

# Document Retention Guidelines

## Statutory requirements

Document type	Retention period
Accident books, reports and records	3 years from date of last entry
Accounting records	3 years (private) 6 years (plcs)
First Aid Training	6 years after employment ends
Health & Safety representatives & employee's training	5 years after employment ends
Income tax, NI returns & HMRC correspondence	Not less than 3 years after the end of the relating financial year
Medical records as specified by COSHH	40 years from date of last entry
Medical records as specified by Asbestos	40 years from date of last entry
National Minimum Wage records	3 years after the relating tax year ends
Payroll wage/ salary	6 years after the relating tax year ends
Retirements benefits scheme	6 years
SMP, maternity calculations and leave	3 years after the relating tax year ends
Subject Access Requests	1 year following completion of request
Whistleblowing	6 months following outcome
Working time records	2 years from date made

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## Recommended for good practice

The length of time personal data is kept should be regularly reviewed, considering its purpose when deciding how long to retain it; and update, archive or securely delete information if it goes out of date (becomes invalid). Confidential data, e.g. sickness records, should have personally identifiable information removed where possible.

Where documents may be relevant to a contractual claim it is recommended they are kept for at least a corresponding 6 year period.

Document type	Retention period
Collective Agreements	6 years
Flexible working requests	18 months following any appeal
Inland Revenue/HRMC approvals	Permanently
Parental leave	18 years after birth
Pension records & scheme investment policies	12 years after benefit ceases
Personnel files & training records	6 years after employment ends
Recruitment applications (for unsuccessful candidates)	6 months to a year
Redundancy details	6 years from the date of redundancy
References	<u>At least</u> one year after reference is given
Right to work in UK checks	2 years after employment ends
SSP records, OH reports and certificates	6 years after employment ends
Termination of employment	6 years after employment ends
Terms & Conditions of employment	6 years after employment ends

Whilst every care has been taken in compiling this information, The Office Fairy cannot be held responsible for any errors or omissions and the information is not intended as a substitute for specific legal advice.

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