

Recommendations for the retention of human resources records which are held throughout the University

<i>Type of activity</i>	<i>Type of records held</i>	<i>Recommended local retention period (the number refers to years)</i>	<i>Where held centrally in the university</i>	<i>Legislation</i>
Staff management	Office / School - probation report, job description, job moves, training & development	While current staff	Human Resources	
Staff management	Office / School - appraisal	Superseded + 3, while current staff	-	
Staff admin	Office / School - contacts details	While current	Human Resources	Data Protection Act 1998
Staff admin	Office / School - holiday	CY + 1	-	
Staff admin	Office / School - sick leave, medical certificates	CY + 1	Finance	
Staff admin	Office / School - overtime, time sheets, expenses	CY + 1 (copies)	Finance	
Staff admin	Office / School – references provided by University	C + 1	-	
Staff admin	Office / School - Travel data, e.g. contact details, if abroad	CY + 1	For insurance purposes: Insurance Unit	
Staff management	Office / School – staff grievances, discipline, performance and capability, harassment and bullying cases.*	While procedure taking place	Human Resources	

C = creation (of the record)

CY = current year

Recommendations:

The types of staff records which Schools and Offices might hold, which are listed above, should be kept for those recommended lengths of time.

When a member of staff moves to another role within the university, their hard copy staff file, if one exists, should be handed over to their new School or Office. Electronic data may also be transferred if possible.

When a member of staff leaves the university, the types of records listed above should be kept for that recommended time period after they have left. Those records which are listed as being held centrally by Human Resources should be forwarded to Human Resources, if not already held by them. If they are copies of something already held by Human Resources, they can be destroyed.

*Where documents about staff grievances, discipline etc are held, these should not be kept with the staff file. It is acceptable to keep copies of documents locally while a grievance, discipline etc procedure is taking place, but after that they should be sent to Human Resources for storage or destruction.