**Human Resources Retention Schedule**

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| **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| Recruitment documentation – Unsuccessful Candidates / Candidates who have withdrawn from the process | 6 months following appointment of successful candidate or 6 months following closing date where no successful candidate appointed |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 |