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| XXX Company Employee Retention Schedule | | |
| General classes of records | **Default retention period** | **Final disposition** |
| Staff Personnel Files  (including but not limited to Application/CV, Reference details, Discipline records, pre-employment medical, probation forms and yearly performance reviews) | Retain for the duration of employment plus 6 years | confidential shredding |
| Payslips and Wages | 6 years | confidential shredding |
| Tax Records | 8 years | confidential shredding |
| Young Persons per the Protection of Young Persons (Employment) Act 1996 | 3 | confidential shredding |
| Employment Permits/Visa Information for non-EEA nationals | 5 | confidential shredding |
| Accident & Health and Safety Records | 10 years | confidential shredding |
| Organisation of Working Time Act records[[1]](#footnote-1) | 3 years | confidential shredding |
| Superannuation/pension/ retirement records | Retain until pensioner and dependent spouse are deceased and dependent children are finished full time education plus 3 years. | confidential shredding |
| Records of staff training | 5 years | confidential shredding |
| Force Majeure Leave/Carers Leave | 8 years | confidential shredding |
| Parental Leave | 12 years | confidential shredding |
| Occupational health records | We will consult with the local Health & Safety Officer about retention periods. Depending on the types of materials to which the staff member was exposed (e.g. carcinogens) the health screening reports may need to be retained for up to 40 years. | confidential shredding |
| Unsolicited applications for positions | 1 year | confidential shredding |
| Applications and CV’s of  candidates called  for interview | Retain for 1 year and 1 month after closing of the competition | confidential shredding |
| Candidates not qualified or  shortlisted | Retain for 1 year and 1 month year after closing of the competition | confidential shredding |
| Candidates shortlisted  not successful or are successful but do not accept an offer | Retain for 1 year and 1 month after closing of the competition | confidential shredding |
| Protected Disclosures Documentation | As long as required – individual Circumstances will dictate | confidential shredding |

1. working hours, Sunday work, annual leave, night work, public holiday work, breaks, sick leave [↑](#footnote-ref-1)