

Service Name	Records Description	Start Event	Retention Rules	Business or Legal Req	Legislation Name	Legislation URL	Personal Info	Impact Level	Notes
Staff - accommodation	All records relating to the process for ending a tenancy of an allocated home	End of tenancy	6 years	BUSINESS	Limitation Act 1980 (Section 2)	<a href="http://www.legislation.gov.uk/ukpga/1980/section2">http://www.legislation.gov.uk/ukpga/1980/section2</a>	YES	IL2	
Staff - accommodation	All records relating to the repayment to late tenancy arrears for housing provided for employees	End of tenancy	6 years	BUSINESS	Limitation Act 1980 (Section 2)	<a href="http://www.legislation.gov.uk/ukpga/1980/section2">http://www.legislation.gov.uk/ukpga/1980/section2</a>	YES	IL2	
Staff - accommodation	Records relating to tenancies for housing provided for employees	Last action on the tenancy	6 years	BUSINESS			YES	IL2	
Staff - appraisal	All records relating to staff performance	Action completed	6 years	BUSINESS	Limitation Act 1980 (Section 2)	<a href="http://www.legislation.gov.uk/ukpga/1980/section2">http://www.legislation.gov.uk/ukpga/1980/section2</a>	YES	IL2	
Staff - appraisal	All records relating to the annual appraisal of staff	Creation of records	1 year	BUSINESS			YES	IL2	
Staff - benefits	All records relating to the development and implementation of staff benefits	Year records created	6 years	BUSINESS	HMRC - Compliance Handbook Manual CH15400	<a href="http://www.hmrc.gov.uk/manuals/hmmanual/CH15400.htm">http://www.hmrc.gov.uk/manuals/hmmanual/CH15400.htm</a>	NO	IL0	
Staff - business travel	All records relating to leased vehicle allowances	Year records created	6 years	BUSINESS	HMRC - Compliance Handbook Manual CH15400	<a href="http://www.hmrc.gov.uk/manuals/hmmanual/CH15400.htm">http://www.hmrc.gov.uk/manuals/hmmanual/CH15400.htm</a>	NO	IL0	
Staff - business travel	All records relating to officers driving their own vehicles on council business	Year records created	6 years	BUSINESS	Limitation Act 1980 (Section 2)	<a href="http://www.legislation.gov.uk/ukpga/1980/section2">http://www.legislation.gov.uk/ukpga/1980/section2</a>	NO	IL0	
Staff - communications	All records relating to responses made by councils to external enquiries	Year records created	1 year	BUSINESS			NO	IL0	
Staff - communications	Team Meeting/Management Team meeting minutes and papers held by individual teams where no corporate decisions are made	Date of meeting	1 year	BUSINESS			NO	IL0	Review at end of 1 year extension period
Staff - continuing professional development	All records relating to workforce development	Year records created	3 years	BUSINESS			NO	IL0	
Staff - disciplinary procedures	Case files relating to disciplinary matters	Close of case	6 years	BUSINESS	Limitation Act 1980 (Section 2)	<a href="http://www.legislation.gov.uk/ukpga/1980/section2">http://www.legislation.gov.uk/ukpga/1980/section2</a>	YES	IL2	Review at end of 6 years
Staff - disciplinary procedures	Casework/ Disciplinary where the case results in dismissal	Year records created	6 years	BUSINESS	Limitation Act 1980 (Section 2)	<a href="http://www.legislation.gov.uk/ukpga/1980/section2">http://www.legislation.gov.uk/ukpga/1980/section2</a>	YES	IL2	
Staff - disciplinary procedures	Casework/ Disciplinary where the case results in no case to answer	Start of investigation	End of the investigation	BUSINESS			YES	IL2	
Staff - disciplinary procedures	with a right of appeal to Managing Director or Chief Executive if issued by Managing Director	Date of warning	18 months	BUSINESS			YES	IL2	This period could be extended if required to be used for evidence to show that the employee was made aware of the seriousness of previous behaviour
Staff - disciplinary procedures	First warning - issued by line manager/senior manager, with a right of appeal to next level of management	Date of warning	18 months	BUSINESS			YES	IL2	This period could be extended if required to be used for evidence to show that the employee was made aware of the seriousness of previous behaviour
Staff - disciplinary procedures	Second warning - issued by the manager/senior manager, with a right of appeal to next level of management	Date of warning	6 months	BUSINESS			YES	IL2	This period could be extended if required to be used for evidence to show that the employee was made aware of the seriousness of previous behaviour
Staff - disciplinary procedures	Final warning - issued by line manager/senior manager, with a right of appeal to next level of management	Date of warning	6 months	BUSINESS			YES	IL2	This period could be extended if required to be used for evidence to show that the employee was made aware of the seriousness of previous behaviour
Staff - disciplinary procedures	Non Schools Case Work - Performance and Capability	Year records created	6 years	BUSINESS	Limitation Act 1980 (Section 2)	<a href="http://www.legislation.gov.uk/ukpga/1980/section2">http://www.legislation.gov.uk/ukpga/1980/section2</a>	YES	IL2	
Staff - disciplinary procedures	Second warning - issued by the manager/senior manager, with a right of appeal to the next level of management	Date of warning	1 year	BUSINESS			YES	IL2	This period could be extended if required to be used for evidence to show that the employee was made aware of the seriousness of previous behaviour
Staff - disciplinary procedures	Second warning - issued by the manager/senior manager, with a right of appeal to the next level of management	Date of warning	1 year	BUSINESS			YES	IL2	This period could be extended if required to be used for evidence to show that the employee was made aware of the seriousness of previous behaviour
Staff - disclosure of interests	All records relating to the disclosure of financial and non-financial interests that could conflict with the Council's interests	Termination of employment	1 year	BUSINESS	Local Government Act 1972	<a href="http://www.legislation.gov.uk/ukpga/1972/section2">http://www.legislation.gov.uk/ukpga/1972/section2</a>	YES	IL0	
Staff - employment tribunals	All records relating to employment tribunals	Year records created	6 years	BUSINESS	Limitation Act 1980 (Section 2)	<a href="http://www.legislation.gov.uk/ukpga/1980/section2">http://www.legislation.gov.uk/ukpga/1980/section2</a>	YES	IL2	
Staff - employment tribunals	Case files relating to Employment Tribunal Claims and other employment matters	Close of case	6 years	BUSINESS	Limitation Act 1980 (Section 2)	<a href="http://www.legislation.gov.uk/ukpga/1980/section2">http://www.legislation.gov.uk/ukpga/1980/section2</a>	YES	IL2	of the period of 3 months beginning with the date on which the ground for the complaint arose, or other such period as the tribunal considers reasonable. For a redundancy payment, a claim must be presented within 6 months beginning with the
Staff - expenses	All records relating to the payment of legitimately incurred business expenses to officers and others working for the organisation	Creation of records	6 years	BUSINESS	HMRC - Compliance Handbook Manual CH15400	<a href="http://www.hmrc.gov.uk/manuals/hmmanual/CH15400.htm">http://www.hmrc.gov.uk/manuals/hmmanual/CH15400.htm</a>	YES	IL0	
Staff - grievance	Casework - Grievance procedures	Date grievance resolved	6 years	BUSINESS	Limitation Act 1980 (Section 2)	<a href="http://www.legislation.gov.uk/ukpga/1980/section2">http://www.legislation.gov.uk/ukpga/1980/section2</a>	YES	IL2	
Staff - job analysis	All records relating to the development and implementation of job descriptions and person specifications	Date JD/person specification approved	6 years	BUSINESS			NO	IL0	
Staff - job analysis	All records relating to the evaluation of jobs	Date job evaluation completed	6 years	BUSINESS			NO	IL0	
Staff - occupational health	All records relating to employee eye tests	Date of test	New eye test completed	BUSINESS			YES	IL2	Retain until new eye test completed
Staff - outbribe	All records relating to individuals who are made redundant	Date of the individual made redundant	80 years	BUSINESS			YES	IL2	
Staff - outbribe	All records relating to staff transferred to other organisations (TUPE)	Date of transfer	6 years	BUSINESS	Protection of Employment Regulations 2006	<a href="http://www.legislation.gov.uk/ukpga/2006/26/contents/made">http://www.legislation.gov.uk/ukpga/2006/26/contents/made</a>	YES	IL2	
Staff - payroll	All records relating to car loan agreements	Financial year in which loan was taken out	6 years	BUSINESS	HMRC - Compliance Handbook Manual CH15400	<a href="http://www.hmrc.gov.uk/manuals/hmmanual/CH15400.htm">http://www.hmrc.gov.uk/manuals/hmmanual/CH15400.htm</a>	YES	IL2	
Staff - payroll	All records relating to events notifiable under the Retirement Benefits Schemes (Information Powers) Regulations 1999	Date event takes place	6 years	BUSINESS	Regulations 1999 (SI 1999/3100)	<a href="http://www.legislation.gov.uk/ukpga/1999/3100/section15/made">http://www.legislation.gov.uk/ukpga/1999/3100/section15/made</a>	YES	IL2	
Staff - payroll	All records relating to Income Tax and National Health Insurance returns	End of the financial year to which records relate	3 years	BUSINESS	The Income Tax (Employment) Regulations 1993	<a href="http://www.legislation.gov.uk/ukpga/1993/74/contents/made">http://www.legislation.gov.uk/ukpga/1993/74/contents/made</a>	NO	IL0	
Staff - payroll	All records relating to Interest Reserve approval	Creation of records	Permanent	BUSINESS	The Income Tax (Employment) Regulations 1993	<a href="http://www.legislation.gov.uk/ukpga/1993/74/contents/made">http://www.legislation.gov.uk/ukpga/1993/74/contents/made</a>	NO	IL0	
Staff - payroll	All records relating to relocation claims	3 years	BUSINESS				YES	IL2	
Staff - payroll	All records relating to the administration of parental leave where the child is disabled	Date of birth of child	18 years	BUSINESS			YES	IL2	
Staff - payroll	All records relating to the administration of parental leave where the child is not disabled	Date of birth of child	6 years	BUSINESS	HMRC - Compliance Handbook Manual CH15400	<a href="http://www.hmrc.gov.uk/manuals/hmmanual/CH15400.htm">http://www.hmrc.gov.uk/manuals/hmmanual/CH15400.htm</a>	YES	IL2	
Staff - payroll	All records relating to the administration of Statutory Maternity Pay	Tax year in which the maternity period ends	3 years	BUSINESS	Regulations 1995 (SI 1995/3100)	<a href="http://www.legislation.gov.uk/ukpga/1995/3100/section16/made">http://www.legislation.gov.uk/ukpga/1995/3100/section16/made</a>	YES	IL2	
Staff - payroll	All records relating to the administration of Statutory Sick Pay	Tax year to which the sick pay relates	3 years	BUSINESS	The Statutory Sick Pay (General) Regulations 1992 (SI 1992/994)	<a href="http://www.legislation.gov.uk/ukpga/1992/994/section13/made">http://www.legislation.gov.uk/ukpga/1992/994/section13/made</a>	YES	IL2	
Staff - recruitment	All records relating to schemes which recruit staff	Year records created	6 years	BUSINESS	HMRC - Compliance Handbook Manual CH15400	<a href="http://www.hmrc.gov.uk/manuals/hmmanual/CH15400.htm">http://www.hmrc.gov.uk/manuals/hmmanual/CH15400.htm</a>	YES	IL2	
Staff - recruitment	All records relating to the process of recommending employees for bonuses	Year of submission	3 years	BUSINESS			YES	IL2	
Staff - recruitment process	All records relating to an individual's employment history - paid recruitment	Termination	6 years	BUSINESS	Limitation Act 1980 (Section 2)	<a href="http://www.legislation.gov.uk/ukpga/1980/section2">http://www.legislation.gov.uk/ukpga/1980/section2</a>	YES	IL2	
Staff - recruitment process	All records relating to an individual's employment history - voluntary resignation	Termination	6 years	BUSINESS	Limitation Act 1980 (Section 2)	<a href="http://www.legislation.gov.uk/ukpga/1980/section2">http://www.legislation.gov.uk/ukpga/1980/section2</a>	YES	IL2	
Staff - recruitment process	All records relating to the appointment of Station Officers	Creation of records	Permanent	BUSINESS			YES	IL2	
Staff - recruitment process	All records relating to the creation, implementation and monitoring of the Council's 493's induction programme	Year records created	3 years	BUSINESS			NO	IL0	
Staff - recruitment process	All records relating to the development and implementation of terms and conditions of employment	Date terms and conditions enter into force	6 years	BUSINESS	Limitation Act 1980 (Section 2)	<a href="http://www.legislation.gov.uk/ukpga/1980/section2">http://www.legislation.gov.uk/ukpga/1980/section2</a>	NO	IL0	
Staff - recruitment process	All records relating to the selection process for Station Officers	Date of appointment	6 years	BUSINESS			YES	IL2	
Staff - recruitment process	Criminal Records Bureau/Disclosure and Barring Service: Disclosure applications	Date check completed	6 months	BUSINESS	check requests: guidance for employees	<a href="http://www.gov.uk/guidance/check-requests-and-reports-for-employees">http://www.gov.uk/guidance/check-requests-and-reports-for-employees</a>	YES	IL1	
Staff - recruitment	Recruitment and Selection - records relating to the process concerning successful candidates	Date of interview	6 months	BUSINESS			YES	IL2	
Staff - recruitment	Recruitment and Selection - records relating to the process concerning unsuccessful candidates	Date of interview	6 months	BUSINESS			YES	IL2	
Staff - recruitment	The selection of an individual for an established position	Recruitment finished	1 year	BUSINESS			YES	IL2	
Staff - risk management	Personal risk assessment records for staff working with children of vulnerable adults	Termination of employment	20 years	BUSINESS			YES	IL2	
Staff - risk management	Personal risk assessments relating to individuals returning to work	Date risk assessment expires	3 years 4 months	BUSINESS	Limitation Act 1980 (Section 11)	<a href="http://www.legislation.gov.uk/ukpga/1980/section11">http://www.legislation.gov.uk/ukpga/1980/section11</a>	YES	IL2	
Staff - sickness management	All records relating to the monitoring of employee absence	Year records created	1 year	BUSINESS			YES	IL2	
Staff - time management	All records relating to the process of monitoring staff leave and attendance	Date action completed	2 years	BUSINESS			YES	IL2	
Staff - training	All notes and materials created for training courses	Date material created	Date training course ends	BUSINESS			NO	IL0	
Staff - training	All records relating to the creation and management of training sessions	Year records created	3 years	BUSINESS			NO	IL0	
Staff - training	All records relating to the development and implementation of training programmes	Year records created	3 years	BUSINESS			NO	IL0	
Staff - training	All records relating to the development, implementation and monitoring of the corporate training plan	Date training plan expires	3 years	BUSINESS			NO	IL0	
Staff - training	All records relating to training concerning children	Date training completed	20 years	BUSINESS			YES	IL0	
Staff - training	All records relating to training not concerning children	Date training completed	3 years	BUSINESS			YES	IL0	
Staff - workplace building	Casework - Harassment	Date case resolved	6 years	BUSINESS	Limitation Act 1980 (Section 2)	<a href="http://www.legislation.gov.uk/ukpga/1980/section2">http://www.legislation.gov.uk/ukpga/1980/section2</a>	YES	IL2	