

Human Resources Retention Schedule

Corporate & Regulatory Services

Date Reviewed:

05/02/2023

Document Description

Retention Period

General HR records (excluding documents listed below)

6 years after employment ceases

Wage/salary (including overtime, bonuses, expenses)

6 years after employment ceases

Recruitment records for unsuccessful applicants

6 months after last contact

Inland Revenue/HMRC approvals

Indefinitely

Disciplinary warning paperwork:

- Informal improvement notice

12 months after date issued

- First formal warning

6 months after date issued

- Final written warning

12 months after date issued

- Allegation of abuse against a child (whether substantiated or not)

Indefinitely

Car Bookings App	<p>1 month</p> <p>Copy of driving license will be deleted once verification has taken place.</p> <p>Booking information will be retained for 1 month, this may be extended if there is an incident. (e.g., accident, speeding or parking ticket)</p>
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