Function	Sub-Function	Type of Record	Retention Period	Action	Reasoning	Personal Data?	Special Category Data?
		Records relating to the monitoring of absence for		Transfer to personnel file and keep			
Casework	Absence monitoring - BFC	BFC staff Records relating to the monitoring of absence for	3 years from date created and then review	for 7 years from end of employment	Business requirement	Yes	Yes
Casework	Absence monitoring - Schools	schools staff	3 years from date created and then review	Review	Business requirement	Yes	Yes
		Records relating to the performance and capability		Transfer to personnel file and keep			
Casework	Performance and Capability - BFC	of BFC staff	3 years from date created and then review	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	Pasiaw	Business requirement	Var	Var
Casework	Perioritance and Capability - Schools		years nom end or employment	Newew	business requirement	165	Tes
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)	Var	Var
		Records relating to disciplinary action resulting in	7 years from end of employment (in case of			103	162
Casework	Disciplinary - Schools	dismissal of school staff	safeguarding/cp retain for 75 years)	Review	Limitation Act 1980 (section 2)	Yes	Yes
				Transfer to personnel file and keep			
Casework	Disclosure of Interest	Records relating to interests disclosed	3 years from date created and then review	for 7 years from end of employment	Local Government Act 1972	Yes	Yes
				Transfer to personnel file and keep	The Employment Tribunals (Constitution and Rules of Procedure) (Amendment)		
Casework	Employment Tribunal	Records relating to employment tribunals	3 years from date created and then review	for 7 years from end of employment	Regulations 2008; Limitation Act 1980 (Section 2)	Yes	Yes
	Leavers & Exit Interviews	Records related to questionairres 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		
Casework	Leavers & Exit Interviews	documentation for leavers	3 years from date created and then review		Business requirement	Yes	Yes
		Records related to grievances raised by BFC staff		Transfer to personnel file and keep	Limitation Act 1980 (Section 2)		
Casework Casework	Job Evaluation		7 years after date last modified.	for 7 years from end of employment Delete/Destroy	Business requirement	Yes No	Yes
				Transfer to personnel file and keep			
Casework	Maternity/Paternity/Adoption Leave	Records relating to parental leave and pay	3 years from date created and then review	for 7 years from end of employment	HMRC - Compliance Handbook Manual CH15400	Yes	Yes
		Records relating to medical certificates and risk		Transfer to personnel file and keep			
Casework	Medical & Risk Assessments	assessments	3 years from date created and then review	for 7 years from end of employment	OSGG Regs 1994, Employment Records Code Part 4	Yes	Yes
		Records relating to departmental restructures and		Delete/Destroy (individual information should be extracted and			
Casework	Restructures & Redundancy	redundancies	6 years from last modified	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
	1	1		Transfer to personnel file and keep		1	
Casework	Settlement Agreements (COT3)	Records relating to settlement agreements	3 years from date created and then review	for 7 years from end of employment Delete/Destroy (individual	Business requirement	Yes	Yes
	L	Records relating to TUPE arrangements and	7	information should be extracted and		l	
Casework	TUPE	procedures	7 years after date last modified.	transferred to personnel file)	Transfer of Undertakings (Protection of Employment) Regulations 2006	Yes	Yes
	L	Records relating to advice and casework around		Transfer to personnel file and keep		l	l
Casework	Flexible Working	flexible working	3 years from date created and then review	for 7 years from end of employment	Business requirement	Yes	No
		Records relating to advice and casework around		Transfer to personnel file and keep		l	
Casework	Probations	probations	3 years from date created and then review	for 7 years from end of employment	Business requirement	Yes	No
0t	Bardantanaant	Records relating to advice and casework around	Annual from data and the train	Transfer to personnel file and keep			
Casework	Redeployment	redeployment Records relating to advice and casework around	3 years from date created and then review	for 7 years from end of employment	Business requirement	Yes	Yes
Casework	Whistleblowing	whistleblowing	6 years from last modified	Delete/Destroy	Business requirement	Yes	Yes
		Records relating to advice and casework around		Transfer to personnel file and keep			
Casework	Potential Issues	potential issues raised by staff Records relating to analysis and reports of staff	3 years from date created and then review	for 7 years from end of employment	Business requirement	Yes	Yes
Employee Relations	Staff Surveys	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	6 years from last modified	Review	Limitation Act 1980 (Section 2)	Ves	Vee
		Unions Records relating to communications on industrial				Tes	res
Employee Relations Recruitment	Strike Action Advertising	action Records relating to the advertising of jobs	6 years from last modified 1 year from last modified	Review Review	Limitation Act 1980 (Section 2) Business requirement	Yes	Yes
	Advertising				Dusiness requirement	NO	NO
Recruitment	Agency	Records relating to the recruitment of agency staff					
			6 years from last modified	Review	business requirement	Yes	tes
Recruitment	Job Descriptions & Person Specifications	Records relating to JDs and PS for all departments (templates only)	Keep permanently	Retain	Equality Act 2010	Yes No	No
	Job Descriptions & Person Specifications Job Details & Applicants	Records relating to JDs and PS for all departments (templates only) Records relating to current jobs being advertised	Keep permanently		Business requirement Equality Act 2010 Business requirement	Yes No Yes	No Yes
Recruitment Recruitment Recruitment	Job Details & Applicants Migrant Workers	Records relating to JDs and PS for all departments (templates only) Records relating to current jobs being advertised Records relating to the recruitment of migrant workers	Keep permanently 3 years from last modified 6 years from last modified	Retain Review Review	Business requirement Right to Work Checks (Home Office)	Yes	Yes
Recruitment Recruitment	Job Details & Applicants	Records relating to JDs and PS for all departments (templates only) Records relating to current lobs being advertised Records relating to the recruitment of migrant workers Records relating to statistics around recruitment	Keep permanently 3 years from last modified	Retain Review Review Delete/Destroy	Business requirement	Yes No Yes Yes Yes	Yes Yes
Recruitment Recruitment Recruitment Recruitment	Job Details & Applicants Migrant Workers Monitoring Pre-employment Checks	Records relating to JDs and PS for all departments (templates only) Records relating to current jobs being advertised Records relating to the recruitment of migrant workers Records relating to attaistics around recruitment Records relating to all checks undertaken before employment to the state of the statement of the statement of the statement of the s	Keep permanently 3 years from last modified 6 years from last modified 6 years from last modified 7 years from employment terminated	Retain Review Review Delete/Destroy Delete/Destroy	Business requirement Right to Work Checks (Home Office) Business requirement Right to Work Checks (Home Office)	Yes Yes Yes	Yes
Recruitment Recruitment Recruitment Recruitment Recruitment Recruitment	Job Details & Applicants Migrant Workers Monitoring Pre-employment Checks Probation	Records relating to JDs and PS for all departments (empaties only) Records relating to current lobs being advertised Records relating to the recruitment of migrant workers Records relating to attaistics around recruitment Records relating to all checks undertaken before employment Records relating to the probation process	Keep permanently 3 years from last modified 6 years from last modified 6 years from last modified	Retain Review Review Delete/Destroy	Business requirement Right to Work Checks (Home Office) Business requirement Right to Work Checks (Home Office)	Yes Yes Yes Yes	Yes Yes Yes Yes Yes Yes No
Recruitment Recruitment Recruitment Recruitment Recruitment	Job Details & Applicants Migrant Workers Monitoring Pre-employment Checks	Records relating to JDs and PS for all departments (empaties only) Records relating to current lobs being advertised Records relating to the recruitment of migrant workers Records relating to attaistics around recruitment Records relating to all checks undertaken before employment Records relating to the probation process	Keep permanently 3 years from last modified 6 years from last modified 6 years from last modified 7 years from employment terminated 1 year from fast modified	Retain Review Delete/Destroy Delete/Destroy Review	Business requirement Right to Work Checks (Horne Office) Business requirement	Yes Yes Yes	Yes Yes
Recultment Recultment Recultment Recultment Recultment Recultment Recultment Recultment	Job Details & Applicants Migrant Workers Monitoring Pre-employment Checks Probation Recruitment Initiatives and Events Recruitment Process	Records relating to JDs and PS for all departments (legnalises only) Records relating to current JDs being advertised Records relating to transition of migrant workers Records relating to statistics around recultment Records relating to statistics undertaken before antiphonimenting the probation process Records relating to recultment events Records relating to statification process Records relating to statification pre- recultment process Records relating to staff receiving these subsidies	Keep permanently 3.vears from last modified & years from last modified & years form last modified & years form last modified > vears form and modified > vears form last modified > vears from last modified > vears form last modified > vears form last modified	Retain Review DeterEDestroy DeterEDestroy Review DeterEDestroy Review DeterEDestroy Review DeterEdestroy	Buniness requirement Right to Work Checks (Home Office) Buniness requirement Right to Work Checks (Home Office) Bunites requirement Limitation Act 1980 (Section 2) Buniness requirement The buncher Tax (Employment) Regulations 1993	Yes Yes Yes Yes	Yes Yes
Recultment	Job Details & Applicants Migrant Workers Minotioring Pre-employment Checks Probation Recultment Initiatives and Events Recultment Process Relocation / Mortgage Subsidy Secondment	Recode setting to JDs and PS for all departments (fengulase only) Recode setting to current Jobs being advettined Recode setting to the recolument of migrant Recode setting to the recolument of migrant Recode setting to the check undertaken before employment Recode setting to the probation process Recode setting to the sectiment of costs Recode setting to the sectiment of costs	Keep permanently 3 years from last modified 3 years from last modified 9 years from last modified 7 years from last modified 4 years and field last modified 4 years and field last modified 3 years from last modified 7 years from anglogment terminated 7 years from employment terminated	Retian Review Delete/Destroy Delete/Destroy Review Delete/Destroy Review Delete/Destroy Delete/Destroy Delete/Destroy	Buniness requirement Right to Work Checks (Home Office) Buniness requirement Right to Work Checks (Home Office) Bunites requirement Limitation Act 1980 (Section 2) Buniness requirement The buncher Tax (Employment) Regulations 1993	Yes Yes Yes Yes No Yes Yes Yes	Yes Yes
Recultment	Job Details & Apglicants Migrant Workers Mealaining Pre-employment Checks Probation Recruitment Initiatives and Events Recruitment Process Paleotation / Martgage Subsidy Sociediment Molantee Information	Records relating to JOs and PS for all departments (manufactorial) adaptiments (manufactorial) Records relating to the recontenuet of migrant and the setting of the recontenuet of migrant and the setting of the pobletion process. Records relating to the pobletion process Records relating to the pobletion process Records relating to the pobletion process Records relating to the pobletion process. Records relating to the pobletion relation Records relating to the secondment of tabil Records relating to the secondment of tabil Records relating to the secondment of tability Records relating to the secondment of tability	Keep permanently 3 eras from last modified 6 years from last modified 6 years from last modified 7 years from engloyment terminated 7 years from engloyment terminated 6 years and via modified 6 years and via modified 7 years from engloyment terminated 7 years from engloyment terminated 7 years from engloyment terminated	Retain Reter Reter Beider Deberoy DeberOsetroy Resear Deberoy Resear Deberoy Resear Deberoy Deberoy Deberoy Deberoy Deberoy Deberoy Deberoy Deberoy Deberoy Deberoy Deberoy Deberoy Deberoy Deberoy Deberoy	Buiness requirement  Right to Work Checks (Home Office)  Buiness requirement  Right to Work Checks (Home Office)  Buiness requirement  Unitation Act 1990 (Section 2)  Buiness requirement  The Ixourn Tax (Engloyment) Regulations 1993  Buiness requirement  Limitation Act 1980 (Section 2)	Yes Yes Yes Yes No Yes Yes Yes Yes Yes	Yes Yes
Recultment	Jub Details & Apglicarts Monitoring Pre-employment Checks Probation Recontinent Process Recontinent Process Recontinent Autority Secondment Volume Information Schools Recontinent	Records relating to JDs and PS for all departments (menuples only) Records relating to current (JDs tellera advettised Records relating to extramined the relation Records relating to statistics amount recultance Records relating to the statistics amount recultance removement. Records relating to the statistics relation before employment. Records relating to the notability relation Records relating to the notability relation Records relating to the recultanced of staff Records relating to staff recently, Bese statistics Records relating to staff recently, Bese statistics Records relating to the recultanced of staff Records relating to the recultanced of schools staff	Keep permanently 3 years from last modified 3 years from last modified 6 years from last modified 7 years from last modified 1 years from stim modified 1 years from last modified 2 years from employment terminated 7 years from employment terminated 7 years from employment terminated 7 years from employment terminated 7 years from employment terminated	Retain Review Review Deleta Destroy Review Deleta Destroy Review Deleta Destroy Deleta Destroy Deleta Destroy Deleta Destroy Deleta Destroy Deleta Destroy	Butness requirement Butness Bu	Yes Yes Yes Yes Yes No Yes Yes Yes Yes	Yes Yes No No No Yes Yes
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Recultment	Job Details & Applicants  Monitoring  Probation  Probation  Probation  Probation  Recuriment Instatives and Events  Recuriment Instatives and Events  Recuriment Instatives  Recuriment Instatives  Second Recuriment  Schools Recuriment  Schools Recuriment	Records eating to Job and PS for all dopartments (dempission). Theorem in the evolution of majorat vectors	Keep permanently 3 ears from last modified 6 vers from last modified 6 vers from last modified 1 vers from engroyment terminated 1 vers from engroyment terminated 6 vers af not last modified 7 vers from engroyment terminated 7 vers from engroyment terminated 7 vers from engroyment terminated 7 vers from engroyment terminated 9 vers from tendoment terminated 9 vers from tendoment terminated 9 vers from tendoment terminated 9 vers from tendoment terminated	Resian Resian Resiew Delete/Destroy Delete/Destroy Review Delete/Destroy Review Delete/Destroy Delete/Destroy Delete/Destroy Delete/Destroy Delete/Destroy Review R	Baciness expanses Baciness Baciness Baciness Bacines	Yes Yes Yes Yes Yes No Yes Yes Yes Yes	Yes Yes No No No Yes Yes
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Recultment	Judi Deshi A Application Menilorina Penangkymeria Olecka Penangkymeria Olecka Penangkymeria Olecka Penangkymeria Becultmeri Informate Statistics Becultmeri Information Schoola Statistics Statistics Schoola Schoola Statistics Schoola Statistics Schoola Statistics Schoola S	Records relating to Job and PS for all departments (frequingles only) interesting the relationship of the sectors. The relationship of the sectors and the relationship of the Records relating to statistics around recultance Records relating to these undertakents helps Records relating to the probation process Records relating to the secondment of stall Records relating to the secondment of stall Records relating to the secondment of stall Records relating to the recultanced of undertaken Records relating to the recultanced of undertaken Records relating to the scheme relationse. Records relating to the scheme relationse records Records relating to the scheme relationse.	Keep permanently 3 ears from last modified 6 ears from last modified 6 ears from last modified 6 ears from last modified 1 ears from motionoment terminated 1 ears from motionoment terminated 6 ears from enciporement terminated 7 ears from enciporement terminated 7 ears from enciporement terminated 7 ears from enciporement terminated 6 earses from tast modified 6 earses from last	Retain Review Review Review Review Detector Review	Baciness regularment Baciness regularment Bacines regularment Bacines regularment Bacines regularment Baciness regularment Baciness regularment Baciness regularment Databaces regularment Baciness re	Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes	Yes Yes No No No Yes Yes Yes Yes Yes Yes Yes Yes Yes Yes
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Requiment Requirement Requirem	Jud Detah A Applicates Jud Detah A Applicates Methodys Pactadown Checks Pactoria Pactori Pactoria Pactori Pactori Pactoria Pactoria Pactoria Pactor	Records relating to JOs and PS for all departments (periodical solvy) and experiments (periodical solvy) relations of the solution of migrant workers. Records relating to the recording of the solution Records relating to the postation process. Records relating to the recording of the solution. Records relating to the record and the solution Records relating to the record of the solution. Records relating to the record of the solution Records relating to the record of the solution. Records relating to the record of the solution Records relating to the record of the solution. Records relating to the record of the solution Records relating to the record of the solution. Records relating to the record of the solution Records relating to the record of the solution. Records relating to the record of the solution Records relating to particular the tween of the solution relation and records relation to the solution Records relating to particular the tween of the solution of the solution of the solution Records relating to construct plants and Records relating to publication on startene of designation Records relating to publication on startene of designation Records relating to publication on Release Records r	Keep permanently Keep permanently Sa ears from last modified Ca ears from enclorement terminated T ears from enclorement terminated T ears from enclorement terminated T ears from enclorement terminated Ca ears from last modified Ca ears from superseded Ca ears from superseded Ca ears from s	Review Re	Bacines regularment Bacine	Yes           Yes           Yes           Yes           No           No           Yes           Yes <t< td=""><td>Yes           Yes           Yes           No           No           No           No           Yes           Yes</td></t<>	Yes           Yes           Yes           No           No           No           No           Yes
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Requirment	Jud Detah A Applicates Methodys Methodys Pectadium Chocks Pectadium Chocks Person Pe	Records relating to JDs and PS for all departments (groundservice) and approximate (groundservice) Records relating to the recordinance of migrant Records relating to the recordinance of migrant Records relating to the recordinance of migrant Records relating to the probability of the record Records relating to the recordinance of tail Records relation to accordinate records relation to the Records relation to accordinate records relation Records relation to accordinate relation of Records relation to accordinate relation of Records relation to accordinate relation Records relating to undivide data Records relating to undivide on the tail Records relating to undivide on the tail Records relating to undivide on the served Records relating to undivide the served Reco	Keep permanently Keep permanently Keep permanently Keep permanently Keep permanently Keep Keep Keep Keep Keep Keep Keep Keep	Antenin Review Review Detectored Detectored Review Detectored Review Detectored Review Detectored Review Detectored Review Detectored Detectore	Bacines regularment Bacine	Yes	Yes           Yes           Yes           No           No           No           No           Yes
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Requirment	Jud Deah A Agelicaria Menkingan Deargal Wakes Menkingan Deargal Wakes Peabate	Records relating to JOs and PS for all departments (marginal evily) and approximation of the providence of migrant relations of the records of the providence of the Records relating to the records of the records of the Records relating to the records of the records of the Records relating to the probability providence of Records relating to the probability providence of Records relating to the probability of the records of the Records relating to the records of the records of the Records relating to the records of the records of the Records relating to the records of the records of the Records relating to the records of the records of the Records relating to the records of the records of the Records relating to the records of the records of the Records relating to the records of the records of the Records relating to the records of the records of the Records relating to the records of the records of the Records relating to the records of the records of the Records relating to the records of the records of the Records relating to the records of the records of the Records relating to the records of the records of the Records relating to the records of the records of the Records relating to the records of the records of the Records relating to the records of the records of the Records relating to the records of the records of the Records relating to the records of the records of the Records relating to under the records of the Records relating to guidance on relation (the Records relating to guidance on relation (the records relation to the relation (the relation on relatio	Keep permanently Sa ease from last modified Sa ease from ease modified Sa ease from last modified Sa ease from superseded Sa e	Period Review Review Detectory Detectory Detectory Review Detectory Review Detectory	Bacines regularment Bacine		Yes
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