

HR Data

INFORMATION	DESCRIPTION	MINIMUM RECOMMENDED RETENTION (from closure)
Acting up payments	Temporary salary payments/Acting up payments	Until age 100
Annual leave records	Annual leave records	eofy plus 2 years
Bank details	Change of bank details	3yrs + current
Change of circumstances	Change of circumstance e.g. marriage/divorced etc., impacts on Pensions	Until age 100
Custody Visiting	Details of rota,reports submitted by custody visitors, Panel meetings and other miscellaneous information	6 years
Custody Visiting	Details of the volunteer recruitment and HR records	Same retention periods as used for OPCC staff
Out of hours working Payments	Details of the rota	3 years
Discipline /complaints Records	Misconduct and Complaints records and procedures	6 years
Emails	Retirement date request emails	3yrs + current
Employment confirmation	e.g. Mortgage applications	3yrs + current
Employment Tribunals	Employment Tribunal Records and Files	6 years
Grievances	Equal opportunities & sexual/racial harassment etc. reports and statements-not just about people	6 years
Job applications -internal	Applications that were not successful	six months
Job applications -internal	Applications that were successful	Destroy on leaving service
NI request	National insurance number request & confirmation	3yrs + current
Overtime Forms	Additional hours to agreed working hours form	EoFY + 3 Years
P45 & P46	For tax purposes	6yrs + current
Pay variation	Supporting documents-E.g. Maternity application, maternity certificate/change of hours/pay increase/decrease	Until age 100
Pay variation	Change in hours	Until age 100
PDR forms	Performance indicators and individual progress record forms	6 Years



west midlands
office of the police
and crime commissioner

HR Data

Pensions	Pension Scheme membership Record. Pension fund remittance advice. WG401: Police Pension Regulations. Transferee in Pension documentation. Letter re: Transfer in Pensions. Pension transfer option form. Police pension Regs, incoming transfer values form. Transferee in pension documentation (inc. calculations). Pension letters. Application to leave pensions scheme. Transfer of pension benefits. Agreement of Pensionable Service & Personal details form. 1987 Police Pensions scheme letter & application form. Notice of guaranteed minimum pension liability form (IR). Deferred Pension benefits. Repayment of pension contributions. Unpaid pension contributions.	Until age 100
Personal details	Personal details update	3yrs + current
Recruitment Applications	Applications that were not shortlisted	one month
Recruitment Applications	Applications that were shortlisted but not appointed	six months
Recruitment, appointment or promotion selection papers	Letters relating to appointment, assessments and selection	Destroy on leaving service
Recruitment process information	Scoresheets from shortlisting and interviews for unsuccessful applicants	Shortlisting - one month, interviews - six months
Recruitment process information	Scoresheets from shortlisting and interviews for successful applicants	Until leaving service
Recruitment process information	Adverts, shortlisting and interview details	Until successful applicant leaves service
Sickness and health Records	Sickness Forms, Doctors Notes, Occupational Health records	Until age 100
Smart Cards or ID Cards	Smart Card terms of use - signed by staff member when collecting card	Destroy on leaving service
Time sheets	Time sheet registers	EoFY + 2 years
Training Administration	Records relating to admin for training, not training itself including any questionnaires	2 years
Travel	Travel claims	6 years
Vetting-Refusals	Failed Vetting Form	6 Years
Vetting-Successful	Personnel vetting, local intelligence checks, references, referees checks, counter terrorist checks etc.	Length of employment plus 12 months
Vetting-Temporary Staff	Developed Vetting	End of Contract + 1 year



HR Data

Work Experience or placement	Personal details of individual who spent time with OPCC	6 Years
Work Experience or placement	Admin details and correspondence to arrange the placement	One Year