

Minimum Retention Periods for Records Containing Personal Data

Type of Record	Minimum Retention Period	Reason for Length of Period
Personnel files including training records, notes of disciplinary and grievance hearings, and appraisal forms	6 years from the end of employment	References and potential litigation
	Certain personal data may be held in perpetuity	Selected material will form part of the official College Archive
Letters of reference	6 years from the end of employment, by the author of the reference letter	References and potential litigation
Application forms/interview notes	At least 6 months from the date of the interviews	Time limits on litigation
Facts relating to redundancies where fewer than 20 redundancies	6 years from the date of redundancy	As above
Facts relating to redundancies where 20 or more redundancies	12 years from the date of the redundancies	Limitation Act 1980
Income Tax and NI Returns, including correspondence with tax office	At least 3 years after the end of the financial year to which the records related	Income Tax (Employment) Regulations 1993
Statutory Maternity Pay records and calculations	As above	Statutory Maternity Pay (General) Regulations 1986
Statutory Sick Pay records and calculations	As above	Statutory Sick Pay (General) Regulations 1982
Wages and salary records	6 years	Taxes Management Act 1970
Accident books, and records and reports of accidents	3 years after the date of the last entry	Social Security (Claims and Payments) Regulations 1979; RIDDOR 1985
Health Records	During employment	Management of Health and Safety at Work Regulations
Health Records where reason for termination of employment is connected with health, including stress related illness	3 years	Limitation period for personal injury claims
Medical records kept by reason of the Control of Substances Hazardous to Health Regulations 1989	40 years	The control of Substances Hazardous to Health Regulations 1989
Ionising Radiation Records	At least 50 years after last entry	Ionising Radiations Regulations 1985
Applicant records for those who are rejected or who decline an offer	No more than 4 months after the start of the academic year	Permits institution to handle enquiries from the data subject
Student records of those not completing enrolment	Within one academic year	Permits institution to handle delayed enrolments
Student records, including enquiries, applications, admissions, assessment, awards, attendance and conduct	At least 6 years from the date that the student leaves the institution, in case of litigation for negligence	Limitation period for negligence
	At least 10 years for personal and academic references	Permits institution to provide references for a reasonable length of time
	Certain personal data may be held in perpetuity	While personal and academic references may become 'stale', some data e.g. transcripts of student marks may be required throughout the student's future career. Upon the death of the data subject, data relating to him/her ceases to be personal data. Some selected material will form part of the official College Archive.