



Retention Schedule

Personnel Documentation, etc

Created: July 2005 (archived)

Updated: Updated June 2014

Ref	Section	Records Series	Retain	Fate	Notes
JBP001	Personnel	Personnel Circulars	C	D	SLC Personnel Held electronically – SLC intranet
JBP002	Personnel	Management Bulletin	C	D	Now held electronically SLC intranet
JBP003	Personnel	Job Profiles	C	R	
JBP004	Personnel	Grading Matrix	C	R	
JBP006	Personnel	Record of Absence	C + 4	D	Self Cert/Medical Certs – original medical certificates to Personnel
JBP006a replaced 35 & 39	Personnel	Completed absence reporting forms/medical referrals/consent forms/medical reports	C+4	D	
JBP008	Personnel	Absence Statistics	C + 2	D	
JBP009	Personnel	Authorised Absence Statistics	C + 2	D	
JBP010	Personnel	Joint Staffing Watch Survey	Cy + 1	D	
JBP011	Personnel	Flexi Time Records	Cy	D	Electronic copy held on HFX system
JBP013	Recruitment	Person Specification	6 months	D	
JBP014	Recruitment	Application Forms	6 months	D	
JBP015	Recruitment	Asylum & Immigration Documents	6 months	D	
JBP016	Recruitment	Interview Records	6 months	D	
JBP017	Recruitment	Shortleeting Records	6 months	D	
JBP018	Recruitment	Qualifications (copies)	6 months	D	

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JBP019	Recruitment	Personal Identifiers (copies)	6 months	D	
JBP021	Recruitment	Various Correspondence	6 months	D	
JBP022	Recruitment	Criminal Conviction Forms	6 months	D	
JBP023	Recruitment	Equal Opportunity Forms	6 months	D	
JBP23a	Recruitment	Unsolicited applications for employment and responses	6 months	D	Retained only should vacancy arise.
JBP024	Personnel	Successful candidate's appointment letter and contract of employment	T+6	A	
JBP025	Personnel	Maximising Attendance Correspondence	C+4	D	Copies passed to SLC Personnel Services including ARMS correspondence
JBP028	Personnel	Conditions of Service	C	R	
JBP029	Personnel	Annual/Flexi Leave Records	C	D	held on SLC People Connect System
JBP029a	Personnel	Scheme of Enhanced leave application forms (completed)	Cy + 5	D	
JBP031	Personnel	Authorised Absence Records	C	D	held on SLC People Connect System
JBP036	Personnel	Accident Reporting Book/Accident record/	C+3	D	RIDDOR 1995
JBP036a	Personnel	Recording/Reporting of Accidents of Group 3 & 4	40yrs	D	Control of Substances Hazardous to Health Regulations 2002
JBP037	Personnel	Early Retirement/ Severance Cost Benefit Analysis	C	R	
JBP038	Personnel	Letters of Undertaking	C+2	D	Depending on length of course – up to 2 years after completion.
JBP040	Personnel	Pre-retirement course application	C	D	
JBP042	Personnel	Staff Salary Record Cards Employment History	T+6	A	Historic information prior to People Connect. Archive after T+6

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JBP044	Personnel	TDF 2 & 3 – Training Authorisation Form	C	R	
JBP053	Personnel	PDR-Employee Development Documentation	5 years	D	
JBP055	Personnel	Expected Working Practice/Code of Conduct	C	R	
JBP057	Personnel	Record of Training Courses Attended	P	A	
JBP067	Personnel	Name	T + 6	D	(those not held in JBP042 record series)
JBP068	Personnel	Address	T + 6	D	(those not held in JBP042 record series)
JBP069	Personnel	Date of Birth	T + 6	D	(those not held in JBP042 record series)
JBP070	Personnel	Home Telephone Number	T + 6	D	(those not held in JBP042 record series)
JBP070a	Personnel	Emergency Contact	C	D	
JBP071	Personnel	Qualifications	T + 6	D	
JBP072	Personnel	Nationality	T + 6	D	
JBP073	Personnel	Motor Insurance Details	Cy	D	
JBP073a	Personnel	MOT details	Cy	D	
JBP074	Personnel	Driver Licence Details	Cy	D	
JBP075	Personnel	Medical/Self Certificates unrelated to industrial injury	Cy+4	D	
JBP075a	Personnel	Physiotherapy referral forms	6mths	D	National Archives Records Management Retention Schedule: Personnel Records
JBP075b	Personnel	Physiotherapy reports	C+4	D	
JBP075c	Personnel	Early intervention referrals	C+6	D	
JBP075d	Personnel	Eye Test Referral	6mths	D	
JBP076	Personnel	Absence Record	P	D	
JBP077	Personnel	Disciplinary Record	T + 6	D	Record of action taken, details of breach, employees defence/mitigation, appeal details – Time periods relate to length of warning T+6 for all.
JBP077a	Personnel	1 st written warning	6mths	D	
JBP077b	Personnel	Final written warning	12mths	D	
JBP077c	Personnel	1 st and Final warning	12mths	D	
JBP077d	Personnel	Dismissal Letter	10yrs	D	
JBP077e	Personnel	Disciplinary and Grievance unfounded	Length of investigation	D	

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JBP079	Personnel	Employment History/Gradings/ Salaries	T + 6	A	
JBP081	Personnel	Union Membership	T + 6	D	
JBP082	Personnel	Qualifications/References	T+6	D	
JBP084	Personnel	Superannuation Membership	T + 6	R	
JBP084a	Personnel	SPF – Opt Out form	C	A	
JBP084b	Personnel	SPF Strike Absence Contribution Form	T + 6	D	
JBP085	Personnel	Data Protection/ Photographic Consent	C	D	
JBP090	Personnel	PDR Re-grading correspondence	T + 6	A	National Archives retention period
JBP093	Personnel	Stress Audit Analysis	C+5	D	
JBP094	Personnel	Job Families	C	R	
JBP095	Personnel	Personnel Policies	C	R	
JBP096	Personnel	Salary Scales	C	R	
JBP104	Personnel	Resource Structure (organisational chart)	C	R	Contained within Our Aims doc on website
JBP105	Personnel	Approval for work undertaken out with LVJB	C	D	
JBP106	Personnel	Disclosure Scotland (Basic)	90 days	D	After recruitment or other relevant decision is made

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