

**Human Resources and Support Services Retention Schedule - Correct as of 23 May 2018.**

The Council makes every effort to publish its latest retention schedules, there may be occasions in which this document does not reflect current practice due to when it was published.

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
<b>HUMAN RESOURCES</b>					
HR0001	Employee personal files	Employment records of employees/previous employees	6 years after employee leaves council employment	Limitation Act 1980 (section 2)	Electronic deletion from Info@Work system - automated process
HR0002	iTrent Recruitment Module	Recruitment records including application form and workforce monitoring information, interview and successful/unsuccessful status information	2 years from date of last accessing recruitment account on website	Common practice	Electronic automated deletion from iTrent
HR0003	Employee Relations Database (historical data)	Summary records of employee relations cases	6 years after employee leaves council employment	Limitation Act 1980 (section 2)	Manual reports to be run to identify records to delete, then script to delete
HR0004	Criminal Records Database	DBS, RTW, HCPC, redeployee, compliance information	6 years after employee leaves council employment	Limitation Act 1980 (section 2)	Manual reports to be run to identify records to delete, then script to delete
HR0005	HR sql Database	Recruitment, appointment, contract issue and iTrent admin information	2 years	Common practice	Manual reports to be run to identify records to delete, then script to delete
HR0006	HR IPP Archive Database	Employment data from IPP and iTrent	7 years after employee leaves council employment	Common practice	Manual reports to be run to identify records to delete, then script to delete
HR0007	Teachers PPWin (historical data)	Historical teacher service data	7 years after employee leaves council employment	Common practice	Manual reports to be run to identify records to delete, then script to delete
HR0008	DBS Risk Assessments	Risk assessment forms resulting from DBS checks	6 years after employee leaves council employment	Common practice	Manually delete records from HR drive
HR0009	Employee Relations Case Files	Disciplinary, capability, ET etc files	6 years after employee leaves council employment	Common practice	Manually delete records from HR drive
HR0010	Decision Records system	Records of corporate decisions re HR issues	Permanent record	Common practice	
HR0011	Job Evaluations	Employee requests for and results of job evaluations	6 years after employee leaves council employment	Limitation Act 1980 (section 2)	Manually delete records from HR drive
HR0012	E-Forms system	School eforms - notifications of appointments, changes, terminations	2 years after submission of form	Common practice	e-forms system - automated or manually delete records according to system capability
HR0013	iTrent system	Corporate HR/Payroll system	7 years after employee leaves council employment	Common practice	Automated electronic deletion from iTrent
HR0014	Car Salary Sacrifice applications	Application records for car salary sacrifice scheme	6 years after employee leaves council employment	Common practice	Manually delete records from HR drive
HR0015	Pensions notification forms	Starter, leaver, pension estimate requests LGPS and TP	6 years after employee leaves council employment	Limitation Act 1980 (section 2)	Manually delete records from HR drive
HR0016	Structure charts	Visio generated structure charts for council establishment	Permanent record updated as required	Common practice	
HR0017	Redundancy/Redeployment Information	Records of those made redundant and placed on redeployment register	6 years after employee leaves council employment	Limitation Act 1980 (section 2)	Manually delete records from HR drive and sql database
HR0018	Restructure/review information	Case files of HR Teams working on restructures and reviews of service area	5 years	Common practice	Deletion
HR0019	Job profiles database	All approved job profiles	Permanent record	Common practice	
HR0020	Maternity, Paternity, Adoption & Parental Leave	Processing applications	6 years after employee leaves council employment	Common practice	Deletion
HR0021	Transcripts	Audio recordings of HR meetings	6 months	Limitation Act 1980 (section 2)	Held on personal file - automatic deletion
HR0022	Reports - CMT, SMT, cabinet	HR reports to relevant corporate management teams - for reference	5 years	Common practice	Manually delete records from HR drive
HR0023	Financial records - invoice/payment requests	DBS/recruitment invoicing, P2P supplementary records, overtime claim forms, SallCs	7 years	Common practice	Deletion
HR0024	FOI records	Records of FOI information for HR assigned requests	5 years from date of request	Common practice	Manually delete records from HR drive
HR0025	Subject access request records	Records of subject access request information for HR assigned requests	Request details retained for 5 years, responses deleted after 2 years	Common practice	Manually delete records from HR drive
HR0026	Recruitment Vacancy records	Vacancy folders - advert, outline and spec, application forms, interview information	2 years from closing date of vacancy	Common practice	Manually delete records from HR drive
HR0027	Exit interviews records	Exit interviews completed by leaving employees	2 years	Common practice	Manual deletion from HR drive
HR0028	Long service award records	Request and processing records of applications for long service awards that are held outside personal file	2 years	Common practice	Achieve form - automated or manually delete records according to system capability
HR0029	Accident database	All accident reports and associated correspondence	Accidents involving Adults - 6 years. Accidents involving Children - DOB of child + 25 years	Common practice	Achieve form - automated or manually delete records or requests according to system capability. Manual deletion of processing records on HR drive
HR0030	Contractors Database	Database to record the Health and Safety selection compliance in accordance with the Councils contract procedure rules	Permanent record	Common practice	Record deleted from database manually

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HR0031	Health & Medical Database	Database to show the current status of medical checks on employees	Six years after the staff member has left employment or for six years from the termination of the Occupational Health Service level agreement between East Riding of Yorkshire Council and a School, Academy or KWL if this is sooner.	Common practice	Deletion
HR0032	Occupational Health - personal and health data of council employees, schools, academy employees and KWL staff excluding that gathered as part of a statutory health surveillance programme	OH notes, case files, referrals	Six years after the staff member has left employment or for six years from the termination of the Occupational Health Service level agreement between East Riding of Yorkshire Council and a School, Academy or KWL if this is sooner.	Common practice	Deletion
HR0033	Occupational Health - statutory health surveillance records	Health surveillance records for those in job roles with the potential for longer term health issues	Statutory health surveillance will be kept in line with the relevant legislation which for audiometry and hand arm vibration currently stands at 40 years from the date of the last entry.	Common practice	Deletion
HR0034	Occupational Health Management reports excluding health surveillance	Letters to managers	Six years after the staff member has left employment or for six years from the termination of the Occupational Health Service level agreement between East Riding of Yorkshire Council and a School, Academy or KWL if this is sooner.	Common practice	Deletion
HR0035	Business Intelligence report templates	Report templates stored within BI to be run to required schedules to provide data on employees / posts / council structure to those requiring the data for a legitimate purpose. The template stores the criteria for the report but does not contain any data unless run.	Report parameters will be retained in BI as long as there is a requirement to produce the report or for the council to supply the data.	Common practice	Deletion
HR0036	Business Intelligence reports	Reports produced from iTrent data using BI and used for statutory returns or monitoring, or distributed to managers or others requiring the data for a legitimate purpose	Report outputs will be retained for up to 2 years or as long as there is a requirement for the council to supply the data in the case of a statutory return.	Common practice	Deletion
HR0037	Payroll personal files for council employees and payroll customer employees	Records relating to pay, tax, NI, pension contributions, statutory payments, deductions, expenses	7 years after employee leaves council employment	Common practice	Deletion
HR0038	Payroll hard copy documentation for council employees and payroll customer employees	Records relating to pay, tax, NI, pension contributions, statutory payments, deductions, expenses	7 years after employee leaves council employment	Common practice	Deletion
HR0039	Learning and Development - records of external participants on training courses	Records of external participants on training courses, retained in iTrent	2 years	Common practice	Deletion
<b>SUPPORT SERVICES</b>					
SSRET1	Audit	Audit reports, correspondence	As per Finance Retention Schedule for document type	Standing Orders/ Financial Regs	Destroy (confidential waste) and electronic deletion
SSRET2	Awards	Awards - ROSPA, IIP, ICS, CSE	6 years	None	Destroy (confidential waste) and electronic deletion
SSRET3	Business Continuity	Business Continuity Plans/Risk Management	While current	None	Destroy (confidential waste) and electronic deletion
SSRET4	Contracts	Contracts for the supply of goods or services (inc maintenance contracts)	As per Finance or I&F (Procurement) Retention Schedule for document type	Standing Orders/ Financial Regs	Destroy (confidential waste) and electronic deletion
SSRET5	Feedback	Feedback records - Internal complaints and comments,surveys	3 years	None	Destroy (confidential waste) and electronic deletion
SSRET6	Finance	Authorised signatories / Procuring Officers lists / signed forms, Budget reports, monitoring reports, recharges, journals, fees & charges, journals, virements etc, Central Establishment Charges	As per Finance Retention Schedule for document type	Standing Orders/ Financial Regs	Destroy (confidential waste) and electronic deletion
SSRET7	Finance - Controlled Stationery	Controlled stationery - records	As per Finance Retention Schedule for document type	Standing Orders/ Financial Regs	Destroy (confidential waste) and electronic deletion
SSRET8	Finance - Payroll documentation	Payroll - employee claim forms, monitoring	As per Finance Retention Schedule for document type	Standing Orders/ Financial Regs	Destroy (confidential waste) and electronic deletion
SSRET9	Finance - Petty Cash / Imprest Account	Petty cash / imprest accounts	As per Finance Retention Schedule for document type	Standing Orders/ Financial Regs	Destroy (confidential waste) and electronic deletion
SSRET10	Finance - Purchase	Paperwork / records relating to purchase cards - Invoices, batches, delivery notes, credit notes, creditor invoice batches, orders.	As per Finance Retention Schedule for document type	Standing Orders/ Financial Regs	Destroy (confidential waste) and electronic deletion
SSRET11	Finance - Sundry Debtors	Sundry Debtors	As per Finance Retention Schedule for document type	Standing Orders/ Financial Regs	Destroy (confidential waste) and electronic deletion
SSRET12	Freedom of Information Data Protection	Freedom of Information / Data Protection enquires / responses / records	As advised by Principal DP Officer / Service FOI & DP Link Officer	DP legislation	Destroy (confidential waste) and electronic deletion
SSRET13	Health & Safety	Inspection reports, risk & vdu assessments	Refer to HR Retention Schedule .	Council Policy	Destroy (confidential waste)/electronic deletion
SSRET14	ID badges	ID Badges -forms/personal records/photos	Destroy immediately after notification of employee leaving/change in details	None Council Policy	Destroy (confidential waste) and electronic deletion
SSRET15	Inventories	Inventories (acquisition/disposal records)	As per Finance Retention Schedule for document type	Standing Orders/ Financial Regs	Destroy (confidential waste) and electronic deletion
SSRET16	Meetings	Meetings - Agendas, minutes, assoc docs etc	2 years	None	Destroy (confidential waste) and electronic deletion
SSRET17	Personnel	Special leave, secondments, honoraria, flexible working, K2E, flexible retirement, excess mileage, work experience, performance issues, investigations, hearings, capability, disciplinary, probationary reviews	As per HR Retention Schedule for document type	Data Protection Act	Destroy (confidential waste) and electronic deletion

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
SSRET18	Personnel - Vacancy Management	CMT & Vacancy Management Requests and authorisations	Current & previous year	None	Destroy (confidential waste) and electronic deletion
SSRET19	Plans, Protocols & Performance	KPIs, Service Plans, Protocols, Pls etc	10 years	None	Destroy (confidential waste) and electronic deletion
SSRET20	Post	Post logging book (reception)	2 Years	None	Destroy (confidential waste)
SSRET21	Procedures	Procedures - for Support tasks	Whilst current	None	Destroy (confidential waste) and electronic deletion
SSRET22	Room Bookings	Records of external venue bookings, corporate room checks, Committee Timetable, instructions/maintenance manuals for media equipment	1 Year	None	Electronic deletion
<b>Records and Despatch</b>					
SSRET23	Courier	Courier records - in house and external	3 years	None	Destroy (confidential waste) and electronic deletion
SSRET24	Service Files	Storage in the Vault/Despatch Filing room for Legal/Valuation & Estates/Planning (record of files held is also stored on EROS)	As per specific service area's Retention Schedule	Council Policy/Statutory	Destroy (confidential waste) and electronic deletion
SSRET25	Finance - Franking machine	Franking machine accounts	3 Years	None	Destroy (confidential waste) and electronic deletion
SSRET26	Service Deeds	Storage in the Records Office of hard copy Deeds (record of deeds stored also held on EROS)	Permanent	Statutory	N/A
SSRET27	Post routes	Distribution lists/drop off points	Whilst current	None	Destroy (confidential waste) and electronic deletion
SSRET28	Postage Records	Postage records - in/out/specials/stamps	3 years	None	Destroy (confidential waste) and electronic deletion
SSRET29	Postal Transaction Reports	Record of postal costs (including DX)	As agreed with services	None	Destroy (confidential waste) and electronic deletion
<b>Document and Data Processing Centre</b>					
SSRET30	Time Recording	Time recording system (pop-up) relating to jobs undertaken by DDPC	3 years	None	Electronic deletion
SSRET31	Typing	Typed work and documents carried out in DDPC	As agreed with services	Depends on document	Electronic deletion
<b>Training Coordinators</b>					
SSRET32	EDR Register	EDR Registers	Whilst current	None	Destroy (confidential waste) and electronic deletion