

Reference	Category/Function	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
15	HUMAN RESOURCES										
15.001	Management of Employees										
15.001.001	Management of Employees	Employee files	Absence, Occupational Health and Capability Information		T + 7 or 25 (PVG)	Destroy	Business Requirement		created by service based on SCARRS	1.1	
			Discipline Case Files (Outcome letter, report and appendices)	End of process	2 years after warning expires	Review	Business Requirement	Update based on employment law advice	Description, retention period and notes updated by Service.	1.2	
			Discipline - Warning - CP/AP Issue	Date of warning	T +25	Review	Business Requirement		created by service based on SCARRS	1.1	
			Discipline - Warning	Date of warning	2 years after warning expires	Review	Business Requirement	Update based on employment law advice	Retention period and notes updated by Service.	1.2	
			Discipline - No Warning	Date of decision not to proceed	2 years after decision made	Destroy	Business Requirement	Update based on employment law advice	Retention period and notes updated by Service	1.2	
			Discipline - No Warning - CP/AP issue	Date of decision not to proceed	T + 25	Review	Business Requirement		created by service based on SCARRS	1.1	
			Employee Details & correspondence (PVG Posts)	Termination	T + 25	Destroy	Business Requirement		created by service based on SCARRS	1.1	
			Employee Details & correspondence (Non PVG Posts)	Termination	T + 7	Destroy	Business Requirement		created by service based on SCARRS	1.1	
			Employment Conditions - including all contractual changes	Termination	T + 7 or 25 (PVG)	Destroy	Business Requirement		created by service based on SCARRS	1.1	
			Extra Mural Employment	Termination	T + 7 or 25 (PVG)	Destroy	Business Requirement		created by service based on SCARRS	1.1	
			Grievance Case Files	Termination	T + 7 or 25 (PVG)	Destroy	Business Requirement		created by service based on SCARRS	1.1	
			Dignity at Work Case Files	Termination	T + 7 or 25 (PVG)	Destroy	Business Requirement		was previously on SCARRS as 15.003.004 on SCARRS	1.1	
			Leave Records - includes annual, family, special, TU and unpaid	Termination	T + 7 or 25 (PVG)	Destroy	Business Requirement		created by service based on SCARRS	1.1	
			Performance Appraisal (121's, Supervision, APDS)	Current year	T + 7 or 25 (PVG)	Destroy	Business Requirement		was previously on SCARRS as 15.004.001	1.1	
			Referrals to professional bodies (inc GTC, SSSC, CC, DS)	Dismissal	T + 25	Destroy	Business Requirement		created by service based on SCARRS	1.1	
			Recruitment paperwork	Termination	T + 7 or 25 (PVG)	Destroy	Business Requirement		was previously on SCARRS as 15.006	1.1	
			Termination notices and requests	Termination	T + 7 or 25 (PVG)	Destroy	Business Requirement		was previously on SCARRS as 15.001.003	1.1	
			Training and Induction Records	Termination	T + 7 or 25 (PVG)	Destroy	Business Requirement		created by service based on SCARRS	1.1	
			Tribunal Claims	Termination	T + 7 or 25 (PVG)	Destroy	Business Requirement		was previously on SCARRS as 15.002.002	1.1	
			Equal Pay Claims	Year of settlement agreement	S + 20	Destroy	Business Requirement		Added by Service.	1.2	
15.001.FC.001	Management of Employees	Volunteers	Records relating to volunteers	Termination	T + 7 or 25 (PVG)	Destroy	Business Requirement		was previously on SCARRS as 5.006.002 - moved by FCT	1.1	
15.002	Trade Union Partnership/Industrial Relations										
15.002.003	Trade Union Partnership/Industrial Relations	Trade Union Administration and Strategy	Matters and documentation relating to the relationship with recognised unions.	Superseded	S + 7	Destroy	Business Requirement		was previously on SCARRS as 15.02.003 - 15.02.004	1.1	
15.003	Equality										
15.003.FC.001	Equality	Equality Impact Assessment, Outcomes and Audits		Superseded	S + 7	Destroy	Business Requirement		added by Service	1.1	
15.003.005	Equality	Equality Outcomes and Mainstreaming Report		Superseded	S + 7	Destroy	Business Requirement		was previously on SCARRS as 15.03.005 - 15.003.009	1.1	

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15	HUMAN RESOURCES										
15.003.FC.002	Equality	Equality Statistics		Superseded	S + 7	Destroy	Business Requirement		added by Service	1.1	
15.005	Occupational Health Contract & Monitoring										
15.005.FC.001	Occupational Health Contract & Monitoring	Occupational Health Contract	Monitoring/Management of OH Contract	Superseded	S+10	Destroy	Business Requirement		added by service	1.1	
15.006	Recruitment										
15.006.002	Recruitment	Job Profiles	The job description, advert and person specifications for current posts.	Superseded	S + 7	Destroy	Business Requirement		created by service based on SCARRS	1.1	
15.006.FC.001	Recruitment	Recruitment complaints		Date complaint concluded	6m after conclusion	Review. Scheduled deletion.	Business Requirement		added by Service	1.1	
15.006.FC.002	Recruitment	Recruitment Advertising Framework		Superseded	S + 1	Destroy	Business Requirement		added by Service	1.1	
15.006.FC.003	Recruitment	Safer Recruitment		Superseded	S + 25	Review. Scheduled deletion.	Business Requirement		added by Service	1.1	
15.006.FC.004	Recruitment	Unsuccessful Candidates		End of process	6m after conclusion	Destroy	Business Requirement		added by Service	1.1	
15.007	Terms, Conditions and Benefits										
15.007.FC.001	Terms, Conditions and Benefits	Collective Agreements		Superseded	S + 25	Destroy	Business Requirement		Added by Service	1.1	
15.007.001	Terms, Conditions and Benefits	Employee Benefits and Admin		Current year	C + 7	Destroy	Business Requirement		created by service based on SCARRS	1.1	
15.007.FC.002	Terms, Conditions and Benefits	Employee Benefits contract	Monitoring/Management of process	Superseded	S + 7	Destroy	Business Requirement		Added by Service	1.1	
15.007.003	Terms, Conditions and Benefits	Employee Recognition		End of process	1 year after conclusion	Review. Scheduled deletion	Business Requirement		created by service based on SCARRS	1.1	
15.007.FC.003	Terms, Conditions and Benefits	Human Resources Policies and Procedures		Superseded	S + 7	Destroy	Business Requirement		was previously on SCARRS as 15.004.002	1.1	
15.007.004	Terms, Conditions and Benefits	National Conditions of Service		Superseded	S + 25	Destroy	Business Requirement		Added by Service	1.1	
15.007.FC.004	Terms, Conditions and Benefits	Pay Structure		Superseded	S + 25	Destroy	Business Requirement		Added by Service	1.1	
15.007.FC.005	Terms, Conditions and Benefits	Politically Restricted Posts		Superseded	S + 7	Destroy	Business Requirement		Added by Service	1.1	
15.007.FC.006	Terms, Conditions and Benefits	Reporting	Reports related to working hours and terms and conditions.	Current year	C + 3	Destroy	Business Requirement		was previously on SCARRS as 15.004.002	1.1	
15.007.FC.007	Terms, Conditions and Benefits	Salary Scales		Current year	C + 25	Destroy	Business Requirement		Added by Service	1.1	
15.007.FC.008	Terms, Conditions and Benefits	Terms and conditions administration		Current year	C + 7	Destroy	Business Requirement		Added by Service	1.1	
15.008	Organisational Development										
15.008.FC.001	Organisational Development	Training Course Administration	Training documentation relating to specific courses and sessions.	Current year	Current + 3	Destroy	Business Requirement		Added by Service	1.1	
15.008.FC.002	Organisational Development	Training Course Materials		Superseded	S + 7	Destroy	Business Requirement		Added by Service	1.1	
15.009	Management Information and Workforce Planning										
15.009.FC.001	Management Information and Workforce Planning	Reporting	Summary and aggregated management information relating to e.g disciplinary matters, absence statistics and workforce statistics.	Current year	Current + 5	Destroy	Business Requirement		Added by Service	1.1	
15.009.001	Management Information and Workforce Planning	Workforce Planning	Information on workforce planning.	Current year	Current + 5	Destroy	Business Requirement		created by service based on SCARRS	1.1	
15.010	Pay & Grading										
15.010.002	Pay & Grading	Job Evaluation & Job Sizing Outcomes		Superseded	S + 25	Destroy	Business Requirement	On SCARRS as 15.010.002 - 15.010.003	was previously on SCARRS as 15.010.003	1.1	