support of an employee's application(s) for employment by another organisation.	6 years after provision of reference	Destroy	
<b>Occupational Health Records</b>			
Pre-Employment Health Screening	7 years after termination of employment  * For those on annual contracts these records can be destroyed on receipt of the next screening form.	Destroy	
Occupational Health Notes	7 years after termination of employment	Destroy	
Health Surveillance (with additional records)	7 years after termination of employment  *Records relating to employees who are having health surveillance for spirometry (lung function only)	Destroy	

	should be retained for 40 years after termination of employment.		
<b>Payroll and Pensions</b>			
Copy payslips, payroll year end prints, Salaries - cumulative listings, copy pay slips	End of current tax year + 6 years	Destroy	Income Tax (Employments Regulations) S.I. 1993 / 744; National Minimum Wage Regulations S.I. 1999 / 584; Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52
Timesheets, monthly payroll prints	End of current tax year + 3 years	Destroy	Income Tax (Employments Regulations) S.I. 1993 / 744; National Minimum Wage Regulations S.I. 1999 / 584; Taxes Management Act 1970; Prescription and Limitation (Scotland) Act 1973 c.52
P45 (Income tax - employee leaving)	End of employment + 5 years	Destroy	Taxes Management Act 1970
P60	End of current year + 2 years	Destroy	Taxes Management Act 1970
Statutory Sick Pay scheme records	End of current tax year + 3 years	Destroy	
Statutory Maternity Pay scheme records	End of current tax year + 3 years	Destroy	Statutory Maternity Pay (General) Regulations S.I. 1986 / 1960 as amended by SI 2005 No 989
Employer and employee pension scheme contributions; individual membership of pension schemes and changes to employment details that affect pensions.	End of current tax year + 6 years	Destroy	
<b>Job Evaluation</b>			
Working papers from large-scale job evaluation exercises	1 year after completion of exercise	Destroy	
Results of large-scale job evaluation	2 years after superseded	Destroy	

exercises			
<b>Occupational Health</b>			
Records of employee who have undergone Health Surveillance: Hearing tests for noise, lung function test for dust and fumes etc	40 years after termination of employment	Destroy	
Non-Health Surveillance related OH records	8 years after termination of employment	Destroy	