

Function	Sub-Function	Type of Record	Retention Period	Action	Reasoning	Personal Data?	Special Category Data?
Casework	Absence monitoring - BFC	Records relating to the monitoring of absence for BFC staff	3 years from date created and then review	Transfer to personnel file and keep for 7 years from end of employment	Business requirement	Yes	Yes
Casework	Absence monitoring - Schools	Records relating to the monitoring of absence for schools staff	3 years from date created and then review	Review	Business requirement	Yes	Yes
Casework	Performance and Capability - BFC	Records relating to the performance and capability of BFC staff	3 years from date created and then review	Transfer to personnel file and keep for 7 years from end of employment	Business requirement	Yes	Yes
Casework	Performance and Capability - Schools	Records relating to the performance and capability of schools staff	7 years from end of employment	Review	Business requirement	Yes	Yes
Casework	Disciplinary - BFC	Records relating to disciplinary action resulting in dismissal of BFC staff	3 years from date created and then review	Transfer to personnel file and keep for 7 years from end of employment	Limitation Act 1980 (section 2)	Yes	Yes
Casework	Disciplinary - Schools	Records relating to disciplinary action resulting in dismissal of school staff	7 years from end of employment (in case of safeguarding retain for 75 years)	Review	Limitation Act 1980 (section 2)	Yes	Yes
Casework	Disclosure of Interest	Records relating to interests disclosed	3 years from date created and then review	Transfer to personnel file and keep for 7 years from end of employment	Local Government Act 1972	Yes	Yes
Casework	Employment Tribunal	Records relating to employment tribunals	3 years from date created and then review	Transfer to personnel file and keep for 7 years from end of employment	The Employment Tribunals (Constitution and Rules of Procedure) (Amendment) Regulations 2006, Limitation Act 1980 (Section 2)	Yes	Yes
Casework	Leavers & Exit Interviews	Records related to questionnaires and interview documentation for leavers	3 years from date created and then review	Transfer to personnel file and keep for 7 years from end of employment	Business requirement	Yes	Yes
Casework	Grievances	Records relating to grievances raised by BFC staff	3 years from date created and then review	Transfer to personnel file and keep for 7 years from end of employment	Limitation Act 1980 (Section 2)	Yes	Yes
Casework	Job Evaluation	Records relating to the job evaluation process	7 years after date last modified.	Delete/Destroy	Business requirement	No	No
Casework	Maternity/Paternity/Adoption Leave	Records relating to parental leave and pay	3 years from date created and then review	Transfer to personnel file and keep for 7 years from end of employment	HMRC - Compliance Handbook Manual CH15400	Yes	Yes
Casework	Medical & Risk Assessments	Records relating to medical certificates and risk assessments	3 years from date created and then review	Transfer to personnel file and keep for 7 years from end of employment	OSGG Regs 1994, Employment Records Code Part 4	Yes	Yes
Casework	Restructures & Redundancy	Records relating to departmental restructures and redundancies	6 years from last modified	Delete/Destroy (individual information should be extracted and transferred to personnel file)	Limitation Act 1980 (Section 2)	Yes	Yes
Casework	Safeguarding	Records relating to the safeguarding of children	75 years from closure of case	Delete/Destroy	Business requirement	Yes	Yes
Casework	Settlement Agreements (COFs)	Records relating to settlement agreements	3 years from date created and then review	Transfer to personnel file and keep for 7 years from end of employment	Business requirement	Yes	Yes
Casework	TUPE	Records relating to TUPE arrangements and procedures	7 years after date last modified.	Delete/Destroy (individual information should be extracted and transferred to personnel file)	Transfer of Undertakings (Protection of Employment) Regulations 2006	Yes	Yes
Casework	Flexible Working	Records relating to advice and casework around flexible working	3 years from date created and then review	Transfer to personnel file and keep for 7 years from end of employment	Business requirement	Yes	No
Casework	Probations	Records relating to advice and casework around probations	3 years from date created and then review	Transfer to personnel file and keep for 7 years from end of employment	Business requirement	Yes	No
Casework	Redeployment	Records relating to advice and casework around redeployment	3 years from date created and then review	Transfer to personnel file and keep for 7 years from end of employment	Business requirement	Yes	Yes
Casework	Whistleblowing	Records relating to advice and casework around whistleblowing	6 years from last modified	Delete/Destroy	Business requirement	Yes	Yes
Casework	Potential Issues	Records relating to advice and casework around potential issues raised by staff	3 years from date created and then review	Transfer to personnel file and keep for 7 years from end of employment	Business requirement	Yes	Yes
Employee Relations	Staff Surveys	Records relating to analyses and reports of staff surveys	6 years from last modified	Review	Limitation Act 1980 (Section 2)	Yes	Yes
Employee Relations	Trade Union Liaison	Records relating to communications with Trade Unions	6 years from last modified	Review	Limitation Act 1980 (Section 2)	Yes	Yes
Employee Relations	Strike Action	Records relating to communications on industrial action	6 years from last modified	Review	Limitation Act 1980 (Section 2)	Yes	Yes
Recruitment	Advertising	Records relating to the advertising of jobs	1 year from last modified	Review	Business requirement	No	No
Recruitment	Agency	Records relating to the recruitment of agency staff	6 years from last modified	Review	Business requirement	Yes	Yes
Recruitment	Job Descriptions & Person Specifications	Records relating to JDs and PS for all departments (templates only)	Keep permanently	Retain	Equality Act 2010	No	No
Recruitment	Job Details & Applicants	Records relating to current jobs being advertised	3 years from last modified	Review	Business requirement	Yes	Yes
Recruitment	Migrant Workers	Records relating to the recruitment of migrant workers	6 years from last modified	Review	Right to Work Checks (Home Office)	Yes	Yes
Recruitment	Monitoring	Records relating to statistics around recruitment	6 years from last modified	Delete/Destroy	Business requirement	Yes	Yes
Recruitment	Pre-employment Checks	Records relating to checks undertaken before employment	7 years from employment terminated	Delete/Destroy	Right to Work Checks (Home Office)	Yes	Yes
Recruitment	Probation	Records relating to the probation process	1 year from last modified	Review	Business requirement	Yes	Yes
Recruitment	Recruitment Initiatives and Events	Records relating to recruitment events	6 years after last modified	Delete/Destroy	Limitation Act 1980 (Section 2)	Yes	No
Recruitment	Recruitment Process	Records relating to recruitment process	6 years from last modified	Review	Business requirement	No	No
Recruitment	Relocation / Mortgage Subsidy	Records relating to staff receiving these subsidies	7 years from employment terminated	Delete/Destroy	The Income Tax (Employment) Regulations 1993	Yes	No
Recruitment	Secondment	Records relating to the secondment of staff	7 years from employment terminated	Delete/Destroy	Business requirement	Yes	No
Recruitment	Volunteer Information	Records relating to the recruitment of volunteers	7 years from employment terminated	Delete/Destroy	Limitation Act 1980 (Section 2)	Yes	Yes
Recruitment	Schools Recruitment	Records relating to the recruitment of schools staff	3 years from last modified	Review	Business requirement	Yes	Yes
Recruitment	Step Up	Step up to social work scheme	6 years after last modified	Review	Business requirement	Yes	Yes
Recruitment	Apprenticeships	Records relating to apprenticeship recruitment	6 years after last modified	Review	Business requirement	Yes	Yes
Recruitment	Job Descriptions - Managers	Records relating to job descriptions that were not hired	Keep permanently	Retain	Limitation Act 1980 / Equality Act 2010	Yes	Yes
Recruitment	Unsuccessful Applicants	Records relating to unsuccessful applicants	6 months after date last modified	Delete/Destroy	Equality Act 2010	Yes	Yes
Organisational Development	Apprenticeships	Records relating to apprenticeships	6 years from last modified	Delete/Destroy	Limitation Act 1980 (Section 2)	Yes	Yes
Organisational Development	Organisational Development Initiatives	Records relating to OD initiatives	6 years from last modified	Delete/Destroy	Business requirement	Yes	Yes
Organisational Development	Placements - Trainees	Records relating to trainees	6 years from last modified	Transfer to personnel file and keep for 7 years from end of employment	Limitation Act 1980 (Section 2)	Yes	Yes
Organisational Development	Training Resources	Resources used by LD	6 years from last modified	Delete/Destroy	Business requirement	Yes	Yes
Organisational Development	Learning and Development	Records relating to Learning and Development	6 years from last modified	Delete/Destroy	Business requirement	Yes	Yes
Reporting and Data	Management Reporting	Records relating to Management Information	6 years from last modified	Delete/Destroy	Business requirement	Yes	Yes
Reporting and Data	Regular Reporting (Equalities)	Records relating to regular reports run by HR	6 years from last modified	Delete/Destroy	Business requirement	Yes	Yes
Reporting and Data	Statutory Reporting	Records relating to statutory reports run by HR	6 years from last modified	Delete/Destroy	Business requirement	Yes	Yes
Reporting and Data	Strategic Plans and Presentations	Records relating to workforce plans and presentation	6 years from last modified	Delete/Destroy	Business requirement	Yes	Yes
Reporting and Data	Structure charts	Organisation and structure charts	6 years from last modified	Delete/Destroy	Business requirement	Yes	Yes
Reporting and Data	Workforce Planning data	Records relating to workforce planning and related	6 years from last modified	Delete/Destroy	Business requirement	Yes	Yes
Reporting and Data	Information Governance	Records relating to IG reporting	6 years from last modified	Delete/Destroy	Business requirement	Yes	Yes
Information and Guidance Library	Communications	Records relating to comms messages from HR	1 year from last modified	Delete/Destroy	Business requirement	Yes	Yes
Information and Guidance Library	Terms and Conditions	Records relating to terms and conditions for staff	6 years from superseded	Delete/Destroy	Limitation Act 1980 (Section 2)	Yes	Yes
Information and Guidance Library	DBS & Safeguarding Guidance	Records relating to guidance on DBS and Safeguarding checks	6 years from superseded	Delete/Destroy	Disclosure and Barring Service check requests, guidance for employers	Yes	Yes
Information and Guidance Library	Equal Opportunities	Records relating to guidance on Equal Opportunities	6 years from superseded	Delete/Destroy	Business requirement	Yes	Yes
Information and Guidance Library	Scheme of Delegation	Records relating to guidance on scheme of delegation	6 years from superseded	Delete/Destroy	Business requirement	Yes	Yes
Information and Guidance Library	Service Contracts & Invoices	Records relating to guidance on service contracts and invoices	6 years from superseded	Delete/Destroy	Business requirement	Yes	Yes
Information and Guidance Library	Leave	Records relating to guidance on Leave	6 years from superseded	Delete/Destroy	Business requirement	Yes	Yes
Information and Guidance Library	Pay Awards	Records relating to guidance on Pay awards	6 years from superseded	Delete/Destroy	Business requirement	Yes	Yes
Information and Guidance Library	Pensions	Records relating to guidance on Pensions	6 years from superseded	Delete/Destroy	Business requirement	Yes	Yes
Information and Guidance Library	Policy Briefing notes & Procedures	Records relating to guidance on Policy briefing notes and procedures	6 years from superseded	Delete/Destroy	Limitation Act 1980 (Section 2)	Yes	Yes
Information and Guidance Library	Retention Payments	Records relating to guidance on Retention Payments	6 years from superseded	Delete/Destroy	Business requirement	Yes	Yes
Information and Guidance Library	Services to schools / SLA	Records relating to SLAs with schools	6 years from end of agreement	Delete/Destroy	Limitation Act 1980 (Section 2)	Yes	Yes
Information and Guidance Library	Staff Benefits	Records relating to guidance on Staff benefits	6 years from superseded	Delete/Destroy	Business requirement	Yes	Yes
Information and Guidance Library	Systems	Records relating to guidance on systems	1 year from end of life of system	Delete/Destroy	Business requirement	Yes	Yes
Information and Guidance Library	Trade Unions	Records relating to guidance on trade unions	7 years from date created	Delete/Destroy	Business requirement	Yes	Yes
Information and Guidance Library	User Guides	HR User Guides	6 years from superseded	Delete/Destroy	Business requirement	Yes	Yes
STAFF FILES	Employer Records	Records relating to BFC staff	7 years from end of employment	Delete/Destroy	Limitation Act 1980 (Section 2)	Yes	Yes
STAFF FILES	Agency Worker Files	Records relating to agency staff	7 years from end of employment	Delete/Destroy	Limitation Act 1980 (Section 2)	Yes	Yes
STAFF FILES	Employee Files - External Schools	Records relating to school staff	7 years from end of employment	Delete/Destroy	Limitation Act 1980 (Section 2)	Yes	Yes
STAFF FILES	Volunteers	Records relating to volunteers	7 years after volunteering period ended	Delete/Destroy	Limitation Act 1980 (Section 2)	Yes	Yes
Projects and Processing	Audits	Records relating to HR and Payroll audits	6 years from last modified	Delete/Destroy	Business requirement	Yes	Yes
Projects and Processing	HR Initiatives	Records relating to HR Initiatives	6 years from last modified	Delete/Destroy	Business requirement	Yes	Yes
Projects and Processing	HR Initiatives - Schools	Records relating to HR Initiatives for schools	6 years from last modified	Delete/Destroy	Business requirement	Yes	Yes
Projects and Processing	Programmes & Projects	Records relating to HR Projects	6 years from last modified	Delete/Destroy	Business requirement	Yes	Yes
Projects and Processing	Staff Benefit Details	Records relating to staff benefits	6 years from last modified	Delete/Destroy	Business requirement	Yes	Yes
Projects and Processing	Tenders	Records relating to HR procurement	6 years from end of contract	Delete/Destroy	Business requirement	Yes	Yes
Projects and Processing	Transactional Processing	Records relating to financial transactions	6 years from last modified	Delete/Destroy	Business requirement	Yes	Yes