

How to - Document Retention

As a manager you will be responsible for the retention and disposal of some of the documentation that is shared with you pertaining to the management of an employee's conduct, performance, attendance or complaints.

It is important for both compliance reasons and business reasons that a retention schedule is in place and followed.

If we retain information longer than we have a legitimate cause to, or if we dispose of information we are required to retain by Law before such time as the Law allows us to dispose of it, we are in contravention of the Law.

In order to ensure that we meet our legal obligations the below filing and retention schedule should be followed:

Type of Document	Where document should be stored	Retention Period
Discipline		
Suspension Letter(s)	Employee's personal file via MyView MyTeams documents	Any additional copies should be destroyed once documents uploaded
Fact finding information	Managers private EDMS file	Once appropriate action taken
Investigation report and appendices	Managers private EDMS file	Until appeal/GTCS/SSSC/ET cases closed
Hearing Invite/outcome letter	Employee's personal file via MyView MyTeams documents	Any additional copies should be destroyed once documents uploaded
Appeal Invite/outcome Letter	Employee's personal file via MyView MyTeams documents	Any additional copies should be destroyed once documents uploaded
Paperwork submitted as part of Appeal process	Managers private EDMS file	
Correspondence emails	Council's email system or Managers private EDMS file	Once appropriate action taken

