Employment Retention Schedule

Version: 2

May 2022

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 Director of Operations 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 | Individual health records: Retain until employee aged 100  Examination, testing, monitoring and control records: Review 5 years after last action  Accident books and ill health reports: Destroy 3 years after closure  Training, guidance and instructions: Review 3 years from date superseded | The National Archives Retention Scheduling: Employee Personnel Records, The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995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 | Occupational Health    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. | Medicals: Retain until employee aged 100    Procedures, events, employee assistance schemes: 7 years from date superseded    Schedules: Destroy 3 years from the end of the financial year to which the records relate. | The National Archives Retention Scheduling: Employee Personnel Records  Best Practice adopted by Governmental Agencies |
| 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 | Recruitment exercises: Review 6 months from end of recruitment exercise    Application forms: Destroy after 6 months | 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 | Salary ledger records: Review 6 years from the end of the financial year to which they relate    Payroll sheets: Review 2 years from the end of the financial year to which they relate  Individual employees personal payroll history: Retain until employee aged 100 | 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 |