

HUMAN RESOURCES

Reference	Description of Record	Point of Closure	Total Retention Period
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EMPLOYEE MANAGEMENT**Information relating to the management of personnel**

CAH & CECR & ECS	Annual Leave	End of annual leave year	1 year (subject to line manager checking accuracy of information on Etarmis)
CAH & CECR & ECS	Doctors Fit Notes (Sickness notification recorded on MyView and original Fit Note returned to employee)	Termination of employment	3 years (subject to line manager checking accuracy of information on MyView)
CAH & CECR & ECS	Employee Statement on Absence due to Sickness, Industrial Injury or Contact with Contagious Diseases	Termination of employment	3 years (subject to line manager checking accuracy of information on MyView)
CECR	Personnel Record of Employee (Including Volunteers)	Termination of employment	7 years from date of termination of employment
CECR	Personnel Record of Employee (Child Protection concerns, disciplinary, employment tribunal)	Termination of employment	Until 65th birthday or 7 years from termination of employment which ever is greater

INDUSTRIAL RELATIONS MANAGEMENT**Information relating to management of the relationship between employer, trade unions or employee representative organisations**

CECR	Departmental Representatives and Trade Unions forum minutes and action plans	None	Indefinite
CECR	Settlement/Compromise Agreements	Termination of employment	Indefinite

PERFORMANCE MONITORING & REVIEW**Information relating to individual target setting to meet business requirements and formal review of performance against targets**

CAH & CECR & ECS	Appraisals (PDPR) Supervision Notes One to One's	Termination of employment	Offer to HR for inclusion in Personnel record Destroy if not required
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RECRUITMENT**Information relating to the recruitment of personnel to the organisation**

CECR	DBS (Disclosure and Barring Service) Certificates	End of recruitment process	Indefinite
CECR	Recruitment Vacancy Applications (Applications for shortlisting)	End of recruitment process	1 year
CAH & CECR & ECS	Recruitment Files for successful and unsuccessful candidates (Application Forms Shortlisting Check Form Proof of Right to Work Interview Assessment Forms Interview Notes)	End of recruitment process	1 year

TERMS & CONDITIONS OF EMPLOYMENT**Information relating to terms and conditions of personnel**

CECR	Job Evaluations	End of evaluation process	Indefinite
CECR	Policies and Procedures	When superseded	Indefinite
CECR	Reward Schemes	When superseded	Indefinite
CECR	Role Profiles	When superseded	Indefinite

TRAINING**Information relating to the training, development and achievements of personnel**

CECR	Training Records - Councillors	End of elected term	10 years or 40 years if training involved sensitive topics such as safeguarding or social care
CECR	Training Records - Employees	End of Employment	10 years or 40 years if training involved sensitive topics such as safeguarding or social care
CECR	Training Records - External Agency Customers	End of contract or relationship	10 years or 40 years if training involved sensitive topics such as safeguarding or social care