



HR information held in departments

Records Retention Schedules v1.0 30 September 2008

Routine administration for HR information for current members of staff

Further advice

For further advice on managing these records please contact the Records & Information Management Service (R&IMS)
tel: +44 (0)141 330 3111 e-mail: recman@gla.ac.uk

Under no circumstances may Disclosure Scotland records, whether originals or copies, be retained in departments. Any such records must be immediately passed to HR who will be responsible for them according to the relevant legislation.

Records Series	Retain at office	Retain at University Records Centre	Total Retention	Fate	Notes
Absence – medical certificates and self-certification forms	Cty+3	Nil	Cty+3	D(con)	All PAYE e.g. Statutory Sick Pay records, calculations, certificates, self-certificates. The Statutory Sick Pay (General) Regulations 1982 (SI 1982/894), Updated by SI 2005 no.989.
Absence – monthly returns to Payroll, return to work forms	Cfy+1	Nil	C+1	D(con)	See also: http://www.gla.ac.uk/services/humanresources/sicknessabsence.htm In the University the “Bradford Score” is used as a summary measure of sickness absence which combines information on both frequency and length of sickness-absence on rolling 12 month basis from the date of the

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All retention periods are given in years unless otherwise stated.

					last absence. Payroll section retains details of absences resulting in Statutory Sick Pay for the purposes of the National Minimum Wages Regulations which is C+6.
Absence – maternity leave (“Mat1 form”)	Cfy+1	Nil	C+1	D(con)	Finance office retain the master copy for Cfy +3
Accident and incident reports	C	Nil	C	D(con)	Key record is held by SEPS / UHS in line with Health and Safety at Work Act 1974; RIDDOR Regulations (7) 1994 COSHH and Department of Health regulations.
Grievances	C+2	Nil	C+2	D(con)	Retention period begins on date of case closure at the completion of the dispute process. HR are the key record holders of this information.
Job descriptions – of all positions held whilst in the department	T	Nil	T	D	
Leave - contractual (including annual leave authorisation)	Cay	Nil	Cay	D	Once reconciliation is completed at the end of each leave year (September). See also: http://www.gla.ac.uk/services/humanresources/leavechange.htm
Leave – special and statutory	C+1	Nil	C+1	D(con)	Current leave year currently runs from October to September for most staff. Authorisation and administration of <u>statutory leave</u> entitlements, e.g. parental leave and <u>special leave</u> , e.g. compassionate leave, study leave. http://www.gla.ac.uk/services/humanresources/leavechange.htm
Occupational Health	C+10				Unit referrals by self or manager. Retention period begins after last treatment
Performance – P&DR Summary Report and Self Assessment Form	C+2	Nil	C+2	D(con)	Typically this is the result of routine assessments of an employee's performance, and any consequent action taken.

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Performance – monitoring of hours worked	C+1	Nil	C+1	D(con)	Retention period begins on date of last action.
Remuneration and rewards - e.g. bonuses, merit awards, long service awards	Cay+2	Nil	C+2	D(con)	
Termination of employment	T	Nil	T	D(Con)	By voluntary resignation, redundancy, retirement or dismissal HR are the key record holders of this information.
Training	Cay+1	Nil	Cay+1	D	Identified training needs and action taken

Staff Records held elsewhere in the University

Records Series	Retain at office	Total Retention	Fate	Notes
Health surveillance - exposure to Asbestos, lead, radiation or hazardous substances including biological agents	UHS/SEPS	C+40	D(con)	Key record is held by SEPS / UHS in line with Health and Safety at Work Act 1974; RIDDOR Regulations (7) 1994 COSHH and Department of Health regulations. Date of last surveillance plus 40 years
Health surveillance – general records	UHS	T+7	D(con)	Retention as advised by Higher Education Occupational Physicians (HEOPs).
Radiation Dosimeter Summary Records	Radiation Protection Unit	C+70	D(con)	Radiation Regulations 1999
Recruitment	HR	C+6months	D(con)	Kept for 6 months after post is filled.

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