

QUICK REFERENCE RETENTION GUIDE				
	DOCUMENT DESCRIPTION	RETENTION PERIOD	START OF THE RETENTION PERIOD	RELEVANT LEGAL PROVISION
TYPE OF DOCUMENT LIKELY TO BE ALSO SUBJECT TO A MAXIMUM RETENTION PERIOD BASED ON DATA PROTECTION RULES				
1	Employment contract, including personnel and training records, written particulars of employment, changes to terms and conditions	Maximum 6 years after employment ceases	The date that the documents are created	Section 5 Limitation Act 1980 and Data Protection Act 1998
2	Identification documents of foreign nationals (ensuing from the obligation to retain copies of documents used to perform immigration checks)	Minimum 2 years	The date of termination of employment	Section 6(b) immigration (Restrictions on Employment) Order 2007/3290
3	Business data and documents concerning pension schemes and related subjects (ensuing from obligation to retain records relating to an approved pension scheme or a statutory pension scheme, including accounts and actuarial valuation reports relating to the scheme)	Minimum 6 years	From the end of the year in which the accounts were signed	Regulation 15 Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103)
4	Pension plans and schemes, career and talent development programmes, diversity programmes, other HR policies (e.g. alcohol and drugs policy, HIV/AIDS policy, personnel handbook), social plans	See section 3		
5	Data of rejected job applicants (e.g. application letters, CVs, references, certificates of good conduct, job interview notes, assessment and psychological test results)	The legislation does not prescribe a time period*	The date the document is received or created	Guidance from the Information Commissioner: Employment Practices Code Part 1: recruitment and selection (1.7.5)
6	Data concerning a temporary worker	Maximum 6 years after employment ceases	The date that the documents are created	Section 5 Limitation Act 1980 and Data Protection Act 1998
7	Reports on employee performance review meetings and assessment interviews (e.g. evaluations, employment application forms of successful applicants, copies of academic and other training received, employment contracts and their amendments, correspondence concerning appointment, appraisals, promotions and demotions, agreements concerning activities in relation to the works council, references and sick leave records)	Maximum 6 years after employment ceases	The date that the documents are created	Section 5 Limitation Act 1980 and Data Protection Act 1998
9	Employment stock purchase and option records	Minimum retention periods may apply, depending on the nature of the scheme. Maximum retention periods may apply, depending on the nature of the scheme.		
10	Copy of identification documents	Minimum retention period: see section 19. Maximum 6 years after employment ceases	The date that the documents are created	Section 5 Limitation Act 1980
11	Expats records and other records relating to foreign employees (e.g. visa, work permit)	Minimum retention period in respect of the documents used to perform immigration checks: see section 19. In respect of other records, the regime relating to UK nationals will apply: see sections 22-26. Maximum 6 years after employment ceases	The date that the documents are created	Section 5 Limitation Act 1980
12	Data concerning pension and early retirement	See sections 1, 3 and 4		
13	Camera recordings	Maximum: There is no specified period in the legislation, but the guidance of the Information Commissioner's Office confirms that images should not be kept for longer than strictly necessary to meet the organisation's purposes in recording them. On occasion, an organisation may need to retain images for a longer periods where a law enforcement body is investigating a crime.		Fifth data protection principle. Data Protection Act 1998
*The Information Commissioner recommends a short period of time, perhaps 6 months after notifying unsuccessful candidates. Longer would be possible if there is a clearly communicated policy to keep candidates' CVs for future reference. (Application forms should give applicants the opportunity to object to their details being retained.)				