

Retention schedule for records produced by HR management activities

A procedure under the Information Governance
and Records Management Policy

Procedures relating to:	Information Governance and Records Management Policy
Consultation via:	Global Information Governance and Data Protection Committee
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Responsible Executive	Secretary of the University and Vice Principal (Governance and Operations)
Responsible Office:	Information Governance division, Governance & Legal Services Directorate

HERIOT-WATT UNIVERSITY
Records Retention Schedule: Information Governance and Records
Management Policy

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1. INTRODUCTION

- 1.1 The [Information Governance and Records Management Policy](#) ('the Policy') sets out the information governance principles the University applies to be accountable for, and transparent about, its activities. The University's retention schedules support the implementation of the information governance principle:

We create, receive, and maintain information assets that have a defined Lifecycle

- 1.2 The University's retention schedules set out how long it is necessary to retain information. They help to ensure that we retain information for as long as it is needed for business, legal or regulatory purposes, but no longer. This is necessary to comply with legislation, regulations, audit requirements and good practice.
- 1.3 The University's retention schedules are linked to the Jisc business classification scheme, which provides sector-wide guidance for describing and classifying the functions and activities of higher education institutions. Retention periods are based on the function and activity that produced the information rather than the format or content, and (where applicable) are based on record retention recommendations made by Jisc.
- 1.4 Once the University's information assets reach the end of their defined lifecycles, they must be disposed of appropriately. This is known as 'disposition' (see definitions below).
- 1.5 Heriot-Watt University retention schedules are 'procedures' of the Information Governance and Records Management Policy as they support implementation of the Policy.

2. SCOPE

- 2.1 Our retention schedules set out the lifecycles for university records that are the 'lead copy', sometimes also known as the 'master copy', 'golden copy' or 'single point of truth'. All other copies are reference copies and have only temporary value. Reference copies should be disposed of as soon as they are no longer needed for reference.
- 2.2 The retention schedules do not apply to 'transitory information' (see definitions below).

3. HOW TO USE THE UNIVERSITY'S RETENTION SCHEDULES

- 3.1 Retention periods are based on the function and activity which produced the information rather than format or content.
- 3.2 **Functions** are *what* an organisation does. They are the major responsibilities that are managed by an organisation to fulfil its mission or mandate, and its responsibilities to stakeholders.

- 3.3 **Activities** are *how* an organisation does what it does. They are the major tasks carried out by an organisation to accomplish each of its functions. Activities are made up of tasks and transactions which are performed to accomplish each function. Activities may be routine or creative. Routine activities follow agreed rules and standard procedures, e.g. handling a complaint or an academic appeal. Creative activities do not follow a regular pattern, e.g. writing an academic paper.
- 3.4 While some functions and activities have the same or similar names as organisational departments, they are not the same thing. For example, the University has a Health and Safety team which sets H&S policy and carries out organisational-wide risk assessments. But every organisational unit within the University, and every member of staff has some responsibility for H&S activities, e.g. reporting incidents and potential incidents.
- 3.5 The University's functions and activities are listed in the University's business classification scheme (BCS) available on the Information Governance Intranet site. University staff can browse or search the BCS and find detailed definitions of each function and activity.
- 3.6 To identify the retention period for a particular activity, identify which function created the record (a list of functions and their definitions is available by selecting the 'Functions List' view of the BCS) and go to the retention schedule of the same name.
- 3.7 On the retention schedule for the relevant function, look for the activity that produced the records. Detailed descriptions of each activity are provided in the BCS. Then review the record descriptions to find the row that most closely matches the records.
- 3.8 Each record description has a retention period. Each retention period comprises:
- A disposition action
 - A period of time
 - A trigger event
- 3.9 The 'disposition action' is either:
- 'Destroy' (often shortened to 'D') or
 - 'Archive' (often shortened to 'A').
- 'Destroy' means that the records must be destroyed by following the Records Destruction Procedures. 'Archive' means that the records should be offered to the University Museum and Archive for permanent preservation for future generations by following the Archive Transfer Procedure [in development].
- 3.10 The retention period is usually expressed as a period of years or months. This is the minimum period for which the records must be retained after the trigger event has occurred.
- 3.11 The 'trigger event' is the point from which the retention period is calculated. Common trigger events include:

- End of the academic year in which the records were produced. This is often shortened to '**CAY**'
- End of the financial year in which the records were produced. This is often shortened to '**CFY**'
- The point at which the record has been superseded by a new version, for example the point when the new version of a policy comes into effect. This is often shortened to '**superseded**'
- The point at which a case (e.g. an academic appeal case, a complaint case, an enquiry) is closed and no further action is taken on it. This is often shortened to '**case closure**'
- The point at which a student permanently leaves the University because they have graduated, permanently withdrawn from study, or for some other reason. This is often shortened to '**end of relationship**'

3.12 Where appropriate each retention period includes the 'authority' for the retention period. The 'authority' is the source of the retention period. The authorities used by the University's retention periods are primarily:

- Statutory or regulatory requirements (e.g. Prescription and Limitation (Scotland) Act 1973 c.52 s6)
- The relevant version of the Jisc Records Retention Management guidance (e.g. 'Jisc RRS 2019')
- 'Institutional business requirements' (i.e. the length of time needed to meet Heriot-Watt University business requirements)

4. RELATED POLICIES AND PROCEDURES AND FURTHER REFERENCE

4.1 Each retention schedule should be read in conjunction with:

- [Information Governance and Records Management Policy](#)
- [Records Destruction Procedures](#)
- Archive Transfer Procedures [in development]
- The University's other [retention schedules](#)
- The University's Business Classification Scheme (available on the Information Governance intranet)

4.2 Sector-wide records retention guidance is available from Jisc at:
<https://www.jisc.ac.uk/guides/records-retention-management>

5. FURTHER HELP AND ADVICE

For further information and advice about this retention schedule, contact

5.1 Anne Grzybowski
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Governance and Legal Services
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6. DEFINITIONS

Archival value	Long-term research value for cultural purposes. Probably less than five per cent of university records have archival value and need to be preserved permanently in the Heriot-Watt University Museum and Archive. University records with archival value are those which reflect and provide the essential evidence of the University's most significant functions and activities, and also serve legitimate research needs of the University and wider academic and public user community. University records with archival value collectively show how the University was organised and operated, its effect on the wider community and what it did and why.
Disposition	Processes associated with implementing records retention, destruction or archival transfer decisions which are documented in retention schedules.
Disposition action	What happens to a record at the end of its retention period. The disposition action for records that have archival value is 'transfer to archive'. The disposition action for all other records is 'destroy'.
Disposition authority	The instrument that defines the disposition actions that are authorised for specified records. For the University our disposition authorities are the retention schedules approved by the Global Information Governance and Data Protection Committee.
Information asset	An information asset may comprise a combination of data, electronic or paper documents, still or moving images, objects, hardware, and software that together support a university activity. The term is broad. The National Archives defines an information asset as: "a body of information, defined and managed as a single unit so it can be understood, shared, protected and exploited efficiently. Information assets have recognisable and manageable value, risk, content and lifecycles."
Record	Recorded information or data (in any format) created, received, or maintained by the University (or someone working or acting on its behalf) in the transaction of university business or conduct of university affairs and kept as evidence of those activities for business, regulatory, legal or accountability purposes. 'Business purposes' are any purposes which support the University's functions and activities. 'Regulatory

purposes' are any purposes which support or demonstrate the University's compliance with regulatory requirements. 'Legal purposes' are any purposes which support or demonstrate the University's compliance with any legal obligation. 'Accountability purposes' are any purposes whereby the University answers for its conduct.

Retention schedule

Sets out the agreed length of time the University needs to keep different types of records. Retention schedules are policy documents which support compliance with legislative and regulatory requirements.

The University's retention schedules are available at: [University Retention Schedules](#).

Transitory information

Has only temporary value. It is produced:

- In the completion of routine actions (ephemeral records)
- In the preparation of other records which supersede them (temporary records)
- For convenience of reference (reference copies)

Transitory information has no significant informational or evidential value after it has served its primary purpose. It can usually be disposed of within no more than 6 months.

Trigger event

The event from which a retention period is calculated.

6. PROCEDURE VERSION AND HISTORY

Date	Author	Brief Description of Amendment
June 2015	Brian D.A. Kelvin, Records Manager	Previously approved version of the retention schedule for Human Resources records.
February 2026	Anne Grzybowski, Records Manager	Revised in line with current good practice and in liaison with the Deputy Director of HR.

APPENDIX 1: RECORDS PRODUCED BY HUMAN RESOURCES MANAGEMENT ACTIVITIES

Scope of this retention schedule

'Human Resources Management' is the function of managing the institution's workforce and its contractual relationship with individual members of staff (including employees, casual workers, and contractors).

BCS	Record Description (JISC)	Responsible Unit's further record description (HWU)	Disposition Action	Retention period			Trigger event	Notes	Authority	Responsible HWU Org Unit
FD01: Human Resources Strategy Development	Records documenting the development and establishment of the institution's human resources strategy: key records.		Archive	10	years	after	Superseded	Copy to the University Archive after approval for permanent retention.	JISC RRS 2019	Secretariat (through papers to the Staff Committee)
	Records documenting the development and establishment of the institution's human resources strategy: working papers.		Destroy	1	years	after	Issue of strategy		JISC RRS 2019	Human Resources Directorate
FD02: Human Resources Management Policy Development	Records documenting the development and establishment of the institution's human resources management policies: key records.		Archive	8	years	after	Superseded	Copy to the University Archive after approval for permanent retention.	Institutional business requirements	Secretariat (through papers to the University Executive / Court)
	Records documenting the development and establishment of the institution's human resources management policies: working papers.		Destroy	1	year	after	Issue of policy		JISC RRS 2007	Human Resources Directorate
FD03: Human Resources Management Procedure Development	Master copies of procedures relating to human resources management.		Archive	8	years	after	Superseded	Copy to the University Archive after approval for permanent retention.	JISC RRS 2019	Secretariat (through papers to governance committees)
	Records documenting the development of the institution's procedures relating to human resources management.		Destroy	1	year	after	Issue of procedures		JISC RRS 2019	Human Resources Directorate
FD04: Workforce Planning	Records documenting the assessment and analysis of workforce requirements, and the identification and evaluation of options for meeting these requirements.		Destroy	2	years	after	End of current year	More information about the process of defining, analysing and evaluating roles using Higher Education Role Analysis (HERA) can be found at http://www.hera.ac.uk	Institutional business requirements	Human Resources Directorate
	Records documenting management succession plans.		Destroy	3	years	after	End of current year			Human Resources Directorate
	Records documenting the development and evaluation of job specifications.		Destroy	3	years	after	End of current year		Institutional business requirements	Human Resources Directorate
FD05: Workforce Recruitment	Records documenting internal authorisation for recruitment.		Destroy	1	year	after	End of current year	Held on Oracle Fusion Cloud ERP	JISC RRS 2007	

BCS	Record Description (JISC)	Responsible Unit's further record description (HWU)	Disposition Action	Retention period			Trigger event	Notes	Authority	Responsible HWU Org Unit
	Records documenting the advertising of vacancies.	There should be a separate file for each vacancy, and should include Job Overview forms, further particulars, selection criteria and matrices. Staff involved in recruitment and selection in Schools and Services should return all notes and correspondence after an appointment has been made.	Destroy	6	months	after	Completion of process	A recruitment process is completed once offer of employment has been made and has been accepted, and all unsuccessful applicants have been notified.	Sex Discrimination Act 1975 c.65 Race Relations Act 1976 c.74 Disability Discrimination Act 1995 c.50 SI 2006/1031 Regs 7, 36, 42 SI 2003/1660 Regs 6, 28, 34 SI 2003/1661 Regs 6, 28, 34 Employment Practices Code, §1.7.1 (Information Commissioner's Office, 2005)	Human Resources Directorate
	Records documenting enquiries about vacancies.	Enquiries about vacancies received by email or as tickets through the helpdesk	Destroy	0	months	after	Completion of recruitment process		*SDA 1975 c.65 RRA 1976 c.74 DDA 1995 c.50 SI 2006/1031 Regs 7, 36, 42 SI 2003/1660 Regs 6, 28, 34 SI 2003/1661 Regs 6, 28, 34 §1.7 of the Employment Practices Code (Information Commissioner's Office, 2005).	
	Records documenting the handling of applications for vacancies: unsuccessful applications.		Destroy	6	months	after	Completion of process	Actions under this legislation must generally be brought within 3 months. Exception: For UK posts filled by holders of Tier 2 and Tier 5 visas, HM Visa and Immigration requires records of unsuccessful candidates shortlisted, nationally and reasons for non-appointment to be retained until UKVI carries out an audit, or four years whichever is longer.	Immigration Act 1971: incorporating subsequent amendments and rules	Human Resources Directorate
	Records documenting the handling of applications for vacancies: successful applications.		Destroy	6	years	after	Termination of employment	Held on Oracle Fusion Cloud ERP as part of employee contract records, except information not relevant to the ongoing employment relationship.	Limitation Act 1980 c.58 s5 §1.7 of the Employment Practices Code (Information Commissioner's Office, 2005).	
	Records containing management analyses of recruitment effectiveness e.g. use of advertising media.		Destroy	1	year	after	End of current year		JISC RRS 2007	Human Resources Directorate
	Records documenting the handling of unsolicited applications for employment.		Destroy	1	year	after	Receipt of application		§1.7 of the Employment Practices Code (Information Commissioner's Office, 2005).	Human Resources Directorate
FD06: Workforce Induction	Records documenting the development, overall delivery and assessment of induction programmes for new employees.		Destroy	2	years	after	End of current year		JISC RRS 2007	Human Resources Directorate
	For records documenting individual employees' induction programmes, see Employee Contract Management.									
	Records documenting the administration of induction programmes.		Destroy	1	year	after	Completion / Termination of programme		Institutional business requirements	Human Resources Directorate

BCS	Record Description (JISC)	Responsible Unit's further record description (HWU)	Disposition Action	Retention period			Trigger event	Notes	Authority	Responsible HWU Org Unit
FD07: Workforce Training & Development	Records containing summary information on workforce training and development needs.		Destroy	3	years	after	End of current year		Institutional business requirements	Human Resources Directorate
	For records documenting individual employees' training and development needs, see Employee Contract Management.									
	Records documenting the development of training and development programmes to meet defined needs.		Destroy	3	years	after	Completion of programme		Institutional business requirements	Human Resources Directorate
	Records containing individual feedback on training and development programmes.		Destroy	0	years	after	Completion of analysis of feedback		JISC RRS 2007	
	Records documenting (anonymised) workforce feedback on training and development programmes.		Destroy	1	years	after	End of current year		Institutional business requirements	Human Resources Directorate
	Records documenting management analyses of the impact of training and development programmes.		Destroy	1	years	after	End of current year		Institutional business requirements	Human Resources Directorate
FD08: Workforce Performance Management	Records documenting the development of workforce performance assessment systems.		Destroy	3	years	after	Life of system		Institutional business requirements	Human Resources Directorate
	Records containing summary (anonymised) results of employees' performance assessments.	Includes completion rates and overall scores.	Destroy	6	years	after	End of current year	Held on Oracle Fusion Cloud ERP	Institutional business requirements	Human Resources Directorate
	Records documenting management analyses of the impact of workforce performance assessment systems.		Destroy	1	years	after	End of current year		Institutional business requirements	Human Resources Directorate
FD09: Workforce Remuneration & Reward Management	Records documenting the development of the institution's remuneration structure.		Destroy	6	years	after	End of current year		Institutional business requirements	Secretariat (through papers to governance committees)
	Records documenting pay reviews.		Destroy	6	years	after	End of current year	Held on Oracle Fusion Cloud ERP	Institutional business requirements	
	Records documenting special reward schemes (e.g. Merit Reviews).		Destroy	5	years	after	Termination of scheme	Held on Oracle Fusion Cloud ERP	JISC RRS 2007	
FD10: Workforce Wellbeing Management	Records documenting the hours worked by employees, including those who have agreed to work more than 48 hours a week, as required by the Working Time Regulations 1998 (SI 1998/1833).		Destroy	1	years	after	Date of record	Primary records held by Occupational Health, secondary records held by HR Payroll	SI 1998/1833 Regulations 5, 9	Human Resources Directorate
	Records documenting health assessments for night workers, and the results of assessments, as required by the Working Time Regulations 1998 (SI 1998/1833).		Destroy	3	years	after	Date of record	Primary records held by Occupational Health, secondary records held by HR	SI 1998/1833 Regulations 5, 9	Human Resources Directorate
FD11: Workforce	Records documenting the design of workforce surveys and consultations.		Destroy	1	years	after	Completion of survey/consultation		Institutional business requirements	Human Resources Directorate

BCS	Record Description (JISC)	Responsible Unit's further record description (HWU)	Disposition Action	Retention period			Trigger event	Notes	Authority	Responsible HWU Org Unit
Relations Management	Records containing (identifiable) individual responses to workforce surveys and consultations.		Destroy	0	years	after	Completion of analysis of responses		JISC RRS 2007	Human Resources Directorate
	Records containing summary (anonymised) results of workforce surveys and consultations.		Archive	3	years	after	Completion of survey	Retained by HR and Strategic Planning, Performance & Projects Directorate	Institutional business requirements	Human Resources Directorate
	Records documenting grievances raised by staff (which do not relate directly to their own contracts of employment), the institution's response, action taken and the outcome.		Destroy	6	years	after	Last action on case		Prescription and Limitation (Scotland) Act 1973 c.52 s6	Human Resources Directorate
FD12: Employee Contract Management	Records documenting the employee's initial application for employment with the institution and supporting documentation supplied by third parties (e.g. references, Disclosure and Barring Service (DBS) checks).	Records include, for example, references, head-hunters, agencies, Disclosure Scotland checks (Protection of Vulnerable Groups), visas and right to work documents. 'Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	6	years	after	Termination of employment	Held on Oracle Fusion Cloud ERP. Oracle Fusion Cloud ERP is the single point of truth for staff information since August 2021. iHR (the predecessor system) was the single point of truth from September 2014 until August 2021. Where additional documents need to be retained, they are held in staff files managed by HR. Any staff files held locally by schools and services are subject to this retention schedule. We hold minimal personal information about contingent workers.	Prescription and Limitation (Scotland) Act 1973 c.52 s6 §1.7 of the Employment Practices Code (Information Commissioner's Office, 2005).	Human Resources Directorate
	Records documenting the employee's subsequent applications for other jobs within the institution.	'Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	1	year	after	Duration of job	Held on Oracle Fusion Cloud ERP. Oracle Fusion Cloud ERP is the single point of truth for staff information since August 2021. iHR (the predecessor system) was the single point of truth from September 2014 until August 2021. Where additional documents need to be retained, they are held in staff files managed by HR. Any staff files held locally by schools and services are subject to this retention schedule. We hold minimal personal information about contingent workers.	JISC RRS 2007	Human Resources Directorate

BCS	Record Description (JISC)	Responsible Unit's further record description (HWU)	Disposition Action	Retention period			Trigger event	Notes	Authority	Responsible HWU Org Unit
	Records documenting the employee's contract(s) of employment with the institution.	'Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	6	years	after	Superseded or Termination of employment	Held on Oracle Fusion Cloud ERP. Oracle Fusion Cloud ERP is the single point of truth for staff information since August 2021. iHR (the predecessor system) was the single point of truth from September 2014 until August 2021. Where additional documents need to be retained, they are held in staff files managed by HR. Any staff files held locally by schools and services are subject to this retention schedule. We hold minimal personal information about contingent workers.	Prescription and Limitation (Scotland) Act 1973 c.52 s6	Human Resources Directorate
	Records documenting changes to the employee's terms and conditions of employment.	'Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	6	years	after	Superseded or Termination of employment	Held on Oracle Fusion Cloud ERP. Oracle Fusion Cloud ERP is the single point of truth for staff information since August 2021. iHR (the predecessor system) was the single point of truth from September 2014 until August 2021. Where additional documents need to be retained, they are held in staff files managed by HR. Any staff files held locally by schools and services are subject to this retention schedule. We hold minimal personal information about contingent workers.	Prescription and Limitation (Scotland) Act 1973 c.52 s6	Human Resources Directorate
	Records documenting the job descriptions of positions held by the employee within the institution.	'Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	1	year	after	Duration of job		JISC RRS 2007	Human Resources Directorate
	Records documenting induction programmes attended and completed by the employee.	'Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	1	year	after	Completion of induction		JISC RRS 2007	Human Resources Directorate

BCS	Record Description (JISC)	Responsible Unit's further record description (HWU)	Disposition Action	Retention period			Trigger event	Notes	Authority	Responsible HWU Org Unit
	Records documenting the employee's training and development needs, and the action taken to meet these needs.	'Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	1	years	after	Completion of actions			Human Resources Directorate
	Records documenting job-specific statutory/regulatory training requirements for the employee, and the training provided to meet these requirements.	Statutory training includes health and safety training and data protection training. 'Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	6	years	after	Expiry of certification / Superseded	This training is currently delivered using the iHasco platform which also records completion statistics.	Prescription and Limitation (Scotland) Act 1973 c.52 s6	Health & Safety division
	Records documenting routine assessments/reviews of the employee's performance, and any consequent action taken.	Records include Performance and Development Review (PDR) documentation. Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	6	years	after	Superseded	Held on Oracle Fusion Cloud ERP. Oracle Fusion Cloud ERP is the single point of truth for staff information since August 2021. iHR (the predecessor system) was the single point of truth from September 2014 until August 2021. Where additional documents need to be retained, they are held in staff files managed by HR. Any staff files held locally by schools and services are subject to this retention schedule. We hold minimal personal information about contingent workers.		Human Resources Directorate

BCS	Record Description (JISC)	Responsible Unit's further record description (HWU)	Disposition Action	Retention period			Trigger event	Notes	Authority	Responsible HWU Org Unit
	Details of formal proceedings resulting in performance management and the outcomes of all formal proceedings	Records include Performance Improvement Plan (PIP) documentation. 'Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	6	years	after	Termination of employment or end of the performance year	Held on Oracle Fusion Cloud ERP. Oracle Fusion Cloud ERP is the single point of truth for staff information since August 2021. iHR (the predecessor system) was the single point of truth from September 2014 until August 2021. Where additional documents need to be retained, they are held in staff files managed by HR. Any staff files held locally by schools and services are subject to this retention schedule. We hold minimal personal information about contingent workers.	Common HR practice and Case Law recommendation	Human Resources Directorate
	Records documenting disciplinary proceedings against the employee, where employment continues.	'Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	6	years	after	Closure of case	Held on Oracle Fusion Cloud ERP. Oracle Fusion Cloud ERP is the single point of truth for staff information since August 2021. iHR (the predecessor system) was the single point of truth from September 2014 until August 2021. Where additional documents need to be retained, they are held in staff files managed by HR. Any staff files held locally by schools and services are subject to this retention schedule. We hold minimal personal information about contingent workers.	JISC RRS 2007: Common HR practice	Human Resources Directorate
	Records documenting grievances raised by the employee which relate directly to his/her own contract of employment, the institution's response, action taken and the outcome.	Records include grievances related to a protected characteristic, bullying or harassment. 'Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	6	years	after	Closure of case	Held on Oracle Fusion Cloud ERP. Oracle Fusion Cloud ERP is the single point of truth for staff information since August 2021. iHR (the predecessor system) was the single point of truth from September 2014 until August 2021. Where additional documents need to be retained, they are held in staff files managed by HR. Any staff files held locally by schools and services are subject to this retention schedule. We hold minimal personal information about contingent workers.	Common HR practice	Human Resources Directorate

BCS	Record Description (JISC)	Responsible Unit's further record description (HWU)	Disposition Action	Retention period			Trigger event	Notes	Authority	Responsible HWU Org Unit
	Records documenting the employee's remuneration and rewards (e.g. bonuses, merit awards, long service awards).	'Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	6	years	after	End of current tax year	Minimum: Current tax year + 3 years Recommended: Current tax year + 6 years	Prescription and Limitation (Scotland) Act 1973 c.52 s6 Minimum: SI 2003/2682 Regulation 97(8) SI 1999/584 Regulation 38(7) Recommended: Equal Pay Act 1970 c.9 s34	Human Resources Directorate
	Records relating to the administration of the employee's contractual holiday entitlement.	'Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	1	years	after	End of current year	Held on Oracle Fusion Cloud ERP.	JISC RRS 2007	Human Resources Directorate
	Records documenting the employee's absence due to sickness.	Records include those relating to occupational health / counselling referrals and outcomes. 'Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	6	years	after	End of current tax year	Held on Oracle Fusion Cloud ERP.		Human Resources Directorate
	Records documenting the authorisation and administration of special leave, e.g. compassionate leave, study leave.	Records include those relating to leave of absence. 'Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	1	year	after	End of current year	Held on Oracle Fusion Cloud ERP.	JISC 2007	Human Resources Directorate
	Records documenting the authorisation and administration of statutory leave entitlements, e.g. family leave.	'Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	6	years	after	Completion of leave	Held on Oracle Fusion Cloud ERP.	SI 1999/3312	Human Resources Directorate

BCS	Record Description (JISC)	Responsible Unit's further record description (HWU)	Disposition Action	Retention period			Trigger event	Notes	Authority	Responsible HWU Org Unit
	Records documenting entitlements to, and calculations of, Statutory Maternity Pay.	'Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	6	years	after	End of current Tax Year	Held by Payroll		Human Resources Directorate
	Records containing employee's basic personal details (e.g. address, next of kin, emergency contacts)	Records of the names and addresses of employees with restricted right to work . 'Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	0	years	after	Termination of employment	Held on Oracle Fusion Cloud ERP.		Human Resources Directorate
	Records containing employee's basic personal details (e.g. address, next of kin, emergency contacts)	Records of the names and addresses of all other employees , and next of kin and emergency contact details for all employees. 'Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	0	years	after	Superseded	Held on Oracle Fusion Cloud ERP.	JISC 2007	Human Resources Directorate
	Records documenting pre-employment health screening of an employee: employees exposed to hazardous substances during employment.	'Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	40	years	after	Last entry		JISC 2007: SI 2002/2677 Regulation 10(5)(a) [Health & Safety Hazard Exposure Control - Hazardous Substances]	Health & Safety division

BCS	Record Description (JISC)	Responsible Unit's further record description (HWU)	Disposition Action	Retention period			Trigger event	Notes	Authority	Responsible HWU Org Unit
	Records documenting pre-employment health screening of an employee: other employees.	'Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	6	years	after	Termination of employment	Held on Oracle Fusion Cloud ERP.	Prescription and Limitation (Scotland) Act 1973 c.52 s6	Health & Safety division
	Records documenting the issue of personal protective equipment/other special equipment to an employee.	'Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	6	years	after	Termination of employment		Prescription and Limitation (Scotland) Act 1973 c.52 s6	Health & Safety division
	Records documenting major injuries to an employee arising from accidents in the workplace.	'Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	40	years	after	Termination of employment		Prescription and Limitation (Scotland) Act 1973 c.52 s6	Health & Safety division
	Records documenting the employee's termination of employment by voluntary resignation, redundancy, retirement (including on medical grounds) or dismissal.	Records relating to the termination of employment for any reason, including any settlement agreements and agreed references. 'Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	6	years	after	Termination of employment	Held on Oracle Fusion Cloud ERP.	Prescription and Limitation (Scotland) Act 1973 c.52 s6	Human Resources Directorate
	Records documenting references provided in confidence in support of the employee's application(s) for employment by another organisation.	'Employees' includes: Employees (people employed directly by the institution on open ended, fixed-term contracts), Workers (people engaged on casual contracts) and Contingency workers (people engaged on agency or self-employed consultants).	Destroy	1	year	after	Provision of reference	Held on Oracle Fusion Cloud ERP.	JISC RRS 2007	Human Resources Directorate

BCS	Record Description (JISC)	Responsible Unit's further record description (HWU)	Disposition Action	Retention period			Trigger event	Notes	Authority	Responsible HWU Org Unit
FD13: Industrial / Employee Relations Management	Records documenting institutional recognition/derecognition of trades unions.		Destroy	6	years	after	Derecognition		Prescription and Limitation (Scotland) Act 1973 c.52 s6	Human Resources Directorate
	Records documenting agreements with trade unions.		Destroy	6	years	after	Termination of agreement			Human Resources Directorate
	Records documenting routine communications with trade union representatives, including minutes of meetings.		Destroy	6	years	after	End of current year	The Secretariat team clerks meetings with trade Union representatives such as the Combined Joint Negotiation and Consultation Committee (CJNCC). Other routine communications are the responsibility of the Human Resources Directorate.		Secretariat
	Records documenting consultations/negotiations with trade unions on specific issues.		Destroy	20	years	after	Last action on issue	The Secretariat team clerks meetings with trade Union representatives such as the Combined Joint Negotiation and Consultation Committee (CJNCC). Other routine communications are the responsibility of the Human Resources Directorate.	JISC RRS 2007	Secretariat
FD14: Pension Schemes Administration	Records documenting the institution's relationships with pension schemes to which all or part of its workforce belongs.		Destroy	6	years	after	Termination of relationship			
	Records documenting routine communications with the pension schemes.		Destroy	6	years	after	End of current year			