

HQ - Human Resources

Record Group	Record Description	Retention Period	Remarks	Final Disposition
GENERAL				
Industrial Relations	Correspondence re Issues	7 years	Benchmarked against UK Local authority retention schedules. Retention period can be extended if required on advice of CE in event of legal issue, so review on case by case basis.	Secure destruction/deletion
Industrial Relations	Agreements	7 years	Benchmarked against UK Local authority retention schedules. Retention period can be extended if required on advice of CE in event of legal issue, so review on case by case basis.	Secure destruction/deletion
Industrial Relations	Minutes of meetings	7 years	Benchmarked against UK Local authority retention schedules. Retention period can be extended if required on advice of CE in event of legal issue, so review on case by case basis.	Secure destruction/deletion
Industrial Relations	Industrial Relations Reports	7 years	Benchmarked against UK Local authority retention schedules. Retention period can be extended if required on advice of CE in event of legal issue, so review on case by case basis.	Secure destruction/deletion
Case Management	Dignity at work Case files	Retain until Staff member is 90 years of age	Historic Reference. Transfer to Personnel file on retirement. Retain for extended period on request of CE in event of legal issue. Review ongoing retention.	Secure destruction/deletion
Case Management	Labour Court Recommendations	Retain until staff member is 90 years of age	Historic Reference. Transfer to Personnel file on retirement. Retain for extended period on request of CE in event of legal issue. Review ongoing retention.	Secure destruction/deletion

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Case Management	Disciplinary Records	Retained as per Personnel Disciplinary Procedures	Staff monitoring and performance management. Transfer to Personnel file on retirement. Retain for extended period on request of CE in event of legal issue. Review ongoing retention.	Secure destruction/deletion
HR Policies	HR Policies	7 years		Secure destruction/deletion
HR Policies	HR Policy drafts and notes of development	7 years	For reference and support in implementing change. For QA and reference purposes. Retain for extended period on request of CE in event of legal issue; Review ongoing retention.	Secure destruction/deletion
Staff Training & Development (Including PMDS and CPD)	Staff Training	Retain for Duration of employment + 7 years	Statute of Limitations. Retain for extended period on request of CE in event of legal issue; Review ongoing retention.	Secure destruction/deletion
Staff Training & Development (Including PMDS and CPD)	Health & Safety Training	Retain for Duration of employment + 7 years	Statute of Limitations. Retain for extended period on request of CE in event of legal issue; Review ongoing retention.	Secure destruction/deletion
Staff Training & Development (Including PMDS and CPD)	Minutes of meetings	7 years	Aligns with administrative record retention in other areas. Retain for extended period on request of CE in event of legal issue; Review ongoing retention.	Secure destruction/deletion
Staff Training & Development (Including PMDS and CPD)	Finance Records (Including Fee Support/ Fee Waivers)	7 years	Historical value. Retain for extended period on request of CE in event of legal issue; Review ongoing retention.	Secure destruction/deletion

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Staff Training & Development (Including PMDS and CPD)	Annual programme of courses / workshops	7 years	For QA and reference purposes. Retain for extended period on request of CE in event of legal issue; Review ongoing retention.	Secure destruction/deletion
Staff Training & Development (Including PMDS and CPD)	PMDS - Personal Development forms	Until superseded/updated at PMDS meeting	PMDS National Agreement. Retain for extended period on request of CE in event of legal issue; Review ongoing retention.	Secure destruction/deletion
Staff Training & Development (Including PMDS and CPD)	PMDS - Development Plans	Until superseded + 3 years	Provides sufficient period for review and tracking of progress against plan.	Secure destruction/deletion
Employee Assistance Programme (Case Files)	Interview Notes	Current year + 6 years	Statute of Limitations – maximum period in which to take a claim. Retain for extended period on request of CE in event of legal issue; Review ongoing retention.	Secure destruction/deletion
Employee Assistance Programme (Case Files)	Correspondence	Year of correspondence + 6 years	Statute of Limitations – maximum period in which to take a claim. Retain for extended period on request of CE in event of legal issue; Review ongoing retention.	Secure destruction/deletion
Employee Assistance Programme (Case Files)	File cards	7 years	Statute of Limitations – maximum period in which to take a claim. Retain for extended period on request of CE in event of legal issue; Review ongoing retention.	Secure destruction/deletion
RECRUITMENT				
Recruitment Process	Unsolicited applications for jobs	18 months from close of competition	12 months from close of competition + 6 months in case of Equality Tribunal claim	Secure destruction/deletion

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Recruitment Process	Vacancy Notification	Date of closure of competition + 18 Months	12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Secure destruction/deletion
Recruitment Process	Advertisement Copies	Date of closure of competition + 18 Months	12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Secure destruction/deletion
Recruitment Process	Job Description (as advertised)	Date of closure of competition + 18 Months	12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Secure destruction/deletion
Recruitment Process	Job Description (standard)	Superseded + 3 years	Retain job description until superseded by updated version. Retain legacy descriptions for audit purposes. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Secure destruction/deletion

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Recruitment Process	Selection Criteria	18 months from close of competition	12 months from close of competition plus 6 months for the Equality Tribunal to inform the ETB that a claim is being taken. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Secure destruction/deletion
Recruitment Process	Applications of Candidates not Shortlisted/Qualified/ called for interview	18 months from close of competition	12 months from close of competition plus 6 months for the Equality Tribunal to inform the ETB that a claim is being taken. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Secure destruction/deletion
Interview Process	Selection Criteria	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Secure destruction/deletion
Interview Process	Interview Board Marking Scheme	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Secure destruction/deletion

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Interview Process	Interview Board marking sheets	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Secure destruction/deletion
Interview Process	Interview Board Formal Notes	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim	Secure destruction/deletion
Interview Process	Database of applications of candidates unsuccessful at interview	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim	Secure destruction/deletion
Interview Process	Panel Recommendations by Interview Board	18 months from close of competition	12 months from close of competition plus 6 months for the Equality Tribunal to inform the ETB that a claim is being taken.	Secure destruction/deletion
Interview Process	Assessment Board Report	Move to Employee File in Staff Records. Retain for Duration of employment + 7 years	Benchmarked against UCD and DIT retention policies	Secure destruction/deletion
Candidates Successful at Interview	Application & CV	Move to Employee File in Staff Records. Retain for Duration of employment + 7 years	Retained as part of staff personnel file in case of litigation or queries during period of employment. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Secure destruction/deletion

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Candidates Successful at Interview	Qualifications	Retain on personal file for duration of employment + 7 years	Retained as part of staff personnel file in case of litigation or queries during period of employment. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Secure destruction/deletion
Candidates Successful at Interview	References	Retain on personal file for duration of employment + 7 years	Retained as part of staff personnel file in case of litigation or queries during period of employment. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Secure destruction/deletion
Candidates Successful at Interview	Recruitment Medical / Pre employment Medical Reports	Retain on personal file for duration of employment + 7 years	Necessary for the purpose of identifying pre-existing conditions in event of work related injury and potential litigation. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Secure destruction/deletion
Candidates Successful at Interview	Candidates shortlisted and are successful but do not accept offer	Date of closure of competition + 18 months	12 months from close of competition + 6 months in case of Equality Tribunal claim	Secure destruction/deletion

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STAFF				
Generic Files	Staff Personnel Files	<u>Resignation</u> Retain until staff member is at least 90 years of age for pension purposes on resignation.	<u>Resignation</u> Staff members may opt for preservation of benefits or a transfer of service at any point after resignation up to date of retirement. As there is no maximum retirement age for new entrants these files are retained until staff member reaches 90 years of age as this is a reasonable estimate of life expectancy. Files of staff members who resign from non pensionable post should also be retained in case the rules of the scheme are amended and this service is retrospectively deemed pensionable. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action.	Secure destruction/deletion
Generic Files	Staff Personnel Files	<u>Retirement</u> Retain until 6 years after beneficiary and/or qualifying dependent death for retired staff.	<u>Retirement</u> Time limit for complaints to the Pensions Ombudsman – where act giving rise to the complaint took place after 28.04.2003 – 6 years since the date of the act or 3 years since complainant should have been aware of the act. (The Ombudsman may also investigate complaints between 13.04.1996 –28.04.2003)	Secure destruction/deletion

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Generic Files	General Job Description File	Superseded + 7 years	History of how job descriptions change has archival value. In case of litigation/criminal investigation, retain relevant extract in case file. Review retention as needed against probability of legal action	Secure destruction/deletion
Selection criteria	Selection criteria	Retain for duration of employment plus 7 years	(6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	Secure destruction/deletion
Staff Personnel Files (<i>whilst in employment</i>)	Section (extract) from database of applications which relates to the employee only.	Retain for duration of employment plus 7 years	(6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	Secure destruction/deletion
Staff Personnel Files (<i>whilst in employment</i>)	Interview board marking scheme & board notes	Retain for duration of employment plus 7 years	(6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	Secure destruction/deletion
Staff Personnel Files (<i>whilst in employment</i>)	Application/CV	Retain for duration of employment plus 7 years	6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB	Secure destruction/deletion
Staff Personnel Files (<i>whilst in employment</i>)	Qualifications (ETB)	Retain for duration of employment plus 7 years	6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB	Secure destruction/deletion
Staff Personnel Files (<i>whilst in employment</i>)	References	Retain for duration of employment plus 7 years	6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB	Secure destruction/deletion

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Staff Personnel Files (<i>whilst in employment</i>)	Job specification/description	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB). There is a statutory requirement to retain for 3 years	6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB	Secure destruction/deletion
Staff Personnel Files (<i>whilst in employment</i>)	Contract/Conditions of employment (ETB)	Retain for duration of employment plus 7 years	6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB	Secure destruction/deletion
Staff Personnel Files (<i>whilst in employment</i>)	Probation letters/forms	Retain for duration of employment plus 7 years	6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB	Secure destruction/deletion
Staff Personnel Files - Posts or Responsibility (POR)	POR applications and correspondence (whether successful or not) (ETB)	Retain for duration of employment plus 7 years	6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB	Secure destruction/deletion
Staff Personnel Files - Posts or Responsibility (POR)	Calculation of service	Retain indefinitely on master file	Relates to pay/pension etc. (See DES guidelines)	n/a
Staff Personnel Files - Posts or Responsibility (POR)	Promotions/POR Board master files	Retain indefinitely on master file		n/a

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Staff Personnel Files - Posts or Responsibility (POR)	Promotions/POR Boards assessment report files.	Retain original on personnel file, and copy on master & appeal file. Retain for duration of employment + 7 years (6 years in which to take a claim, plus 1 year to serve proceedings). Copy on master and appeal file.		Secure destruction/deletion
Staff Personnel Files - Posts or Responsibility (POR)	POR appeal documents	Retain original on personnel file, and copy on master & appeal file. Retain for duration of employment + 7 years (6 years in which to take a claim, plus 1 year to serve proceedings). Copy on master and appeal file.		Secure destruction/deletion
Staff Personnel Files - Posts or Responsibility (POR)	Correspondence from candidates re feedback	Depends upon nature of feedback. If feedback is from unsuccessful candidate who is not an employee of the ETB, keep in line with retention periods above. If feedback is from successful candidate or from unsuccessful candidate who is already an employee, keep in line with "Staff personnel whilst in employment" above.		Secure destruction/deletion
Leave /Absence	Annual Leave Records	Retain for 3 years	Organisation of Working Time Act 1997 stipulates keeping these records for 3 years	Secure destruction/deletion

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Leave /Absence	Leave of absence applications (ETB)	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)	Records & personnel files retained at ETB head office level	Secure destruction/deletion
Leave /Absence	Job share (ETB)	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)		Secure destruction/deletion
Leave /Absence	Career Break (ETB)	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)		Secure destruction/deletion
Leave /Absence	Maternity leave (ETB)	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)		Secure destruction/deletion

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Leave /Absence	Paternity leave	Retain for 2 years following retirement/resignation or the duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB) (whichever is the greater).		Secure destruction/deletion
Leave /Absence	Parental Leave	<p>Must be kept for 8 years - Parental Leave Act 1998</p> <p>Retain for 8 years or the duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB) (whichever is the greater). There is a statutory requirement to retain for 8 years. (ETB)</p>	Parental Leave Act, 1998.	Secure destruction/deletion

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Leave /Absence	Force Majeure Leave	Retain for 8 years or the duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB) (whichever is the greater). There is a statutory requirement to retain for 8 years.		Secure destruction/deletion
Leave /Absence	Carer's Leave Records	Must be kept for 8 years - Carer's Leave Act 2001 Retain for 8 years or the duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB) (whichever is the greater). There is a statutory requirement to retain for 8 years	Carer's Leave Act, 2001.	Secure destruction/deletion
Leave /Absence	Working Time Act (attendance hours, holidays, breaks) (ETB)	Retain for duration of employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB). There is a statutory requirement to retain for 3 years		Secure destruction/deletion

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Allegations/complaints (ETB)	Allegations/complaints (ETB)	Retain for duration of employment plus 7 years (6 years to take a claim, plus 1 year for proceedings to be served). Please note the relevant DES Circular re Disciplinary Procedures in relation to the period of time for which a warning remains “active” on an employee’s record.		Secure destruction/deletion
Grievance and disciplinary records	Grievance and disciplinary records	Retain for duration of employment plus 7 years (6 years to take a claim, plus 1 year for proceedings to be served). Please note the relevant DES Circular re Disciplinary Procedures in relation to the period of time for which a warning remains “active” on an employee’s record.		Secure destruction/deletion

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Occupational Health	Sickness absence records/certificates	<p>Re sick leave scheme (1 in 4 rule) ref DES C/L 0060/2010</p> <p>Retain for 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB), unless sickness absence relates to an accident/ injury/ incident sustained in relation to or in connection with the individual's duties, in which case, do not destroy.</p>		<p>Secure destruction/deletion</p> <p>Or</p> <p>Do not destroy.</p>
Occupational Health	Pre-employment medical assessment	<p>Retain for 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB), unless sickness absence relates to an accident/ injury/ incident sustained in relation to or in connection with the individual's duties, in which case, do not destroy.</p>		Secure destruction/deletion

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Occupational Health	Occupational health referral	Retain for 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB), unless sickness absence relates to an accident/ injury/ incident sustained in relation to or in connection with the individual's duties, in which case, do not destroy.		Confidential destruction/deletion Or Do not destroy.
Occupational Health	Correspondence re retirement on ill-health grounds	Retain for 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB), unless sickness absence relates to an accident/ injury/ incident sustained in relation to or in connection with the individual's duties, in which case, do not destroy.		Secure destruction/deletion Or Do not destroy.

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Occupational Health	Accident/injury at work reports	Retain for 10 years, or the duration of the employment plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB), whichever is the greater (unless sickness absence relates to an accident/ injury/ incident sustained in relation to or in connection with the individual's duties, in which case, do not destroy).		Secure destruction/deletion Or Do not destroy.
Occupational Health	Medical assessments or referrals	Retain for 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB), unless Medmark assessment relates to an accident/ injury/ incident sustained in relation to or in connection with the individual's duties, in which case, do not destroy.		Secure destruction/deletion Or Do not destroy.

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Occupational Health	Sick leave records (sick benefit forms)	In case of audit/refunds, Current year plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB)		Secure destruction/deletion
Miscellaneous	Contracts for Service	Retain for the duration of the contract plus 6 years by relevant manager	Contracts may need to be held until C&AG audit	Secure destruction/deletion
Miscellaneous	Papers from formal HR meetings *Agendas *Minutes *Associated papers circulated	Retain indefinitely	For historical purposes	Archive
PAYROLL				
Authorisation for non-statutory payroll deductions	Records documenting employee's authorisation for non-statutory payroll deductions	Current Tax Year + 6 years	Retain for compliance with Taxes Acts, Companies Acts etc., and for extended period on request of CE in event of legal issue; Review ongoing retention.	Secure archive for duration of retention period, then secure destruction/deletion

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Salary claim forms	Salary claim forms	Duration of employment + 7 years	6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB) or for the life of employee/former employee plus 7 years (6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB, whichever is the longer).	Secure archive for duration of retention period, then secure destruction/deletion
Overtime payroll payments to employees	Records documenting calculation and payment of payroll payments for overtime to employees	Duration of employment + 7 years	In case the rules of the scheme are amended and overtime service is retrospectively deemed pensionable. Retain for extended period on request of CE in event of legal issue coming to light, & keep ongoing retention under review.	Secure archive for duration of retention period, then secure destruction/deletion
Payroll payments to Part-time teaching staff (Part-time Returns)	Records documenting calculation and payment of payroll payments to Part-time teaching staff	Duration of employment + 7 years	In case the rules of the scheme are amended and overtime service is retrospectively deemed pensionable. Retain for extended period on request of CE in event of legal issue coming to light, & keep ongoing retention under review.	Secure archive for duration of retention period, then secure destruction/deletion
Payroll payments to employees	Records documenting calculation and payment of payroll payments to employees	Current Tax Year + 6 years	Retain for extended period on request of CE in event of legal issue; Review ongoing retention.	Secure destruction/deletion

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Payroll payments to employees (pre-computerised payroll)	Records documenting calculation and payment of payroll payments to employees before the advent of payroll software	Indefinitely	In case the rules of the scheme are amended and overtime service is retrospectively deemed pensionable. Retain for extended period on request of CE in event of legal issue coming to light, & keep ongoing retention under review.	Scan (if practical) and destroy originals
Promotion of employee	Records documenting adjustment on promotion of employee	Current Tax Year + 6 years	Retain as part of PAYE payment record keeping. Retain for extended period on request of CE. In event of legal issue; Review ongoing retention.	Secure destruction/deletion
Statutory Sick Pay Scheme	Records documenting the operation of the Statutory Sick Pay Scheme	Current Tax Year + 6 years	Retain as part of PAYE payment record keeping. Retain for extended period on request of CE. In event of legal issue; Review ongoing retention.	Secure destruction/deletion
Statutory Maternity Pay Scheme	Records documenting the operation of the Statutory Maternity Pay Scheme.	Current Tax Year + 6 years	Retain as part of PAYE payment record keeping. Retain for extended period on request of CE. In event of legal issue; Review ongoing retention.	Secure destruction/deletion

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Pensions	Superannuation (Pension) Calculations	Retain for 7 years after pensioner and any subsequent dependent spouse are deceased and dependent children are finished in full time education.	6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB.	Secure destruction/deletion
Pensions	Superannuation Files	Retain for 7 years after pensioner and any subsequent dependent spouse are deceased and dependent children are finished in full time education.	6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB.	Secure destruction/deletion
Contributions to Pension Schemes	Records documenting payment of employer and employee contributions to pension schemes	Retain for 7 years after pensioner and any subsequent dependent spouse are deceased and dependent children are finished in full time education.	Required for verification of pension payments and entitlements. Retain for extended period on request of CE in event of legal issue; Review ongoing retention.	Secure destruction/deletion
Previous service	Records of previous service (incl. correspondence with previous employers)	Indefinitely	DES advise that these should be kept indefinitely.	Archive securely

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Listings/Payslips	Payroll Listings	7 years	Benchmarked against National Minimum Wage Act 2000 (as amended). Retain for extended period on request of CE in event of legal issue; Review ongoing retention.	Secure destruction/deletion
Payroll set-up form	For capturing the banking details of new employees	7 years		Secure destruction/deletion
Other Payroll	Approval for Incremental Credit	Retain for duration of employment plus 7 years	6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB	Secure destruction/deletion
Other Payroll	Incremental Approvals	Retain for duration of employment plus 7 years	6 years in which to take a claim against the ETB, plus 1 year for proceedings to be served on the ETB	Secure destruction/deletion