

## Appendix 1 Common Corporate Retention Periods

Category	Area	Information Asset	Retention Period (for document/file)	Rationale
Employment	Employee records	Appraisal & Development process	Duration of employment in role + 1 year	Based on Employment Tribunals Act
Employment	HR Advice	Recruitment information: unsuccessful candidates details, shortlisting and interview notes and scoring	6 months from end of recruitment exercise	3 months to bring claim to Employment Tribunal
Employment	HR Advice	HR formal processes - grievance, disciplinary, sickness, capability, redundancy. Casework papers, statements, communications etc	Manager / Service: retain until end of process HR: retains record on employee file after case closure	Services only retain until end of process and manager's involvement then HR retains as part of employee file.
Employment	Occupational Health	Occupational health referrals and reports and actions taken in response (held by manager)	Duration of employment + 3 years	Limitations Act
Employment	Occupational Health	Occupational health referrals and reports (held by Occupational Health)	40 years	Control of Substances Hazardous to Health (COSHH) Regulations. The Control of Asbestos at Work Regulations
Employment	Payroll & HR Support	Hours worked - Webworkflow (Zeus) clocking system	Services can view 3 years of current employees  Payroll: retain for 6 years	System configuration  HMRC requirements re minimum wage
Employment	Payroll & HR Support	Disclosure and Barring Service checks: retain record of checks made but not copies of certificates	Duration of employment or until rechecked	Revised Code of Practice for Disclosure and Barring Service Registered Persons (November 2015)

Employment	Payroll & HR Support	Right to work checks (copies of documents checked)	For duration of employment + 2 years	Official Guidance Employers Right to Work Checks 28.02.23
Employment	Payroll & HR Support	Employee contact information for business continuity/disaster recovery	Current version only	Live document
Employment	Payroll & HR Support	Sickness absence documentation (fit notes, return to work interviews, self certifications etc)	End of financial year + 5 years	Corporate decision based on Service Director advice
Employment	Payroll & HR Support	iTrent Employee record	Managers: record available for duration of managerial responsibility Payroll: date of birth +75 years then review	Corporate approach: GDPR To process pension entitlement queries
Employment	Payroll & HR Support	Maternity/paternity leave/pay requests, KIT days, flexible working requests	Information passed by manager to payroll and added to employee record in iTrent	
Employment	Payroll & HR Support	Timesheets, Casual holiday pay - records of time accrued/taken, holiday cards held by services	End of financial year + 6 years	HMRC requirements re minimum wage NMWM12040 - Records, evidence, powers and offences: records: length of time to retain records - HMRC internal manual - GOV.UK (www.gov.uk)
Employment	Payroll & HR Support	Termination - redundancy, retirement, dismissal, death in service	Manager / Service: retain until end of process HR: retains record on employee file after case closure	
Employment	Payroll & HR Support	Staffing establishment = posts, grades, holders	Services: current version only (previous versions can be	GDPR - previous versions superseded

			anonymised and held for reference)	
Employment	Payroll & HR Support	Employee special leave including Jury Service, emergency leave, study leave, bereavement, parental leave etc	Services: duration of process HR: add to employee record	Services only retain until end of process and managers involvement then HR retains as part of employee file.
Employment	Workforce development	Employee training - Learning Hub records	Duration of Employment + 6 years	Limitations Act
Employment	Workforce development	Individual employee training completion data	Duration of employment + 6 years	Limitations Act
Financial information	Finance	Financial transactions - record of expenditure/income of public monies in Agresso	Indefinitely	Configuration of Agresso
Financial information	Finance	Financial transactions - record of expenditure/income of public monies (Files held outside Agresso)	End of financial year + 6 years	RGLA 7.4 Based on HMRC requirements
Financial information	Finance	Budget creation/setting Working papers & information used to inform budget setting	2 years after budget finalised	RGLA 7.12
Financial information	Finance	Financial management data	Destroy when administrative life is concluded	RGLA 7.12
Financial information	Finance	Information from finance held for purposes of budget monitoring	1 year after next budget finalised	
Financial information	Finance	Final accounts	Permanent	Companies Act
Financial information	Finance/Revenue	pdq terminal receipt copies	18 months	Credit card recharge period
Health and Safety	Health & Safety	H&S incident reports (HS20)	End of financial year + 3 years (adults) Date of birth +22 years (minors)	Limitation Act 1980 (section 11), RIDDOR (Age 18 plus 3+1 for minors)

Health and Safety	Health & Safety	Risk assessments	6 years from the end of the period covered	Individual risk assessment 3 years, 6 years contract for safe working environment (based on Limitations Act). Standardised as same retention.
Health and Safety	Health & Safety	H&S training records	In line with other employee training records (end of employment + 6 years)	Limitations Act
Governance	Compliance	Audit investigations (fraud, mismanagement etc)	End of financial year + 6 years	RGLA 7.3
Governance	Compliance	Audit reports (service)	3 years from final action	Corporate position for service development
Governance	Compliance	Audit reports (Audit team)	End of financial year + 6 years	Limitations Act
Governance	Compliance	Register of interests	Indefinitely	
Governance	Compliance	Register of gifts and hospitality	Indefinitely	
Governance	Corporate governance	Briefing notes and reports, records of discussions (held by services)	3 years	RGLA 2.3 & 2.4
Governance	Corporate governance	Briefing notes and reports supporting official minutes (Democratic Services official record)	Permanent	RGLA 1.4
Governance	Corporate governance	Minutes including records of council decisions	Permanent	RGLA 1.4
Governance	Corporate governance	Minutes of departmental and inter-departmental meetings - strategic decisions made and audit trail required	End of financial year + 6 years	Limitations Act
Governance	Information governance	GDPR: privacy notices	Life of document plus 6 years	Limitations Act
Governance	Information governance	GDPR: IAR ROPA	Current version only	Previous versions superseded
Governance	Information governance	GDPR: Legitimate interest assessments	Lifetime of processing activity + 6 years	Limitations Act

Governance	Information governance	Data breach forms and associated actions	Date of sign off by DPO + 6 years	Limitations Act
Governance	Policies	Policies and procedures	Until superseded then one copy retained as record of former practice	Limitations Act - record of former practice
Governance	Risk	Business continuity risk assessments (held by services)	Services should download and keep historic versions of risk assessments for 6 years from date superseded (personal data removed). Retain copy of risk assessment in incident file for any incident that occurs.	Limitations Act
Governance	Risk	Risk register: corporate risk register database	Current version only	Previous versions superseded
Microsoft 365	Outlook	Any email in Outlook	Maximum 7 years Services should set and apply lower limits where possible - best practice 3 years or less	Autodelete settings corporate approach - GDPR
Premises	Building Safety information	Fixed wire inspections/PAT testing/Evac Chair inspections/Fire extinguisher testing/Fire alarm testing/Water hygiene testing/Microbiological Water testing results	Lifetime of the building + 6 years then review	Building Safety recommendations + Limitations Act
Procurement	Contracts	Any contract or contractual documentation	End of contract + 6 years	Limitations Act
Procurement	Contracts	Any contract signed as a deed	End of contract + 12 years	Limitations Act
Service delivery	Complaints	Corporate complaints	After case closed: end of financial year + 6 years (then review)	RGLA 2.15, Limitations Act
Service delivery	Customer contact	Customer queries (general)	After case closed: End of financial year + 2 years	RGLA 2.16 with annual deletion process

Service delivery	Information requests	FOI / EIR requests	After case closed: End of financial year + 2 years	RGLA 2.16 with annual deletion process
Service delivery	Information requests	SARS and information rights requests	After case closed: end of financial year + 6 years	Limitations Act
Service delivery	Information requests	Other personal data requests (proof of life, immigration, fraud investigations etc)	After case closed: End of financial year + 6 years	Limitations Act
Service delivery	Information requests	Members queries regarding individual residents	After case closed: end of financial year + 6 years	In line with corporate complaints