

Column R and S: Retention of Records in Healthwatch

Employment

In general the staff records (including those of volunteers) should be retained for **6 years after the end of employment**, but need only contain sufficient information in order to provide a reference (e.g. training and disciplinary records). Copies of any reference given should be retained for 6 years after the reference request. Director's files should be retained for 6 years.

Application forms and interview notes for unsuccessful candidates	5 months
Assessments under health and safety regulations and records of consultations with safety representatives and committees	Permanently
Parental Leave records	18 years from birth/adoption of the child
References received	1 year
Payroll & tax information (including overtime, bonuses and expenses)	6 years
Sickness records	3 years after end of tax year
Maternity, Paternity, Adoption, and Shared Parental Pay records	3 years after end of tax year
Annual leave records	2 years
Annual appraisal/assessment records	5 years
HR records relating to appraisal, promotion, transfer, training, grievances and disciplinary matters	6 years from end of employment
Right to Work Documents	2 years from end of employment
Summary of record of service e.g. name, position held, dates of employment, reason for leaving	7 years from end of employment
Records relating to accident or injury at work	3 years (or if the injured person is a child then until they reach 21 years of age)
Records relating to working time	2 years from the date on which the records were made
National minimum wage records	3 years after the end of the pay reference period following the one that the records cover
Redundancy details, calculations of payments, refunds, notifications to the Secretary of State	6 years after the date of redundancy
Records relating to hazardous substances eg asbestos	Varies according to substance

Note: if an allegation has been made about the member of staff, volunteer or trustee the staff record should be retained until they reach the normal retirement age or for 10 years, if that is longer. E.g. around Safeguarding.

Record of Comments and other evidence, e.g. observations, interviews, enter and view notes.

Comments recorded on internal databases	3 years from point of entry
Any paper based comments recorded on the database.	1 year (This is in case there is a query regarding an entry on the database)
Comments and or other evidence that have not been recorded on the database.	3 years from point of entry
Signed consent forms	3 years from point of collection

DBS checks

Record disclosure reference no. and date of check and return to the volunteer or staff member.

Record of Concern Forms (ROCA)	
All ROCAs and related information should be kept for 10 years. If the record relates to children and young people the record must be kept till they are 21 years old before destroying.	
Financial Records	
Financial records	6 years (public funded Companies)
Income tax and NI returns, income tax records and correspondence with HMRC	Not less than 3 years after the end of the financial year to which they relate
Payroll records (also overtime, bonuses, expenses)	10 years
Pension contribution records	6 years
Pension Scheme Investment Policies	12 years from any benefit payable under the policy
Corporate	
Employers Liability Certificate	40 years
Insurance policies	Permanently
Certificate of Incorporation	Permanently
Minutes of Board of Trustees	Permanently
Memorandum of Association	Original to be kept permanently
Articles of Association	Original to be kept permanently
Variations to the Governing Documents	Original to be kept permanently
Statutory Registers	Permanently
Membership records	20 years from commencement of membership register
Rental or Hire Purchase Agreements	6 years after expiry
Patients, the Public and Service User Feedback and Experiences	
All data including personal data is retained for a maximum of three years unless there is a valid reason to retain longer (i.e. safeguarding or ongoing case)	
Others	
Deeds of Title	Permanently
Leases	12 years after lease has expired
Accident books	3 years from the date of the last entry (or, if the accident involves a child/ young adult, then until that person reaches the age of 21).
Health and Safety Policy Documents	Retain until superseded
Assessment of Risks under Health and Safety Legislation	Retain until superseded