

# Human Resources

Ref. No.	Function Description	Retention Action	Examples of Records	Notes
6.1	<p><b>Personnel administration</b></p> <p>Summary management systems that allow the monitoring &amp; management of employees in summary form</p> <p><u>Note: The summary information that this record class attempts to capture is:-</u></p> <p>Name DOB Date of appointment Work history details Position/designation Titles &amp; dates held</p>	<p><b>Permanent. Offer to Archivist for review.</b></p> <p>Transfer to place of deposit after administrative use is concluded</p>	<ul style="list-style-type: none"> <li>• Employment Register – Permanent Staff</li> <li>• Employment Register – Temporary Staff</li> <li>• Employment Register – Casual Staff</li> <li>• Registers of personnel files</li> <li>• Personal History cards</li> <li>• Superannuation history card</li> <li>• Salary master record</li> </ul>	Common practice

# Human Resources

Ref. No.	Function Description	Retention Action	Examples of Records	Notes
6.2	<p>The process of administering employees to ensure that entitlements &amp; obligations are in accordance with agreed employment requirements</p> <ul style="list-style-type: none"> <li>Records containing superannuation information</li> </ul>	Destroy 6 years from date of last pension payment	<ul style="list-style-type: none"> <li>Medical clearance</li> <li>Letter of appointment</li> <li>Letter of acceptance</li> <li>Details of assigned duties</li> <li>Probation reports</li> <li>Medical examinations</li> <li>Personal particulars</li> <li>Educational qualifications</li> <li>Declarations of pecuniary interests</li> <li>Secrecy undertakings</li> <li>Employment contracts</li> </ul>	Common practice
6.3	Records relating to staff working with children	Termination + 25 years		
6.4	All other records	Termination + 6 years		

# Human Resources

Ref. No.	Function Description	Retention Action	Examples of Records	Notes
<b>Employee and Industrial Relations</b>				
6.5	Identification & development of significant directions concerning industrial matters	<b>Permanent. Offer to Archivist for review.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>• Generic agreements and awards</li> <li>• Negotiations</li> <li>• Disputes</li> <li>• Claims lodged</li> </ul>	Common practice
6.6	Liaison processes of minor and routine industrial matters	Destroy <b>2</b> years after administrative use is concluded	<ul style="list-style-type: none"> <li>• Daily industrial relations management</li> </ul>	Common practice
6.7	Processing of disciplinary and grievances investigations where proved	Oral Warning – 6 months Written Warning - 1 year Final Warning - 18 months The above warnings to be removed & destroyed after the relevant time has 'spent'. Warnings Involving Children – Placed on personal file permanently	<ul style="list-style-type: none"> <li>• Disciplinary</li> </ul>	For all practical purposes this function would not be subject to records management, except for Warnings Involving Children, which remain on the personal file permanently for reference purposes. (See 29.1.3 & 29.1.4)
6.8	Processing of disciplinary and grievances investigations where unfounded	Destroy immediately after the grievance has been found to be have been unfounded; or after appeal	<ul style="list-style-type: none"> <li>• Disciplinary</li> </ul>	Common practice

# Human Resources

Ref. No.	Function Description	Retention Action	Examples of Records	Notes
6.9	<b>Equal Employment Opportunities</b> The process of investigation and reporting on specific cases to ensure that entitlements & obligations are in accordance with agreed Equal Employment Opportunities guidelines policies	Destroy <b>5</b> years after action completed		Common practice
6.10	<b>Occupational Health</b> The process of checking and ensuring the health of staff	Destroy <b>75</b> years after DOB	<ul style="list-style-type: none"><li>• Health questionnaire</li><li>• Medical clearance</li><li>• Adjustment to work place</li><li>• Restrictions</li><li>• Recommendations</li></ul>	Common practice

# Human Resources

Ref. No.	Function Description	Retention Action	Examples of Records	Notes
<b>Recruitment</b>				
6.11	The selection of an individual for an established position	Destroy <b>1</b> year after recruitment has been finalised (For letter of appointment for successful candidate use employment conditions)	<ul style="list-style-type: none"> <li>• Advertisements</li> <li>• Applications</li> <li>• Referee reports</li> <li>• Interview reports</li> <li>• Unsuccessful applicants</li> </ul>	Common practice
<b>Staff Monitoring</b>				
6.12	Performance	Destroy <b>5</b> years after action completed	<ul style="list-style-type: none"> <li>• Probation reports</li> <li>• Performance plans</li> </ul>	Common practice
6.13	Process of monitoring staff leave and attendance	Destroy <b>2</b> years after action completed	<ul style="list-style-type: none"> <li>• Sick leave</li> <li>• Jury service</li> <li>• Study leave</li> <li>• Special and personal leave</li> <li>• Attendance books</li> <li>• Flexitime sheets</li> <li>• Leave applications</li> <li>• Clock on/off cards</li> <li>• Annual leave</li> </ul>	Common practice

## Staff Retention

# Human Resources

Ref. No.	Function Description	Retention Action	Examples of Records	Notes
6.14	Financial reward	Destroy <b>7</b> years after action completed		Common practice All records relating to actual payments are dealt with under finance
6.15	Other strategy	Destroy <b>3</b> years after action completed		Common practice
<b>Termination</b>				
6.16	The process of termination of staff through voluntary redundancy, dismissal and retirement	Destroy <b>6</b> years after termination  If a pension is paid then records should be destroyed 6 years after last payment of pension	<ul style="list-style-type: none"> <li>• Resignation</li> <li>• Redundancy (Section 188)</li> <li>• Dismissal</li> <li>• Death</li> <li>• Retirement</li> </ul>	Common practice
<b>Training and Development</b>				
6.17	Routine staff training processes, not occupational health and safety or children related	Destroy <b>2</b> years after action completed	<ul style="list-style-type: none"> <li>• Course individual staff assessment</li> </ul>	Common practice
6.18	Training (concerning children)	Destroy <b>35</b> years after training completed, or last entry	<ul style="list-style-type: none"> <li>• Course individual staff assessment</li> <li>• training register</li> </ul>	Common practice

# Human Resources

Ref. No.	Function Description	Retention Action	Examples of Records	Notes
6.19	Training (occupational health and safety training)	Destroy <b>50</b> years after training completed	<ul style="list-style-type: none"> <li>OH&amp;S training register</li> </ul>	Common practice
		Individual course assessment records should be destroyed once the training has been renewed every 3 years		
6.20	Training (materials)	Destroy <b>1</b> year after course is superseded		Common practice
6.21	Training (proof of completion)	Destroy <b>7</b> years after action completed	<ul style="list-style-type: none"> <li>Certificates</li> <li>Awards</li> <li>Exam results</li> </ul>	Common practice
	<b>Appointments of Statutory Officers</b>			
6.22	Summary management systems that allow the monitoring & management of statutory officers in summary form	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"> <li>Magistrates register</li> </ul>	Common practice
6.23	The process of administering employees to ensure that entitlements & obligations are in accordance with agreed employment requirements	Destroy <b>6</b> years after departure from employment		Common practice

# Human Resources

Ref. No.	Function Description	Retention Action	Examples of Records	Notes
6.24	The appointment of an individual for a statutory position	<b>Permanent. Offer to Archivist.</b> Transfer to place of deposit after administrative use is concluded	<ul style="list-style-type: none"><li>• Appointment Files</li><li>1. Shrievalty</li><li>2. Magistrates</li><li>3. Lord Lieutenant</li><li>4. Tax commissioners</li></ul>	Common practice
6.25	The process of selection of an individual for an statutory position	Destroy <b>2 years</b> after date of appointment	<ul style="list-style-type: none"><li>• Vacancies &amp; applications records</li><li>• Interview notes</li><li>• Prospective staff records</li><li>• Registers of applicants</li><li>• Unsuccessful applications records</li></ul>	Common practice