

Suggested retention periods for documents typically found within the centrally maintained Personal file to aid consideration of its filing, storage and constitution.

Record Series	Record / Sub-series	Description	Maintained by	Retention Period	Retention Authority	Notes
Personal File (Personnel Office)		Personal files for employees on the WO1(manual) and MO1 (monthly) payrolls	Personnel Office: Payroll Office	Termination of employment + 75 years	1980 c. 58	Pension information: T + 75 (1980 c. 58) Details of sickness/injury: T + 40 (1992 c. 4; IR CA30) Else: T + 6 (1975 c. 65; 1976 c. 74; 1995 c. 50) (where T = termination of employment)
	Appointment Letter		Personnel Office: Payroll Office	Termination of employment + 6 years	1980 c. 58	
	Backing papers	CV, References, Terms and Conditions, Job Advert/Specs, Request to appoint, any paperwork re work permits, Application form, Photocopy of passport	Personnel Office: Payroll Office	Termination of employment + 6 years (currently kept as part of personal file). However, documentation supporting the initial application (references, CVs) need only be kept until completion of the appointment.	1975 c. 65 1976 c. 74 1995 c. 50	Transferred to central personal file from Recruitment Office on completion of appointment process.
	Removal Expenses	Receipts, Quotations, etc.	Personnel Office: Payroll Office	Termination of employment	NA	
	Signing-in Form	Gives emergency contact.	Personnel Office: Payroll Office	Termination of employment	NA	Ensure adequate provision made to ensure details kept accurate. Retention must comply with the provisions of 1998 c. 29.
	Probationary documentation		Personnel Office: Payroll Office	Completion of probationary period + 1 year?	NA	Clerical and technical grades: = after 3 months: details of progress and confirmation / extension letter. Academic: academic probation appraisal forms
	Letter of confirmation of post	(Following successful probationary period)	Personnel Office: Payroll Office	Termination of employment + 6 years	1980 c. 58	

Changes of Contract	Correspondence re changes affecting pay, hours, posts, transfers, responsibility allowances, accelerated/discretionary increments. Includes extensions to temporary contracts.	Personnel Office: Payroll Office	Termination of employment + 6 years	1980 c. 58	
Promotions	Contract letter changes.	Personnel Office: Payroll Office	Termination of employment + 6 years	1980 c. 58	Promotion details may also be included in the papers of the following past and present committees: Academic Staff Committee, Promotions Committee, Professorial Board, Senate Committee.
Pay Awards	Records documenting an employee's remuneration and rewards. Includes merit awards, bonuses and long service awards	Personnel Office: Payroll Office	Current year + 6 years	1980 c. 58 1970 c. 41 SI 1999 no. 584	These only relate to certain categories of staff.
Personal information	Including changes affecting: name (copy of marriage certificate), address, bank account / details, telephone number. May be held electronically or on file.	Personnel Office: Payroll Office	Termination of employment + 75 years Only current personal information should be retained and only where necessary. [The retention period reflects the current lifespan of the file.]	NA	Retention must comply with the provisions of 1998 c. 29. Especially: to keep personal information: accurate, only for specified purposes duly notified and not to hold the information for longer than is necessary. Principles 2 and 5 of the Act do not apply where the record is held as an archive for the purposes of historical research or statistical analysis but in this case the information should not be reactivated in order to make decisions concerning the individual.
Disciplinary proceedings	Proceedings against an employee where employment continues	Personnel Office: Payroll Office	Closure of case + 6 years	NA	
Grievances	Records documenting grievances raised by an employee which relate directly to their contract of employment, the institution's response, action taken and outcome.	Personnel Office: Payroll Office	Closure of case + 6 years	NA	

Authorisation and administration of statutory leave entitlements	Maternity/paternity/adoption leave	Personnel Office: Payroll Office	Completion of entitlement + 6 years	SI 1999 no. 3312	
Documentation concerning the entitlements to and calculations of statutory maternity pay	Maternity pay calculations	Personnel Office: Payroll Office	Current tax year + 3 years	SI 1986 no. 1960 1992 c. 4	
Record of unpaid leave		Personnel Office: Payroll Office	Termination of employment + 75 years	1980 c. 58	
Relocation documentation	Payment summary of removal/relocation expenses (on green form); all original receipts and correspondence, solicitors' bills etc; disclaimer form (agreeing to repayment if terminate contract before end)	Personnel Office: Payroll Office	Termination of employment + 6 years	1980 c. 58	Original paperwork re relocation expenses and claims/payments, which form a subset of an individual's MO1 Personal File. If a person is entitled to removal expenses then given in their contract letter. Originals of receipts held to stop duplicate claiming.
Study leave applications		Personnel Office: Payroll Office	Current year + 1 year	NA	Main record kept by Personnel Office.
Special leave (compassionate, study...)	Records documenting the authorisation and administration of special leave: e.g. study leave, compassionate leave	Personnel Office: Payroll Office	Current year + 1 year	NA	
Courses, training and development needs	E.g. applications and details of training / for courses	Personnel Office: Payroll Office	Completion of actions + 5 years	NA	
Records documenting job specific statutory/regulatory training requirements for an employee, and the training provided to meet these requirements		Personnel Office: Payroll Office OR Departments	Expiry of certification + 6 years OR 6 years from date superseded	1980 c. 58	
Sickness Logs	Records documenting an employee's absence due to sickness	Personnel Office: Payroll Office	Termination of employment + 40 years	1992 c. 4 IR CA30	Sick notes filed in a separate series
Long-term sickness details		Personnel Office: Payroll Office	Termination of employment + 40 years	1992 c. 4 IR CA30	

	Health checks, referrals and medical reports	Personnel Office: Termination of employment Payroll Office + 40 years	1992 c. 4 IR CA30
	Records documenting major injuries to an employee arising from accidents in the workplace	Personnel Office: Termination of employment Payroll Office + 40 years	1980 c. 58
	Requests for personal information	Requests from Building Societies for personal information in support of mortgage applications; out-letters (usually for nationals) 'To whom it may concern' giving details of pay, contract etc.	Personnel Office: Last action + 6 years Payroll Office 1980 c. 58