

Human Resources records - Retention Schedule

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 Due for Review: Spring 2008

Records Management overview

Records retention and disposal is the process by which the University decides whether records that are no longer current should be destroyed or transferred to the archive. All University records fall into three categories:

- Current (when data may be added to the record);
- Semi-current (when the record has been closed but is used as a reference tool for administrative purposes);
- Archived (when it has been selected for permanent retention in the University archive).

The retention period refers to the life of the record as a "current" or "semi-current" record. When a record reaches the end of its retention period, it must be either destroyed or archived permanently.

Records retention schedule

The following retention schedule provides a structured framework for the retention and disposal of all records managed by all the Human Resources Office. It is expected that, following the review of the Human Resources Records Management Policy, records managed by the Learning and Development Office and Occupational Health Service will be included in the schedule. The schedule should be read and used in conjunction with the Section's records management policy and relevant procedure document.

C=Creation
 CCY=Current calendar year
 CAY=Current academic year
 CFY=Current financial year

Description of Record	Category	Retention Period	Action taken at the end of the record lifecycle	Archive Details/Notes
Personnel Database - Paradigm	F29.14	Permanent – amended as necessary	Permanent	Held electronically in the Personnel Office
Personal Files: Permanent Staff	F29.14	Termination of relationship + 6	Destroyed	N/A
Personal Files: Temporary Staff	F29.14	Retirement + 6	Destroyed	N/A
Recruitment (Job) Files	F29.7	Termination of relationship + 2	Destroyed	N/A
Ethnic Monitoring	F29.7	CCY + 1	Destroyed	N/A

Questionnaires				
Annual Review – Support Staff	F29.11	Destroyed immediately	Destroyed	N/A
Annual Review – Academic Staff	F29.11	CCY + 6	Destroyed	N/A
Study Leave Spreadsheet	F29.14	CCY + 6	Held Permanently	Held electronically in the Personnel Office
Outside Paid Work Spreadsheet	F29.14	Permanent – amended as necessary	Held Permanently	Held electronically in the Personnel Office
Joint Grading Panels	F29.6	Permanent – amended as necessary	Destroyed	N/A
Higher Education Role Analysis/job evaluation	F29.6	CCY + 6	Destroyed	N/A
Criminal Records Bureau Disclosures	F29.7	CCY + 6	Destroyed	N/A
Finance and Strategy Staffing Sub-Committee	F29.14	C + six months	Archive	Papers held in the Personnel Office
Senate Staffing Committee	F29.14	Permanent	Archive	Papers held in the Personnel Office
Standing Committee on Professorships	F29.11	Permanent	Archive	Papers held in the Personnel Office
Equal Opportunities Steering Group	F29.12	Permanent	Archive	Papers held in the Personnel Office
	B4.4	Permanent		
Day Nursery Management Group	F29.12	Permanent	Archive	Papers held in the Personnel Office
Budget Records: Cost Centre Reports and Detailed Expenses	F28.12	CFY + 6	Destroyed	N/A
Description of Record	Category	Retention Period	Action taken at the end of the record lifecycle	Archive Details/Notes
Higher Education Statistics Agency (HESA) submissions	E22.6	CAY+ 10	Destroyed	N/A
Internal Recruitment Statistics	F29.6	CCY + 5	Destroyed	N/A
Equal Opportunities Statistics	F29.6	CCY + 5	Destroyed	N/A
Recruitment Advertisements	F29.7	CCY + 2	Destroyed	N/A
Sickness Absence records: Personnel Office and Occupational Health	F29.14	CCY + 3	Destroyed	N/A
Personnel Policies and Codes of Practice	F29.4	Permanent	Archive	Held in the Personnel Office
Post Establishment Files	F29.6	CAY + 6	Destroyed	N/A
University Visitors	F29.14	CCY + 2	Destroyed	N/A
External Audit	E19.6	Permanent	Archive	Held in the Personnel Office

Administrative Services Review (Internal Audit)	E19.6	Permanent	Archive	Held in the Personnel Office
Human Resources Strategy	F29.1	Permanent	Archive	Held in the Personnel Office