

BERNESLAI HOMES POLICIES & PLANS



Records Retention Schedule

Ref	Function	Record Types	Examples	Trigger	Retention Period	Action at end of period	Retention Source
	Corporate Management						
1.1	Corporate Governance	Organisational Governance	<ul style="list-style-type: none"> • Corporate Strategy, • Organisational Model, • Statutory Registers, • Overall Corporate Plan, • Annual Reports, • Strategic Management Team Minutes, • Board meetings 	Creation of Company	Life of Company	Destroy (Unless required to retain for legal or historical purposes)	Companies Act 2006
1.2	Corporate Governance	Status Recording	<ul style="list-style-type: none"> • Record of charitable registration, • Certificate of incorporation, • Certificate of registration with housing regulator 	Creation of Company	Life of Company	Destroy (Unless required to retain for legal or historical purposes)	Companies Act 2006
1.3	Corporate Governance	Corporate Reporting	<ul style="list-style-type: none"> • Reports to Central Government 	When issued	6 Years	Destroy (Unless required to retain for legal or historical purposes)	Limitations Act
1.4	Corporate Governance	Corporate Standards and Policies	<ul style="list-style-type: none"> • Governance Policies & Standards 	When superseded	6 Years	Destroy (Unless required to retain for legal or historical purposes)	Limitations Act

1.5	Corporate Governance	Business plans	<ul style="list-style-type: none"> • Functional planning, • Monitoring and Reviewing of plans, • Compliance monitoring 	When Completed	6 Years	Destroy	Limitations Act
1.6	Corporate Governance	Board member documents – apt letters, SLAs, bank details etc.	<ul style="list-style-type: none"> • Appointment letters, • Service level agreements, • Personnel details 	End of employment	6 Years	Destroy	Limitations Act
1.7	Quality and Performance Management	Internal Audit	<ul style="list-style-type: none"> • Terms of reference, • Correspondence, • Final Reports, • Related papers 	End of process	6 Years	Destroy	The National Archives
1.8	Quality and Performance Management	Performance Reporting	<ul style="list-style-type: none"> • Final Report, • Related papers 	End of process	6 Years	Destroy	The National Archives
1.9	Quality and Performance Management	Surveys	<ul style="list-style-type: none"> • Internal staff survey • External surveys 	End of process	1 Year	Destroy	Best Practice
1.10	Insurance	Company Documentation	<ul style="list-style-type: none"> • Insurance Register, • Liability Insurance Documentation 	Creation of Company	Life of Company	Destroy (Unless required to retain for legal or historical purposes)	Legal Limitation
1.11	Insurance	Insurance Policies & Renewals	<ul style="list-style-type: none"> • Insurance Policy, • Renewal Documentation, • Correspondence 	When Superseded	Life of Company	Destroy	Legal Limitation
1.12	Insurance	Insurance Claims and Settlements	<ul style="list-style-type: none"> • Claims Records, • Correspondence, • Claims against authority of employees 	End of Claim	6 Years (or age 25 is still under)	Destroy	Legal Limitation

1.1 3	Insurance	Insurance Claims and Settlements (Property Only)	<ul style="list-style-type: none"> • Claims Records, • Correspondence, 	End of Claim	15 Years	Destroy	Legal Limitation
1.1 4	Internal Management	Internal Management	<ul style="list-style-type: none"> • Meeting Minutes (below exec/Board Level), • Team Updates 	End of Process	6 Years	Destroy	Information Governance Alliance
Comms							
2.1	Public Relations	Major Public Consultations - The process of consulting the public and staff in the development of significant policy of the local authority	<ul style="list-style-type: none"> • Feedback returns • Analysis 	End of process	5 Years	Destroy	Best Practice
2.2	Public Relations	Minor Public Consultations - The process of consulting the public and staff in development of minor policies of the local authority	<ul style="list-style-type: none"> • Feedback returns • Analysis 	End of process	1 Year	Destroy	Best Practice
2.3	Public Relations	Press Releases	<ul style="list-style-type: none"> • Copies of releases to the media 	When Released	7 Years	Destroy	The National Archives
2.4	Public Relations	Press Cuttings	<ul style="list-style-type: none"> • Published clippings 	When issued	1 Year	Destroy	The National Archives
2.5	Public Relations	Image Library Records	<ul style="list-style-type: none"> • Photos 	When superseded	When no longer in use	Destroy	The National Archives
2.6	Public Relations	Press Requests	<ul style="list-style-type: none"> • Requests for information or response from media 	End of Correspondence	7 Years	Destroy	The National Archives
2.7	Public Relations	Marketing and Promotional Campaigns	<ul style="list-style-type: none"> • Content developed for public campaigns or marketing 	End of process	3 Years	Destroy	Best Practice

2.8	Internal Management	Internal Communications	<ul style="list-style-type: none"> • Team Briefs, • Focus Group Meetings 	When Released	3 Years	Destroy	Best Practice
Procurement							
3.1	Tender	Invitations and Expressions	<ul style="list-style-type: none"> • Invitations to Tender, • Expressions of Interest, • Tenders received forms, • Unsuccessful Tenders, • Quotations 	Contract Let	2 Years	Destroy	Statutory Compliance
3.2	Tender	Contractual Negotiation	<ul style="list-style-type: none"> • Post Tender negotiations, • Clarification Documents 	End of Contract	2 Years	Destroy	Statutory Compliance
3.3	Tender	Purchase Approvals	<ul style="list-style-type: none"> • Management Approvals, • Appointments, • Delegations, • Audit Investigations 	Contract Let	7 Years	Destroy	Statutory Compliance
3.4	Contract	Contracts (under seal)	<ul style="list-style-type: none"> • Successful Tender Documentations, • Tender Evaluation Document, • Forms of Tender • Quotations, • Signed Contract (under seal), • Variations, • Extensions, • Survey Site Plans, • Final Accounts • Deferred or Abandoned Schemes (under seal) 	End of Contract	12 Years	Destroy	Statutory Compliance

3.5	Contract	Contracts (ordinary)	<ul style="list-style-type: none"> • Specifications, • Survey Site Plans • Deferred or Abandoned Schemes (ordinary) 	End of Contract	12 Years	Destroy	Statutory Compliance
3.6	Performance	Contractual Performance	<ul style="list-style-type: none"> • Performance Reports 	End of Report	2 Years	Destroy	Statutory Compliance
3.7	Purchasing	Requisitions	<ul style="list-style-type: none"> • Material Requests - Any items not stock items 	End of Activity	6 Years	Destroy	Financial
3.8	Stores	Proof of delivery	<ul style="list-style-type: none"> • POD's for delivery 	End of Activity	2 Years	Destroy	Statutory Compliance
3.9	Stores	Internal Audits	<ul style="list-style-type: none"> • Van Check accuracies, • Stock take x2 yearly, • Write offs 	End of Activity	2 Years	Destroy	Statutory Compliance
3.10	Stores	Stock Management	<ul style="list-style-type: none"> • Orders/requests for stock materials, • Write off stock 	End of Activity	2 Years	Destroy	Statutory Compliance
Finance							
4.1	Accounts Payable	Purchase Invoicing	<ul style="list-style-type: none"> • Invoices, • Requisitions, • Purchase Orders, • Credit/Debit Notes 	End of process	6 Years (From financial year end)	Destroy	Finance Act 1998
4.2	Accounts Payable	Journal Processing	<ul style="list-style-type: none"> • General Ledger, • Other Journals 	End of process	6 Years (From financial year end)	Destroy	Finance Act 1998
4.3	Accounts Payable	Supplier Administration	<ul style="list-style-type: none"> • Supplier details, • Banking data, • Vendor Master 	End of process	6 Years (From financial year end)	Destroy	Finance Act 1998

4.4	Accounts Payable	Statements	<ul style="list-style-type: none"> • Accounts rendered/payable, • Outstanding orders 	End of process	6 Years (From financial year end)	Destroy	Finance Act 1998
4.5	Accounts Receivable	Payment card processing	<ul style="list-style-type: none"> • User profiles, • Payment details, • Address verifications 	When superseded	1 Month	Destroy	Payment Card Industry (PCI) Standards
4.6	Accounts Receivable	Insolvency records	<ul style="list-style-type: none"> • Collection & Insolvency correspondence, • Case paperwork, • Settlement plans 	Completion of issue	6 Years (From financial year end)	Destroy	Finance Act 1998
4.7	Accounts Receivable	Reconciliations	<ul style="list-style-type: none"> • Account amendments, • Write-backs, • Write-offs 	Completion of issue	6 Years (From financial year end)	Destroy	Finance Act 1998
4.8	Accounts Receivable	Journal Processing	<ul style="list-style-type: none"> • General Ledger, • Other Journals 	End of process	6 Years (From financial year end)	Destroy	Finance Act 1998
4.9	Accounts Receivable	Customer account management	<ul style="list-style-type: none"> • Account details 	End of process	6 Years (From financial year end)	Destroy	Finance Act 1998
4.10	Accounts Receivable	Sales invoicing	<ul style="list-style-type: none"> • Billing documents, • Invoices, • Credit/Debit notes, • Receipts 	End of process	6 Years (From financial year end)	Destroy	Finance Act 1998
4.11	Financial Management	Budgets	<ul style="list-style-type: none"> • Annual Budget, • Forecasting, • Budgeting control, • Year end audit 	End of process	6 Years (From financial year end)	Destroy	Finance Act 1998

4.1 2	Financial Management	Instructions and Payments	<ul style="list-style-type: none"> • Incoming and Outgoing payments, • Electronic banking, • Opening and closing of accounts 	End of process	6 Years (From financial year end)	Destroy	Finance Act 1998
4.1 3	Financial Management	Expenses Management	<ul style="list-style-type: none"> • Claims, • Authorisation, • Receipts, • Petty Cash 	End of process	6 Years (From financial year end)	Destroy	Finance Act 1998
4.1 4	Financial Management	Grant Claim Records	<ul style="list-style-type: none"> • Applications 	End of process	6 Years (From financial year end)	Destroy	Finance Act 1998
4.1 5	Payroll	Payroll Records	<ul style="list-style-type: none"> • Wage slips, • Deduction wage sheets, • Student loan repayments, • Statutory maternity/paternity payments, • Sick pay 	End of financial year	6 Years (From financial year end)	Destroy	CIPD Recommended
4.1 6	Taxation	VAT Records	<ul style="list-style-type: none"> • Claims and returns, • HMRC enquiries and responses 	End of process	10 Years	Destroy	Companies Act 2006
4.1 7	Taxation	PAYE	<ul style="list-style-type: none"> • Inland revenue tax records, • Payment evidence 	End of process	10 Years	Destroy	Companies Act 2006
4.1 8	Taxation	Corporation Tax	<ul style="list-style-type: none"> • Computations and Returns, • HMRC enquiries and responses 	End of process	10 Years	Destroy	Companies Act 2006
4.1 9	Creditors	Creditor Invoices	<ul style="list-style-type: none"> • Invoices 	End of financial year	6 Years	Destroy	CIPD Recommended
4.2 0	Creditors	Imprest Documentation	<ul style="list-style-type: none"> • Account Details 	End of financial year	6 Years	Destroy	CIPD Recommended

4.2 1	Fraud	Theft and/or Fraud Investigations	<ul style="list-style-type: none"> • Audit • Fraud Case File • Money Laundering Risk Assessments • Corruption Files 	End of Investigation	5 Years	Destroy	The National Archives
Income Management							
5.1	Income Management	Refunds/Compensatory Payments	<ul style="list-style-type: none"> • Refund/Compensatory Log • Records of Refund Decisions 	When Action Completed	7 Years	Destroy	Finance Act 1998
5.2	Income Management	Leasing	<ul style="list-style-type: none"> • Lease Agreements • Lease Variations • LVT Applications and outcomes • Service Charges 	End of Lease	6 Years	Destroy	Limitations Act
5.3	Income Management	Write off Schedules	<ul style="list-style-type: none"> • Type of Debt Records • Write-Off Approval 	Write-off Approved	6 Years	Destroy	Business Decision
5.4	Income Management	Accounts Management	<ul style="list-style-type: none"> • Rent Statements • Annual Rent Increase/Decrease • Year End Processing Records • Control of Rent Collection • Statements/Rent Notifications/Arrears Letters • Verification of Benefits Received 	When Action Completed	6 Years	Destroy	Finance Act 1998
5.5	Income Management	Rent Recovery	<ul style="list-style-type: none"> • Investigation/Follow Up Records • Notices of Seeking Possession • Referrals / Court Entries 	Write-off Approved	6 Years	Destroy	Finance Act 1998

	Tenant Management						
6.1	Tenancy	Tenant Record	<ul style="list-style-type: none"> • Application Form (Successful only), • Tenancy Agreement, • Tenancy Correspondence, • Tenancy payment records, • Tenant departure details 	End of Tenancy (NB: If a tenancy ends in arrears see ref: xxx)	6 Years	Destroy	Limitation Act 1980, section 2
6.2	Tenancy	Emergency Planning	<ul style="list-style-type: none"> • Emergency Contact Details 	End of Tenancy	2 days	Destroy	Best Practice
6.3	Tenancy	Tenant Applications (Unsuccessful only. Successful applications placed on Tenancy Record)	<ul style="list-style-type: none"> • New tenant application form, • Supporting documentation, • Application for tenancy transfer 	End of process	6 Years	Destroy	Limitation Act 1980, section 2
6.4	Tenancy	Rent Statements	<ul style="list-style-type: none"> • Rent Statements 	Date of Receipt	2 Years	Destroy	Best Practice
6.5	Tenant Support Services	Referrals (Domestic Abuse, Social Care etc)	<ul style="list-style-type: none"> • Referrals • MARAC 	Referral Closure	10 Years	Destroy	Statutory requirement under the Safeguarding Vulnerable Groups Act 2006 and Care Act 2014
6.6	Tenant Support Services	Safeguarding work and support (Children)	<ul style="list-style-type: none"> • Care Plans, • Case Files 	Birth of child	25 Years	Destroy	NSPCC IRMS
6.7	Tenant Support Services	Safeguarding work and support (Adult)	<ul style="list-style-type: none"> • Care Plans, • Case Files 	End of Support	10 Years	Destroy	Statutory requirement under the Safeguarding Vulnerable Groups Act 2006 and Care Act 2014
6.8	Tenant Support Services	Young carers indicators	<ul style="list-style-type: none"> • Indicator on record 	Birth of child	25 Years	Destroy	Children & Social Work Act 2017

6.9	Tenant Support Services	Specialist needs and support	<ul style="list-style-type: none"> • Referrals 	End of Tenancy	6 Years	Destroy	Limitation Act 1980, section 2
6.10	Tenant Support Services	European Social Fund support	<ul style="list-style-type: none"> • Enrolment, • Initial Assessment, • Attendance Registers, • Achievement, • Examination results, • Learner Support, • Discretionary Learner Support 	End of Activity	15 Years	Destroy (Prior to the destruction of any documents, confirmation should be sought from the Managing Authority)	ESFA and ESF funders requirement
6.11	Housing Management	Warning Markers	<ul style="list-style-type: none"> • Marker on system • Records of incidents relating to marker, • Correspondence relating to marker 	Marker Removed	5 Years	Destroy	Best Practice
6.12	Anti-Social Behaviour	ASB Orders	<ul style="list-style-type: none"> • Official orders • Reports of ASB 	End of Tenancy	6 Years	Destroy	Best Practice
	Customer Service						
7.1	Customer Service	Registers of Enquiries and Complaints	<ul style="list-style-type: none"> • Complaints Log 	End of Report	10 Years	Destroy	Best Practice
7.2	Customer Service	Compliments	<ul style="list-style-type: none"> • Correspondence 	When received	1 Year	Destroy	Best Practice
7.3	Customer Service	Complaints (Stage 1 & 2)	<ul style="list-style-type: none"> • Correspondence and papers, • Investigation, • Register of complaints, • Notes from committee regarding complaints 	Closure of complaint	6 Years	Destroy	Housing Ombudsman

7.4	Customer Service	Complaints (Ombudsman)	<ul style="list-style-type: none"> • Correspondence and papers, • Investigation (including Ombudsman correspondence), • Notes from committee regarding complaints 	Closure of complaint	6 Years	Destroy	Housing Ombudsman
7.5	Customer Service	Compensation	<ul style="list-style-type: none"> • Compensation Log 	End of Activity	7 Years	Destroy	Best Practice
7.6	Customer Service	Customer service reporting	<ul style="list-style-type: none"> • Surveys, • Reports on particular complaints, • Enquiries 	End of report	1 Year	Destroy	The National Archives
7.7	Customer Service	Appointments/Booking in	<ul style="list-style-type: none"> • Online portals bookings • Translator bookings 	When Completed	2 Years	Destroy	The National Archives
7.8	Community	Localised Hire Agreements	<ul style="list-style-type: none"> • Annual Management Agreements, • Community Centre User Sign Ups 	When Completed	6 Years	Destroy	Best Practice
7.9	Community	Localised Rental Arrangements	<ul style="list-style-type: none"> • Mobility Scooter Parking Space Rentals 	When Completed	6 Years	Destroy	Best Practice
7.10	Community	CCTV Recordings	<ul style="list-style-type: none"> • Localised CCTV recordings 	Creation	30 Days	Destroy	National CCTV Strategy
	Property Management						
8.1	Property Management	Property Developments and Renovations	<ul style="list-style-type: none"> • Project plans and specifications, • Documentation of work carried out, • Certifications 	Completion of all issues	12 Years	Destroy	Limitations Act
8.2	Property Management	Repairs and Maintenance	<ul style="list-style-type: none"> • Issues raised, • Logging Repairs • Orders Raised 	Completion of issue	12 Years	Destroy	Limitations Act

8.3	Property Management	Compliance	<ul style="list-style-type: none"> • Electrical Installation Condition Reports • Gas Safety Certificates 	Completion of issue	12 Years	Destroy	Business Rationale
8.4	Property Management	Leased Property	<ul style="list-style-type: none"> • Leases and Management Agreements spreadsheet, • Record of lease and/or deed title, • Details of former leases 	Expiry of lease	15 Years	Destroy	NCVO
8.5	Property Management	Rent registrations	<ul style="list-style-type: none"> • Housing Register 	When superseded (if not superseded to retain for life of company)	6 Years	Destroy	Rent Officer Handbook recommendation
8.6	Property Management	Fair rent documentation	<ul style="list-style-type: none"> • Fair Rent Regulation 	When superseded (if not superseded to retain for life of company)	6 Years	Destroy	Rent Officer Handbook recommendation
8.7	Property Management	Wayleaves, licences and easements	<ul style="list-style-type: none"> • Wayleaves, licences and easements 	Rights given or received cease	12 Years	Destroy	Limitations Act
8.8	Property Management	Planning and building control permissions	<ul style="list-style-type: none"> • Planning Requests, • Authorisations, • Planning Rejections 	Sale of Property	12 Years	Destroy	Limitation Act 1980, section 2
8.9	Property Management	Searches	<ul style="list-style-type: none"> • Search Details, • Search Results 	Sale of Property	12 Years	Destroy	Limitation Act 1980, section 2
8.10	Property Management	Property maintenance records	<ul style="list-style-type: none"> • Gardening, • Painting, • Cleaning, • Plant files 	Completion of issue	12 Years	Destroy	Limitation Act 1980, section 2

8.1 1	Property Management	Reports and professional opinions	<ul style="list-style-type: none"> • Correspondence, • Specialist reports 	Completion of issue	12 Years	Destroy	Limitation Act 1980, section 2
8.1 2	Property Management	Property Ownership	<ul style="list-style-type: none"> • Schedules of acquisitions, • Assets Registers, • Subsidiary Registers 	Submission	Life of Company	Destroy	Best Practice
8.1 3	Property Management	Asset Reporting	<ul style="list-style-type: none"> • Consolidated current asset reports, • Annual Reports, • Summary of assets, • Asset Stock monitoring records 	When Completed	12 Years	Destroy	Best Practice
8.1 4	Property Management	Reviewing Assets	<ul style="list-style-type: none"> • Inventories, • Stocktaking, • Surveys of use, • Routine reports 	When Completed	12 Years	Destroy	Best Practice
8.1 5	Property Management	Video Diagnostics	<ul style="list-style-type: none"> • Tenant videos of work required 	Submission	1 Year	Destroy	Best Practice
	Sales and Acquisition						
9.1	Property Sales	Property Plans	<ul style="list-style-type: none"> • Title Plans 	Sale of Property	12 Years	Destroy	Estate Agency Act 1979
9.2	Property Sales	Registrations of interest	<ul style="list-style-type: none"> • Expressions of interest queries 	Sale of Property	2 Years	Destroy	National Housing Federation
9.3	Property Sales	Offer Details	<ul style="list-style-type: none"> • Details of offer exchanges 	Sale of Property	12 Years	Destroy	Estate Agency Act 1979
9.4	Property Sales	Completion documentation	<ul style="list-style-type: none"> • Legal documents relating to sale, • Particulars of sale documentation 	Sale of Property	12 Years	Destroy	Housing Act 1985
9.5	Property Sales	Post purchase questionnaire/ customer feedback	<ul style="list-style-type: none"> • Responses 	Date of Receipt	3 Years	Destroy	The National Archives

9.6	Property Sales	Help to Buy applications	<ul style="list-style-type: none"> • Applications, • Help to buy agreements 	Sale of Property	12 Years	Destroy	Limitation Act 1980, section 2
9.7	Property Sales	Resales (Shared Ownership)	<ul style="list-style-type: none"> • Owner documentation, • Sales documentation 	Sale of Property	12 Years	Destroy	Limitation Act 1980, section 2
9.8	Property Sales	Right to Buy/ Acquire files	<ul style="list-style-type: none"> • Applications, • Right to buy agreements 	Sale of Property	12 Years	Destroy	Housing Act 1985
9.9	Property Sales	Abstracts of title	<ul style="list-style-type: none"> • Summary of title deeds 	Sale of Property	12 Years	Destroy	Limitation Act 1980, section 2
Health and Safety							
10.1	Inspections & Assessments	Equipment testing	<ul style="list-style-type: none"> • Testing records • Testing reports, • Plant Testing, 	When superseded	12 Years	Destroy	PUWER 6(3) ISRM Limitations Act: Civil Law
10.2	Inspections & Assessments	Risk Assessments	<ul style="list-style-type: none"> • Health and Safety Risk Registers, • Risk assessment reports 	When previous assessment is obsolete	6 Years	Destroy	COSHH Reg. 6(4) The Management of Health and Safety at Work Regulations 1999 Reg. 3(6) The Provision and Use of Work Equipment Regulations 1998 Reg. 6(3)
10.3	Inspections & Assessments	Accidents	<ul style="list-style-type: none"> • Accident forms, • Records of injuries 	Date of Occurrence	6 Years or aged 21 - whichever is greater (unless related to hazardous substance involvement)	Destroy	RIDDOR 1995

10.4	Inspections & Assessments	Near Miss and Concerns	<ul style="list-style-type: none"> • Near Miss Form 	Date of Occurrence	6 Years or aged 21 - whichever is greater (unless related to hazardous substance involvement)	Destroy	RIDDOR 1995
10.5	Inspections & Assessments	Reporting	<ul style="list-style-type: none"> • Assessment reports 	When superseded	6 Years	Destroy	Limitations Act
10.6	Hazardous Monitoring	Asbestos	<ul style="list-style-type: none"> • Property Asbestos files, • Employee records of potential exposure, • Investigations into exposure, • Asbestos surveys • Monitoring health hazard processes 	Last Action	40 Years	Destroy	Control of Asbestos Regulations 2012
10.7	Hazardous Monitoring	Radiation	<ul style="list-style-type: none"> • Radon Monitoring, • Employee records of potential exposure, • Investigations into exposure, • Records of incidents and spillages • Monitoring health hazard processes 	Last Action	50 Years	Destroy	Ionising Radiation Regulations
10.8	Hazardous Monitoring	Legionella	<ul style="list-style-type: none"> • Legionella monitoring, • Legionella control monitoring • Monitoring health hazard processes 	Last Action	12 Years	Destroy	COSHH
10.9	Employee Safety	Work station assessments	<ul style="list-style-type: none"> • Assessment checklist, • DSE Assessment 	End of Activity	1 Year	Destroy	Best Practice

10.10	Policy	Policy	• Health and Safety related policies	When superseded	Permanent	Archive Internally	Health and Safety at Work Act 1979
	Human Resources						
11.1	Recruitment	Recruitment Campaigns	• Job adverts, • Role Profiles	End of campaign	1 Year	Destroy	Best Practice
11.2	Recruitment	Unsuccessful Applications	• Applications forms, • Shortlist Details, • Interview Notes	End of campaign	18 Months	Destroy	CIPD Recommended
11.3	Recruitment	Job Role Evaluations (Position, not individual)	• Role Profiles, • Role Evaluation	When Superseded	Immediate	Destroy	CIPD Recommended
11.4	Recruitment	References (Successful & Unsuccessful applicants)	• Reference, • Referee details	When Completed	18 Months	Destroy	CIPD Recommended
11.5	Personnel Records	Employee Record	• Application form (successful applicants only), • Acceptance/Offer letter, • Contract of employment, • Contract extension notice, • Job Share, • Probation Period, • Changes to hours, • Redundancy, • Variation to Contract, • Honourium	End of Employment	6 Years	Destroy	CIPD Recommended Limitations Act
11.6	Personnel Records	Health Record	• Candidate fit for work, • Health screening	First Pension Payment	6 Years	Destroy	CIPD Recommended Limitations Act

11.7	Personnel Records	Employment Requests	<ul style="list-style-type: none"> • Flexible Working changes 	Completion of all issues	18 months	Destroy	CIPD Recommended Limitations Act
11.8	Personnel Records	Declaration to Work in UK (BPSS) (Successful applicants only. Unsuccessful applicants - not retained)	<ul style="list-style-type: none"> • Birth Certificate, • Proof of National Insurance 	End of Employment	2 Years	Destroy	Best Practice
11.9	Personnel Records	DBS Checks	<ul style="list-style-type: none"> • DBS Certification 	Receipt of check	3 Months	Destroy	CIPD Recommended
11.10	Personnel Records	Awards and Recognition	<ul style="list-style-type: none"> • Compliments, • Thank you letters, • Excellent attendance, • Employee of the month/year 	When issued	3 Years	Destroy	CIPD Recommended
11.11	Personnel Records	Induction	<ul style="list-style-type: none"> • First day/week checklist, • Induction Checklist, • Onboarding, • Probation Period 	Creation	6 Years	Destroy	CIPD Recommended
11.12	Personnel Records	Redundancy	<ul style="list-style-type: none"> • Redundancy Details 	End of Employment	6 Years	Destroy	CIPD Recommended
11.13	Personnel Records	Emergency Planning	<ul style="list-style-type: none"> • Next of Kin personal details 	Individual ends role	2 Working Days	Destroy (Information may move under new management if individual stays in a role which requires next of kin information)	Best Practice

11.14	Discipline & Grievance	Arrangements for Disciplinary/ Dismissal Hearing	<ul style="list-style-type: none"> • Correspondence, • Meeting Invites 	Closure of case	6 Years	Destroy	CIPD Recommended
11.15	Discipline & Grievance	Hearing Outcomes	<ul style="list-style-type: none"> • Meeting Minutes, • Formal recording of outcome, • Correspondence and notification of action 	End of Employment	6 Years	Destroy	CIPD Recommended
11.16	Discipline & Grievance	Informal Discussion	<ul style="list-style-type: none"> • Performance conversations before formal action 	Closure of case	6 Years	Destroy	CIPD Recommended
11.17	Discipline & Grievance	Performance Management Report	<ul style="list-style-type: none"> • Notification of incidents 	Closure of case	6 Years	Destroy	CIPD Recommended
11.18	Absence (Sickness)	Sickness	<ul style="list-style-type: none"> • Absence notification, • Self-Certificates, • Fit notes, • Welfare Meetings, • Counselling, • Occupational Health, • Physio 	End of Employment	6 Years	Destroy	CIPD Recommended
11.19	Absence (Non-Sickness)	Maternity/Paternity/Shared Leave	<ul style="list-style-type: none"> • Leave documentation and summaries 	End of leave	3 Years - End of tax year in which leave ends	Destroy	CIPD Recommended
11.20	Absence (Non-Sickness)	Non-sickness leave (separate from maternity/paternity/Parental)	<ul style="list-style-type: none"> • Special Leave, • Disability Leave 	End of leave	2 Years	Destroy	CIPD Recommended
11.21	Absence (Non-Sickness)	Parental Leave	<ul style="list-style-type: none"> • Leave Requests, • Details of child/children 	Birth of child	18 Years	Destroy	CIPD Recommended

11.22	Training	Blanket Training Requirement	<ul style="list-style-type: none"> • Certificates, • College/University Training, • PDRs, • Fire Warden Training, • First Aid Training 	When Completed	6 Years	Destroy	CIPD Recommended
11.23	Training	Professional Training Requirement	<ul style="list-style-type: none"> • PET, • Professional Training Fees, • Accreditation 	When Completed	6 Years	Destroy	CIPD Recommended
11.24	Working Time Records	Working Patterns	<ul style="list-style-type: none"> • Shift Patterns, • Rotas, • Request for last minute leave 	When Completed	2 Years	Destroy	Working Time Regulations
11.25	Trade Union Management	Trade Union Agreements	<ul style="list-style-type: none"> • Trade Union Framework • Membership Numbers 	When ceased to be active	10 Years	Destroy	Best Practice
Information Services							
12.1	Data Governance	Subject Access Requests	<ul style="list-style-type: none"> • Initial request for information, • Returned correspondence 	When Completed	3 Years	Destroy	Information Governance Alliance Records Management Code of Practice for Health and Social Care
12.2	Data Governance	Freedom of Information Requests	<ul style="list-style-type: none"> • Initial request for information, • Returned Correspondence, • Internal Correspondence 	When Completed	3 Years	Destroy	Information Governance Alliance Records Management Code of Practice for Health and Social Care

12.3	Data Governance	Data Protection Impact Assessments	<ul style="list-style-type: none"> • DPIA, • Correspondence and agreements 	End of process	10 Years (single version retained by Data Protection function) 1 Month (version completed by project)	Destroy	Best Practice
12.4	Data Governance	Sharing Agreements	<ul style="list-style-type: none"> • Information Sharing Protocols • Memorandum of Understanding, • Mutual Aid Agreements, • Service Level Agreements 	End of Agreement	10 Years	Destroy	Best Practice
12.5	Data Governance	Data Breaches	<ul style="list-style-type: none"> • Report of breach occurred, • Internal investigation, • ICO Referrals 	End of process	6 Years	Destroy	Limitations Act
12.6	Records and Information Management	Retention Schedules	<ul style="list-style-type: none"> • All previous Retention Schedules, 	When superseded	Permanent	Retain	The National Archives
12.7	Records and Information Management	Disposal Certificates	<ul style="list-style-type: none"> • Metadata Stubs, • Certificates of disposal 	When Completed	Permanent	Retain	The National Archives
12.8	Records and Information Management	Information surveys and audits	<ul style="list-style-type: none"> • Records Management Assessments, • Audit Logs 	When Completed	5 Years	Destroy	The National Archives
12.9	Records and Information Management	Off-Site transfer	<ul style="list-style-type: none"> • Retrieval Requests, • Collection Requests 	When Completed	2 Years	Destroy	The National Archives
12.10	Records and Information Management	Standards and Processes	<ul style="list-style-type: none"> • Business Classifications Schemes, • Metadata Standards 	When all records are destroyed	Immediate	Destroy	The National Archives

12.11	Records and Information Management	Advice and Guidance	<ul style="list-style-type: none"> • Email Queries 	When Completed	1 Year	Destroy	Best Practice
12.12	Information Technology	System implementation and developments	<ul style="list-style-type: none"> • System plans, • System updates 	When superseded	6 Months	Destroy	The National Archives
12.13	Information Technology	System Administration	<ul style="list-style-type: none"> • Service Requests, • User Account Management, • Licences, • Change Requests 	When Completed	6 Years	Destroy	Limitations Act
Project Management							
13.1	Project Management	Project Plans	<ul style="list-style-type: none"> • Drafts • Final Plans • Project Initiation Document (PID) • Business Case • Budgets • Reports 	When Completed	12 Years	Destroy	Limitations Act