

# RECORDS RETENTION SCHEDULE: HUMAN RESOURCES MANAGEMENT

Activity Type	Document Type	Retention Period*	Action**	Citation
<b>1.0 Recruitment:</b> Authorising recruitment; advertising vacancies; handling enquiries about vacancies; processing employment applications; reviewing and responding to unsolicited applications for employment.	1.1 Advertising of vacancies	Completion of recruitment process +6 months	Destroy	<b>JISC guidance</b>
	1.2 Enquiries about vacancies and requests for application forms	Completion of recruitment process	Destroy	<b>JISC guidance</b>
	1.3 Individual job descriptions and personal specifications	Termination of employment +6 years	Destroy	<b>Limitations Act 1980 c.58</b>
	1.4 <b>Unsuccessful</b> applications forms; including CVs and References	Completion of recruitment process +6 months	Destroy	<b>CIPD</b>
	1.5 <b>Successful</b> application forms; including CVs and References	Termination of employment +6 years	Destroy	<b>JISC guidance</b>
	1.6 Review/short listing of applicants	Completion of appointment +6 months	Destroy	<b>CIPD</b>
	1.7 Selection of employee: - Interview notes - Test results	Completion of appointment +6 months	Destroy	<b>CIPD</b>
	1.8 Equal Opportunities: - Anonymised data for HESA return	Completion of data collection and analysis	Destroy	<b>JISC guidance</b>
	1.9 Unsolicited applications	Last response to the applicant	Destroy	<b>JISC guidance</b>
<b>2.0 Induction:</b> Developing general and role-specific induction programmes for new employee; administering induction programmes to ensure that all new employees complete the required programme.	2.1 Developments and/or overall delivery or assessment of the induction programme	Current year +6 years	Destroy	<b>JISC guidance</b>
	2.2 Records documenting the administration of the induction programme; including <b>feedback forms</b>	Completion of programme +1 year OR Termination	Destroy	<b>JISC guidance</b>

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<b>3.0 Training and Development:</b> Identifying and analysing training needs and how to meet these needs; developing/selecting training and development programmes; monitoring, collecting and analysing the following: <ul style="list-style-type: none"> <li>- Take-up</li> <li>- Feedback</li> <li>- Impact of training and development programmes</li> </ul>	3.1 Identification and summary of employee development needs	Current year +6 years	Destroy	<b>JISC guidance</b>
	3.2 Records documenting the developments of employee programmes to meet the defined needs	Completion of programme +6 years	Destroy	<b>JISC guidance</b>
	3.3 Individual feedback on training and development programmes: evaluations	Completion of analysis on feedback	Destroy	<b>JISC guidance</b>
	3.4 Records documenting (anonymised) workforce feedback on training and development programmes	Current year +6 years	Destroy	<b>JISC guidance</b>
	3.5 The administration of induction and or training programmes	Current year +1 year	Destroy	<b>JISC guidance</b>
	3.6 Analysis of feedback from induction or training programme	Current year +2 years	Destroy	<b>JISC guidance</b>
	3.7 Records documenting analyses of the impact of training and development programmes	Current year + 6 years	Destroy	<b>JISC guidance</b>
<b>4.0 Performance Management:</b> Monitoring of employee performance including - designing methods of measuring	4.1 Records documenting <b>Staff Review and Development (SRD) Scheme</b>	Superseded +3 years	Destroy	<b>JISC guidance</b>

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performances; conducting and analysing performance assessments.	4.2 Records conducting the development of workforce performance assessment systems	Life of system +5 years	Destroy	<b>JISC guidance</b>
<b>5.0 Remuneration and Reward Management:</b> The activities involved in developing and implementing workforce pay structures and reward schemes.	5.1 Records documenting the development of the University's remuneration structure	Current year +10 years	Review	<b>JISC guidance</b>
	5.2 Records documenting a pay review	Current year +5 years	Review	<b>JISC guidance</b>
	5.3 Records documenting special rewards schemes	Termination of scheme +5 years	Review	<b>JISC guidance</b>
<b>6.0 Employee Welfare Management:</b> The activities involved in monitoring employee welfare and ensuring compliance with legislation.	6.1 The hours worked by employees including those who have agreed to work more than 48 hours a week, as required by the Working Time Regulations 1998	Date of record +2 years	Destroy	<b>JISC guidance</b>
	6.2 Records documenting health assessments for night workers, and the results of assessments, as required by the Working Time Regulations 1998	Date of record +2 years	Destroy	<b>JISC guidance</b>
<b>7.0 Workforce Relations:</b> Developing and implementing mechanisms for communicating with, and consulting, the workforce; conducting workforce surveys and reviewing and responding to the results.	7.1 Records containing (identifiable) individual responses to workforce surveys and consultations	Completion of analysis of responses	Destroy	<b>JISC guidance</b>
	7.2 Records containing summary (anonymised) results of workforce surveys and consultations	Completion of survey + 5 years	Destroy	<b>JISC guidance</b>
	7.3 <b>Grievances</b> , those records raised by staff (that don't relate directly to the their	Last action of case +6 years	Destroy	<b>JISC guidance</b>

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	contract of employment), the University's response, action taken and outcome			
<b>8.0 Industrial Relations:</b> Managing recognition and de-recognition of trades unions; managing communication and consultation with trades unions and labour organisations conducting collective bargaining on behalf of the workforce.	8.1 The University's recognition of trades unions	(De)recognition +20 years	Review	<b>JISC guidance</b>
	8.2 Agreements with trade union	Termination of agreement +20 years	Review	<b>JISC guidance</b>
	8.3 Routine communications with the trade unions representatives, including minutes of meetings	Current year +20 years	Review	<b>JISC guidance</b>
	8.4 Records documenting consultations/negotiations with trade unions on specific issues	Last action on issue +20 years	Review	<b>JISC guidance</b>
<b>9.0 Employee Contract Management:</b> Maintaining complete and accurate records of individual employees' recruitment, induction, performance, discipline, training and development, occupational health and welfare, leave, pensions and termination; providing employment references for current and former employees.	9.1 Contract of employment	Termination of employment +6 years	Destroy	<b>JISC guidance</b>
	9.2 Initial application for employment and supporting documentation supplied by third parties (i.e. references, Disclosure or Barring Service (DBS) checks)	Termination of employment +6 years	Destroy	<b>JISC guidance</b>
	9.3 Subsequent applications for other vacancies within the University	Termination of employment +6 years	Destroy	<b>JISC guidance</b>

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<b>Employee Contract Management: Continued</b>	9.4 Changes to employee terms and conditions of employment	Termination of employment +6 years	Destroy	<b>JISC guidance</b>
	9.5 Disciplinary warnings issued against the employee, where employment continues	12 months after closure of case	Destroy	<b>JISC guidance</b>
	9.6 Grievances raised by the employee which relates directly with their contract of employment, University's response, action taken and the outcome	Closure of case +6 years	Destroy	<b>JISC guidance</b>
	9.7 Employee remuneration and rewards	Termination of employment +6 years	Destroy	<b>JISC guidance</b>
	9.8 Administration of employee's contractual holiday entitlement	Current year +1 year	Destroy	<b>JISC guidance</b>
	9.9 Records documenting employee absence due to sickness: self-certification forms	Termination of employment +6 years	Destroy	<b>JISC guidance</b>
	9.10 Authorisation and administration of special leave, e.g. compassionate leave, study leave	Termination of employment +6 years	Destroy	<b>JISC guidance</b>
	9.11 Statutory leave entitlement, e.g. <b>parental leave</b>	Termination of employment +6 years	Destroy	<b>JISC guidance</b>
	9.12 Recordings documenting pre-employment health screening of an employee	Termination of employment +6 years	Destroy	<b>JISC guidance</b>

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	9.13 Records documenting references provided in confidence in support of the employee's application(s) for employment by another organisation	Termination of employment +6 years	Destroy	<b>JISC guidance</b>
	9.14 Employee's termination of employment by voluntary resignation, redundancy, retirement (including on medical grounds) or dismissal	Termination of employment +6 years	Destroy	<b>JISC guidance</b>
	9.15 Senior Executive Personnel Records	Retain Permanently	Store electronically and archive	<b>JISC guidance</b>
<b>10.0 HR Strategy, Policies and Procedures:</b>  The activities involved in developing the University's strategy, policies and procedures for the management of its human resources.	10.1 People and Culture Strategy and other HR strategies	Retain permanently	Store electronically and archive	<b>JISC guidance</b>
	10.2 HR Policies	Superseded +10 years	Destroy	<b>JISC guidance</b>
	10.3 HR Procedures	Superseded +10 years	Destroy	<b>JISC guidance</b>
<b>11.0 Workforce Planning:</b>  The activities involved in identifying the workforce competencies and numbers required to implement the institution's strategic plan and determining how to meet these requirements.	11.1 Records documenting the assessment and analysis of workforce requirements, and the identification and evaluation of options for meeting these requirements.	Current year +3 years	Destroy	<b>JISC guidance</b>
	11.2 Records documenting departmental reviews	Current year +20 years	Review	<b>JISC guidance</b>

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	11.3 Records documenting management succession plans	Superseded +5 years	Destroy	<b>JISC guidance</b>
	11.4 Records documenting the development and evaluation of job specifications	Superseded +5 years	Destroy	<b>JISC guidance</b>

\* Please note that all records should be stored electronically on a shared drive/SharePoint. Records stored in paper format, where possible, should be scanned and stored electronically.

\*\*At the end of the specified retention period, departments are required to record what has happened to a key document (retained for archival value or destroyed) and when the action happened for auditing purposes.