

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
HP1	Employment Vacancies							
HP1.1	Current Vacancies							
HP1.1.1	Publication of current job vacancies within the council (advertisements)		Retain from year records created for 1 year.	SECURE DISPOSAL	n	NOT PROTECTIVELY MARKED	Expected to be dynamic list, constantly updating.	
HP1.2	Applicants for Vacancies							
HP1.2.1	Records relating to applications for vacancies, shortlisting, interviews	The Employment Tribunal Rules of Procedure 2013	Retain for 6 months, 3 months minimum	SECURE DISPOSAL	Y	OFFICIAL		
HP2	Employee Services							
HP2.1	Employment and							
HP2.1.1	The provision of programmes to promote the development of learning and employment	Limitation Act 1980 (Section 2)	Retain from year records created for 6 years.	SECURE DISPOSAL	N	OFFICIAL		
HP2.2	Equal Opportunities Advice							
HP2.2.1	The creation, implementation and monitoring of the	Equality Act 2010	Retain from date the policy expires for 3 years.	Offer to Archives	N	OFFICIAL		

HP2.2.2	The publication of the Equal Opportunities policy and provision of advice/information on equal opportunities to employers and employees in the Spelthorne Council	Equality Act 2010	Retain from year records created for 1 year.	Offer to Archives	N	NOT PROTECTIVELY MARKED	Expected to be dynamic list, constantly updating.	
HP3 Staff Records								
HP3.1 Personal Files								
HP3.1.1	Personal Files for employees	Common Practice	Currently retained in hardcopy for period from offer of employment through to after an employee has left. Records scanned after the employee has left and paper copy destroyed about 6-12 months after leaving Personal file destruction 7-25 years after leaving date.	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		

HP3.1.2	Occupational Health Records The process of checking and ensuring the health of staff (and potential staff).	Employment Law	Retained with personal file and destroyed as personal files. Medical record would be retained by the Council's Occupational Health provider. Keep longer if there is the prospect of a claim against council.	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
HP4 Employment Administration								
HP4.1 Employment Policy								
HP4.1.1	Employment policies	Limitation Act 1980 Section 2	Current year & 6 years after review	SECURE DISPOSAL	N	OFFICIAL		
HP4.1.2	Information relating to terms and conditions		Date terms and conditions superseded + 6 years	Offer to Archives	N	OFFICIAL		
HP4.1.3	Employment Policy: Politically Restricted Posts List	Limitation Act 1980 Section 2	Each copy of the list will supersede the preceding one; but a copy of each version should be held as an archive copy so that if necessary the politically restricted posts in operation at any given time can be proved	SECURE DISPOSAL	N	OFFICIAL		

HP4.2 Employment Conditions								
HP4.2.1	Personal Commitment Statements		term of employment	SECURE DISPOSAL	Y	NOT PROTECTIVELY MARKED		IT3.1.1
HP4.2.2	All records relating to the investigation of inappropriate use of email and internet systems		Current year plus 6 years	SECURE DISPOSAL	Y	OFFICIAL		IT7.2.4
HP4.2.3	Records relating to the monitoring of employee absence		Current year + 1year	SECURE DISPOSAL	Y	OFFICIAL		
HP4.2.4	Records relating to employment tribunal	The Employment Tribunals (Constitution and Rules of Procedure) (Amendment) Regulations 2008; Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL		
HP4.2.5	Warnings - issued by line/senior manager with right of appeal to next level of management at relevant stages		Date of warning + 12 months [This period could be extended if required to be used for evidence to show that the employee was made aware of the seriousness of previous behaviour]	SECURE DISPOSAL	Y	OFFICIAL		
HP5 Payroll								
HP5.1 Payroll Records								

HP5.1.1	Payroll Records	HMRC - Compliance Handbook Manual CH15400	6 years plus current year	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
HP5.1.2	Tax and national insurance deductions and payments to HMRC	HMRC - Compliance Handbook Manual CH15400	6 years plus current year	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
HP5.1.3	Pension contributions and payment to SCC Pensions	Multiple	Permanent	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
HP5.1.4	Deductions from pay and payments made to other bodies including courts, trade unions, childcare provider, child support agency	Multiple	6 years plus current year	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
HP5.1.5	Transparency of senior salaries		Retain from year records created for	Offer to Archives	N	NOT PROTECTIVELY		FN2.2.1
HP6		Service Delivery Consultation						CM3.1

Y	OFFICIAL
N	OFFICIAL - SENSITIVE
	NOT PROTECTIVELY MARKED