

Record Series	Record / Sub-series	Description	Retention Period	Retention Authority	Notes
Personal File (Departmental)			Termination of employment + 6 years. Duplicated information may be destroyed earlier: as soon as it becomes inactive. The central personal file maintained by the Personnel Office should be considered as the definitive record.	1980 c. 58 (but with regard to 1998 c. 29 and the degree of duplication with the central personal file).	The principal reason for retention of the departmental file after termination of employment will be for reference writing but to respect the provisions of the Data Protection Act the file should not be retained for longer than 6 years from the end of the employee's contractual relationship with the University.
	Application form (copy)		Maximum: Termination of employment	NA	
	Request to appoint/advertise (copy)		Maximum: Termination of employment	NA	
	References (copy)		Maximum: Termination of employment	NA	
	Contracts and appointment letters (copy)		Maximum: Termination of employment	NA	
	Extension forms (copy)		Maximum: Termination of employment	NA	
	Staff personal details (duplicated)		Maximum: Termination of employment	NA	This information will be held centrally. If a department holds this information for longer the information must be kept accurate and held only for as long as it is necessary (1998 c. 29)
	Emergency contact details		Maximum: Termination of employment	NA	Respect provisions of 1998 c. 29
	Working time regulations		Maximum: Termination of employment	NA	
	Appointment letter (copy)		Maximum: Termination of employment + 6 years	NA	
	Appraisal forms (originals) (if relevant)	Records documenting routine assessments of an employee's performance and any consequent action taken	Current academic year + 4 years. Recommend: until superseded + 3 years.	University Regulation 5(4)	Copies to originator. Appraisals are sometimes filed as separate series outside the personal file.
	Correspondence relating to the individual	Some original correspondence (where corresponded with department)	Termination of employment + 6 years	NA	Likely to be a mixture of original correspondence with department and duplicates of correspondence with central administration. Duplicates and ephemera can be weeded on termination of employment.

Job description/ personal specification (copy)		Duration of job + 1 year.	NA	
Advert (copy)		Duration of job + 1 year.	NA	
Probation form (original)		Maximum: Termination of employment + 6 years	NA	
Letter re completion of probation		Maximum: Termination of employment + 6 years	NA	
Leavers form (copy)		Maximum: Termination of employment + 6 years	NA	
Resignation letter (copy)		Maximum: Termination of employment + 6 years	NA	
Annual Review information		Maximum: Termination of employment + 6 years	NA	Sometimes Annual Review information will constitute a separate series. NB key information will be preserved permanently in the Annual Review papers and centrally.
Promotion/upgrading letters (copy)		Maximum: Termination of employment + 6 years	NA	
Disciplinary Issues		Closure of case + 6 years	NA	
Maternity/paternity/adoption leave see Correspondence		Termination of employment	NA	
Request to take annual leave	Records relating to the administration of an employee's contractual holiday entitlement	Current leave year + 1 year.	NA	
CV		Termination of employment	NA	
Training		Completion of actions + 5 years. Where document specific statutory/regulatory training requirements = expiry of certification + 6 years or superseded + 6 years*	*1980 c. 58	
Applications for study leave (copy)		Current year + 1 year	NA	
Study leave reports (copy)		Termination of employment	NA	