

Surrey County Council Human Resources and Organisational Development Retention Schedule

<b>Ref No</b>	<b>Description</b>	<b>Legal Basis</b>	<b>Retention</b>	<b>Action at End of Retention</b>	<b>Contains Personal Information?</b>	<b>Protectively Marked?</b>	<b>Notes/Access</b>
HRO1.0	Strategy	-	-	-	-	-	-
HRO1.0.2	Industrial Action Monitoring	-	Last Action + 6 years	Secure Disposal	Yes	Official	-
HRO1.0.3	Information relating to terms and conditions of employment	-	Date terms and conditions superseded + 6 years	Offer to History Centre	No	Not Protectively Marked	-
HRO1.0.4	SCC Employment Policies	Limitation Act 1980 (Section 2)	Date policy superseded + 6 years				

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HR2.0.1	Records relating to the monitoring of employee absence	-	Last Action + 1 year	Secure Disposal	Yes	Official	-
HR2.0.2	Sickness Absence Monitoring - monthly reports	-	Last Action + 1 year	Secure Disposal	Yes	Official	-
HR2.0.3	Non Schools Case Work - Performance and Capability	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	Yes	Official	-
HR2.0.4	Personnel Tribunal	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	Yes	Official	-
HR2.0.5	Non-Schools Casework: Disciplinary where the case results in dismissal	Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	Yes	Official	-
HR2.0.6	Non-Schools Casework: Disciplinary where the case results in no case to answer		The records must be destroyed at the conclusion of the investigation	Secure Disposal	Yes	Official	-
HR2.0.7	Records relating to employment tribunal	The Employment Tribunals (Constitution and Rules of Procedure) (Amendment) Regulations 2008; Limitation Act 1980 (Section 2)	Last Action + 6 years	Secure Disposal	Yes	Official	-
HRO2.0.8	First warning – Issued by line manager/senior manager, with a right of appeal to next level of management	People Management Handbook Section N – N22	Date of warning + 6 months [This period could be extended if required to be used for evidence to show that the employee was made aware of the seriousness of previous behaviour]	Secure Disposal	Yes	Official	-
HRO2.0.9	Second warning – Issued by line manager/senior manager, with a right of appeal to the next level of management	People Management Handbook Section N – N22	Date of warning + 12 months [This period could be extended if required to be used for evidence to show that the employee was made aware of the seriousness of previous behaviour]	Secure Disposal	Yes	Official	-
HRO2.0.10	Final warning – Issued by Executive Director, or delegated manager, with a right of appeal to Executive Director or Chief Executive if issued by Executive Director	People Management Handbook Section N – N22	Date of warning + 18 months [This period could be extended if required to be used for evidence to show that the employee was made aware of the seriousness of previous behaviour]	Secure Disposal	Yes	Official	-
HRO2.0.11	Non Schools Casework - Grievance procedure	Limitation Act 1980 (Section 2)	Date grievance resolved + 6 years	Secure Disposal	Yes	Official	-
HRO2.0.12	Records created by the mediation service offered by Employee Support relating to the mediation process	-	Last Action + 1 year	Secure Disposal	Yes	Official	-
HRO2.0.13	Non Schools Casework - Harassment	Limitation Act 1980 (Section 2)	Date case resolved + 6 years	Secure Disposal	Yes	Official	-
HRO2.0.14	Complaints against members of staff (not the principal copy)		Complaint resolved	Secure Disposal	Yes	Official	-



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HRO2.0.31							

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HRO4.0.17	Continuing Professional Development records relating to the Specialist Teaching Service	-	Last Action + the amount of time required by the professional body	Secure Disposal	Yes	Official	-
HRO4.0.18	Sports Development Unit: Application Forms for courses [Coaches or Volunteers]	-	Date training completed + 3 years	Secure Disposal	Yes	Official	-
HRO4.0.19	Trading Standards provide petrol forecourt training for its own officers and those from other authorities.	-	Expiry of passport + 6 months	Secure Disposal	Yes	Official	-
HRO4.0.20	Adult Social Care – Training and Development – Course files	-	Last Action + 5 years then review	Secure Disposal	No	Not Protectively Marked	-
HRO4.0.21	Adult Protection Reporting - Course information, checklists, handouts, certificate and evaluation templates, attendance sheets, venue booking info, guidelines for attending training	-	Last Action + 3 years	Secure Disposal	Yes	Not Protectively Marked	-
HRO4.0.22	Carers Awareness Training for Health and Social Care Professionals - Event attendance lists	-	Last Action + 3 years	Secure Disposal	Yes	Not Protectively Marked	-
HRO4.0.23	Child Protection Awareness Waiting Lists - List of staff unable to gain places	-	Last Action + 3 years	Secure Disposal	Yes	Not Protectively Marked	-
HRO4.0.24	Mental Capacity Act Training Courses - Training course information, flyers, application form, joining instructions, delegate lists, evaluation results, handouts and all associated information	-	Last Action + 3 years	Secure Disposal	Yes	Not Protectively Marked	-
HRO4.0.25	Mental Health staff course applications and attendance	-	Last Action + 3 years	Secure Disposal	Yes	Not Protectively Marked	-
HRO4.0.26	Public Transport Operator: staff training lists	-	Last Action	Secure Disposal	Yes	Official	-