**Human Resources Retention Schedule**

|  |  |
| --- | --- |
| **Record Type** | **Retention Period** |
| Employee Personal Files:   * Contract of Employment * Recruitment documentation, including offer letter, interview notes and application form * Pre-employment checks, including references, medical advice from Occupational Health provider * Qualifications * Right to Work checks * Contract variations * Sickness Absence * Payroll notifications * Correspondence relating to your employment | 6 years following last date of employment |
| Pension Records | 13 years following last date of employment |
| iTrent Record and Select HR (HR management information system) | 13 years following last date of employment (to ensure pension data is retained as above) |
| Job Evaluation | 6 years following last date of employment |
| Recruitment documentation – Successful Candidates | Part of Employee personal file – 6 years following last date of employment |
| Recruitment documentation – Unsuccessful Candidates / Candidates who have withdrawn from the process | 6 months following appointment of successful candidate or 6 months following closing date where no successful candidate appointed |
| Annual PMR’s | 2 calendar years following completion |
| Employment Tribunal Case Files | 6 years following last date of employment |
| Employee Relations Case files including disciplinary, grievance, performance and bullying and harassment | 6 years following last date of employment |
| Occupational Health Reports | 6 years following last date of employment |
| Staff Risk Assessments | 6 years following last date of employment |
| Single Central Record | 6 years following last date of employment |
| Special and Statutory Leave | 6 years following last date of employment |
| Redundancy Details | 6 years following last date of employment |