

## Employment Retention Schedule

All OutsideClinic Information must be kept in accordance with this retention schedule, as required by the Data Protection Policy and the Records Management & Information Policy. In the event that employees identify any discrepancies or areas which are not covered by this retention schedule this should be promptly reported to the IT Director for review.

ASSET ID	RECORD TYPE	MINIMUM RETENTION PERIOD	JUSTIFICATION / REFERENCES
A1	Disciplinary Management of staff conduct	Records of formal disciplinary actions in employee file. Retain both paper and electronic for review 6 years after last action	The National Archives Retention Scheduling: Employee Personnel Records
A2	Grievances Management of staff grievances.	Records of formal grievances in employee file. Retain both paper and electronic for review 6 years after last action	The National Archives Retention Scheduling: Employee Personnel Records Limitation Act 1980

A4	Staff Health and Safety	<p>Individual health records: Retain until employee aged 100</p> <p>Examination, testing, monitoring and control records: Review 5 years after last action</p> <p>Accident books and ill health reports: Destroy 3 years after closure</p> <p>Training, guidance and instructions: Review 3 years from date superseded</p>	The National Archives Retention Scheduling: Employee Personnel Records, The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163) as amended, and Limitation Act 1980
A5	<p>Occupational Health</p> <p>Procedures, schedule and forms for the management of occupational health services. Occupational health records relating to an individual should be stored on their employee file.</p>	<p>Medicals: Retain until employee aged 100</p> <p>Procedures, events, employee assistance schemes: 7 years from date superseded</p> <p>Schedules: Destroy 3 years from the end of the financial year to which the records relate.</p>	<p>The National Archives Retention Scheduling: Employee Personnel Records</p> <p>Best Practice adopted by Governmental Agencies</p>
A6	Trade Union Agreements	10 years after agreement is not effective	Best practice
A7	Employee Files	Retain until employee age 100	The National Archives Retention Scheduling: Employee Personnel Records

A8	Records of recruitment exercises	<p>Recruitment exercises: Review 6 months from end of recruitment exercise</p> <p>Application forms: Destroy after 6 months</p>	The National Archives Retention Scheduling: Employee Personnel Records
A9	Conditions of employment	Review 6 years after date superseded	The National Archives Retention Scheduling: Employee Personnel Records
A10	Payroll Administration	<p>Salary ledger records: Review 6 years from the end of the financial year to which they relate</p> <p>Payroll sheets: Review 2 years from the end of the financial year to which they relate</p> <p>Individual employees personal payroll history: Retain until employee aged 100</p>	The National Archives Retention Scheduling: Employee Personnel Records
A11	Pensions Administration	Retain until employee aged 100	The National Archives Retention Scheduling: Employee Personnel Records Best Practice adopted by Governmental Agencies
A12	Company accounting records – excluding payroll records	3 years	Section 221 of the Companies Act 1985 as modified by the Companies Acts 1989 and 2006

A13	First Aid Training records	6 years after employment.	Health and Safety (First Aid) Regulations 1981.
A14	Fire warden training	6 years after employment.	Statutory authority: Fire Precautions (Workplace) Regulations 1997.
A15	Maternity Records	3 years after the end of the tax year in which the maternity period ends.	The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) as amended, Maternity & Parental Leave Regulations 1999.
A16	Medical / Self Certificates – unrelated to industrial injury.	6 Years	Limitation Act 1890
A17	Instant Messenger Chat on Teams	1 month	Business need – Teams should not be used to document official business decisions or discuss personal data relating to employees or customers