

Human Resources

	Retention Trigger	Retain For	Action	Comments
Unsuccessful Job application records	Last Action	6 months	Destroy	Data protection and your business: Recruitment and managing staff records - GOV.UK
Successful Recruitment Candidate Information (including third party referee details provided by the applicant)	End of employment	2 Years	Destroy	
Employee Files and Personal Development Records	End of Employment	6 years	Destroy	
Job Descriptions and Terms & Conditions	Last Action	6 Years	Destroy	
Maternity, Paternity, Adoption and Sick Leave	End of financial year	4 years	Destroy	Keep for three years after the year the payment ends.
Staff Pension, Pay History, Contracts, Offer Letters, and Termination Reasons	End of Employment	7 years	Destroy	

Derby & Derbyshire LMC Ltd, RTC Business Park, Kelvin House, 2nd Floor, London Road, Derby, DE24 8UP
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Third party emergency contact details provided by the staff member	End of Employment	Immediate	Destroy	
Recruitment folder	Last Action	6 years	Destroy	
Legal Advice	Last Action	7 Years	Review & destroy	
Non-disclosure agreements	Last Action	Dependant on agreement length	Review & Destroy	
Health Surveillance	Last Action	40 years	Destroy	Health surveillance - HSE
Medical Certificates	End of last occurrence	4 years	Destroy	
Staff Photographs	End of employment	Up to 12 months	Destroy	

Finance

Financial Information	End of Financial year	6 years	Destroy	Running a limited company: your responsibilities: Company and accounting records - GOV.UK
Payroll	End of financial year	6 years	Destroy	
VAT	End of financial year	6 years	Destroy	

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Pensions	End of Financial Year	6 Years check guidance linked	Review/Destroy	Keeping records: Records that must be kept by law under the employer duties
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Legal

Data Protection and FOI Complaints	Case Closed	6 Years	Review	Principle (e): Storage limitation ICO
Digital Scans of Direct Debit Mandates	Date of last payment	6 years	Destroy	
Contracts	End of contract	6 years	Destroy	
H&S inspections	Last Action	6 years	Destroy	

Internal Activities

Training Materials	Superseded	6 years	Destroy	
Internal Team meetings	Last actioned	3 years	Destroy	
Management decisions	Last Action	20 years	Archive	

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DDLMC position statements	Last Action or superseded	10 years	Archive	
DDLMC Newsletter	Last Action or Superseded	6 years	Destroy	
Webinars	Webinar Completed	12 months	Review & Destroy	
Conference/Event Delegate lists	Last Action	12 months	Destroy	
Press releases/campaigns	Last Action	6 years	Destroy	
Physical correspondence	Once scanned	6 months or sooner	Destroy	

Stakeholders

First Line Advice Services – signposting	Last Action	2 years	Review & destroy	
Guidance for external use	Superseded	6 Years	Review & destroy	
Contractual advice & guidance	Superseded	6 years	Review & destroy	
Practice details	If ceased	10 years	Review & destroy	
Meeting Minutes	Minutes agreed	6 years	Review & destroy	

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