

Human Resource Personal Data Retention Schedule

SAAS follows the Scottish Governments guidelines on the retention of HR records and the following retention guidelines should be adopted with all electronic and papers records held by SAAS.

In line with Scottish Government instructions SAAS must retain any and all documents; correspondence; notes; e-mails and all other information – however held – which contain or may contain content pertaining directly or indirectly to the sexual abuse of children or to child protection and care. For the purposes of this instruction, the word “children” relates to any person under the age of 18.

Employment and Career		
	DESCRIPTION	RETENTION PERIOD
1.	Written particulars of employment. Contracts of employment, including the Certificate of Qualification or its equivalent and including the Senior Civil Service. Changes to terms and conditions, including change of hours letters.	Until age 100 years.
2.	Job History – consolidated record of whole career and location details (paper or electronic).	Until age 100 years.
3.	Current address details.	Until age 100 years.
4.	Record of location of Overseas service.	Until age 100 years.
5.	Variation of hours – calculation formula for individual.	Destroy after use.
6.	Promotion or temporary promotion.	6 years for payroll notification or 1 year after leaving.
7.	Working Time Regulations opt out forms.	Until age 100 years.
8.	Record of previous service dates.	Until age 100 years.
9.	Previous service supporting papers.	Destroy after record noted as appropriate.
10.	Qualifications/ references.	1 year (but professional qualifications also held electronically indefinitely).
11.	Transfer documents.	Until age 100 years.
12.	Annual Performance Management reports.	5 years.
13.	Annual Performance Management reports for the last 5 years of service.	Until age 100 years.
14.	Coaching/ mentoring records.	Until departure.
15.	Training history.	Until age 100 years.

16.	Travel and subsistence – claims and authorisation.	6 years.
17.	Annual leave record.	2 years.
18.	Job applications – internal.	Until age 100 years.
19.	Job applicants – external	2 years.
20.	Recruitment, appointment and/ or promotion board selection papers.	1 year.
21.	Public appointments – Board Chairs/ members – unsuccessful candidates.	2 years.
22.	Public appointments – Board Chairs/ members – successful candidates.	5 years after appointment ceased.
23.	Building society references.	6 months.
24.	Welfare papers.	6 years or 1 year after leaving
25.	Security personnel files.	6 years after leaving (if at normal retirement age) or 10 years after leaving (if before normal retirement age).
26.	Files of Casual Members of Staff	Destroy 1 year after termination of employment.
27.	Records of hours worked/ credits given and planned and actual hours worked [Flexi-Sheets/ Work Sheets/ Work Rosters], whether held manually or electronically.	Destroy/ delete 2 years after latest date on sheet.
28.	Diversity monitoring data.	Until age 100 years.

Pay and Pension

29.	Bank Details – Current.	6 years after employment has ended.
30.	Death Benefit Nomination and Revocation Forms.	Until age 100 years.
31.	Death Certificates.	Return original to provider. Retain copy until age 100 years.
32.	Decree Absolute.	Return original to provider. Retain copy until age 100 years.
33.	Housing advance.	6 years after repayment.
34.	Marriage certificate.	Return original to provider. Retain copy until age 100 years.
35.	Unpaid leave periods (maternity leave etc.).	Until age 100 years.
36.	Statutory maternity pay documents.	Until age 100 years.
37.	Other maternity pay documentation.	Until age 100 years.
38.	Overpayment documentation.	6 years after repayment or write-off.

39.	Personal payroll history, including record of pay, performance pay, overtime pay, allowances, pay enhancements, other taxable allowances, payment for untaken leave, reduced pay, no pay, maternity pay.	Until age 100 years.
40.	Pension estimates and awards.	Until age 100 years.
41.	Resignation, termination and/ or retirement letters.	Until age 100 years.
42.	Added years.	Until age 100 years.
43.	Additional Voluntary Contributions (AVC).	Until age 100 years.
44.	Payroll input forms.	6 years.
45.	Record of: Full name and date of birth. National Insurance number. Pensionable pay at leaving. Reckonable service for pension purposes (and actual service where this is different, together with reasons for the difference). Reasons for leaving and new employers name (where known). Amount and destination of any transfer value paid. Amount of any refund of PCSPS contributions. Amount and date of any contributions. Equivalent Premium paid. All other papers relating to pensionability not listed above (e.g. papers about pensionability of other employment (including war service), extension of service papers, papers about widow's, widower's, children's and other dependant's pensions, correspondence with the Cabinet Office, other departments and pension administrators, or the officer and his/her representatives, (MPs, MSPs, Unions or others) about pension matters.	Until age 100 years.
46.	Complete sick absence record showing dates and causes of sick leave.	Until age 100 years.
47.	Statutory Sick Pay (SSP) forms.	For last 5 years.
48.	Papers relating to disciplinary action which has resulted in any changes to terms and conditions of service, salary, performance pay or allowances.	Until age 100 years.

49.	Authorisation for deputising, substitution allowance and/ or overtime/ travel time claim.	6 years except where there is an effect on pensionable pay, in which case until age 100 years.
50.	Advances for: Season tickets Christmas/ holidays Housing/ permanent transfer.	6 years after repayment.

Health		
51.	Health Declaration.	Until age 100 years.
52.	Health referrals, including medical reports from doctors and consultants, correspondence with the appointed medical adviser to the PCSPS.	Until age 100 years.
53.	Papers relating to any injury on duty.	Until age 100 years.
54.	Medical reports of those exposed to a substance hazardous to health, including: Lead (Control of Lead at Work Regulations 1980) entry. Asbestos (Control of Asbestos at Work Regulations 1996). Compressed Air (Work in Compressed Air Regulations 1996). Radiation (Ionising Radiation Regulations 1985).	Until age 100 years. Until age 100 years. Until age 100 years. Until age 100 years.
55.	Medical/ Self Certificates – unrelated to industrial injury.	4 years.