



St Louis High School – Retention schedule for staff records and information



| Staff Records | Primary | Vol Sec. | C&C | ETB | Final disposition | Comments |
|--|---------|----------|-----|--|------------------------|--|
| Recruitment process Note: these suggested retention periods apply to unsuccessful candidates only. They do NOT apply to successful candidates, or candidates who are/were also employees already within your school applying for another post/position. For successful candidates, or candidates who are/were also employees already within your school applying for another post/position, see retention periods set out below. | ✓ | ✓ | ✓ | ✓ Note: Recruitment and employment records are held in St Louis High School | Confidential shredding | 18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken. |
| Applications & CVs of candidates called for interview | ✓ | ✓ | ✓ | ✓ | Confidential shredding | 18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken. |



St Louis High School – Retention schedule for staff records and information



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| Database of applications | ✓ | ✓ | ✓ | ✓ | Confidential shredding | 18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken. |
| Selection criteria | ✓ | ✓ | ✓ | ✓ | Confidential shredding | 18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken. |
| Applications of candidates not shortlisted | ✓ | ✓ | ✓ | ✓ | Confidential shredding | 18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken. |
| Unsolicited applications for jobs | ✓ | ✓ | ✓ | ✓ | Confidential shredding | 18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken. |
| Candidates shortlisted but unsuccessful at interview | ✓ | ✓ | ✓ | ✓ | Confidential shredding | 18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform |



St Louis High School – Retention schedule for staff records and information



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| | | | | | | the school that a claim is being taken. |
| Candidates shortlisted and are successful but do not accept offer | ✓ | ✓ | ✓ | ✓ | Confidential shredding | 18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken. |
| Interview board marking scheme & board notes | ✓ | ✓ | ✓ | ✓ | Confidential shredding | 18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken. |
| Panel recommendation by interview board | ✓ | ✓ | ✓ | ✓ | Confidential shredding | 18 months from close of competition: 12 months from close of competition plus 6 months for the Equality Tribunal to inform the school that a claim is being taken. |



St Louis High School – Retention schedule for staff records and information



| Staff personnel files (whilst in employment) | Primary | Vol.Sec | C&C | ETB | Final Disposition | Comments |
|--|---------|---------|-----|--|--|--|
| e.g. applications, qualifications, references, recruitment, job specification, contract, Teaching Council registration, records of staff training etc. | | | | Note: records & personnel files retained at St Louis High School | Confidential shredding. Retain an anonymised sample for archival purposes. | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Application &/CV | ✓ | ✓ | ✓ | ✓ | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |



St Louis High School – Retention schedule for staff records and information



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| Qualifications | ✓ | ✓ | ✓ | ✓ | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| References | ✓ | ✓ | ✓ | ✓ | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Interview: database of applications (the section which relates to the employee only) | ✓ | ✓ | ✓ | ✓ | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Selection criteria | ✓ | ✓ | ✓ | ✓ | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Interview board marking scheme & board notes | ✓ | ✓ | ✓ | ✓ | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take |



St Louis High School – Retention schedule for staff records and information



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| | | | | | | a claim against the school, plus 1 year for proceedings to be served on the school) |
| Panel recommendation by interview board | ✓ | ✓ | ✓ | ✓ | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Recruitment medical | ✓ | ✓ | ✓ | ✓ | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Job specification/ description | ✓ | ✓ | ✓ | ✓ | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Contract/Conditions of employment | ✓ | ✓ | ✓ | ✓ | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for |



St Louis High School – Retention schedule for staff records and information



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| | | | | | | proceedings to be served on the school) |
| Probation letters/forms | ✓ | ✓ | ✓ | ✓ | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| POR applications and correspondence (whether successful or not) | ✓ | ✓ | ✓ | ✓ | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Leave of absence applications | | | | Records & personnel files retained at St Louis High School | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Job share | ✓ | ✓ | ✓ | ✓ | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |



St Louis High School – Retention schedule for staff records and information



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| Career Break | ✓ | ✓ | ✓ | ✓ | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Maternity leave | ✓ | ✓ | ✓ | ✓ | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |
| Paternity leave | ✓ | ✓ | ✓ | ✓ | Confidential shredding | 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 school, plus 1 year for proceedings to be served on the school) (whichever is the greater). |
| Parental leave | ✓ | ✓ | ✓ | ✓ | Confidential shredding | Must be kept for 8 years - Parental Leave Act 1998 Retain for 8 years or the duration of employment |



St Louis High School – Retention schedule for staff records and information



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| | | | | | | plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) (whichever is the greater). There is a statutory requirement to retain for 8 years. |
| Force Majeure leave | ✓ | ✓ | ✓ | ✓ | Confidential shredding | Retain for 8 years or the duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) (whichever is the greater). There is a statutory requirement to retain for 8 years. |
| Carers leave | ✓ | ✓ | ✓ | ✓ | Confidential shredding | 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 school, plus 1 year for proceedings to be served on the school) (whichever is the greater). There is a statutory |



St Louis High School – Retention schedule for staff records and information



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| | | | | | | requirement to retain for 8 years |
| Working Time Act (attendance hours, holidays, breaks) | ✓ | ✓ | ✓ | ✓ | Confidential shredding | Retain for duration of employment plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school). There is a statutory requirement to retain for 3 years |
| Allegations/complaints | ✓ | ✓ | ✓ | ✓ | | 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. |
| 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 |



St Louis High School – Retention schedule for staff records and information



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| | | | | | | time for which a warning remains “active” on an employee’s record. |
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| Occupational Health Records | Primary | Vol Sec. | C&C | ETB | Confidential Shredding | Comments |
|---------------------------------------|---------|----------|-----|--|--|---|
| Sickness absence records/certificates | ✓ | ✓ | ✓ | Retain on staff personnel file at ETB HO | Confidential shredding Or do not destroy. | Re sick leave scheme (1 in 4 rule) ref DES C/L 0060/2010 Retain for 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school), unless sickness absence relates to an accident/ injury/ incident sustained in relation to or in connection with the individual’s duties within the school, in which case, do not destroy. |
| Pre-employment medical assessment | ✓ | ✓ | ✓ | ✓ | Confidential shredding Or do not destroy? | Retain for 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school), unless sickness absence relates to an accident/ injury/ incident sustained |



St Louis High School – Retention schedule for staff records and information



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| | | | | | | in relation to or in connection with the individual's duties within the school, in which case, do not destroy. |
| Occupational health referral | ✓ | ✓ | ✓ | ✓ | Confidential shredding Or Do not destroy. | Retain for 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school), unless sickness absence relates to an accident/injury/ incident sustained in relation to or in connection with the individual's duties within the school, in which case, do not destroy. |
| Correspondence re retirement on ill-health grounds | ✓ | ✓ | ✓ | ✓ | Confidential shredding Or Do not destroy. | Retain for 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school), unless sickness absence relates to an accident/injury/ incident sustained in relation to or in connection with the individual's duties within the school, in which case, do not destroy. |
| Accident/injury at work reports | ✓ | ✓ | ✓ | ✓ | Confidential shredding | Retain for 10 years, or the duration of the employment plus 7 years |



St Louis High School – Retention schedule for staff records and information



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| | | | | | | (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school), 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 within the school, in which case, do not destroy). |
| Medical assessments or referrals | ✓ | ✓ | ✓ | ✓ | Confidential shredding Or Do not destroy. | Retain for 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school), unless Medmark assessment relates to an accident/ injury/ incident sustained in relation to or in connection with the individual's duties within the school, in which case, do not destroy. |
| Sick leave records (sick benefit forms) | ✓ | ✓ | ✓ | ✓ | Confidential shredding | In case of audit/refunds, Current year plus 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) |



St Louis High School – Retention schedule for staff records and information



| Superannuation /Pension /Retirement records | Primary | Vol Sec. | C&C | ETB | Final Disposition | Comments |
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| Records of previous service (incl. correspondence with previous employers) | ✓ | ✓ | ✓ | Superannuation records are held at St Louis High School | N/A | DES advise that these should be kept indefinitely. |
| Pension calculation | ✓ | ✓ | ✓ | ✓ | Confidential shredding | Duration of employment + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) or for the life of employee/former employee plus + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) (whichever is the longer) |
| Pension increases (notification to Co. Co.) | ✓ | ✓ | ✓ | ✓ | Confidential shredding | Duration of employment + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) or for the life of employee/former employee plus + 7 years (6 years in which to take a |



St Louis High School – Retention schedule for staff records and information



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| | | | | | | claim against the school, plus 1 year for proceedings to be served on the school) (whichever is the longer) |
| Salary claim forms | ✓ | ✓ | ✓ | ✓ | Confidential shredding | Duration of employment + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) or for the life of employee/former employee plus + 7 years (6 years in which to take a claim against the school, plus 1 year for proceedings to be served on the school) (whichever is the longer) |



St Louis High School – Retention schedule for staff records and information



| Government returns | Primary | Vol Sec. | C&C | ETB | Final disposition | Comments |
|---|---------|----------|-----|--|--------------------------|--|
| Any returns which identify individual staff/pupils, | | | | Submitted online to DES. Printout retained by St Louis High School | N/A | Depends upon the nature of the return. If it relates to pay/pension/benefits of staff, keep indefinitely as per DES guidelines. If it relates to information on students, e.g. October Returns, Annual Census etc., keep in line with "Student Records" guidelines above. |
| Promotion process | Primary | Vol Sec. | C&C | ETB Employment records are held in St Louis High School | Final Disposition | Comments |
| Posts of Responsibility | ✓ | ✓ | ✓ | | N/A | Retain indefinitely on master file as it relates to pay/pension etc. (See DES guidelines) |
| Calculation of service | ✓ | ✓ | ✓ | | N/A | Retain indefinitely on master file |
| Promotions/POR Board master files | ✓ | ✓ | ✓ | | N/A | Retain indefinitely on master file |
| Promotions/POR Boards assessment report files | ✓ | ✓ | ✓ | | N/A | Retain original on personnel file in line with retention periods in "Staff Records" retention guidelines above |



St Louis High School – Retention schedule for staff records and information



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| POR appeal documents | ✓ | ✓ | ✓ | | N/A | Retain original on personnel file, and copy of master & appeal file. Retain for duration of employment + 7 years (6 years in which to take a claim, plus 1 year to serve proceedings on school). Copy on master and appeal file. |
| Correspondence from candidates re feedback | ✓ | ✓ | ✓ | | N/A | Depends upon nature of feedback. If feedback is from unsuccessful candidate who is not an employee within the school, keep in line with retention periods in “Staff Records” above. If feedback is from successful candidate or from unsuccessful candidate who is already an employee within the school, keep in line with “Staff personnel while in employment” above. |