

Employee Document Retention Schedule

	Retention Period	Retained By	Notes
Joining CO			
Character, Reference, Security	3 years	Employee Services	If an applicant is unsuccessful then data will be anonymised after 1 year.
Contract, Health, Pension	Age 85	Employee Services	
Recruitment - applications, sifting, supporting docs	3 Years	Recruiting Manager	
At Work			
Annual and PP Leave	3 years	Line Manager	
Special Leave/Injury Leave/Adoption Leave	Age 85	Employee Services	
Maternity/Paternity/Paternal/Shared Parental Leave	Age 85	Employee Services	
Flexible Working Hours (Flexitime Sheets)	3 years	Line Manager	
Attendance Management/Sick Leave/Occupational Health/Workplace Adjustments	Age 85	Line Manager	
Discipline (Non-Dismissal)	3 Years	Line Manager/COHR	
Discipline (Dismissal)	Age 85	Employee Services	
Grievance and Appeals	3 Years	Line Manager/COHR	
Whistleblowing	3 Years	COHR	
Change of Legal Status (Marriage, Divorce, Death)	Age 85	Employee Services	
Record of Employment - (contract, working pattern and hours, transfers, re-grading, promotion, demotion, PTMG, re-deployment, probation)	Age 85	Employee Services	
Pay, Allowances, Bonuses	Age 85	Employee Services	
Expenses	7 Years	Employee Services	
Others	3 Years	Line Manager/Owning Manager	
Achieving			
People Performance, Talent and Development	3 years	Line Manager and COHR	
L&D data from CSL	1 year	COHR	
Centrally organised training	3 years	COHR	
Leaving CO			
Resignation, Termination, Pensions, Record of Service	Age 85	Employee Services	
Exit interview data	3 years	COHR	
BAR applications	3 years	COHR	
Business Management			
Workforce Planning Data/Business Planning Data	1 year	COHR	
SOP Reports	3 years	COHR	
SCS Org Chart	1 year	COHR	
D&I Champion Roles	Duration of Employment in CO	COHR	
SCS Events Information	7 years	COHR	
Committee and Meeting notes/Minutes	2 years	COHR	
360 feedback data	2 years	COHR	
Talent Schemes/Talent processes	7 years	COHR	
Talent Bio's and CV's	7 years	COHR	
Articles/Blogs	1 year	COHR	
Volunteers for HR activities	Duration of Employment in CO	COHR	
Business Cases	Age 85	COHR	

* If employee is employed past age 85 retain until 1 year following last day of service.

*retention periods refer to date of creation or date of last action whichever is the most appropriate