



LOCAL STAFF FILES

Departmental Weeding Guidance

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Recruitment

RETAINED BY HR?	INFORMATION RETAINED FOR STAFF FILES	RETAINED BY DEPTS?	DEPT RETENTION SCHEDULE & NOTES
Yes	Staff Approval	NO	
Yes	Job description/ Person specification/Job Hazard Identification Form	NO	This is an advisory – it is not good practice to keep job descriptions in staff files as job descriptions should be generic to a role, not specific to a person. We are currently working on a solution to make accessing all versions of a job description easier.
Yes	Recruitment salary calculations	NO	
Yes	Post Grading Information	NO	
Yes	Application Form, completed Equal Opportunities form and supporting documentation - to include CV, list of publications, etc	Yes	Please discard once the employee has left the University
Yes	References	NO	
Yes	Reason for Appointment offer form (Historical) / Copy of e-recruitment offer screen-print	NO	

UK Visa and Immigration

RETAINED BY HR?	INFORMATION RETAINED FOR STAFF FILES	RETAINED BY DEPTS?	DEPT RETENTION SCHEDULE & NOTES
Yes	Visa paperwork- Tier 2 Visa /Tier 5 Visa	NO	
Yes	Visa/Biometric Residence Permit (BRP) documentation	NO	
Yes	Copy of external media advertisement (Only for UKVI employees)	NO	
Yes	Shortlisting/Interview selection process paperwork (Only for UKVI employees)	NO	

New Starter

RETAINED BY HR?	INFORMATION RETAINED FOR STAFF FILES	RETAINED BY DEPTS?	DEPT RETENTION SCHEDULE & NOTES
Yes	Copy of Appointment Letter sent	NO	
Yes	Appointment statement received - signed by employee	NO	
Yes	Initial contract of employment - signed by manager	NO	
Yes	Copy of Occupational Health Clearance confirmation letter (Historical)	NO	
Yes	Qualifications	NO	
Yes	Proof of Identification, to Include Name Alterations	NO	

RETAINED BY HR?	INFORMATION RETAINED FOR STAFF FILES	RETAINED BY DEPTS?	DEPT RETENTION SCHEDULE & NOTES
Yes	HESA information	NO	
Yes	Completed & authorised Form of Undertaking for Removal & Separation Expenses	NO	
Yes	Probation report, signed by manager	NO	
NO	Staff Induction Paperwork	Yes	Keep for 1 year upon completion of induction
NO	Individual probation report	Yes	Keep for 3 years following the completion of probation

Pensions

RETAINED BY HR?	INFORMATION RETAINED FOR STAFF FILES	RETAINED BY DEPTS?	DEPT RETENTION SCHEDULE & NOTES
Yes	Opt in/out forms	NO	
Yes	Estimates/returns/ queries	NO	

Variations to Contract

RETAINED BY HR?	INFORMATION RETAINED FOR STAFF FILES	RETAINED BY DEPTS?	DEPT RETENTION SCHEDULE & NOTES
Yes	Increase/decrease in hours or weeks paperwork	NO	

RETAINED BY HR?	INFORMATION RETAINED FOR STAFF FILES	RETAINED BY DEPTS?	DEPT RETENTION SCHEDULE & NOTES
Yes	Salary calculations for term - time staff	NO	
Yes	Fixed-term contract letters	NO	
Yes	PTHP Contract and signed, authorised Teaching Schedules	NO	
Yes	Post - initial appointment paperwork and confirmation letter/contract/signed appointment statement	NO	
Yes	Change of Address notification – only applicable for casual contract employees or those without ESS access	NO	
Yes	Regrading paperwork and confirmation letter/contract	NO	
Yes	Promotion paperwork and confirmation letter/contract	NO	
Yes	Awards (Recognition/Long Service/Contribution)	NO	
Yes	First Aid Allowance confirmation letter/Copy of Certificate/renewals	NO	
Yes	H&S Co-ordinator- copy of confirmation letter	NO	
Yes	Routine enquires from employees	Yes	Keep for 6 months from response to enquiry
Yes	Staff enquires resulting in contractual change	NO	
Yes	Confirmation of employment letters e.g. Property rental /Guarantor/Foreign Embassy	NO	
Yes	References supplied for members of staff	Yes	Keep for 1 year from the request date

RETAINED BY HR?	INFORMATION RETAINED FOR STAFF FILES	RETAINED BY DEPTS?	DEPT RETENTION SCHEDULE & NOTES
Yes	Corporate Governance/Risk (CGR) - Copy of letter sent to staff member outlining responsibilities under CGR (Historical).	NO	
Yes	Flexible working requests	NO	
Yes	Maternity application form and supporting paperwork	NO	
Yes	Paternity application form and supporting paperwork	NO	
Yes	Adoption application form and supporting paperwork	NO	
Yes	Requests for special leave i.e. sabbatical leave/ compassionate leave	NO	
Yes	Leave calculations for term time employees – current leave year only	NO	
Yes	Skills Audit form (Historical)	NO	
NO	Performance development review (PDR)/Peer reviews	Yes	Keep for 3 years
Yes	General records of training/staff development	Yes	Only specific information needs to be retained – please refer to 6.3.4 of the Human Resources Retention Schedule for further details

Casework

RETAINED BY HR?	INFORMATION RETAINED FOR STAFF FILES	RETAINED BY DEPTS?	DEPT RETENTION SCHEDULE & NOTES
Yes	Under Performance	Yes	Kept 6 years from the last action of the case
Yes	Grievance	NO	
Yes	Disciplinary	NO	
Yes	Employment Tribunal/legal paperwork	NO	
Yes	Appeals	NO	
Yes	Organisational Change, Redeployment and Redundancy (OCRR)	NO	
Yes	Mediation	NO	
Yes	Managing Sickness Absence	Yes	
No	Oral Warning	Yes	Kept for 1 year from the date of issue

Leavers

RETAINED BY HR?	INFORMATION RETAINED FOR STAFF FILES	RETAINED BY DEPTS?	DEPT RETENTION SCHEDULE & NOTES
Yes	Resignation letter from employee and acknowledgement correspondence from HR	NO	

RETAINED BY HR?	INFORMATION RETAINED FOR STAFF FILES	RETAINED BY DEPTS?	DEPT RETENTION SCHEDULE & NOTES
Yes	End of Contract confirmation letter	NO	
Yes	Redundancy	NO	
Yes	Severance	NO	
Yes	Retirement	NO	
Yes	Death in service	NO	
Yes	Leavers form	NO	
Yes	Employee Summary	NO	

Health

RETAINED BY HR?	INFORMATION RETAINED FOR STAFF FILES	RETAINED BY DEPTS?	DEPT RETENTION SCHEDULE & NOTES
NO	Management Referrals	NO	Management referral forms should only be kept by Occupational Health. OH can provide any information from these forms if required by the manager.
NO	Return to work forms		
NO	Information relating to the purchase of specialised equipment	Yes	Transfer*

RETAINED BY HR?	INFORMATION RETAINED FOR STAFF FILES	RETAINED BY DEPTS?	DEPT RETENTION SCHEDULE & NOTES
NO	Personal emergency evacuation plan (PEEPs)	Yes	Keep until superseded or no longer active
NO	Risk assessments	Yes	Keep until superseded

Departmentally Held Staff File

* Once an employee has permanently left the University, or the department, please weed out any information that can be destroyed and send the remaining information to HR to include in the central staff file.