

# **Retention and Destruction Schedule Employee Records**

**Corporate Services  
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Data Label: Official

## Retention of Records in Employee Files

Administering Employees	Examples of Record Type	Trigger	Retention Period	Action	Authority	Citation/ Notes
Attendance Management	<ul style="list-style-type: none"> <li>Medical referrals/ reports</li> <li>OH Correspondence</li> <li>Risk Assessments</li> <li>Medical Certificates</li> </ul>	Termination of employment	6 years (25 years if working with vulnerable groups)	Destroy	Business Requirement	Statute of Limitation Act 1980 (As Advised by CIPD & Scottish Councils for Archives)
	<ul style="list-style-type: none"> <li>Medical records and details of biological tests under the Control of Lead at Work Regulations</li> </ul>	Date of last entry	40 years	Destroy	The Control of Lead at Work Regulations 1998(SI 1998/543) as amended by the Control of Lead at Work Regulations 2002 (SI 2002/2676)	
	<ul style="list-style-type: none"> <li>Medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)</li> </ul>	Date of last entry	40 years	Destroy	The Control of Substances Hazardous to Health Regulations 1999 and 2002 (COSHH) (SIs 1999/437 and 2002/2677)	
	<ul style="list-style-type: none"> <li>Medical records under the Control of Asbestos at Work Regulations. Medical records containing details of employees exposed to asbestos.</li> <li>Medical examination certificates</li> </ul>	Date of last entry  From the date of issue	40 years from the date of the last entry  4 years	Destroy	The Control of Asbestos at Work Regulations 2002 (SI 2002/2675). Also see the Control of Asbestos Regulations 2006 (SI 2006/2739) and the Control of Asbestos Regulations 2012 (SI 2012/632)	
	<ul style="list-style-type: none"> <li>Medical records under the Ionising Radiations Regulations 1999</li> </ul>		Until the person reaches 75 years of age, but in any event for at least 50 years	Destroy	The Ionising Radiations Regulations 1999 (SI 1999/3232)	

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Change forms	<ul style="list-style-type: none"> <li>Change Request Forms</li> </ul>	Termination of employment	6 years (25 years if working with vulnerable groups)	Destroy	Taxes Management Act 1970	
Contractual Documentation	<ul style="list-style-type: none"> <li>Resignation letters</li> <li>Contractual letters/ documents</li> <li>Wage/salary records (also overtime, bonuses, expenses)</li> <li>Bank details</li> <li>Flexible working requests</li> </ul>	Termination of employment	6 years (25 years if working with vulnerable groups)	Destroy	Taxes Management Act 1970	
	<ul style="list-style-type: none"> <li>Pension Records</li> <li>Opting out/in forms</li> </ul>	<p>End of current year after date of payment</p> <p>Termination of employment</p>	<p>12 years after the benefit ceases.</p> <p>Age 100 years</p>	<p>Destroy</p> <p>Destroy</p>	<p></p> <p>Business Requirement</p>	The Local Government Pension Scheme (Management and Investment of Funds) (Scotland) Amendment Regulations, SSI 2000 No. 74
	<ul style="list-style-type: none"> <li>Income tax and NI returns, income tax records and correspondence with HMRC</li> </ul>	End of the financial year to which they relate	Not less than 3 years after the end of the relevant financial year.	Destroy	The Income Tax (Employments) Regulations 1993(SI 1993/744) as amended, for example by The Income Tax (Employments) (Amendment No. 6) Regulations 1996 (SI 1996/2631)	
Discipline	<ul style="list-style-type: none"> <li>Informal Counselling (pre-disciplinary)</li> </ul>	Date of counselling	6 months	Destroy	Business Requirement – HR Policy	
	<ul style="list-style-type: none"> <li>No warning given</li> </ul>	Date of decision not to proceed	Destroy immediately	Destroy	Business Requirement – HR Policy	

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Administering Employees	Examples of Record Type	Trigger	Retention Period	Action	Authority	Citation/ Notes
	<ul style="list-style-type: none"> <li>Oral warnings</li> </ul>	Date of Warning	6 months (non-teaching staff), 12 months (teaching staff)	Destroy	Business Requirement – HR Policy	Disciplinary Procedure
	<ul style="list-style-type: none"> <li>Written warnings</li> </ul>	Date of Warning	12 months (non-teaching staff), 18 months (teaching staff)	Destroy	Business Requirement – HR Policy	Disciplinary Procedure
	<ul style="list-style-type: none"> <li>Final Written warnings</li> </ul>	Date of Warning	24 months	Destroy	Business Requirement – HR Policy	Disciplinary Procedure
	<ul style="list-style-type: none"> <li>Final warnings including punitive action short of dismissal</li> </ul>	Date of Warning	24 months (non-teaching staff), 6 years from termination of employment (teaching staff)	Destroy	Business Requirement – HR Policy	
	<ul style="list-style-type: none"> <li>Warnings involving children or vulnerable adults</li> </ul>	Termination of employment	25 years	Destroy	Business Requirement	
Employee Details	<ul style="list-style-type: none"> <li>Employee contact details</li> <li>Statement of Particulars</li> <li>Pro forma declaring other employment</li> </ul>	Termination of employment	6 years (25 years if working with vulnerable groups)	Destroy	Need to retain record of: Name, DOB, Date of Appointment, Work history details, Titles & dates of posts held, as evidence of employment and for superannuation and pension purposes.	Statute of Limitation Act 1980 (As Advised by CIPD & Scottish Councils for Archives)
Grievances (Including Bullying and Harassment complaints)	<ul style="list-style-type: none"> <li>Correspondence</li> <li>Minutes of meetings</li> <li>Investigation Reports</li> <li>Risk Assessments</li> </ul>	Termination of employment	6 years (25 years if working with vulnerable groups)	Destroy	Business Requirement	Statute of Limitation Act 1980 (As Advised by CIPD & Scottish Councils for Archives)

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	<ul style="list-style-type: none"> <li>Bullying &amp; harassment investigations where complaint is found to be unfounded</li> </ul>	Completion of investigation	Destroy immediately	Destroy	Business Requirement – HR Policy	
Leave Requests	<ul style="list-style-type: none"> <li>Annual leave record</li> <li>Special leave requests</li> <li>Correspondence</li> </ul>	From date on which they were made	2 years	Destroy	The Working Time Regulations 1998 (SI 1998/1833)	Records relating to working time
	<ul style="list-style-type: none"> <li>Correspondence</li> <li>Forms</li> <li>Contractual letters</li> <li>Risk Assessments</li> <li>Statutory Maternity Pay records, calculations, certificates (Mat B1s) or other medical evidence</li> </ul>	After the end of the tax year in which the maternity period ends	3 years	Destroy	The Statutory Maternity Pay (General) Regulations 1986(SI 1986/1960) as amended. Maternity & Parental Leave Regulations 1999.	
Recruitment	<ul style="list-style-type: none"> <li>Application form</li> <li>Pre-employment checks including; References, Medical assessments and Immigration checks</li> <li>Conditional offer</li> <li>Recruitment application forms for unsuccessful candidate</li> </ul>	<p>Termination of employment</p> <p>From interview date</p>	<p>6 years (25 years if working with vulnerable groups)</p> <p>1 year</p>	<p>Destroy</p> <p>Destroy</p>	Business Requirement –SSSC inspection criteria	
Training Records/ Qualifications	<ul style="list-style-type: none"> <li>Copy of qualifications</li> <li>Induction checklists</li> <li>Training correspondence</li> <li>Registration documents</li> <li>Training records</li> </ul>	Termination of employment	6 years (25 years if working with vulnerable groups)	Destroy	Statutory	Statute of Limitation Act 1980 (As Advised by CIPD & Scottish Councils for Archives)

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