

Retention Schedule - EK Human Resources

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

Function	Document Description	Retention Period
Human Resources	General HR records (excluding documents listed below)	6 years after employment ceases
Human Resources	Wage/salary (including overtime, bonuses, expenses)	6 years after employment ceases
Human Resources	Recruitment records for unsuccessful applicants	6 months after last contact
Human Resources	Inland Revenue/HMRC approvals	Indefinitely
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) 	<p>12 months after date issued</p> <p>6 months after date issued</p> <p>12 months after date issued</p> <p>Indefinitely</p>