



RETENTION AND DISPOSAL SCHEDULE

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RETENTION SCHEDULE

The retention schedule provides the basis for consistent action on the storage of documents and personal data. It ensures that personal data is only kept for as long as it is needed, in-line with the requirements of UK GDPR. The schedule applies to all formats including paper, electronic records, emails and audio-visual media.

The schedule is set out under the following headings:

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Description	Document Types	Retention Trigger	Retention Period	Reason for Retention	Information Asset owner	Location	Final Action
GOVERNANCE AND ADMINISTRATION							
National Executive Committee (NEC)	Nomination forms Election Statements Ballot papers	Close of Election period	7 years	Legal Operational Requirement	GS Office	Cloud ERS	Archive
NEC	NEC Minutes	Date of Publication	Permanent	Operational Requirement	GS Office	Cloud	Archive
NEC	Expenses Application Forms	Last Action	7 years	Operational Requirement	GS Office	Cloud Sap Concur	Destroy
Member complaints (informal)	Correspondence	investigation concluded	7 years	Legal	Complaints/ GS Office/	Cloud Vega	Destroy
Member complaint Formal	Correspondence Summary report Details of investigation into complaints	Investigation concluded	7 years	Legal	Complaints GS Office	Cloud Vega	Destroy
Disciplinary Standing Orders	Correspondence Investigation Report Documentary Evidence NEC minutes Appeals	DSO procedure completed	7 years	Legal	DGS Office	Cloud Vega	Destroy

Union organisation documents	Policy documents Organisation chart Team plans Strategy document	Conclusion of implementation period	Permanent	Operational requirement	Originating office	Cloud CRM Library	Archive
Publication	Annual Report & Accounts	Date of publication	Permanent	Legal	GS Office	Cloud CRM Library	Archive
Publication	AR21	Date of publication	Permanent	Legal	GS Office	Cloud	Certification Officer Archive
Publication	Conference Agenda	Date of publication	Permanent	Operational requirement	GS Office	CRM Library	Destroy/ Archive
Publication	Statement to Members	Date of publication	Permanent	Legal	GS Office	Cloud	Archive
Governance	NEC Minutes NEC Papers	Date of Publication	Permanent	Operational requirement	GS Office	Cloud CRM Library	Archive
Prospect Trustees	Paperwork	Date of Publication	Permanent	Operational requirement	GS Office	Cloud	Archive
National Conference	Agendas Minutes Paperwork	Date of Publication	Permanent	Operational requirement	GS Office	CRM Library Cloud	Archive
Property management and Asset Records	Documents Records	Last Action	6 years	Legal	Finance	Cloud	Review/ Archive
Health & Safety Inspections	Records, Reports	Last Action	6 years	Regulatory	Originating Office	Cloud	Review/ Destroy
Political Fund	Ballot papers Correspondence	End of Ballot	12 months	Legal	GS Office	Cloud	Review/ Destroy

Description	Document Type	Retention Trigger	Retention Period	Reason for Retention	Information Asset owner	Location	Final Action
INDUSTRIAL TEAMS AND ORGANISING							
Statutory Ballot for Industrial Action 50 members or more	Membership lists Ballot papers	Ballot closed	1 year	Legal	Originating Office	Cloud Vega ERS	Destroy
Statutory Ballot for Industrial Action Less than 50 members	Membership lists Ballot papers	Ballot closed	1 year	Legal	Originating Office	Cloud Vega	Destroy
Statutory Ballot for Industrial Action	Campaign material Ballot result report Report and supporting paperwork	Ballot closed	1 year	Legal	GS Office	Cloud Vega	Archive, or destroy
Non-Statutory Ballot – consultative ballots	Supporting paperwork Ballot papers	Ballot closed	1 year	Operational requirement	Originating Office	Cloud Vega	Destroy
Recognition Collective Agreements	Collective Agreements	Date of agreement	Permanently	Operational requirement	Pitch	Cloud CRM Library	Archive
Administration Records	Contact sheet Diaries Telephone messages Log books Branch	No longer needed	1 year	Occupational requirement	Branch reps	Cloud	Destroy

Description	Document Type	Retention Trigger	Retention Period	Reason for Retention	Information Asset owner	Location	Final Action
INDUSTRIAL TEAMS AND ORGANISING							
Personal cases	Correspondence Documents Minutes Reports Legal opinions Instructions Forms	Completion of case	7 years	Legal	Case handler	Vega Cloud	Destroy/Archive
BECTU UK Press Card Authority	Application form Photograph	Date of record	7 years	Operational Requirement	BECTU LPD & RPD	Cloud UK Press Card Authority	Destroy
BECTU Script Registration Service	Application forms Data base record	Date of record	Indefinitely	Operational Requirement	LPD & RPD	Cloud	Archive
BECTU SFX Grading Scheme	Application forms Supporting paperwork	Date of record	6 months	Operational Requirement	LPD & RPD	Cloud Bectu Website	Destroy
BECTU SFX Grading Scheme	Grading Database	Date of record	Indefinitely	Operational Requirement	LPD & RPD	Cloud	Review/Archive
Bectu SFX Grading Scheme	Graded members list	Date of consent	Indefinitely unless consent withdrawn	Operational Requirement	LPD & RPD	BECTU Website	Review

Description	Document Type	Retention Trigger	Retention Period	Reason for Retention	Information Asset owner	Location	Final Action
INDUSTRIAL TEAMS AND ORGANISING							
BECTU Riggers Grading Scheme	Application forms Supporting paperwork	Date of record	Indefinitely	Operational Requirement	LPD & RPD	Cloud	Archive
Hair & Make-U Passport Scheme	Application form Supporting paperwork	Last Action	3 years	Operational Requirement	LPD & RPD Hair & Make-up Committee	Cloud	Review/Destroy
Members Asbestos Register	Records Correspondence	Last Action	40 years	Regulation	GS Office	Cloud Vega	Review/Erase
Members Radiation Exposure Scheme	Records Correspondence	Last Action	50 years or when individual reaches 75	Regulation	MCC	Atlas	Review/Erase
Monies Owed Cases	Correspondence Records	Last Action	7 years	Operational Requirement	MCC LPD & RPD	Cloud Vega	Destroy
Intimacy Coordinator Registry	Application forms Supporting documents	Last Action	2 years	Operational Requirement	Intimacy coordinator sub-committee	Cloud	Destroy
Intimacy Coordinator Registry	Register published on website	Last Action	2 years	Operational Requirement	Intimacy coordinator sub-committee	Cloud Website	Destroy

Description	Document Type	Retention Trigger	Retention Period	Reason for Retention	Information Asset owner	Location	Final Action
INDUSTRIAL TEAMS AND ORGANISING							
Plasterers Apprenticeship Scheme	Application forms Correspondence Record books	Last Action	Indefinitely	Operational Requirement	LPD	Cloud	Destroy
Plasterers Apprenticeship Scheme	Accredited Plasterers website	Last Action	Indefinitely or consent withdrawn	Operational Requirement	LPD	Website	Destroy
Sexual Harassment Support Service	Case files	Last Action	7 years	Operational Requirement	MCC Helpdesk	Cloud Vega	Destroy
Sexual Harassment Support Service	Incident Database	Last Action	7 years	Operational Requirement	MCC Helpdesk	Cloud	Destroy

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MCC & MEMBERSHIP SERVICES							
Members Record	Employer Details Contact Details Personal Details Branch Details Payment Details	Termination of Membership	7 years	Legal	MCC	Atlas	Destroy Except for Radiation exposure
Applications	Forms	Date of record	7 years	Operational requirement	MCC	Atlas	Destroy
Direct Debit payments	Letters D01 & D17	Termination of membership	7 years	Operational requirement	MCC	Atlas C3 Stripe	Destroy
Call monitoring	Audio recordings	Date record made	6 months	Operational requirement	Touch point	Touchpoint QMS	Destroy
General Communication	Correspondence Agreements	Date of record	7 years	Legal	GS Office	Atlas	Archive
Benevolent Fund Applications	Application form and supporting documents	Close of case file	7 years	Legal	MCC	Cloud Vega	Destroy
MCC Helpdesk	Referral Forms	Last action	7 years	Operational Requirement	MCC	Cloud Vega	Destroy
MCC Helpdesk	Call recordings	Last action	6 months	Operational Requirement	MCC	Touchpoint QMS	Destroy

Description	Document Types	Retention Trigger	Retention Period	Reason for Retention	Information Asset Owner	Location	Final Action
Communications & Marketing							
Press Releases & Campaign Material	Leaflets	Last Action	6 years	Operational Requirement	Director of Communications & Research	Cloud Dot Digital Movement CRM Library	Review/ Archive/ Destroy
Image Bank	Video/photos	Last Action	6 years	Operational Requirement	Director of Communications & Research	Cloud Flickr	Destroy
Staff events & Prospect Hub	Email	Last Action	3 years	Operational Requirement	Director of Communications & Research	Cloud	Destroy
Public Engagement & Political Monitoring		Last Action	3 years	Operational Requirement	Director of Communications & Research	Cloud	Destroy
Conferences	Delegate Lists Hotel Accommodation Correspondence Expenses	Last Action	12 months	Operational Requirement	Conference Organiser	Cloud	Destroy
Webinar/Live Event	Registration	Webinar Completed	12 months	Operational Requirement	Director of Communications	Teams	Destroy
Prospect Plus	Marketing Emails	Last Action	?	Operational Requirement	Director of Communications	Dot Digital Movement	Destroy
Member Communications	Emails Reports	Last Action	?	Operational Requirement	Director of Communications	Dot Digital Movement	Destroy
Website	Cookies Analytics	Last Action	?	Operational Requirement	Director of Communications & Research	Website	Destroy

Description	Document Types	Retention Trigger	Retention Period	Reason for Retention	Information Asset Owner	Location	Final Action
RESEARCH							
Documents & Reports	Paper & Digital	Last action	Digital 3 years Paper 6 years	Operational Requirement	Research Team	Cloud CRM Library	Destroy
Subscriptions	Invoices Financial records	Last action	6 years	Operational Requirement	Research Team	Cloud	Destroy
On-line Web Surveys	Response forms	Last Action		Operational Requirement	Research Team	Cloud	Destroy
Pension Casework	Emails	Last Action	7 years	Operational Requirement	Research Team	Cloud Vega	Destroy

Description	Document Types	Retention Trigger	Retention Period	Reason for Retention	Information Asset Owner	Location	Final Action
EDUCATION & TRAINING							
Crisp H&S course	Applications Data base records Equality monitoring	End of course	3 years	Legal	Organising & Education	Cloud Eventbrite	Destroy
Vocational Courses	Applications Data base records Equality monitoring	End of course	10 years	Legal	Organising & Education	Cloud Eventbrite	Destroy
Cult Cymru	Applications Data base records Equality monitoring	End of course	10 years	Legal	Organising & Education Welsh Union Learning Fund	Cloud	Destroy
BECTU Vision	Applications Data base records equality monitoring	End of course	10 years	Legal	Organising & Education	Cloud Scottish Union Learning Fund	Destroy
Mentoring	Applications Records	End of mentoring	2 years	Operational Requirement	Organising & Education	Cloud	Destroy
Trade Union Reps Training	Application forms Data base record	End of course	7 years	Legal	Organising & Education	Cloud	Destroy
Alfie Squires Bursary	Applications Documentation	Successful Application	6 years	Operational Requirement	Organising & Education	Cloud	Destroy

Description	Document Types	Retention Trigger	Retention Period	Reason for Retention	Information Asset Owner	Location	Final Action
INFORMATION MANAGEMENT & COMPLIANCE RECORDS							
Subject Access Request	Database containing information relating to logging of subject access requests	Case closed	10 years	Regulatory	DPCO	Cloud	Review/Destroy
Subject Access Request Case File	Application Action Plan Communications	Case closed	1 years	Regulatory	DPCO	Cloud Vega Smartbox.ai	Destroy
Copies of Personal Data	Redacted and Unredacted documents	Case closed	1 years	Regulatory	DPCO	Cloud	Destroy
Proof of Identity	Documents	Identity verified	Destroy immediately	Regulatory	DPCO		Destroy
Breach Log	Database containing information relating to logging, tracking and monitoring of security breaches	Completion of breach report action	10 years	Operational Requirement	DPCO	Cloud	Destroy
Documentation	Privacy Notice Privacy Policy	Document change	6 years	Regulatory	DPCO	Cloud	Archive
Record of Processing	Database containing information relating to the logging, tracking and monitoring of organisations data processing	Processing change	Indefinitely	Regulatory	DPCO	Cloud	n/a
Advice Log	Files, Database	Last action	6 years	Operational Requirement	DPCO	Cloud	Destroy
BECTU Women's Film &	ACTT membership records	n/a	Indefinitely	Archive/ Research	DPCO Learning on Screen	Secure Hard Drive	Archive

Television History Project					(British Universities Film & Video Council)	Restricted University Website	
BECTU Archives	ACTT Membership Records Union Archive material	n/a	Indefinitely	Archives	DPCO	Crown Records Storage Clapham Store	Review/Archive/ Destory
Audit	Questionnaire Reports	Completion	3 years	Operational Requirement	DPCO	Cloud	Review/Destroy

Description	Document Types	Retention Trigger	Retention Period	Reason for Retention	Information Asset Owner	Location	Final Action
LEGAL / RESEARCH							
Employment Law cases	Email Letter	Last Action	7 years	Operational Requirement	Legal Team	Cloud Vega	Review/Destroy
Personal Injury cases	Email Letter	Last Action	7 years	Operational Requirement	Legal Team	Cloud Vega	Review/Destroy
Corporate Cases	Email Letter Documents	Last Action	7 years	Operational Requirement	Legal Team	Cloud Vega	Review/Destroy
Archived personal case files	Letters, documents, emails	Case Closed	7 years	Operational Requirement	Legal Team	Cloud Vega	Destroy

Description	Document Types	Retention Trigger	Retention Period	Reason for Retention	Information Asset owner	Location	Final Action
INFORMATION TECHNOLOGY							
IT systems	Documents integral to their running and long-term use	End of system life	12 months	Operational Requirement	Head of IT Strategy & IT	Cloud	Review
IT Infrastructure	Documents	Last Action	3 years	Operational Requirement	Head of IT Strategy & IT	Cloud	Review
IT Assets	Asset Register	Last Action	3 years	Operational Requirement	Head of IT Strategy & IT	Cloud	Review
Information Security	Documents	Last Action	6 years	Operational Requirement	Head of IT Strategy & IT	Cloud	Review
IT Backups	On premises	Last Action	8 weeks	Operational Requirement	Head of IT Strategy & IT	On premises Servers	Destroy
IT Backups	Cloud back up	Last Action	10 years	Operational Requirement	Head of IT Strategy & IT	Cloud	Destroy
System Audit Logs		Last Action	12 months	Operational Requirement	Head of IT Strategy & IT	Cloud	Destroy
IT incident management	Reports	Last Action	3 years	Operational Requirement	Head of IT Strategy & IT	Cloud	Review
IT helpdesk	Incident reports, service requests	Last Action	3 years	Operational Requirement	Head of IT Strategy & IT	Cloud	Review
Mobile Devices	Information for visitor wi-fi use	Creation	90 days	Operational Requirement	Head of IT Strategy & IT	Cloud	Destroy
Staff Mailboxes	Contact Details Documents Correspondence	Employment Ends	12 months?	Operational Requirement	Head of IT Strategy & IT	Outlook Cloud	Destroy
Staff Teams accounts	Chats	Employment Ends	12 months	Operational Requirement	Head of IT Strategy & IT	Cloud	Destroy

Description	Document Types	Retention Trigger	Retention Period	Reason for Retention	Information Asset Owner	Location	Final Action
FINANCE							
Management Accounts	Ledgers, documents	End of financial year	3 years	Operational requirement	Director of Finance & Estate Management & Finance	Cloud Sage	Destroy
Statutory Annual report & accounts	Documents	End of financial year	30 years	Operational requirement	Director of Finance & Estate Management & Finance	Cloud Sage	Archive
Accounts	Ledgers Schedules	End of financial year	6 years	Regulatory requirement	Director of Finance & Estate Management & Finance	Cloud Sage	Destroy
Invoices	Digital & paper files	End of financial year	6 years	Regulatory requirement	Director of Finance & Estate Management & Finance	Cloud Sage	Destroy
Employer Liability Insurance	Certificates	End of cover	40 years	Legal Requirement	Director of Finance & Estate Management	Cloud	Archive

					& Finance Team		
Insurance	Certificates Proposal submission	End of insurance cover	6 years	Operational requirement	Director of Finance & Estate Management & Finance	Cloud	Destroy
Insurance claims	Correspondence	End of claim	12 years	Operational requirement	Director of Finance & Estate Management & Finance	Cloud	Destroy
Bank	Statements Reconciliations Monthly uploads Correction journals	End of financial year	6 years	Operational requirement	Director of Finance & Estate Management & Finance	Cloud	Destroy
Delivery Receipts	Paperwork	End of financial year	6 years	Regulatory Requirement	Director of Finance & Estate Management & Finance	Cloud	Destroy
Bank	Account Holders, reconcilers, and approvers	End of financial year	30 years	Regulatory requirement	Director of Finance & Estate Management & Finance	Cloud	Archive
Audit	Reports Correspondence	End of financial year report refers	Permanently	Regulatory requirement	Director of Finance & Estate Management & Finance	Cloud	Archive

Credit card	Application forms Receipts	End of financial year	6 years	Regulatory requirement	Director of Finance & Estate Management & Finance	Cloud Sage Sap	Destroy
Travel Records	Authorisation Forms	End of financial year	6 years	Operational requirement	Director of Finance & Estate Management & Finance	Cloud	Destroy
E-Tickets	Email receipts	End of transaction	7 years	Operational requirement	Director of Finance & Estate Management & Finance	Cloud	Destroy
Income Tax and NI Returns	Records Correspondence	After end of the relevant financial year	3 years	Regulatory requirement	Director of Finance & Estate Management & Finance	Cloud Sage	Destroy
Member & Staff Expenses	Records	End of financial year	6 years	Regulatory requirement	Director of Finance & Estate Management & Finance	Sage Sap Concur	Destroy
Payroll	Records	End of financial year	6 years	Regulatory Requirement	Director of Finance & Estate Management & Finance	Sage	Destroy
VAT	Records & Returns	End of financial year	6 years	Regulatory requirement	Director of Finance &	Sage	Destroy

					Estate Management & Finance		
National Minimum Wage	Records	After end of the pay reference period	3 years	Regulatory Requirement	Director of Finance & Estate Management & Finance	Cloud Sage	Destroy
Coronavirus Furlough	Records	End of financial year	6 years	Regulatory Requirement	Director of Finance & Estate Management & Finance	Cloud Sage	Destroy
VAT Deferral (Covid 19)	Records	End of financial year	6 years	Regulatory Requirement	Director of Finance & Estate Management & Finance	Cloud Sage	Destroy
Authorised Signatories	Forms	End of financial year	6 years	Operational requirement	Director of Finance & Estate Management & Finance	Cloud	Destroy
Reconciliations	Forms	End of financial year	6 years	Operational requirement	Director of Finance & Estate Management & Finance	Cloud Sage	Destroy
Petty Cash	Cashier Receipts	End of financial year	6 years	Operational requirement	Director of Finance & Estate	Cloud Sage	Destroy

					Management & Finance		
Documents	Procedures Documents, letters	End of financial year	6 years	Operational requirement	Director of Finance & Estate Management & Finance	Cloud	Destroy
Budget	Documents	End of financial year	6 years	Operational requirement	Director of Finance & Estate Management & Finance	Cloud Sage	Destroy
Financial Approval Limits	Documents	End of financial year	6 years	Operational requirement	Director of Finance & Estate Management & Finance	Cloud	Destroy
Driving Licence	Copy of licence	Last action	3 years	Legal	People & Operations		Destroy
Death Benefit	Application form Death certificate	Closure of file	6 years	Operational requirement	Director of Finance & Estate Management & Finance	Cloud Sage	Destroy
Pension scheme	Trust deeds and rules	Last action	Permanently	Operational requirement	Director of Finance & Estate Management & Finance	Cloud	Archive
Suppliers	Contracts Correspondence	Expiry of contract	6 years	Operational requirement	Director of Finance & Estate	Cloud	Destroy

	Rental agreements				Management & Finance		
Licenses	Agreements, correspondence	Expiry of licence	6 years	Operational requirement	Director of Finance & Estate Management & Finance	Cloud	Destroy
Tendering (unsuccessful)	Proposal documents, correspondence, interview notes	End of process	1 year	Operational requirement	Director of Finance & Estate Management & Finance	Cloud	Destroy
Tendering (successful)	Contract, commissioning letter Information	End of contract	6 years	Operational requirement	Director of Finance & Estate Management & Finance	Cloud	Destroy
Building	Leases	End of lease	12 years	Operational requirement	Director of Finance & Estate Management & Finance	Cloud	Destroy
Building	Title deeds		Permanent until building sold or transferred	Operational requirement	Director of Finance & Estate Management & Finance	Cloud	Archive

Description	Document Types	Retention Trigger	Retention Period	Reason for Retention	Information Asset Owner	Location	Final Action
EMPLOYEE RELATIONS							
Recruitment – unsuccessful candidate	Application forms Feedback Notes Assessment Tests Advertisements Shortlists	Closure of post	6 months	Operational requirement	HR Office	Network Recruitment	Destroy
Recruitment – successful candidate	Application forms Feedback notes Assessment Reference Reports	End of probation period	6 years	Operational requirement	HR Office	Network Recruitment Cascade	Destroy
New Employee Contract of Employment	Offer Letter CV Supporting Documents Letter of appointment References Probationary period	Termination of employment	6 years	Operational requirement	HR Office	Cloud Cascade	Destroy
Contract of Employment	Changes to Employment contract	Termination of employment	6 years	Operational requirement	HR Office	Cloud Cascade	Destroy
Right to Work	Biometric Residence Permits UK and EEA Passports Residence cards Certificate of registration or naturalisation	Termination of employment	2 years	Regulatory requirement	HR Office	Cloud Cascade	Destroy

Criminal Records Checks and Disclosure	DBS Certificate	End of Employment	6 years	Operational Requirement	HR Office	Cloud Cascade	Destroy
Employee Pay & Benefits	Pay review documents, grading, sick pay	End of tax year	7 years	Operational Requirement	HR Office/Director of Finance & Estate Management & Finance Department	Cloud Cascade Sage	Destroy
Working Time Records	Annual Leave Jury Service Time off for Dependents Overtime	Last action	2 years	Regulatory Requirement	HR Office	Cloud Cascade	Destroy
Disciplinary procedure	Minutes of meetings Correspondence Investigation reports	End of process	Action short of dismissal 2 years Written warning 12 months Termination 6 months	Operational Requirement	HR Office	Cloud Cascade	Destroy
Disciplinary procedure - no case to answer	Report	End of investigation	Remove immediately	Operational requirement	HR Office	Cloud Cascade	Destroy
Grievance Procedure	Minutes of meetings Correspondence Investigation Reports	End of process	2 years	Operational Requirement	HR Office	Cloud Cascade	Destroy

Performance Management	PDR form Supervision Performance Supporting success	Termination of employment	6 years	Operational requirement	HR Office	Cloud Cascade	Destroy
Exit Interview	Notes about termination of employment	Termination of employment	6 years	Operational Requirement	HR Office	Cloud Cascade	Destroy
Maternity Scheme	Medical Records Correspondence MAT B1 form	End of tax year in which maternity ends	3 years	Regulatory Requirement	HR Office	Cloud Cascade	Destroy
Paternity Leave Scheme	Request form Leave record	End of tax year in which paternity ends	3 years	Regulatory Requirement	HR Office	Cloud Cascade	Destroy
Parental Leave Scheme	Request form Leave record	From birth of the child	5-18 years	Regulatory Requirement	HR Office	Cloud Cascade	Destroy
Adoption Leave Scheme	Correspondence, records, forms	End of tax year in which adoption leave ends	3 years	Legal requirement	HR Office	Cloud Cascade	Destroy
Shared Parental Leave Scheme	Records, documents, correspondence	End of tax year when parental leave ends	3 years	Legal requirement	HR Office	Cloud Cascade	Destroy
Employment Contract Changes	Change of hours Sabbatical leave Amendments to contractual terms Secondments	Termination of employment	6 years	Operational requirement	HR Office	Cloud Cascade	Destroy
Retirement Benefits Scheme	Forms Correspondence	End of scheme year in which event took place	6 years	Legal/Regulatory	HR Office/Director of Finance & Estate Management & Finance Department	Cloud Cascade	Destroy

Pension Scheme	Records Correspondence	After benefit ceases	12 years	Operational Requirement	Director of Finance & Estate Management & Finance Department	Cloud Cascade Sage	Destroy
Pension Scheme	Investment policies	Ending of any benefit payable	12 years	Operational Requirement	Director of Finance & Estate Management & Finance Department	Cloud Cascade Sage	Destroy
Capability procedure	Medical reports OH reports	Written warning Final warning Dismissal	12 months 2 years 6 months	Operational Requirement	HR Office	Cloud Cascade	Destroy
Sickness Absence Management Procedure	Self-certification, doctor certificates, correspondence	Termination of employment	1 years & 2 years	Operational Requirement	HR Office	Cloud Cascade	Review/Destroy
Medical Records	Records	From date of last entry Date of issue of medical examination certificate	40 years	Legal requirement	HR Office	Cloud Cascade	Destroy
Flexible Working	Request document Appeal documents	Outcome of request including appeal	18 months	Regulatory requirement	HR Office	Cloud Cascade	Destroy
Training & Education	Evidence of professional registration, certificates, course attendance	Termination of Employment	6 years	Operational requirement	HR Office	Cloud Cascade	Destroy

Redundancy	Redundancy documents Payment calculations Notification	Date of redundancy	6 years	Operational requirement	HR Office	Cloud Sage	Destroy
Employment references	Reference	Date of issue	1 year	Operational requirement	HR Office	Cloud Cascade	destroy
Other References	Mortgage, loans	Date of Issue	3 years	Operational requirement	HR Office	Cloud Cascade	destroy
Whistleblowing substantiated claims	Reports Documents, correspondence	Date of outcome or remedial action taken	6 months	Legal requirement	HR Office	Cloud	destroy
Whistleblowing unsubstantiated claims	Correspondence Reports Documents	Date of outcome	Remove immediately	Legal requirement	HR Office	Cloud	destroy
Asbestos Records	Records	From the date of last entry	40 years	Legal requirement	HR Office	Vega	destroy
First Aiders	Training Records	Last action	6 years	Legal requirement	HR Office	Cloud Ihasco	destroy
Fire Warden Training	Records	Termination of Employment	6 years	Legal requirement	HR Office	Cloud Ihasco	destroy
UK GDPR Training	Records	Termination of Employment	6 years	Legal requirement	HR Office	Cloud Ihasco Boxfish	destroy
H&S Reps & Employee Training	Records	Termination of Employment	5 years	Legal requirement	HR Office	Cloud Ihasco	destroy

Description	Document Types	Retention Trigger	Retention Period	Reason for Retention	Information Asset owner	Location	Final Action
HEALTH & SAFETY							
Accident Reports	Report book and records	from last entry or until any person involved in accident reaches 21	3 years	Regulatory requirement	Facilities	Cloud	Destroy
Health & Safety Policy	Documents	Retain until new version replaces it	Permanently	Operational requirement	Facilities	Cloud	Destroy
Risk Assessment Records	Risk assessment documents required under several codes of practice	Date risk assessment made	10 years	Legal	Facilities/HR	Cloud	Review Archive destroy

Description	Document Types	Retention Trigger	Retention Period	Reason for Retention	Information Asset owner	Location	Final Action
FACILITIES & OFFICE SERVICES							
CCTV	Video Footage	Date of Recording	30 days	Operational requirement	Facilities	Internal Server	Destroy
CCTV	Video Footage used for Investigation	Date of transfer	6 months	Operational requirement	Facilities	Internal Server	Destroy
Building Maintenance	Maintenance Reports Repair Records Correspondence	Date of Last Action	Contract period + 5 years	Occupational Requirement	Facilities	Cloud	Destroy
Building	Building Plans		Lifespan + 7 years	Occupational Requirement	Facilities	Cloud	Destroy

Version Control

Version	Date	Author	Change Summary
1.0	24.5.2018	DPCO	Document created
1.2	24.5.2019	DPCO	Document updated
1.3	2.6.2020	DPCO	Document updated
1.4	1.1.2023	DPCO	Document redrafted
1.5	21.7.2023	DPCO	Document updated
1.6	15.9.2025	DPCO	Document amended
1.7	25.6.2026	DPCO	Document amended

Change Approval

The changes to this document have been approved by the following personnel:

Version	Date	Approved
1.2	24.5.2019	Director of Communications & Research
1.3	2.6.2020	Director of Communications & Research
1.4	1.1.2023	Director of Communications & Research
1.5	21.7.2023	Director of Communications & Research
1.6	15.9.2025	Director of Finance & Estate Management
1.7	25.6.2026	Director of Finance & Estate Management