

Retention Schedule - EK Human Resources

May 2018

Note: This Retention Schedule applies to all data held in any format (i.e. paper, electronic, microfiche etc)

Service	Function	Document Description	Retention Period
EK Human Resources	Human Resources	General HR records (excluding documents listed below)	6 years after employment ceases
EK Human Resources	Human Resources	Wage/salary (including overtime, bonuses, expenses)	6 years after employment ceases
EK Human Resources	Human Resources	Recruitment records for unsuccessful applicants	6 months after last contact
EK Human Resources	Human Resources	Inland Revenue/HMRC approvals	Indefinitely
EK Human Resources	Human Resources	Disciplinary warning paperwork: <ul style="list-style-type: none"> - Informal improvement notice - First formal warning - Final written warning - Allegation of abuse against a child (whether substantiated or not) 	12 months after date issued 6 months after date issued 12 months after date issued Indefinitely