

## 5 Human Resources

<b>BCS Reference – Level 2</b>	<b>Record Type</b>	<b>Retention Period</b>	<b>Authorised to Dispose</b>
<b>Staff Governance – Occupational Health and Safety</b>	Accident Forms	10 years minimum	Head of Service
	Reporting Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) including accident registers and reports	10 years minimum	Head of Service
	Audit Inspection Records	10 years minimum	Head of Service
	Health and Safety Committee Proceedings	10 years minimum	Head of Service
	Staff Occupational Health Records	10 years after leaving service	Head of Service
	Occupational Health SLA's and Procedures	6 years after award	Head of Service
	Mandatory Occupational and Health Safety Training Records	10 years after leaving service	Head of Service
	Asbestos Register	40 years	Head of Service
	All COSHH Documentation <ul style="list-style-type: none"> <li>▪ Safety Data Sheets</li> <li>▪ Risk Assessments</li> <li>▪ Risk Control Measures</li> <li>▪ Health Surveillance</li> </ul>	10 years minimum 10 years minimum 10 years minimum 40 years	Head of Service
	Ionising Radiation Regulations 1995 <ul style="list-style-type: none"> <li>▪ Health Records</li> <li>▪ Examination of respiratory equipment</li> <li>▪ Radiation passbooks</li> </ul>	50 years from date of last entry or age 75, whichever is longer 2 years 5 years after end of use	
	Occupational Health Reports	6 years after leaving service	Director of Human Resources & Workforce Development
	Health promotion – core papers and visual materials relating to major initiatives	Consider for permanent preservation	Head of Healthy Working Lives
<b>Administering Employees</b>	Disciplinary: First written warning	6 Months	Director of Human Resources & Workforce Development
	Disciplinary: Final written warning	12 months	
	Disciplinary: First and final	12 months	

	written warning		
	Disciplinary: Letter of Dismissal	10 years	
	Disciplinary: Records of action taken, including <ul style="list-style-type: none"> <li>▪ Details of rules breached</li> <li>▪ Employee's defence or mitigation</li> <li>▪ Action taken and reasons for it</li> <li>▪ Details of appeal and any subsequent developments</li> </ul>	6 years after leaving service	
	Establishment records – major including: <ul style="list-style-type: none"> <li>▪ Personnel files</li> <li>▪ Application forms, Letters of application and appointment</li> <li>▪ Contracts of Employment</li> <li>▪ Joining forms</li> <li>▪ Relevant pre and post-employment checks, for example, identity, eligibility to work in the UK, relevant qualifications, professional registration, references</li> <li>▪ Disclosure Scotland checks where applicable – only retain record of level of check, certificate number and outcome. Disclosure certificate must not be retained and must be destroyed in accordance with Disclosure Scotland Code of Practice (i.e. within 90 days)</li> <li>▪ Change forms</li> <li>▪ Job Descriptions</li> <li>▪ Job History</li> <li>▪ Sickness e.g. medical certificates</li> <li>▪ Summary of record of service (including name, position held, dates, etc)</li> <li>▪ Termination forms and correspondence</li> </ul>	Records for current staff, and for all leavers from 1 <sup>st</sup> January 2000, should be kept indefinitely – Equal Pay Recommendations	
	Establishment record – minor including: <ul style="list-style-type: none"> <li>▪ Attendance books</li> <li>▪ Annual leave records</li> </ul>	Records of current staff, and for all leavers from 1 <sup>st</sup> January 2000,	

	<ul style="list-style-type: none"> <li>▪ Duty rosters</li> <li>▪ Clock cards</li> <li>▪ Timesheets</li> </ul>	should be kept indefinitely – Equal Pay Recommendations	
	All other HR records relating to pay, grade and employment history	Records of current staff, and for all leavers from 1 <sup>st</sup> January 2000, should be kept indefinitely – Equal Pay Recommendations	
<b>Employee Engagement</b>	Industrial relations (not routine)	Permanent	
<b>Training and Development</b>	Personal Development: Appraisals / KSF Development Reviews	Records of current staff, and for all leavers from 1 <sup>st</sup> January 2000, should be kept indefinitely – Equal Pay Recommendations	
	Personal Development: Nurses – training records	Minimum of 40 years after completion of training	Nurse Director
	Personal Development: Study leave applications	2 years	Director of Human Resource and Workforce Development
	Personal Development: Training Records	Records of current staff, and for all leavers from 1 <sup>st</sup> January 2000, should be kept indefinitely – Equal Pay Recommendations	
<b>Recruitment</b>	Applications for employment – unsuccessful applicants	12 months after completion of recruitment procedure	Director of Human Resource and Workforce Development
	Job Advertisements	12 months after completion of recruitment procedure	Director of Human Resource and Workforce Development