



Purpose

The information and records disposal schedule which follows forms part of a set of corporate schedules for Transport for London (TfL). The schedules provide evidence of compliance with legislation such as General Data Protection Regulation and the Freedom of Information Act 2000, as well as adherence to TfL's [Information and Records Management Policy](#) and TfL's commitment to [transparency](#).

The schedules assist TfL to:

- Reduce multiple sets of identical records and data.
- Remove obsolete or inaccurate information.
- Improve business processes.
- Meet legislative compliance requirements.
- Create corporate rules for records disposal as part of new system implementation.

The schedules will be revised every two years or more frequently if required. They are generic documents covering records relating to the following functions:

Schedule	Reference
Contracts and Procurement	CP
Corporate Governance	CG
Employment and Pensions	EP
Finance	FN
Health and Safety	HS
Information Management	IM
Property and Assets	PY

Disclaimer

Any disposal schedule is by its nature a work in progress; it may be incomplete due to time restraints or complete at the time of publication but require amendments, additions and deletions at a future date.

Note on records disposal

There are only two ways to dispose of records:

- Destroy them at a given time *or*
- Keep them permanently as part of TfL's historical record.

Records of permanent value should be transferred to the [TfL Corporate Archives](#). Hard copy (paper) records and information on portable digital media which have to be kept for a period of time before destruction (eg longer than 1 year after closure) should be transferred to the [TfL Records Stores](#).

Destruction of records in accordance with the provisions of this schedule will be suspended if it becomes apparent that there is any possibility of anticipated litigation or regulatory investigation.

Scope

- The schedule below covers records relating to employment and pensions. It is divided into 3 parts:
 - Part 1: Employee record
 - Part 2: Employment administration
 - Part 3: Pensions administration and liaison
- For records relating to the processing of any payments received from staff, see the Finance information and records disposal schedule.

The provisions of the schedule are to be applied to data in all formats (electronic or paper) and in all storage locations, whether active or inactive, other than to information stored on backup tapes or discs, which are subject to a different set of disposal rules based on disaster recovery requirements, and emails held in the Symantec Enterprise Archive Vault, which has a single retention policy applied to all content once ingested into the Vault. See the *Information Management* schedule for an explanation of the retention rules applied to backup tapes or discs and the 'email archive'.

The Schedule: Employment and Pensions (Ref: EP)

Contents

EP1	Employee record
EP2	Employment administration
EP3	Pensions administration and liaison

Abbreviations and definitions

AMH	Accredited Manager for harassment
AP	Asset Performance (LU)
COO	Chief Operating Officer (LU)
CPD	Continuing Professional Development
CV	Curriculum Vitae
DAMSP	Drugs Alcohol Medical Screening Programme
DBS	Disclosure and Barring Service
DSE	Display Screen Equipment
ER	Employee Relations
ET	Employment Tribunal
GDPR	General Data Protection Regulation
HA	Harassment Advisor
HR	Human Resources
HRBP	HR Business Partner
H&S	Health and Safety
HSE	Health, Safety and Environment
ICSA	Institute of Chartered Secretaries and Administrators
Intrinsic	Staff travel database
JEM	Job evaluation tool (Job Evaluation Management)
LDI	Local disciplinary interview
LU	London Underground
LUL	London Underground Limited
NOL	Network Operational Learning
OH	Occupational Health
P&D	Performance and development
PIP	Performance Improvement Plan
PMA	People Management Advisor
PRP	Performance related pay
PRT	Pay Review Tool
SAP	Systems, Applications and Products in Data Processing system
SAP EIC	SAP employee case management system
SAP R3	SAP employee file storage system
SMRF	Senior Manager reward framework
TA	Territorial Army
Talent Innovations 360	360 degree survey tool that is being used to support Senior Manager development
Taleo	Employee recruitment system
TfL	Transport for London
TUPE	Transfer of Undertakings (Protection of Employment) Regulations 2006
VS	Voluntary Severance

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Note in relation to the destruction of hardcopy documents

HR regularly scan hard copy documents, with the resulting scans being held on either SAP (EIC or R3) or Taleo. The hard copy is kept for a limited time post scanning:

- SAP EIC and R3 documents – hard copy is destroyed 1 month after scanning.
- Taleo documents – hard copy is destroyed as soon as quality assurance processes are complete (ie the document is checked on the system). This could be 1 day after the scanning is complete.

Where the below schedule refers to Line Managers holding some documents under their control – wherever possible information should be held electronically. Hard copies should be scanned, then the scanned image should be checked for quality and the paper then destroyed. For more information on the management of locally held employee information click [here](#).

Part 1: Employee record (Ref: EP1)

Note: maintenance, processing and disposal of the employee record must comply with the terms of relevant [General Data Protection Regulation](#)

- EP1.1 [Applications](#)
- EP1.2 [Appointments](#)
- EP1.3 [Attendance and absence](#)
- EP1.4 [Benefits](#)
- EP1.5 [Grievances and disciplinary](#)
- EP1.6 [Health](#)
- EP1.7 [Learning and development](#)
- EP1.8 [Pay and reward](#)
- EP1.9 [Performance](#)
- EP1.10 [Termination of employment](#)
- EP1.11 [Organisational change](#)

TfL information and records disposal schedule: Employment and Pensions (last updated 12 March 2018; version 7.0)										
Item no.	Item description	Purpose	Format/ medium and location (where identified)	Administrative responsibility (where identified)	Statutory/ regulatory minimum retention period and authority	Trigger (ie event that prompts the start of the TfL retention period)	TfL retention period	Disposal action (ie action taken at the end of the TfL retention period)	TfL business requirement/ external best practice recommendation	Additional information
EP1.1 Applications										
EP1.1.1	Job description / risk matrix (successful candidate)	Documenting the application process for individual candidates	Electronic Taleo; SAP EIC; SAP R3; JEM	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	
EP1.1.2	Application form (successful candidate)	Documenting the application process for individual candidates	Electronic/hard copy* Taleo	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.1.3	CV (successful candidate)	Documenting the application process for individual candidates	Electronic/hard copy* Taleo	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3

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EP1.1.4	Job offer letters (successful candidate)	Documenting the application process for individual candidates	Electronic/hard copy* SAP R3	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.1.5	Photographs and signatures (successful candidate)	Documenting the application process for individual candidates	Electronic/hard copy* SAP R3; Taleo	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.1.6	Interview feedback – decision matrix form sent by Manager (successful candidate)	Documenting the application process for individual candidates	Electronic/hard copy* Shared network drive	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.1.7	Assessment documents completed by candidate (successful candidate)	Documenting the application process for individual candidates	Electronic/hard copy* Taleo	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.1.8	Reasonable adjustments correspondence and supporting documentation (successful candidate)	Documenting the application process for individual candidates	Electronic SAP EIC; Taleo	HR; Managers	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	
EP1.1.9	Preference forms (successful candidate)	Documenting the application process for individual candidates	Electronic/hard copy* SAP EIC; Taleo	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3

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EP1.1.10	References (successful candidate)	Documenting the application process for individual candidates	Electronic/hard copy* SAP R3; Taleo	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.1.11	Declaration of consent (successful candidate)	Documenting the application process for individual candidates	Electronic/hard copy* Taleo	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.1.12	Job application / CV (internal unsuccessful candidate)	Documenting job applications by existing employees	Electronic/hard copy* Taleo	HR	Discrimination claims must be brought within 3 months of alleged act Equality Act 2010	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.1.13	Completed assessment documents (internal unsuccessful candidate)	Documenting job applications by existing employees	Electronic/hard copy* Taleo; shared network drive	HR	Discrimination claims must be brought within 3 months of alleged act Equality Act 2010	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.1.14	Feedback / evaluation from Manager (internal unsuccessful candidate)	Documenting job applications by existing employees	Electronic/hard copy* Taleo	HR	Discrimination claims must be brought within 3 months of alleged act Equality Act 2010	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.1.15	Complaints (internal unsuccessful candidate)	Documenting job applications by existing employees	Electronic/hard copy* Taleo	HR	Discrimination claims must be brought within 3 months of alleged act Equality Act 2010	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3

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EP1.1.16	Preference forms (internal unsuccessful candidate)	Documenting job applications by existing employees	Electronic/hard copy* Taleo; shared network drive	HR	Discrimination claims must be brought within 3 months of alleged act Equality Act 2010	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.1.17	Rejection letters (internal unsuccessful candidate)	Documenting job applications by existing employees	Electronic/hard copy* Taleo	HR	Discrimination claims must be brought within 3 months of alleged act Equality Act 2010	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.1.18	Request for feedback (internal unsuccessful candidate)	Documenting job applications by existing employees	Electronic/hard copy* Taleo	HR	Discrimination claims must be brought within 3 months of alleged act Equality Act 2010	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.1.19	Interview Notes (internal unsuccessful candidate)	Documenting job applications by existing employees	Electronic/hard copy* Taleo	HR	Discrimination claims must be brought within 3 months of alleged act Equality Act 2010	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.1.20	Visa expiry confirmation (successful candidate)	Employment screening	Electronic/hard copy* SAP R3	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.1.21	Copy of driving licence (successful candidate)	Employment screening	Electronic/hard copy* SAP	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3

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EP1.1.22	Birth certificate (successful candidate)	Employment screening	Electronic/hard copy* SAP R3	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.1.23	Marriage and civil partnership certificate (successful candidate)	Employment screening	Electronic/hard copy* SAP	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.1.24	Copy of passport (successful candidate)	Employment screening	Electronic/hard copy* SAP R3	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.1.25	Proof of right to work (successful candidate)	Employment screening	Electronic/hard copy* SAP R3	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.1.26	Confirmation that DBS and Counter Terrorist check has been made (successful candidate)	Employment screening	Electronic SAP R3	HR	-	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	Information Commissioner's Data Protection Code of Practice: Employment Practice Code s.1.7.4 requires that any records of DBS checks are destroyed once verified. The TfL record is simply a confirmation of outcome

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EP1.1.27	Employment screening records (eg reference checks) (successful candidate)	Employment screening	Electronic/hard copy* SAP R3	HR	-	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3 Information Commissioner's Data Protection Code of Practice: Employment Practice Code s.1.7.2 requires that any vetting checks are destroyed once verified. The TfL record is simply a confirmation of outcome
EP1.1.28	Basic candidate disclosure reports (where issues have been identified) <i>A basic disclosure check is processed for every candidate, unless there is a requirement for a standard or enhanced DBS check</i>	Employment screening	Electronic Shared network drive	HR	-	Date of creation	6 months	Destroy	To support standard recruitment processes	<i>Reports are generated by TfL's employment screening partner, Sterling Backcheck, and uploaded to a secure portal for download by TfL</i>
EP1.2 Appointments										
EP1.2.1	Extension to fixed term contract letters	Documenting conditions of employment	Electronic/hard copy* SAP EIC; shared network drive	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.2.2	Contracts: terms and conditions of employment and variations (s22)	Documenting conditions of employment	Electronic/hard copy* SAP; shared network drive	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3

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EP1.2.3	Acknowledgement of variations (s23)	Documenting conditions of employment	Electronic/hard copy* SAP EIC; shared network drive	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.2.4	Transfer to TfL under TUPE regs 1981 (s22)	Documenting conditions of employment	Electronic/hard copy* SAP EIC; shared network drive	HR; HRBP; Managers	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.2.5	LUL to TfL employment confirmation letter (s22)	Documenting conditions of employment	Electronic/hard copy* SAP EIC; shared network drive	HR; Managers	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.2.6	Flexible working documents	Documenting conditions of employment	Electronic/hard copy* SAP EIC	HR; Managers	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.2.7	Transfer and secondment letters (F243)	Documenting conditions of employment	Electronic/hard copy* SAP EIC; SAP R3; shared network drive	HR; HRBP; Managers	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3 <i>Local copies held by HRBPs will be destroyed once added to SAP</i>
EP1.2.8	Pay and condition query records	Documenting conditions of employment	Electronic/hard copy* SAP EIC	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3

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EP1.2.9	Probationary period completion letter	Documenting conditions of employment	Electronic/hard copy* SAP EIC; shared network drive	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.2.10	Probationary period extension letter	Documenting conditions of employment	Electronic/hard copy* SAP EIC; shared network drive	HR; Managers	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.2.11	Employment status / displacement letter	Documenting conditions of employment	Electronic/hard copy* SAP EIC; shared network drive	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.2.12	LU Operations confirmation of movement	Documenting conditions of employment	Electronic/hard copy* SAP EIC; shared network drive	LU Operations; Managers	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.2.13	Higher pay duty	Documenting conditions of employment	Electronic/hard copy* SAP EIC; shared network drive	HR; Managers	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.2.14	Bank details change form	Documenting changes to employees' personal details	Electronic/hard copy* SAP EIC	HR; Finance	-	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3

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EP1.2.15	Personal status updates	Documenting changes to employees' personal details	Electronic/hard copy* SAP EIC	HR	-	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.2.16	Next of kin details	Documenting changes to employees' personal details	Electronic/hard copy* SAP EIC	HR	-	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.2.17	Emergency contact details	Documenting changes to employees' personal details	Electronic/hard copy* SAP EIC	HR; Managers	-	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.2.18	Change of details application form (for travel card purposes)	Documenting changes to employees' personal details	Hard copy	HR	-	Update made on system	-	Destroy	To support standard business process	
EP1.2.19	Working time opt-out forms	Documenting conditions of employment	Electronic/hard copy* SAP EIC	HR	Records to be kept for 2 years after opt-out has been rescinded or ceases to apply Working Time Regulations 1998 s.9	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.2.20	Opted-out workers' timesheets	Documenting conditions of employment	Electronic/hard copy* SAP EIC	HR	Records to be kept for 2 years after opt-out has been rescinded or ceases to apply Working Time Regulations 1998 s.9	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.2.21	Contractor checklist	Documenting the contractor administration process	Electronic/hard copy* Shared network drive	HR (Non-Permanent Labour Team)	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3

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EP1.2.22	Record of assignment	Documenting the contractor administration process	Electronic/hard copy* Taleo	HR (Non-Permanent Labour Team)	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.2.23	Starter form from agency	Documenting the contractor administration process	Electronic/hard copy* Taleo	HR (Non-Permanent Labour Team)	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.2.24	Contractor variations	Documenting the contractor administration process	Electronic/hard copy* SAP EIC; shared network drive	HR (Non-Permanent Labour Team)	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.2.25	Grade progression forms and final decision letter	Documenting conditions of employment	Electronic SAP EIC; SAP R3; shared network drive	HR; HRBP	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3 <i>Local copies held by HRBPs for 1 year after final action</i>
EP1.2.26	Grade progression portfolios	Documenting conditions of employment	Electronic/hard copy Shared network drive; locked cabinet	HRBP	-	Last action	1 year	Destroy*	To allow for appeals process	*COO HRBPs will offer return of portfolio to employee before destruction
EP1.2.27	Copies of letters prepared by HRBPs (including transfer, grade changes, salary reviews, secondments, etc)	Documenting conditions of employment	Electronic Shared network drive	HRBP	-	Letter added to SAP	-	Destroy	To keep a complete employee record and defend any legal claims	

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TfL information and records disposal schedule: Employment and Pensions (last updated 12 March 2018; version 7.0)										
Item no.	Item description	Purpose	Format/ medium and location (where identified)	Administrative responsibility (where identified)	Statutory/ regulatory minimum retention period and authority	Trigger (ie event that prompts the start of the TfL retention period)	TfL retention period	Disposal action (ie action taken at the end of the TfL retention period)	TfL business requirement/ external best practice recommendation	Additional information
EP1.2.28	Employee summary record	Documenting summary employment history	Electronic SAP	HR; TfL Corporate Archives	-	Termination of employment contract	-	Transfer to TfL Corporate Archives (by arrangement)	Supports the ongoing provision of references by TfL and information is of historical value	<i>Formal process is under discussion – ie a summary record will be held by HR for a defined period of time and then transferred to TfL Corporate Archives on a regular basis and removed from SAP</i>
EP1.3 Attendance and absence										
EP1.3.1	Annual leave applications	Managing annual leave	Electronic SAP EIC	HR; Managers	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	
EP1.3.2	Special leave forms (including TA forms)	Documenting requests for special leave	Electronic SAP EIC	HR; Managers	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	
EP1.3.3	Maternity or paternity leave applications, including mother's MATB1 certificate and Inland Revenue SC3/SC4 forms	Documenting requests for special leave	Electronic/hard copy* SAP EIC	HR; Managers	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3, with the exception of any original documents which will be returned to the employee
EP1.3.4	Record of maternity leave and payments made	Documenting maternity leave	Electronic SAP R3	HR; Payroll	3 years after the end of the tax year in which the maternity pay period ends Statutory Maternity Pay (General) Regulations 1986, reg 26(1)	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	

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TfL information and records disposal schedule: Employment and Pensions (last updated 12 March 2018; version 7.0)

Item no.	Item description	Purpose	Format/medium and location (where identified)	Administrative responsibility (where identified)	Statutory/regulatory minimum retention period and authority	Trigger (ie event that prompts the start of the TfL retention period)	TfL retention period	Disposal action (ie action taken at the end of the TfL retention period)	TfL business requirement/external best practice recommendation	Additional information
EP1.3.5	Statutory maternity pay claim form	Documenting maternity leave	Electronic/hard copy* SAP EIC	HR; Payroll	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.3.6	Maternity or paternity leave correspondence (including 20/40 week letters and responses)	Documenting parental leave	Electronic/hard copy* SAP EIC; shared network drive	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.3.7	Adoption pension form	Documenting parental leave	Electronic/hard copy* SAP EIC; shared network drive	HR; Payroll	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.3.8	Adoption application form	Documenting parental leave	Electronic/hard copy* SAP EIC; shared network drive	HR; Payroll	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.3.9	Record of sick days and payments	Documenting sickness / absence from work or reasonable adjustments	Electronic SAP EIC	HR; Payroll; Managers	Record of sick days and payments must be kept for 3 years following the end of the tax year in which the benefit was made Statutory Sick Pay (General) Regulations 1982, Reg 13	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	

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EP1.3.10	Self certified medical certificates	Documenting sickness / absence from work or reasonable adjustments	Hard copy	Managers	-	Entry made on Your TfL	-	Destroy		Managers should destroy hard copy certificates once entry made on Your TfL
EP1.3.11	Doctors' certificates / Statements of Fitness to Work forms <i>Not to be used for maternity medical certificates or certificates relating to major injuries arising from accidents in the workplace</i>	Documenting sickness / absence from work or reasonable adjustments	Electronic/hard copy*	Managers	-	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.3.12	Return to work interview	Documenting sickness / absence from work or reasonable adjustments	Electronic/hard copy* Your TfL	HR	-	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.3.13	Medical redeployment supporting documentation (including referral)	Documenting sickness / absence from work or reasonable adjustments	Electronic/hard copy* SAP	HR (Redeployment Team)	-	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.4 Benefits										
EP1.4.1	Application form for season ticket loan and photocopy of season ticket	Documenting employee loans and tax free benefits	Electronic/hard copy* SAP EIC	HR; Payroll	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21	Full repayment	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3
EP1.4.2	Annual railways season tickets loan form	Documenting employee loans and tax free benefits	Electronic/hard copy* SAP EIC	HR; Payroll	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21	Full repayment	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3
EP1.4.3	Annual season ticket 75% reimbursement form	Documenting employee loans and tax free benefits	Electronic/hard copy* SAP EIC	HR; Payroll	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21	Full repayment	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3

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EP1.4.4	Request for assisted bicycle purchase loan	Documenting employee loans and tax free benefits	Electronic/hard copy* SAP EIC	HR; Payroll	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21	Full repayment	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3
EP1.4.5	Application for emergency loan	Documenting employee loans and tax free benefits	Electronic/hard copy* SAP EIC	HR; Payroll	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21	Full repayment	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3
EP1.4.6	Request for childcare voucher	Documenting employee loans and tax free benefits	Electronic/hard copy* SAP EIC	HR; Payroll	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21	Full repayment	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3
EP1.4.7	Transport Benevolent Fund payment	Documenting employee loans and tax free benefits	Electronic/hard copy* SAP EIC	HR; Payroll	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21	Full repayment	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3
EP1.4.8	Long Service Award	Documenting employee loans and tax free benefits	Electronic/hard copy* SAP EIC	HR; Payroll	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21	Full repayment	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3
EP1.4.9	Educational Loan	Documenting employee loans and tax free benefits	Electronic/hard copy* SAP EIC	HR; Payroll	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21	Full repayment	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3
EP1.4.10	Summary record of travel passes awarded	Maintaining record of all travel benefits awarded	Electronic Intrinsic	HR (Staff Travel Team)	-	Date of retirement	75 years	Destroy	To ensure continuity of benefits during retirement	
EP1.4.11	Application for personal free tickets for National Rail	Documenting travel benefits to individual employees	Electronic/hard copy SAP EIC; secure cabinet	HR (Staff Travel Team)	-	Application approved	1 year	Destroy	To support standard business process	

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EP1.4.12	Retired staff travel pass application	Documenting travel benefits to individual employees	Electronic/hard copy SAP EIC; secure cabinet	HR (Staff Travel Team)	-	Application approved	3 months	Destroy	To support standard business process	
EP1.4.13	Contractor travel pass application	Documenting travel benefits to individual employees	Electronic/hard copy Secure cabinet	HR (Staff Travel Team)	-	Application approved	3 months	Destroy	To support standard business process	
EP1.4.14	Status pass application	Documenting travel benefits to individual employees	Electronic Email mailbox	HR (Staff Travel Team)	-	Application approved	3 months	Destroy	To support standard business process	
EP1.4.15	Oystercard application forms (including nominee Oystercard)	Documenting travel benefits to individual employees	Electronic/hard copy SAP EIC; secure cabinet	HR (Staff Travel Team)	-	Application approved	3 months	Destroy	To support standard business process	
EP1.4.16	Failed or damaged card application forms	Documenting travel benefits to individual employees	Electronic/hard copy SAP EIC; secure cabinet	HR (Staff Travel Team)	-	Application approved	3 months	Destroy	To support standard business process	
EP1.4.17	Lost or stolen Oystercard / privilege ticket replacement application form	Documenting travel benefits to individual employees	Electronic/hard copy SAP EIC; secure cabinet	HR (Staff Travel Team)	-	Date of application	2 years	Destroy	To ensure a complete annual record of individual tickets losses is available	
EP1.4.18	Privilege Ticket Authority Card application form	Documenting travel benefits to individual employees	Electronic/hard copy SAP EIC; secure cabinet	HR (Staff Travel Team)	-	Application approved	3 months	Destroy	To support standard business process	
EP1.4.19	Banking data (including receipt of monies for replacement passes)	Documenting travel benefits to individual employees	Electronic Shared network drive	HR (Staff Travel Team)	-	End of calendar year	-	Destroy	To support standard business process	
EP1.4.20	Outgoing correspondence to offenders banned from travel benefits (alphabetical)	Documenting individuals banned from using travel benefits	Hard copy Secure cabinet	HR (Staff Travel Team)	-	Date of transaction	2 years	Destroy	In line with usual retention period for customer correspondence	<i>An entry showing that a letter has been sent is kept on Intrinsic</i>

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EP1.4.21	Audits on TfL subsidiary companies and third party companies receiving free travel	Maintaining record of companies other than TfL which receive staff travel benefits	Electronic Shared network drive	HR (Staff Travel Team)	-	Date created	1 year	Destroy	To support standard business process	
EP1.4.22	Audits on nominee Oystercards	Documenting audit of travel benefits	Electronic/hard copy* SAP R3	HR (Staff Travel Team)	-	Completion of next audit	-	Destroy	To support standard business process	*Disposal of hard copy: see note on page 3 <i>Record of check being completed is added to SAP R3 and hard copy is scanned onto SAP EIC</i>
EP1.4.23	Private Medical insurance documents	Documenting employees' private medical insurance	Electronic/hard copy* SAP EIC	HR	-	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.4.24	Private medical insurance application form pay band 1-3	Documenting employees' private medical insurance	Electronic/hard copy* SAP EIC	HR	-	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.4.25	Private medical insurance application form pay band 4-5	Documenting employees' private medical insurance	Electronic/hard copy* SAP EIC	HR	-	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.4.26	Leaving the scheme forms pay band 1-3	Documenting employees' private medical insurance	Electronic/hard copy* SAP EIC	HR	-	Termination of employment contract	3 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.5 Grievances and disciplinary										
EP1.5.1	Notebooks detailing cases/meeting notes	Maintaining notes of cases / meetings	Hard copy Secure cabinet	PMA	-	Closure of matter	7 years	Destroy	In line with TfL Discipline at Work Policy and Procedure s.11	

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EP1.5.2	Confirmation of LDI oral warning	Investigating harassment, grievance or discipline complaints by or about employees	Electronic SAP EIC; shared network drive	PMA	-	Closure of matter	7 years	Destroy	In line with TfL Discipline at Work Policy and Procedure s.11	Data stored additionally on shared network drive due to issues around search on SAP EIC
EP1.5.3	LDI written warning	Investigating harassment, grievance or discipline complaints by or about employees	Electronic SAP EIC; shared network drive	PMA	-	Closure of matter	7 years	Destroy	In line with TfL Discipline at Work Policy and Procedure s.11	Data stored additionally on shared network drive due to issues around search on SAP EIC Policy states that warning is to be stored on employee file until destroyed
EP1.5.4	Final written warning	Investigating harassment, grievance or discipline complaints by or about employees	Electronic SAP EIC; shared network drive	PMA	-	Closure of matter	7 years	Destroy	In line with TfL Discipline at Work Policy and Procedure s.11	Data stored additionally on shared network drive due to issues around search on SAP EIC
EP1.5.5	Disciplinary case documentation (including disciplinary brief, fact find meeting notes, hearing meeting notes, outcome letter, appeal letter, appeal hearing notes, appeal outcome and additional documentation submitted by employee)	Documenting breaches of policy or procedures	Electronic SAP EIC; shared network drive	PMA	-	Closure of matter	7 years	Destroy	In line with TfL Discipline at Work Policy and Procedure s.11	Data stored additionally on shared network drive due to issues around search on SAP EIC
EP1.5.6	Flexible working request application refusal (including meeting invite letter, meeting notes, outcome, appeal letter, appeal meeting notes, appeal outcome letter, additional documentation provided by employee)	Maintaining record of statutory requests	Electronic SAP EIC; shared network drive	PMA	-	Closure of matter	7 years	Destroy	In line with TfL Discipline at Work Policy and Procedure s.11	Data stored additionally on shared network drive due to issues around search on SAP EIC
EP1.5.7	Grievances and Bullying and Harassment Complaints (including meeting invitation, meeting notes, investigation report including notes of meetings with other employees, outcome meeting invite, meeting notes, outcome letter, appeal letter, appeal invite, appeal meeting notes, outcome letter)	Documenting breaches of policy or procedures	Electronic SAP EIC; shared network drive	PMA; Manager	Discrimination claims must be brought within 3 months of alleged act Equality Act 2010	Closure of matter	7 years	Destroy	In line with TfL Discipline at Work Policy and Procedure s.11	Data stored additionally on shared network drive due to issues around search on SAP EIC

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EP1.5.8	Unsatisfactory Probation meeting (including invite, meeting notes, outcome letter, appeal letter, appeal meeting notes and appeal outcome)	Documenting breaches of probation guidelines	Electronic SAP EIC; shared network drive	PMA	Discrimination claims must be brought within 3 months of alleged act Equality Act 2010	Closure of matter	7 years	Destroy	In line with TfL Discipline at Work Policy and Procedure s.11	Data stored additionally on shared network drive due to issues around search on SAP EIC
EP1.5.9	Performance management cases (including PIPs, invite letters, correspondence, notes of meetings, outcome letter, letters of appeal)	Documenting breaches of policy or procedures	Electronic SAP EIC; shared network drive	PMA	-	Closure of matter	7 years	Destroy	In line with TfL Discipline at Work Policy and Procedure s.11	Data stored additionally on shared network drive due to issues around search on SAP EIC
EP1.5.10	Employment Tribunal case paperwork (including ET1 and ET3, acknowledgement and solicitors details. Early case assessment reports and other related documentation)	Maintaining record relating to Employment Tribunal	Electronic SAP EIC; shared network drive	PMA	Discrimination claims must be brought within 3 months of alleged act Equality Act 2010	Closure of matter	7 years	Destroy	In line with TfL Discipline at Work Policy and Procedure s.11	Data stored additionally on shared network drive due to issues around search on SAP EIC
EP1.5.11	Drugs and Alcohol testing – paper copies	Maintaining record of drugs and alcohol tests	Electronic/hard copy Shared network drive; secure cabinet	Drugs and Alcohol Testers	-	Closure of matter	7 years	Destroy	In line with TfL Discipline at Work Policy and Procedure s.11	
EP1.5.12	Disciplinary investigation where manager takes no further action (LU only)	Investigating harassment, grievance or discipline complaints by or about employees	Electronic/hard copy	Managers	-	Decision made	1 year	Destroy	In line with LU Discipline at Work Support Pack	
EP1.5.13	Data transparency logs	Clarification of job purpose of employee	Electronic SharePoint	HRBP	-	Creation of log	2 years	Destroy	To allow reference to previous logs	Logs are passed to HR Customer Services Delivery
EP1.6 Health										
EP1.6.1	Pre-employment health screening record	Employment screening	Electronic/hard copy* SAP EIC; secure cabinet (Occupational Health case file)	HR; Occupational Health	-	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3

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EP1.6.2	Manual handling assessment	Risk assessments are required to be completed under the Management of Health and Safety at Work Regulations 1999 Reg 3	Electronic/hard copy* Local employee file	Corporate HSE; Local H&S teams; Manager; Occupational Health (if employee is referred)	-	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3 <i>It is recommended that all individual assessments are sent to HR for scanning to the core employee file</i>
EP1.6.3	DSE assessments	Requirement under the Health & Safety (Display Screen Equipment) Regulations 1992 Reg as amended 2002	Electronic/hard copy* Local employee file	Corporate HSE; Local H&S teams; Manager; Occupational Health (if employee is referred)	-	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3 <i>It is recommended that all individual assessments are sent to HR for scanning to the core employee file</i>
EP1.6.4	Noise exposure assessments	Requirement under the Control of Noise at Work Regulations 2005 Reg 5	Electronic/hard copy* Local employee file	Corporate HSE; Local H&S teams; Manager; Occupational Health (if employee is referred)	-	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3 <i>It is recommended that all individual assessments are sent to HR for scanning to the core employee file</i>
EP1.6.5	Health and safety of new and expectant mothers assessments	Requirement under the Management of Health and Safety at Work Regulations 1999 Reg 3	Electronic/hard copy* Local employee file	Corporate HSE; Local H&S teams; Manager; Occupational Health (if employee is referred)	-	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3 <i>It is recommended that all individual assessments are sent to HR for scanning to the core employee file</i>

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EP1.6.6	Health and safety of young persons at work assessments	Requirement under the Management of Health and Safety at Work Regulations 1999 Reg 3	Electronic/hard copy* Local employee file	Corporate HSE; Local H&S teams; Manager; Occupational Health (if employee is referred)	-	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3 <i>It is recommended that all individual assessments are sent to HR for scanning to the core employee file</i>
EP1.6.7	Health assessment record of individual employees exposed to substances hazardous to health	Requirement under the Control of Substances Hazardous to Health Regulations 2002 Reg 11 (3)	Electronic/hard copy* SAP EIC; secure cabinet (Occupational Health case file)	Corporate HSE, Local H&S teams; Occupational Health	At least 40 years from date of last entry Control of Substances Hazardous to Health Regulations 2002 Reg 11 (3)	Last entry	40 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3 <i>Will form part of the Occupational Health medical case file</i>
EP1.6.8	Health assessment record of individual employees exposed to noise	Requirement under the Control of Noise at Work Regulations 2005 Reg 9 (1)	Electronic/hard copy* SAP EIC; secure cabinet (Occupational Health case file)	Corporate HSE, Local H&S teams; Occupational Health	-	Termination of employment contract (unless litigation ensues)	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3 <i>Will form part of the Occupational Health medical case file</i>
EP1.6.9	Health assessment record of individual employees exposed to significant doses of ionising radiation	Requirement under the Ionising Radiations Regulations (1999) (SI 1999 No. 3232) Reg 21 (1)	Electronic/hard copy* SAP EIC; secure cabinet (Occupational Health case file)	Corporate HSE, Local H&S teams; Occupational Health	Until the person to whom the record relates has or would have attained the age of 75 years or at least 50 years from date of assessment Ionising Radiations Regulations (1999) Reg 21 (3)	Date of assessment	50 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3 <i>Will form part of the Occupational Health medical case file</i>

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TfL information and records disposal schedule: Employment and Pensions (last updated 12 March 2018; version 7.0)

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EP1.6.10	Health assessment record of individual employees exposed to significant doses of radon	Requirement under the Ionising Radiations Regulations (1999) (SI 1999 No. 3232) Reg 21 (1)	Electronic/hard copy* SAP EIC; secure cabinet (Occupational Health case file)	Corporate HSE, Local H&S teams; Occupational Health	Until the person to whom the record relates has or would have attained the age of 75 years or at least 50 years from date of assessment Ionising Radiations Regulations (1999) Reg 21 (3)	Date of assessment	50 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3 <i>Will form part of the Occupational Health medical case file</i>
EP1.6.11	Medical referrals	Documenting the health of individuals whilst employed	Electronic/hard copy Secure cabinet (Occupational Health case file); noted on SAP EIC	Occupational Health; PMA	A record of monitoring where the record is representative of the personal exposures of identifiable employees, to be kept for at least 40 years; or in other cases for 5 years Control of Substances Hazardous to Health Regulations 2002 (SI 2002 No. 2677) Reg 10 (5)	Termination of employment contract (unless litigation ensues) Or Date of creation	7 years* 40 – 50 years*	Destroy Destroy	Occupational Health recommendation to ensure parity with retention of employee record	*Retention is dependent on nature of exposure <i>Occupational Health medical case file</i>
EP1.6.12	Drug and Alcohol screening file (positive result)	Documenting the health of individuals whilst employed	Electronic/hard copy Secure cabinet (Occupational Health case file); noted on SAP EIC	Occupational Health; HR	-	Termination of employment contract (unless litigation ensues)	7 years	Destroy	Occupational Health recommendation	<i>File is only created if a positive result</i>

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EP1.6.13	DAMSP negative drug test certificate (LU)	Documenting the health of individuals whilst employed	Electronic/hard copy Secure cabinet (Occupational Health file – held separately from case file); noted on SAP EIC	Occupational Health; HR	-	Date of test	1 year	Destroy	Occupational Health recommendation	
EP1.6.14	Counselling file	Documenting the health of individuals whilst employed	Electronic/hard copy Secure cabinet (Occupational Health case file); noted on SAP EIC	Occupational Health	-	Last action Or Date of death in service	20 years 8 years	Destroy Destroy	In line with Occupational Health records disposal schedule and Department of Health guidelines	
EP1.6.15	Physiotherapy file	Documenting the health of individuals whilst employed	Electronic/hard copy Secure cabinet (Occupational Health case file); noted on SAP EIC	Occupational Health	-	Last action Or Employee's 25th birthday (if under 18)	7 years -	Destroy Destroy	In line with Occupational Health records disposal schedule	
EP1.6.16	Medical file (including health assessment records of individuals exposed to substances hazardous to health or to noise)	Documenting the health of individuals whilst employed	Electronic/hard copy Secure cabinet (Occupational Health case file); noted on SAP EIC	Occupational Health	A record of monitoring where the record is representative of the personal exposures of identifiable employees, to be kept for at least 40 years; or in other cases for 5 years Control of Substances Hazardous to Health Regulations 2002 Reg 10 (5)	Termination of employment contract (unless litigation ensues) Or Date of creation	7 years* 40 – 50 years*	Destroy Destroy	Occupational Health recommendation to ensure parity with retention of employee record	<i>Medical record will be reviewed on termination of employment to separate non-operational and operational staff, as the latter category includes individuals with potential exposure</i>

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EP1.6.17	Individual staff record of specialist health and safety training	Requirement under the Control of Substances Hazardous to Health Regulations 2002 Reg 12 where staff work with hazardous substances	Electronic/hard copy* Local employee file	Corporate HSE; Local H&S teams	-	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3 <i>It is recommended that all individual assessments are sent to HR for scanning to the core employee file</i>
EP1.6.18	DAMSP forms	Documenting the health of individuals whilst employed	Hard copy Secure cabinet	HR (Drugs and Alcohol Team)	-	Entry made on SAP EIC by OH	-	Destroy	To support standard business process	
EP1.6.19	Drug tests reports	Documenting the health of individuals whilst employed	Hard copy Secure cabinet	HR (Drugs and Alcohol Team)	-	Entry made on SAP EIC by OH	-	Destroy	To support standard business process	
EP1.6.20	Employee drug tests and results	Documenting the health of individuals whilst employed	Electronic Shared network drive	HR (Drugs and Alcohol Team)	-	End of financial year	2 years	Destroy	To support standard business process	
EP1.7 Learning and development										
EP1.7.1	Qualification and training certificates	Maintaining record of learning and development	Electronic/hard copy* SAP EIC; SharePoint; shared network drive; ezone	HR (Learning and Development), NOL; COO & AP Training; Managers	-	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3 <i>Ezone record is held until course is superseded</i>
EP1.7.2	Qualification and training attendance letters	Maintaining record of learning and development	Electronic/hard copy* SAP EIC; shared network drive; ezone	HR (Learning and Development), NOL; COO & AP Training; local administrators	-	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.7.3	Signed confirmation from employee of training attendance (legacy data no longer used by HR)	Maintaining record of learning and development	Electronic/hard copy*	Managers	-	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	

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EP1.7.4	Qualification and training sponsorship	Maintaining record of learning and development	Electronic/hard copy* SAP EIC; shared network drive	HR (Learning and Development)	-	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.7.5	Qualification and training results	Maintaining record of learning and development	Electronic/hard copy* SAP EIC; SAP R3; shared network drive; ezone	HR (Learning and Development), NOL; COO & AP Training	-	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.8 Pay and reward										
EP1.8.1	Bonus sacrifice forms	Documenting salary and allowance payments	Electronic/hard copy* SAP EIC; shared network drive	HR	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21 Taxes Management Act 1970	End of tax year	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3
EP1.8.2	Contractor timesheets	Documenting salary and allowance payments	Electronic/hard copy* SAP R3; shared network drive	HR (Non-Permanent Labour Team); Payroll	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21 Taxes Management Act 1970	End of tax year	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3
EP1.8.3	British Transport Police timesheets	Documenting salary and allowance payments	Electronic/hard copy* SAP EIC; shared network drive	HR; Payroll	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21 Taxes Management Act 1970	End of tax year	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3

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EP1.8.4	Agency staff timesheets	Documenting salary and allowance payments	Electronic/hard copy* SAP EIC; shared network drive	HR (Non-Permanent Labour Team); Payroll	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21 Taxes Management Act 1970	End of tax year	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3
EP1.8.5	Miscellaneous allowance forms	Documenting salary and allowance payments	Electronic/hard copy* SAP EIC	HR; Payroll	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	End of tax year	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3
EP1.8.6	Copy of leavers statements sent to relatives (deceased employees)	Documenting salary and allowance payments	Electronic/hard copy* SAP EIC; shared network drive	Payroll	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21 Taxes Management Act 1970	End of tax year	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3
EP1.8.7	Tax year end adjustments	Documenting salary and allowance payments	Electronic SAP EIC	Payroll	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21 Taxes Management Act 1970	End of tax year	7 years	Destroy	To comply with legislation	
EP1.8.8	Agreement to deduct from payroll (recovery of overpayment)	Documenting salary and allowance payments	Electronic/hard copy* SAP EIC; shared network drive	Payroll	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21 Taxes Management Act 1970	End of tax year	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3

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EP1.8.9	Application for credit payment	Documenting salary and allowance payments	Electronic/hard copy* SAP EIC; shared network drive	Payroll	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21 Taxes Management Act 1970	End of tax year	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3
EP1.8.10	Court Orders	Documenting salary and allowance payments	Electronic/hard copy* SAP EIC; shared network drive	Payroll	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21 Taxes Management Act 1970	End of tax year	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3
EP1.8.11	DSS Queries	Documenting salary and allowance payments	Electronic/hard copy* SAP EIC; shared network drive	Payroll	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21 Taxes Management Act 1970	End of tax year	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3
EP1.8.12	Solicitor's letter re accident on duty	Documenting salary and allowance payments	Electronic/hard copy* SAP EIC; shared network drive	Payroll	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21 Taxes Management Act 1970	End of tax year	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3
EP1.8.13	Recurring payments	Documenting salary and allowance payments	Electronic/hard copy* SAP EIC; shared network drive	HR; Finance	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21 Taxes Management Act 1970	End of tax year	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3

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EP1.8.14	Union subscriptions or charity deduction cancellation to Payroll	Documenting salary and allowance payments	Electronic/hard copy* SAP EIC; shared network drive	HR; Finance	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21 Taxes Management Act 1970	End of tax year	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3
EP1.8.15	Overtime forms	Documenting salary and allowance payments	Electronic/hard copy* SAP EIC; shared network drive	HR; Finance	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21 Taxes Management Act 1970	End of tax year	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3
EP1.8.16	Email approvals from Managers (possibly historical – no longer created)	Documenting salary and allowance payments	Electronic/hard copy* SAP EIC; shared network drive	HR; Finance	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21 Taxes Management Act 1970	End of tax year	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3
EP1.8.17	Lump sum payments	Documenting salary and allowance payments	Electronic/hard copy* SAP EIC; shared network drive	HR; Finance	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21 Taxes Management Act 1970	End of tax year	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3
EP1.8.18	Part 2 P45 for payroll purposes	Documenting salary and allowance payments	Electronic/hard copy* SAP EIC	HR; Payroll	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21 Taxes Management Act 1970	End of tax year	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3

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EP1.8.19	Advice special payments (eg advice to pay a non-standard payment)	Documenting salary and allowance payments	Electronic/hard copy* SAP EIC	HR; Payroll	-	Date of change	1 year	Destroy	UK best practice	*Disposal of hard copy: see note on page 3
EP1.8.20	Paypoint changes	Documenting salary and allowance payments	Electronic/hard copy* SAP EIC	HR; Payroll	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21 Taxes Management Act 1970	End of tax year	7 years	Destroy	To comply with legislation	*Disposal of hard copy: see note on page 3
EP1.8.21	Paid item / voucher book	Documenting salary and allowance payments	Electronic/hard copy Shared network drive; data entered in SAP EIC	Payroll	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21 Taxes Management Act 1970	End of tax year	7 years	Destroy	To comply with legislation	<i>Hard copy is kept for 3 years</i>
EP1.8.22	Deduction mandates	Documenting salary and allowance payments	Electronic	HR; Finance	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21 Taxes Management Act 1970	End of tax year	7 years	Destroy	To comply with legislation	
EP1.8.23	P60 substitute	Documenting payroll and tax	Electronic Shared network drive	HR; Payroll	-	Last action	3 years	Destroy	UK best practice	
EP1.8.24	Overpayments	Documenting payroll and tax	Electronic SAP EIC	HR; Payroll	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	

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EP 1.8.25	Non Standard Performance Award Arrangements	Reporting	Electronic Shared network drive (restricted access)	HR (Reward and Recognition)	-	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	
EP 1.8.26	Recognition and Long Service Awards – details of awards given	Reporting	Electronic Shared network drive (restricted access)	HR (Reward and Recognition)	-	Last action	7 years	Destroy	To support standard business process	
EP1.8.27	Make A Difference Recognition Scheme – Email submissions	Reporting	Electronic Email mailbox (restricted access)	HR (Reward and Recognition)	-	Last action	5 years	Destroy	To support standard business process	
EP1.8.28	Royal Recognition – nomination details	Reporting	Electronic Shared network drive (restricted access); email mailbox (restricted access)	HR (Reward and Recognition)	-	Last action	5 years	Destroy	To support standard business process	
EP1.8.29	CPD retention bonus scheme (including tracker spreadsheets, planning data, invitation letters, eligibility for award forms)	Documenting provision of bonus scheme	Electronic Shared network drive	HRBP (CPD)	-	End of scheme	7 years	Destroy	To keep a complete record	<i>Letters and forms relating to individual employees will be passed for inclusion in the core staff file</i> <i>Bonus schemes can last for a period of either 2, 3 or 4 years, with employees receiving an award for the duration of the scheme</i>
EP1.8.30	SMRF Pay Review Tool (PRT)	Enabling allocation of base pay and performance awards to Senior Managers and Directors	Electronic Web based application	HR	6 years after the end of the tax year Finance Act 1998 (c.36) Sch.18 s.21 Taxes Management Act 1970	End of tax year	7 years	Destroy	To comply with legislation	<i>Data is extracted from SAP and Oracle and uploaded to the PRT</i>

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EP1.9 Performance										
EP1.9.1	Appraisal and personal development (P&D) forms	Documenting performance	Electronic/hard copy* Shared network drive	Managers	Discrimination claims must be brought within 3 months of alleged act Equality Act 2010	Last action	3 years	Destroy	To keep a complete employee record and defend any legal claims	
EP1.9.2	Performance ratings	Documenting performance	Electronic SAP EIC; SAP R3	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	
EP1.9.3	PRP increase salary letters (S23)	Documenting performance	Electronic/hard copy* SAP EIC; shared network drive	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.9.4	Merit award	Documenting performance	Electronic/hard copy* SAP EIC	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.9.5	Long service award	Documenting performance	Electronic/hard copy* SAP EIC; shared network drive	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3

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EP1.9.6	Organisation development (including Belbin, 360 reviews)	Supporting performance review	Electronic Shared network drive; Talent Innovations 360	HRBP	-	Completion of second review (where repeat is scheduled for within 18 months) Or Completion of review (where no repeat is scheduled)	- 1 year	Destroy Destroy	To potentially allow reference to previous results	
EP1.9.7	Capability review (including final ratings)	Supporting performance review	Electronic SharePoint	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	
EP1.10 Termination of employment										
EP1.10.1	Resignation letter (F243)	Documenting the termination of employment	Electronic/hard copy* SAP EIC; shared network drive	HR; Manager	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.10.2	Employee retirement checklist	Documenting the termination of employment	Electronic/hard copy* SAP EIC	HR; Manager	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.10.3	Probationary period – termination of employment	Documenting the termination of employment	Electronic/hard copy* SAP EIC	HR; Manager	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3

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EP1.10.4	Exit interview form (F243; legacy data only)	Documenting the termination of employment	Electronic/hard copy SAP R3	HR	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	
EP1.10.5	Service termination documents	Documenting the termination of employment	Electronic/hard copy* SAP EIC	HR; Manager	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.10.6	Leavers, retirement, death in service notifications	Documenting the termination of employment	Electronic/hard copy* SAP EIC; shared network drive	HR; Manager	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.10.7	Career breaks correspondence	Documenting the termination of employment	Electronic/hard copy* SAP EIC; shared network drive	HR; Manager	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3
EP1.10.8	Voluntary severance quotes	Documenting the termination of employment	Electronic/hard copy* SAP EIC; shared network drive	HR (Redeployment); Payroll	-	End of tax year	1 year	Destroy	To support standard business process	*Disposal of hard copy: see note on page 3
EP1.10.9	Settlement / Compromise agreement	Documenting the termination of employment	Electronic/hard copy* SAP EIC; shared network drive	HR (Redeployment); Payroll	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	Termination of employment contract	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3

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EP1.11 Organisational change										
EP1.11.1	Consultation correspondence (including programme initiation and outcome letters)	Managing organisational change programmes	Electronic Shared network drive; email mailbox	HR (Organisational Change)	-	Last action (ie completion of organisational change programme)	7 years	Destroy	To keep a complete employee record and defend any legal claims	<p><i>Some outcome letters are saved to SAP (eg appointment and offer letters) – see relevant items elsewhere in this schedule for retention periods applied in SAP</i></p> <p><i>The trigger for emails is 7 years from date of ingestion to the email archive, and not 'last action'. Therefore emails will be retained for a shorter period to information held on the shared network drive</i></p>
EP1.11.2	Workshop feedback	Managing organisational change programmes	Electronic/hard copy Shared network drive; filing cabinet	HR (Organisational Change)	-	Last action (ie completion of organisational change programme)	7 years	Destroy	To keep a complete employee record and defend any legal claims	<p><i>Forms are completed in hard copy and information from the form is recorded on an excel spreadsheet. Once information is electronically recorded the hard copy is destroyed</i></p>
EP1.11.3	Voluntary severance quotes and application forms	Managing organisational change programmes	Electronic/hard copy* Shared network drive; filing cabinet	HR (Organisational Change)	-	Last action (ie completion of organisational change programme)	7 years	Destroy	To keep a complete employee record and defend any legal claims	<p><i>*Disposal of hard copy: see note on page 3</i></p> <p><i>Application forms are received in hard copy and scanned to the shared network drive. Hard copy forms are destroyed at the end of the programme</i></p>

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EP1.11.4	Assessment and selection	Managing organisational change programmes	Electronic/hard copy* Shared network drive	HR (Organisational Change)	-	Last action (ie completion of organisational change programme)	7 years	Destroy	To keep a complete employee record and defend any legal claims	*Disposal of hard copy: see note on page 3 <i>For some organisational change programmes assessment and selection information is saved to Taleo and SAP – see relevant items elsewhere in this schedule for retention periods applied in Taleo and SAP</i>
EP1.11.5	Organisational Change - spreadsheets, org charts, reports	Maintaining information to support organisational change programmes	Electronic Shared network drive	HRBP	-	Last action	7 years	Destroy	To keep a complete employee record and defend any legal claims	
EP1.11.6	Organisational change – VS quotes, letters to employees (HRBP reference copies only)	Maintaining information to support organisational change programmes	Electronic Shared network drive	HRBP	-	Date of 'go live' for organisational change	4 weeks	Destroy	To allow for administration of appeals process	<i>Letters will have been added to SAP</i>

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Part 2: Employment administration (Ref: EP2)

- EP2.1 [Employee recruitment administration](#)
- EP2.2 [Employee learning and development administration](#)
- EP2.3 [Employee relations management](#)
- EP2.4 [Industrial relations management](#)
- EP2.5 [Job evaluations](#)
- EP2.6 [Workforce policy, planning and procedures](#)

TfL information and records disposal schedule: Employment and Pensions (last updated 12 March 2018; version 7.0)										
Item no.	Item description	Purpose	Format/ medium and location (where identified)	Administrative responsibility (where identified)	Statutory/ regulatory minimum retention period and authority	Trigger (ie event that prompts the start of the TfL retention period)	TfL retention period	Disposal action (ie action taken at the end of the TfL retention period)	TfL business requirement/ external best practice recommendation	Additional information
EP2.1 Employee recruitment administration										
EP2.1.1	Job advertisements	Documenting the application process	Electronic/hard copy* Taleo; shared network drive	HR	-	Date of advertisement	2 years	Destroy	To assist the business in running reports relating to HR data	*Disposal of hard copy: see note on page 3
EP2.1.2	Interview schedules	Documenting the recruitment process	Electronic Taleo; shared network drive	HR	-	Completion of recruitment process	2 years	Destroy	To assist the business in running reports relating to HR data	
EP2.1.3	Recruitment shortlists	Documenting the recruitment process	Electronic Taleo; shared network drive	HR	Discrimination claims must be brought within 3 months of alleged act Equality Act 2010	Completion of recruitment process	2 years	Destroy	To assist the business in running reports relating to HR data	
EP2.1.4	Job application form / CV (external unsuccessful candidate)	Documenting the recruitment process	Electronic/hard copy* Taleo	HR	Discrimination claims must be brought within 3 months of alleged act Equality Act 2010	Last action	1 year	Destroy	To assist the business in running reports relating to HR data	*Disposal of hard copy: see note on page 3
EP2.1.5	Job description / risk matrix	Documenting the recruitment process	Electronic Taleo; shared network drive	HR	-	As superseded	-	Destroy	To assist the business in running reports relating to HR data	
EP2.1.6	Completed Assessment documents (external unsuccessful candidate)	Documenting the recruitment process	Electronic/hard copy* Taleo	HR	Discrimination claims must be brought within 3 months of alleged act Equality Act 2010	Last action	1 year	Destroy	To assist the business in running reports relating to HR data	*Disposal of hard copy: see note on page 3

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EP2.1.7	Rejection letters (external unsuccessful candidate)	Documenting the recruitment process	Electronic/hard copy* Taleo	HR	Discrimination claims must be brought within 3 months of alleged act Equality Act 2010	Last action	1 year	Destroy	To assist the business in running reports relating to HR data	*Disposal of hard copy: see note on page 3
EP2.1.8	Pre-employment health screening notification (unsuccessful external candidate)	Documenting the recruitment process	Electronic/hard copy* Taleo	HR	Discrimination claims must be brought within 3 months of alleged act Equality Act 2010	Last action	5 years	Destroy	OH requirement to monitor and prevent fraudulent applications for safety jobs	*Disposal of hard copy: see note on page 3 Record only created where applications are for safety critical jobs
EP2.1.9	Drug and alcohol screening note (unsuccessful external candidate)	Documenting the recruitment process	Electronic/hard copy* Taleo	HR	Discrimination claims must be brought within 3 months of alleged act Equality Act 2010	Last action	5 years	Destroy	OH requirement to monitor and prevent fraudulent applications for safety jobs	*Disposal of hard copy: see note on page 3 Record only created where applications are for safety critical jobs
EP2.2 Employee learning and development administration										
EP2.2.1	Training needs analysis	Identification and assessment of training needs	Electronic/hard copy Shared network drive; secure cabinet	HR (Learning and Development); other training departments where applicable	-	Superseded	5 years	Destroy	To allow for reporting on trends	
EP2.2.2	Advice and guidance	Identification and assessment of training needs	Electronic Shared network drive; SAP EIC	HR (Learning and Development); HR (HR Services)	-	As superseded	-	Destroy	UK best practice	
EP2.2.3	Training booklets	Identification and assessment of training needs	Electronic Shared network drive	HR (Learning and Development); other training departments where applicable	-	As superseded	-	Destroy	UK best practice	

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EP2.2.4	Training programmes	Advertising and delivering training	Electronic Shared network drive	HR (Learning and Development); other training departments where applicable	-	As superseded	-	Destroy	UK best practice	
EP2.2.5	Induction training programme	Advertising and delivering training	Electronic Shared network drive	HR (Learning and Development)	-	As superseded	-	Destroy	UK best practice	
EP2.2.6	Sickness absence training programme	Advertising and delivering training	Electronic Shared network drive	HR (Learning and Development)	-	As superseded	-	Destroy	UK best practice	
EP2.2.7	Lists of external trainers	Advertising and delivering training	Electronic Shared network drive	HR (Learning and Development)	-	As superseded	-	Destroy	UK best practice	
EP2.2.8	Appraisal training programme	Advertising and delivering training	Electronic Shared network drive	HR (Learning and Development)	-	As superseded	-	Destroy	UK best practice	
EP2.2.9	Course evaluation forms - data	Measuring the impact of training programmes	Electronic Shared network drive; Survey Monkey; Poll Daddy	HR (Learning and Development); other training departments where applicable	-	Completion of feedback report	-	Destroy	UK best practice	
EP2.2.10	Training feedback reports	Measuring the impact of training programmes	Electronic Shared network drive	HR (Learning and Development); other training departments where applicable	-	Date of creation	7 years	Destroy	To allow for reporting on trends	<i>Need to check whether any personal data is included in the surveys and to ensure that external companies follow deletion rule</i>
EP2.2.11	Lists of attendees at courses where CPD points are awarded	Monitoring CPD	Electronic Shared network drive	HR	-	Attendees awarded CPD points	-	Destroy	UK best practice	

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EP2.3 Employee relations management										
EP2.3.1	Routine service and administrative complaints and enquiries (ie which do not lead to further action such as disciplinary or grievance cases)	Responding to complaints and enquiries to HR	Electronic/hard copy* SAP EIC; Taleo	HR	-	Closure of complaint	1 year	Destroy	UK best practice	*Disposal of hard copy: see note on page 3
EP2.3.2	Requests for information about current / former employees	Responding to complaints and enquiries to HR	Electronic SAP EIC	HR; Information Governance	-	Action completed	2 years	Destroy	In line with retention period implemented by Information Governance	
EP2.3.3	Subject access requests by current or former employees	Responding to complaints and enquiries to HR	Electronic SAP EIC	HR; Information Governance	-	Action completed	2 years	Destroy	In line with retention period implemented by Information Governance	
EP2.3.4	Staff attitude surveys	Monitoring the impact of employment policies on recruitment and retention of staff	Electronic Viewpoint	HR	-	Information collated and published	-	Destroy	UK best practice	
EP2.3.5	Staff newsletters	Monitoring the impact of employment policies on recruitment and retention of staff	Electronic Source (Intranet)	Communications Team	-	Date of creation	-	Transfer to TfL Corporate Archives	Historical value	
EP2.3.6	Reference requests by financial institutions	Documenting the provision of references by TfL	Electronic/hard copy* SAP EIC	HR	-	Date of creation	1 year	Destroy	UK best practice	*Disposal of hard copy: see note on page 3
EP2.3.7	Reference requests for visa applications	Documenting the provision of references by TfL	Electronic/hard copy* SAP EIC	HR	-	Date of creation	1 year	Destroy	UK best practice	*Disposal of hard copy: see note on page 3
EP2.3.8	Reference requests from external employers	Documenting the provision of references by TfL	Electronic/hard copy* SAP EIC	HR	-	Date of creation	1 year	Destroy	UK best practice	*Disposal of hard copy: see note on page 3
EP2.3.9	Employee queries received by HRBPs	Responding to complaints and enquiries to HR	Electronic Shared network drive	HRBP	-	Completion of action	2 years	Destroy	UK best practice	<i>Letters prepared by HRBPs in response should be managed as per item EP1.2.27</i>

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EP2.3.10	Audio recordings of HR / employee meetings	Supporting the documenting of HR / employee meetings	Electronic Shared network drive	HR	-	Date of meeting	28 days	Destroy	Period allows substantial time for audio recording to be transcribed	
EP2.4 Industrial relations management										
EP2.4.1	Development and maintenance of relationships with trade unions	Negotiating with trade unions	Electronic/hard copy	ER	-	Last action	10 years	Destroy	To tie in with retention of labour agreements	
EP2.4.2	Liaison with trade unions on proposed changes to staffing structures and related matters	Negotiating with trade unions	Electronic/hard copy	ER	-	Last action	10 years	Destroy	To tie in with retention of labour agreements	
EP2.4.3	Negotiation with unions regarding pay and conditions	Negotiating with trade unions	Electronic/hard copy	ER	-	Last action	10 years	Destroy	To tie in with retention of labour agreements	
EP2.4.4	Labour agreements	Negotiating with trade unions	Electronic/hard copy	ER	-	Termination of agreement	10 years	Destroy	As recommended by ICSA	
EP2.4.5	Records documenting institutional recognition/ de-recognition of trades unions	Negotiating with trade unions	Electronic/hard copy	ER	Actions for breach of contract must be brought within 6 years of termination Limitation Act 1980 s.5	De-recognition	7 years	Destroy	To maintain a complete contractual record in the event of legal claims	
EP2.4.6	Letters on service queries	Dealing with queries on continuous service	Electronic Email mailbox	ER	-	Last action	7 years	Destroy	To keep a complete copy of continuous service claims	
EP2.4.7	Nominee Oyster Pass queries	Dealing with Oyster pass queries	Electronic Email mailbox	ER	-	Last action	7 years	Destroy	To keep a complete copy of continuous service claims	
EP2.4.8	Employee Contracts	Supporting solving of service queries	Electronic Email mailbox	ER	-	Last action	7 years	Destroy	To keep a copy of service conditions	Original contracts stored on SAP EIC

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EP2.4.9	Employee Salary information	For pay negotiations To address ad-hoc salary queries To understand any salary implications as part of change programmes	Electronic Shared network drive (restricted access)	ER	-	Last action	7 years	Destroy	To keep a copy of service conditions	<i>Original information stored on SAP EIC</i>
EP2.4.10	Generic employee details	For information in reorganisation	Electronic Shared network drive (restricted access)	ER	-	Last action	7 years	Destroy	In case of issues relating to organisational change	
EP2.4.11	Staff cases (Directors review)	Held in respect of matter being escalated to Director	Electronic/hard copy Shared network drive; secure cabinet	ER	-	Last action	7 years	Destroy	In cases of ongoing employment issues	
EP2.4.12	AMH / HA documentation	For providing advice / guidance in cases of bullying	Electronic/hard copy Shared network drive; secure cabinet	ER	-	Last action	7 years	Destroy	In cases of ongoing employment issues	
EP2.4.13	Trade Union membership	Information for trade union representation	Electronic/hard copy Shared network drive; secure cabinet	ER	-	Last action	7 years	Destroy	In case of issues regarding TUC membership	
EP2.4.14	Trade Union training information	To record training undertaken by TU representatives	Electronic Shared network drive	ER	-	Last action	7 years	Destroy	To keep a complete record of training undertaken	
EP2.4.15	Strike Information	Information on staff refusing to work during industrial action	Electronic/hard copy Shared network drive; secure cabinet	ER	-	Last action	7 years	Destroy	In case of ongoing issues	

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EP2.4.16	Movement Committee minutes	To manage staff requests for advice/financial assistance	Electronic/hard copy Shared network drive; secure cabinet	ER	-	Last action	7 years	Destroy	To keep a record of when financial assistance provided	
EP2.4.17	Referral and associated Council Level minutes	A record of discussions/agreements made at meetings	Electronic/hard copy Shared network drive; secure cabinet	ER	-	Date of creation	-	Offer to TfL Corporate Archives for permanent retention	In event of issues raised regarding previous agreements Potential historical value	
EP2.4.18	Trade Union letters	Letters awaiting response on general/individual issues	Hard copy Secure cabinet	ER	-	Last action	7 years	Destroy	To refer to issues raised regarding individual issues	
EP2.4.19	P&D / Objectives	To review individual performance	Electronic Shared network drive	ER	-	Last action	2 years	Destroy	In case of queries regarding performance issues	
EP2.4.20	Staff personnel letters	Letters on individual staff issues	Hard copy Secure cabinet	ER	-	Termination of employment contract	10 years	Destroy	In case of ongoing issues	
EP2.4.21	ET Paperwork	General information on ET cases	Electronic/hard copy Shared network drive; secure cabinet	ER	-	Last action	7 years	Destroy	To review in event of ongoing issues	
EP2.5 Job evaluations										
EP2.5.1	Job descriptions: historical and current	Assessment of jobs in relation to established job evaluation criteria	Electronic SAP R3; shared network drive; JEM	HR	-	Record amended	5 years	Destroy	UK best practice	<i>Information will be held on an individuals' core employee file for a differing retention period, in line with requirements</i>
EP2.5.2	Person specifications	Assessment of jobs in relation to established job evaluation criteria	Electronic Taleo; SAP EIC; shared network drive	HR	-	Record amended	5 years	Destroy	UK best practice	<i>Information will be held on an individuals' core employee file for a differing retention period, in line with requirements</i>

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EP2.5.3	Job evaluation reports and scores	Assessment of jobs in relation to established job evaluation criteria	Electronic SAP R3; shared network drive; JEM	HR	-	Record amended	5 years	Destroy	UK best practice	Information will be held on an individuals' core employee file for a differing retention period, in line with requirements
EP2.5.4	Senior management grading	Assessment of jobs in relation to established job evaluation criteria	Electronic SAP EIC; shared network drive	HR	-	Record amended	5 years	Destroy	UK best practice	Information will be held on an individuals' core employee file for a differing retention period, in line with requirements
EP2.5.5	Grading schemes	Assessment of jobs in relation to established job evaluation criteria	Electronic SAP EIC; shared network drive	HR	-	Record amended	5 years	Destroy	UK best practice	Information will be held on an individuals' core employee file for a differing retention period, in line with requirements
EP2.6 Workforce policy, planning and procedures										
EP2.6.1	Reports – non sensitive data	Reporting	Electronic SAP EIC; shared network drive	HR; HRBP	-	Last action	2 years	Destroy	UK best practice	
EP2.6.2	Reports – sensitive data	Reporting	Electronic SAP EIC; shared network drive	HR; HRBP	-	Last action	2 years	Destroy	UK best practice	
EP2.6.3	Assessment tools loans and extensions	Reporting	Electronic SAP EIC; shared network drive	HR	-	Last action	2 years	Destroy	UK best practice	
EP2.6.4	Self billing summary	Reporting	Electronic SAP EIC; shared network drive	HR	-	Last action	2 years	Destroy	UK best practice	
EP2.6.5	Benchmarking documents	Reporting	Electronic SAP EIC; shared network drive	HR	-	Last action	2 years	Destroy	UK best practice	

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EP2.6.6	Terms and Conditions spreadsheet	Reporting	Electronic SAP EIC; shared network drive	HR	-	Last action	2 years	Destroy	UK best practice	
EP2.6.7	Reports (PRP / SMRF)	Reporting	Electronic SAP EIC; shared network drive	HR	-	Last action	2 years	Destroy	UK best practice	
EP2.6.8	Revenue reports	Reporting	Electronic SAP EIC; shared network drive	HR	-	Last action	2 years	Destroy	UK best practice	
EP2.6.9	Project plans for pay deals	Reporting	Electronic SAP EIC; shared network drive	HR	-	Last action	2 years	Destroy	UK best practice	
EP2.6.10	Role titles and salary data for all employees (as at various points in the year) – current and historical	Reporting	Electronic Shared network drive	HR	-	Last action	2 years	Destroy	UK best practice	
EP 2.6.11	Employee Data Reports for Equal Pay Audit	Reporting	Electronic Shared network drive (restricted access)	HR (Reward and Recognition)	-	Last action	7 years	Destroy	To support standard business process	

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Part 3: Pensions administration and liaison (Ref: EP3)

EP3.1 [Pensions administration](#)
 EP3.2 [Pensions liaison](#)

TfL information and records disposal schedule: Employment and Pensions (last updated 12/03/2018; version 7.0)										
Item no.	Item description	Purpose	Format/ medium and location (where identified)	Administrative responsibility (where identified)	Statutory/ regulatory minimum retention period and authority	Trigger (ie event that prompts the start of the TfL retention period)	TfL retention period	Disposal action (ie action taken at the end of the TfL retention period)	TfL business requirement/ external best practice recommendation	Additional information
EP3.1 Pensions administration										
EP3.1.1	Correspondence with, and enquiries from, Fund members	Documenting the pension process	Electronic/hard copy Compendia; shared network drive	TfL Pension Fund	-	Death of beneficiary	40 years	Destroy	UK best practice to ensure a full record is kept in the event of benefits being paid to widows and dependents	
EP3.1.2	Letters from Pension Fund identifying employees that are opting out	Documenting the pension process	Electronic/hard copy Compendia; shared network drive	TfL Pension Fund	-	Receipt from TfL Pension Fund	40 years	Destroy	To support standard business process	
EP3.1.3	Opting out new members correspondence	Documenting the pension process	Electronic/hard copy Compendia; shared network drive	TfL Pension Fund	-	Receipt from TfL Pension Fund	40 Years	Destroy	To support standard business process	
EP3.2 Pensions liaison										
EP3.2.6	Pensioner representatives' expenses	Pensioner support	Electronic/hard copy Compendia	TfL Pension Fund; Payroll	6 years from end of tax year to which they relate VAT Act 1994 Sched.11(6)	End of tax year	7 years	Destroy	To comply with legislation	

Destruction of records should be suspended if it becomes apparent that there is any possibility of anticipated litigation or regulatory investigation. Deliberate destruction of relevant records in such cases could involve the criminal offence of obstructing or perverting the course of justice. A court is also likely to draw adverse inferences from such an exercise and it is unlikely that a court would be satisfied with any explanation for deliberate record destruction after the commencement of proceedings.