



## **UNISON Records Retention Schedule**

Updated March 2019

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# 1. UNISON Records Retention Schedule

## 1.1 . Introduction

The General Data Protection Regulation (GDPR) 2016 defines 'personal data' as information that is recorded as part of a relevant filing system. A 'relevant filing system' is defined as any set of information relating to individuals that is structured in such a way that specific information relating to a particular individual is readily accessible.

If you need assistance in using the Schedule, please contact UNISON's Data Protection Officer on [dataprotection@unison.co.uk](mailto:dataprotection@unison.co.uk) or 0207 121 5237.

The UNISON Record Retention Schedule is an essential tool in helping you manage your records and information; and applies to data held in a hard copy format or electronically on SharePoint. All staff must follow these approved retention periods in managing their records. Using this Retention Schedule also allows UNISON to meet its legal obligations in respect of managing records for a defined period of time.

There are approximately 180 pieces of legislation that have a record keeping element in them. The most applicable to UNISON are:

- The General Data Protection Regulation 2016
- The Data Protection Act 2018
- The Trade Union & Labour Relations (Consolidation) Act 1992
- The Charities Acts, Tax and VAT Acts
- The Limitation Act 1980

Another aspect of using this retention schedule is that it increases UNISON's efficiency and effectiveness by ensuring that:

- Only the records needed for decision making are kept and information overload is reduced
- Staff don't waste time looking for records
- Resources are saved in managing, storing and retrieving records

## 1.2. How to use the UNISON Records Retention Schedule

The UNISON Records Retention Schedule is arranged in the following two sections:

### Administrative

This section applies to everyone, as the records listed here are common across the organisation regardless of a department's specific function; for example monthly reports, agendas, calendars/diaries and project records.

In many cases the official copy of records are maintained centrally such as personnel files, however, local records are also held for administrative purposes. For example, OSD HR may manage official employee records and Finance may manage official accounting records; but individual managers may hold similar records to help them manage their staff. In this case the local copy manager's record is listed within the 'Administrative' section of the Schedule, and the official record is listed within the section on 'Manage the Organisation'.

### Department specific

This section details data that is specific to UNISON departments and teams.

## 1.3. Primary Record or Information Copy

To use the Schedule properly, you must determine if the record you have is a 'Primary Record' or an 'Information Copy'.

The '**Primary Record**' is the official record which serves the documentary need of the organisation.

If the employee is the originator of the record OR if a record is one of which their department, as part of its function, keeps an official record, then the record is a 'Primary Record'. For example, when submitting expenses you may make a copy for your records before submitting the original paperwork to finance. The original records are considered a 'Primary Record' whilst your own records are just an 'Information Copy'.

The '**Information Copy**' refers to any record that is not a 'Primary Record'.

Information Copies often are maintained in more than one location, and are usually created for reference or distribution. For example, monthly reports are officially created and maintained by you as the "Primary Record" and, when duplicated and shared with other departments, become "Information Copies".

Retention periods listed in the Schedule are for **Primary Records only**.

### **Information Copy Retention Periods**

For Information Copies, the retention periods are:

- Information Copies of hard copy records in the 'Administrative' and 'Department specific' sections: No longer than 1 year from creation.
- Information Copies held in electronic systems: No longer than the 'Primary Record' Retention Period.

For retention periods calculated as 'no longer than', followed by a specified duration, this means, that they can be discarded up to the maximum retention period stated.

### **Working Documents**

Working Documents, i.e. drafts, rough notes, revisions, etc., should be destroyed once the final product is produced, and there is no longer any reference needed.

### **Preservation Notices**

Preservation notices **override all retention periods**.

All records, whether 'Primary Records' or 'Information Copies', that are subject to a preservation notice issued in connection with litigation, an audit or an investigation involving UNISON must be retained, even if, under the applicable retention period, they would be otherwise destroyed.

If you receive a preservation notice, please send it to the Data Protection Officer.

They will be issued in the following circumstances and can only be sent by:

- A UNISON legal officer in the instance of records required in relation to legal actions e.g.:
  - Due Discovery Process
  - Litigation
  - Court Order
- A senior officer of UNISON

A Preservation Notice **MUST** state:

- The reason(s) for retaining the data
- The name of the record(s)

The actual reason **must** be given. "Because X says so" is **not** a legitimate reason as X may leave the UNISON or the Department that requests the Preservation Notice and:

- The grounds for the Preservation Notice may remain afterwards and, without this knowledge, the records could be destroyed while still required
- The grounds for additional retention could be short term, and the records may be retained after any need has expired.

## 2. Administrative

Record Category	Examples	Retention Commencement	Retention Period	Justification/ Rationale	Action
Administrative records	<ul style="list-style-type: none"> <li>Diaries</li> <li>Telephone messages</li> </ul>	Date of record	No longer than 1 year	<ul style="list-style-type: none"> <li>Data Protection Act 2018</li> </ul>	Destroy
Employee records: Departmental	<ul style="list-style-type: none"> <li>Development reviews</li> <li>1-to-1 notes</li> <li>Supervision notes</li> </ul>	Termination of employment	No longer than 1 year	<ul style="list-style-type: none"> <li>Operational requirements</li> </ul>	Destroy
Financial records: Departmental	<ul style="list-style-type: none"> <li>Invoices</li> <li>Cost centre reports</li> <li>Expense reports</li> <li>Purchase orders</li> <li>Receipts</li> </ul>	Date of record	No longer than 3 years	<ul style="list-style-type: none"> <li>Operational requirements</li> </ul>	Destroy
Job application (successful): Departmental	<ul style="list-style-type: none"> <li>Successful recruitment candidate information (<i>including third party referee details provided by the applicant</i>)</li> </ul>	End of employment	1 year	<ul style="list-style-type: none"> <li>The National Archives Retention Scheduling: Employee Personnel Records and CIPD</li> </ul>	Destroy
Job application (unsuccessful): Departmental	<ul style="list-style-type: none"> <li>Unsuccessful recruitment candidate information (<i>including third party referee details provided by the applicant</i>)</li> </ul>	Last action	6 months	<ul style="list-style-type: none"> <li>Operational requirements</li> </ul>	Destroy
Programme records	<ul style="list-style-type: none"> <li>Attendance</li> <li>Logs</li> <li>Metrics</li> <li>Programme Correspondence</li> <li>Programme meeting Actions and agendas</li> <li>Publicity and communications</li> <li>Reports: highlight and summary</li> </ul>	Completion of programme	No longer than 3 years	<ul style="list-style-type: none"> <li>Operational requirements</li> </ul>	Destroy

	<ul style="list-style-type: none"> <li>Steering group meetings</li> </ul>				
Project records	<ul style="list-style-type: none"> <li>Project brief</li> <li>Project plan</li> <li>Work packages</li> <li>Project outputs</li> </ul>	Completion of project	No longer than 3 years	<ul style="list-style-type: none"> <li>Operational requirements</li> </ul>	Destroy
Reference materials	<ul style="list-style-type: none"> <li>Journals</li> <li>Newspapers</li> <li>Telephone directories</li> </ul>	Material is no longer relevant to UNISON or ongoing Union activities.	No longer than 1 year	<ul style="list-style-type: none"> <li>Operational requirements</li> </ul>	Destroy
Working copies of any document	<ul style="list-style-type: none"> <li>Drafts</li> <li>Revisions</li> <li>Rough notes</li> </ul>	Date of the final document	Ideally these should be destroyed once the final document is produced. If that is not possible, then no longer than 1 year after the final work product is produced.	<ul style="list-style-type: none"> <li>Operational requirements</li> </ul>	Destroy

### 3. Department specific

Record Category	Department/s	Examples	Retention Period	Retention Commencement	Justification/ Rationale	Action
Accident records	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Accident books</li> <li>Accident reports</li> </ul>	3 years	Date of entry/ last entry	<ul style="list-style-type: none"> <li>Reporting of Injuries, Diseases &amp; Dangerous Occurrences Regulations 1995</li> </ul>	Destroy
Application form	<ul style="list-style-type: none"> <li>Branch</li> </ul>	<ul style="list-style-type: none"> <li>Completed hard copy of application form to join UNISON for the following types of membership:               <ul style="list-style-type: none"> <li>Full</li> <li>Retired</li> <li>Student</li> <li>Unemployed</li> <li>Apprentice</li> </ul> </li> </ul>	18 months	Date of joining	<ul style="list-style-type: none"> <li>Operational requirements</li> </ul>	Destroy
Asset records: Equipment	<ul style="list-style-type: none"> <li>Procurement team</li> </ul>	<ul style="list-style-type: none"> <li>Designs and specifications</li> <li>Maintenance records</li> <li>Operator instructions</li> <li>User manuals</li> <li>Warranty / guarantee files</li> </ul>	No longer than 1 year	End of life of equipment	<ul style="list-style-type: none"> <li>Operational requirements</li> </ul>	Destroy
Asset records: Fixed assets	<ul style="list-style-type: none"> <li>Procurement team</li> </ul>	<ul style="list-style-type: none"> <li>Asset register</li> <li>Inventories</li> <li>Lease agreements</li> <li>Project justification files</li> </ul>	7 years	The later of: <ul style="list-style-type: none"> <li>Closure of tax audits</li> <li>End of financial year in which record was created</li> </ul>	<ul style="list-style-type: none"> <li>Charities Acts</li> <li>Value Added Tax Act 1994</li> <li>Companies Acts 1985 &amp; 1989</li> </ul>	Destroy
Asset records: Real estate	<ul style="list-style-type: none"> <li>Property</li> </ul>	<ul style="list-style-type: none"> <li>Lease records</li> <li>Liens</li> <li>Master site plans, drawings &amp; maps</li> <li>Mortgages</li> <li>Planning permissions</li> <li>Survey reports</li> <li>Title deeds</li> </ul>	6 years	End of life of property	<ul style="list-style-type: none"> <li>Limitation Act 1980</li> <li>Prescription &amp; Limitation (Scotland) Act 1973</li> </ul>	Destroy

Benefits records: Administration (non pension)	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Documents relating to benefits available to staff</li> <li>Benefit plan documents</li> <li>Employee assistance programme</li> <li>Occupational health service</li> </ul>	7 years	End of financial year during which end of life of programme occurs	<ul style="list-style-type: none"> <li>Trade Union &amp; Labour Relations (Consolidation) Act 1992</li> <li>Charities Act (Various)</li> <li>Data Protection Act 2018</li> </ul>	Destroy
Benefits records: UNISON employee membership (non pension)	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Records documenting individual employee benefits selections (not pension)</li> </ul>	7 years	The earlier of: <ul style="list-style-type: none"> <li>Leaving the benefit scheme</li> <li>Termination of employment</li> </ul>	<ul style="list-style-type: none"> <li>Social Security Acts inc The Income Tax (Employment) Regulations 1993</li> </ul>	Destroy
Benefits records: UNISON employee membership (non pension)	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Non pension records</li> </ul>	7 years	The earlier of: <ul style="list-style-type: none"> <li>Leaving the benefit scheme</li> <li>Termination of employment</li> </ul>	<ul style="list-style-type: none"> <li>Social Security Acts inc The Income Tax (Employment) Regulations 1993</li> </ul>	Destroy
Branch administrative records	<ul style="list-style-type: none"> <li>Branch</li> </ul>	<ul style="list-style-type: none"> <li>Diaries</li> <li>Telephone messages/ logbooks</li> <li>Branch contact sheet</li> <li>Data cleansing report</li> </ul>	No longer than 1 year	Date of record	<ul style="list-style-type: none"> <li>Data Protection Act 2018</li> </ul>	Destroy
Branch employed staff: Employee records	<ul style="list-style-type: none"> <li>Branch</li> </ul>	<ul style="list-style-type: none"> <li>Contract of employment</li> <li>Development review</li> <li>Disciplinary records</li> <li>Employee health records</li> <li>Grievance record forms</li> <li>Harassment records</li> <li>Immigration records</li> <li>Job descriptions</li> <li>Medical certificates</li> <li>Occupational health</li> <li>Staff case files</li> <li>Successful job applications</li> <li>Training and development records</li> </ul>	7 years	Termination of employment	<ul style="list-style-type: none"> <li>Data Protection Act 2018</li> <li>Limitation Act 1980</li> <li>Prescription &amp; Limitation (Scotland) Act 1973</li> <li>Equality Act 2010</li> </ul>	Destroy



Branch employed staff: Financial records - payroll records	<ul style="list-style-type: none"> <li>Branch</li> </ul>	<ul style="list-style-type: none"> <li>Adjustment records</li> <li>Base pay records</li> <li>Childcare vouchers</li> <li>Contributions and loan payment files</li> <li>Cycle to work</li> <li>Garnishment files</li> <li>Payroll deduction files</li> <li>Reconciliation files</li> <li>Salary reporting files</li> <li>Season ticket loan</li> <li>Statutory maternity pay</li> <li>Statutory sick pay</li> <li>Tax allowance/ exemption records</li> </ul>	7 years	End of financial year	<ul style="list-style-type: none"> <li>The Income Tax (Employments) Regulations 1993</li> <li>Taxes Management Act 1970</li> <li>HM Treasury guidelines</li> <li>National Audit Office advice</li> <li>Companies Act 2006</li> </ul>	Destroy
Branch employed staff: Unsuccessful applications	<ul style="list-style-type: none"> <li>Branch</li> </ul>	<ul style="list-style-type: none"> <li>Application form and recruitment Candidate information <i>(including third party referee details provided by the applicant)</i></li> </ul>	6 months	Last action	<ul style="list-style-type: none"> <li>Limitation Act 1980</li> </ul>	Destroy
Bursary paperwork	<ul style="list-style-type: none"> <li>Learning &amp; Organising Services</li> </ul>	<ul style="list-style-type: none"> <li>Applications for bursaries</li> </ul>	2 years	Date of record	<ul style="list-style-type: none"> <li>Operational requirements</li> </ul>	Destroy
Business continuity: Computer backup	<ul style="list-style-type: none"> <li>IT</li> </ul>	<ul style="list-style-type: none"> <li>Tapes</li> </ul>	6 years	The earlier of: <ul style="list-style-type: none"> <li>Leaving benefit scheme</li> <li>Termination of employment</li> </ul>	<ul style="list-style-type: none"> <li>Business requirement</li> </ul>	Destroy
Committee records: NEC	<ul style="list-style-type: none"> <li>General Secretary's Office</li> </ul>	<ul style="list-style-type: none"> <li>Agendas</li> <li>Biographical information</li> <li>Donation and affiliation decisions</li> <li>Handbooks</li> <li>Key policy statements</li> <li>National executive team minutes Meeting exhibits/ attachments/ papers</li> <li>Photographs</li> </ul>	6 years	End of life of business	<ul style="list-style-type: none"> <li>Business requirements</li> <li>Trade Union &amp; Labour Relations (Consolidation) Act 1992</li> </ul>	Transfer records of "historical significance" to library archive and destroy remaining records

Committee records: Non NEC	<ul style="list-style-type: none"> <li>General Secretary's Office</li> </ul>	<ul style="list-style-type: none"> <li>Pensions committee</li> <li>Staff committee</li> </ul>	6 years	End of financial year in which record was created	<ul style="list-style-type: none"> <li>Limitation Act 1980</li> <li>Prescription &amp; Limitation (Scotland) Act 1973</li> <li>Charities Acts (various)</li> <li>Trade Union &amp; Labour Relations (Consolidation) Act 1992</li> </ul>	Destroy if information is no longer current, otherwise re-archive for duration of retention period
Computer system documentation	<ul style="list-style-type: none"> <li>IT</li> </ul>	<ul style="list-style-type: none"> <li>Business Requirements</li> <li>Change Control Documentation</li> <li>Compliance Determination &amp; Review Reports</li> <li>Configuration Management Documents</li> <li>Data Migration records</li> <li>Decommissioning Records</li> <li>Deployment Documentation</li> <li>Design Specifications &amp; Review Reports</li> <li>Incident Management Records</li> <li>Installation Documentation</li> <li>Programming Standards</li> <li>Qualification Documents (Installation, Operation, Performance)</li> <li>Quality Plans and Reports</li> <li>Service Requirements &amp; Specifications</li> <li>Source Code &amp; Review Reports</li> <li>System Requirements &amp; Specifications</li> <li>Testing Documentation</li> <li>User Documentation</li> <li>Validation Plans and Reports</li> </ul>	5 years	End of life of system	<ul style="list-style-type: none"> <li>Business requirement</li> </ul>	Destroy
Conference: Administration	<ul style="list-style-type: none"> <li>Branch</li> </ul>	<ul style="list-style-type: none"> <li>Applications to go to conference</li> <li>Accommodation booking</li> </ul>	1 year	Date of conference	<ul style="list-style-type: none"> <li>Operational requirements</li> </ul>	Destroy
Conference: Administration (electronic)	<ul style="list-style-type: none"> <li>Conference Unit</li> </ul>	<ul style="list-style-type: none"> <li>Accommodation request</li> <li>Advance expenses</li> <li>Air travel request</li> <li>Childcare arrangements</li> <li>Complaint form</li> </ul>	7 years	Date of conference	<ul style="list-style-type: none"> <li>Operational requirements</li> </ul>	Destroy

		<ul style="list-style-type: none"> <li>• Fair representation and proportionality questionnaire</li> <li>• Emergency change of delegate</li> <li>• Enquiry form</li> <li>• Late request for access</li> <li>• Personal assistant request</li> <li>• Rail travel request</li> <li>• Visitor registration</li> </ul>				
Conference: Administration (hard copy file)	<ul style="list-style-type: none"> <li>• Conference Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Accommodation request</li> <li>• Advance expenses</li> <li>• Air travel request</li> <li>• Childcare arrangements</li> <li>• Complaint form</li> <li>• Fair representation and proportionality questionnaire</li> <li>• Emergency change of delegate</li> <li>• Enquiry form</li> <li>• Late request for access</li> <li>• Personal assistant request</li> <li>• Rail travel request</li> <li>• Visitor registration</li> </ul>	7 years	Date of conference	<ul style="list-style-type: none"> <li>• Operational requirements</li> </ul>	Destroy
Contract agreements	<ul style="list-style-type: none"> <li>• Procurement team</li> </ul>	<ul style="list-style-type: none"> <li>• Agency contracts</li> <li>• Confidentiality agreements</li> <li>• Consulting agreements</li> <li>• Fleet lease agreements</li> <li>• License agreements</li> <li>• Management service contracts</li> <li>• Service contracts</li> <li>• Service level agreements</li> <li>• Software license ownership Documentation (license certificates / software reseller reports / paid invoice showing product description and quantity)</li> <li>• Stock purchase agreements</li> <li>• Tender bids</li> <li>• Tender decision record/ audit trail</li> <li>• Vendor contracts</li> </ul>	7 years	<p>The later of:</p> <ul style="list-style-type: none"> <li>• Closure of tax audits</li> <li>• End of financial year in which all contracts/ obligations expire</li> </ul>	<ul style="list-style-type: none"> <li>• Unfair Contract Terms Act 1977</li> <li>• Latent Damage Act 1986</li> <li>• Consumer Protection Act 1987</li> <li>• Civil Evidence Act 1995</li> <li>• Value Added Tax Act 1994</li> <li>• Companies Acts 1985 &amp; 1989</li> <li>• Consumer Protection Act 1987</li> <li>• Data Protection Act 2018</li> <li>• Limitation Act 1980</li> </ul>	Destroy

					<ul style="list-style-type: none"> <li>• Prescription &amp; Limitation (Scotland) Act 1973</li> </ul>	
Corporate secretariat records	<ul style="list-style-type: none"> <li>• General Secretary's Office</li> </ul>	<ul style="list-style-type: none"> <li>• Annual reports and accounts</li> <li>• Board meeting minutes &amp; exhibits / attachments/ papers</li> <li>• Branch establishment records (BM2A)</li> <li>• Certificates of incorporation</li> <li>• Conference records</li> <li>• Corporate governance charter</li> <li>• Instrument of amalgamation</li> <li>• Memorandum &amp; articles of association (or equivalent e.g. AR2T Form)</li> <li>• Statutory registers e.g. register of directors, register of offices</li> </ul>	6 years	End of life of business	<ul style="list-style-type: none"> <li>• Companies Acts 1985 &amp; 1989</li> <li>• Trade Union &amp; Labour Relations (Consolidation) Act 1992</li> </ul>	Destroy
Course application forms	<ul style="list-style-type: none"> <li>• Learning &amp; Organising Services</li> </ul>	<ul style="list-style-type: none"> <li>• Completed application forms</li> <li>• Proportionality and fair representation information</li> <li>• Attendance lists</li> </ul>	1 year	Date of course	<ul style="list-style-type: none"> <li>• Operational Requirements</li> </ul>	Destroy
Employee records: Regulatory health records	<ul style="list-style-type: none"> <li>• Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>• COSHH health assessments</li> </ul>	40 years	Termination of employment	<ul style="list-style-type: none"> <li>• Control of Substances Hazardous to Health (COSHH) Regulations</li> <li>• Various Health and Safety Acts</li> </ul>	Destroy
Employee records: Time limited disciplinary records	<ul style="list-style-type: none"> <li>• Human Resources</li> </ul>		Time stated	Date of record	<ul style="list-style-type: none"> <li>• Data Protection Act 2018</li> </ul>	Destroy
Employee records: Training/ education	<ul style="list-style-type: none"> <li>• Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Registration / enrolment Forms</li> <li>• Attendance records</li> </ul>	1 year	Date of record	<ul style="list-style-type: none"> <li>• Operational requirements</li> </ul>	Destroy
Employee records: UNISON employment	<ul style="list-style-type: none"> <li>• Human Resources</li> <li>• Region</li> </ul>	<ul style="list-style-type: none"> <li>• Contract of employment</li> <li>• Development reviews</li> <li>• Disciplinary and grievance investigations</li> <li>• Disciplinary records (not time limited)</li> <li>• Employee health records</li> <li>• Grievance record forms</li> <li>• Harassment records</li> <li>• Immigration records</li> </ul>	7 years	Termination of employment	<ul style="list-style-type: none"> <li>• Data Protection Act 2018</li> <li>• Limitation Act 1980</li> <li>• Prescription &amp; Limitation (Scotland) Act 1973</li> <li>• Equality Act 2010</li> </ul>	Destroy

		<ul style="list-style-type: none"> <li>• Job applications</li> <li>• Job descriptions</li> <li>• Medical certificates</li> <li>• Occupational health reports</li> <li>• Return to work interviews</li> <li>• Staff risk assessments</li> <li>• Training and development records</li> </ul>				
Engineering & specification records: Construction	<ul style="list-style-type: none"> <li>• Property</li> </ul>	<ul style="list-style-type: none"> <li>• Building design and plans</li> <li>• Construction data</li> <li>• Installation records</li> <li>• Process hazard analysis and associated action records</li> <li>• Technical specifications</li> </ul>	6 years	End of life of building	<ul style="list-style-type: none"> <li>• Operational Requirements</li> <li>• Limitation Act 1980</li> <li>• Prescription &amp; Limitation (Scotland) Act 1973</li> </ul>	Destroy
Engineering & specification records: Regulatory	<ul style="list-style-type: none"> <li>• Property</li> </ul>	<ul style="list-style-type: none"> <li>• Use of material listed under various COSHH /RIDDOR regulations e.g. Asbestos</li> </ul>	40 years	End of life of building	<ul style="list-style-type: none"> <li>• Control of Substances Hazardous to Health (COSHH) Regulations</li> <li>• Various Health and Safety Acts</li> </ul>	Destroy
Environment, Health and Safety (EHS) management records: Policies & standards	<ul style="list-style-type: none"> <li>• Facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Environmental risk &amp; impact assessments</li> <li>• Management reviews &amp; programme reviews</li> <li>• Policy statements</li> </ul>	4 years	Record superseded or becomes redundant	<ul style="list-style-type: none"> <li>• Various Health and Safety Acts</li> </ul>	Destroy
Environment, Health and Safety (EHS) management records: Regulatory	<ul style="list-style-type: none"> <li>• Facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Material &amp; waste</li> <li>• Consignment records</li> <li>• Preventative and corrective action records</li> <li>• Risk assessments</li> <li>• Workplace inspection</li> <li>• Adverse event investigation</li> <li>• Records</li> </ul>	40 years	Date of record	<ul style="list-style-type: none"> <li>• Various Health and Safety Acts</li> </ul>	Destroy
Financial records: Accounting	<ul style="list-style-type: none"> <li>• Finance</li> </ul>	<ul style="list-style-type: none"> <li>• Account analysis</li> <li>• Account reconciliation files</li> <li>• Accounts payable batch files</li> <li>• Accounts receivable files</li> <li>• Annual branch returns</li> <li>• BACS files</li> </ul>	7 years	End of financial year	<ul style="list-style-type: none"> <li>• Charities Act</li> <li>• HM Treasury guidelines</li> <li>• National Audit Office advice</li> <li>• Companies Act 2006</li> <li>• Trade Union &amp; Labour</li> </ul>	Destroy

		<ul style="list-style-type: none"> <li>• Balance sheet</li> <li>• Bank statements</li> <li>• Cash receipts</li> <li>• Cheque registers</li> <li>• Cheque requests</li> <li>• Credit cardholder files</li> <li>• Expense claims / reports</li> <li>• Invoices</li> <li>• Journal entries</li> <li>• Monthly account control reports</li> <li>• Purchase orders</li> <li>• Purchase requisitions</li> <li>• Rule book benefits</li> <li>• Sales ledger invoices</li> <li>• Voided cheques</li> </ul>			Relations (Consolidation) Act 1992 (Sections 28-31)	
Financial records: Consolidated financial statements	<ul style="list-style-type: none"> <li>• Finance</li> </ul>	<ul style="list-style-type: none"> <li>• Year end income and expenditure accounts</li> <li>• Audit files/ working papers</li> <li>• Branch returns (and related documents)</li> <li>• Investment and Shares certificates/ records</li> <li>• Property related documentation</li> <li>• Special Committee meeting minutes</li> <li>• Returns to Certification Office</li> </ul>	7 years	End of financial year	<ul style="list-style-type: none"> <li>• HM Treasury guidelines</li> <li>• National Audit Office advice</li> <li>• Companies Act 2006</li> <li>• Trade Union &amp; Labour Relations (Consolidation) Act 1992 (Sections 28-31)</li> </ul>	Destroy
Financial records: Payroll records	<ul style="list-style-type: none"> <li>• Finance</li> </ul>	<ul style="list-style-type: none"> <li>• Adjustment records</li> <li>• Base pay records</li> <li>• Childcare vouchers</li> <li>• Contributions and loan payment files</li> <li>• Cycle to work</li> <li>• Garnishment files</li> <li>• Payroll deduction files</li> <li>• Reconciliation files</li> <li>• Salary reporting files</li> <li>• Statutory maternity pay</li> <li>• Statutory sick pay</li> <li>• Tax allowance / exemption records</li> <li>• Season ticket loans</li> </ul>	7 years	End of financial year	<ul style="list-style-type: none"> <li>• Income Tax (Employment) Regulations 1993</li> <li>• Taxes Management Act 1970</li> <li>• HM Treasury guidelines</li> <li>• National Audit Office advice</li> <li>• Companies Act 2006</li> </ul>	Destroy

Financial records: Planning and reporting	<ul style="list-style-type: none"> <li>Finance</li> </ul>	<ul style="list-style-type: none"> <li>Budget files</li> <li>Cost centre reports</li> <li>Financial summaries</li> <li>Forecast files</li> <li>Income and expenditure statements</li> <li>Management accounts</li> </ul>	7 years	End of financial year	<ul style="list-style-type: none"> <li>Charities Act</li> <li>HM Treasury guidelines</li> <li>National Audit Office advice</li> <li>Companies Act 2006</li> <li>Trade Union &amp; Labour Relations (Consolidation) Act 1992 (Sections 28-31)</li> </ul>	Destroy
Fleet vehicles (excluding mobility assessments)	<ul style="list-style-type: none"> <li>Procurement team</li> </ul>	<ul style="list-style-type: none"> <li>Fleet lists</li> <li>Fleet order reports</li> <li>Driver history records</li> <li>Motor vehicle records</li> <li>Traffic citation / driving offence records</li> </ul>	7 years	End of financial year	<ul style="list-style-type: none"> <li>Limitation Act 1980</li> <li>Prescription &amp; Limitation (Scotland) Act 1973</li> </ul>	Destroy
Fleet vehicles (mobility assessments)	<ul style="list-style-type: none"> <li>Procurement team</li> </ul>	<ul style="list-style-type: none"> <li>Mobility assessments</li> </ul>	1 year	Delivery of vehicles	<ul style="list-style-type: none"> <li>Operational requirements</li> </ul>	Destroy
Financial records: UNISON members	<ul style="list-style-type: none"> <li>Branch</li> </ul>	<ul style="list-style-type: none"> <li>DOCAS files</li> <li>Honoraria records</li> <li>Expense claims</li> <li>Accident at work benefit</li> <li>Death benefit</li> <li>Incapacity benefit</li> <li>Fatal accident benefit</li> <li>COHSE retirement/sickness benefit</li> </ul>	7 years	End of financial year	<ul style="list-style-type: none"> <li>Charities Act</li> <li>HM Treasury guidelines</li> <li>National Audit Office advice</li> <li>Companies Act 2006</li> <li>Trade Union &amp; Labour Relations (Consolidation) Act 1992</li> </ul>	Destroy
Health & Safety: Asbestos	<ul style="list-style-type: none"> <li>Branch</li> <li>Region</li> </ul>	<ul style="list-style-type: none"> <li>Asbestos assessment</li> </ul>	40 years	End of life of building	<ul style="list-style-type: none"> <li>Reporting of Injuries, Diseases &amp; Dangerous Occurrences Regulations 1995</li> <li>Limitation Act 1980</li> <li>Prescription &amp; Limitation (Scotland) Act 1973</li> <li>Control of Substances Hazardous to Health (COSHH) Regulations</li> </ul>	Destroy

Health & Safety: General	<ul style="list-style-type: none"> <li>• Branch</li> <li>• Region</li> </ul>	<ul style="list-style-type: none"> <li>• General admin</li> <li>• Meeting minutes</li> <li>• Accident/incident records</li> <li>• Noise assessment</li> </ul>	3 years	Date of record	<ul style="list-style-type: none"> <li>• Operational requirements</li> </ul>	Destroy
Human Resources records: HR programme records	<ul style="list-style-type: none"> <li>• Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Diversity programme records</li> <li>• Employee surveys</li> <li>• Health &amp; Safety training records</li> <li>• Organisational effectiveness records</li> </ul>	7 years	Termination/ completion of initiative	<ul style="list-style-type: none"> <li>• Limitation Act 1980</li> <li>• Prescription &amp; Limitation (Scotland) Act 1973</li> <li>• Data Protection Act 2018</li> <li>• Reporting of Injuries, Diseases &amp; Dangerous Occurrences Regulations 1995</li> </ul>	Destroy
Human Resources records: Recruitment (not Northern Ireland)	<ul style="list-style-type: none"> <li>• Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Employment applications</li> <li>• Interview notes</li> <li>• Job advertisements</li> <li>• Job descriptions</li> </ul>	1 year	Date vacancy is filled or cancelled	<ul style="list-style-type: none"> <li>• Data Protection Act 2018</li> <li>• Limitation Act 1980</li> <li>• Prescription &amp; Limitation (Scotland) Act 1973</li> <li>• Employment Rights Act 2008</li> <li>• Equality Act 2010</li> </ul>	Destroy
Human Resources records: Recruitment (Northern Ireland only)	<ul style="list-style-type: none"> <li>• Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>• Employment applications</li> <li>• Interview notes</li> <li>• Job advertisements</li> <li>• Job descriptions</li> </ul>	7 years	Date vacancy is filled or cancelled	<ul style="list-style-type: none"> <li>• Data Protection Act 2018</li> <li>• Limitation Act 1980</li> <li>• Fair Employment &amp; Treatment (Northern Ireland) Order 1998</li> <li>• Employment Rights Act 2008</li> <li>• Equality Act 2010</li> </ul>	Destroy
'In case of emergency' contact details	<ul style="list-style-type: none"> <li>• Membership Participation Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Name and contact details of emergency contact</li> </ul>	Destroy as soon as member leaves the committee	N/A	N/A	N/A



Income tax and national insurance records	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Tax records</li> <li>Correspondence with HMRC</li> </ul>	3 years	End of financial year record relates to	<ul style="list-style-type: none"> <li>Income Tax (Employments) Regulations 1993</li> </ul>	Destroy
Industrial Action: Ballots administration (local and national)	<ul style="list-style-type: none"> <li>Member Liaison Unit</li> </ul>	<ul style="list-style-type: none"> <li>Legal notices to employers</li> <li>Sample ballot papers</li> <li>Scrutineer reports</li> <li>Checklists</li> <li>Data extracts</li> </ul>	6 months	Date of last communication with dispute manager	<ul style="list-style-type: none"> <li>Trade Union &amp; Labour Relations (Consolidation) Act 1992</li> </ul>	Destroy
Industrial relations	<ul style="list-style-type: none"> <li>Branch</li> </ul>	<ul style="list-style-type: none"> <li>Branch activities</li> <li>Agreements</li> <li>Publicity</li> </ul>	3 years	End of life of business	<ul style="list-style-type: none"> <li>Trade Union &amp; Labour Relations (Consolidation) Act 1992</li> <li>Limitation Act 1980</li> <li>Prescription &amp; Limitation (Scotland) Act 1973</li> </ul>	Destroy
Insurance records: Insurance policies (general)	<ul style="list-style-type: none"> <li>Procurement team</li> </ul>	<ul style="list-style-type: none"> <li>Directors and officers liability</li> <li>Employers liability</li> <li>Fleet insurance</li> <li>Pension trustees / fiduciary liability</li> <li>Professional indemnity</li> <li>Public and product liability</li> <li>Certificates of insurance</li> <li>Liability certificates</li> <li>Insurance policy files (e.g. bonds, construction all risks, fidelity, goods-in-transit, personal accident, property damage and business interruption, sports and social clubs)</li> <li>Insurance rating adjustments</li> </ul>	10 years	Record superseded or becomes redundant	<ul style="list-style-type: none"> <li>Reporting of Injuries, Diseases &amp; Dangerous Occurrences Regulations 1995</li> <li>Limitation Act 1980</li> <li>Prescription &amp; Limitation (Scotland) Act 1973</li> </ul>	Destroy
Insurance records: Insurance policies (long latency liability)	<ul style="list-style-type: none"> <li>Procurement team</li> </ul>	<ul style="list-style-type: none"> <li>Employers liability</li> <li>Public and product liability</li> <li>Certificates of insurance</li> <li>Liability certificates</li> </ul>	40 years	Record superseded or becomes redundant	<ul style="list-style-type: none"> <li>Reporting of Injuries, Diseases &amp; Dangerous Occurrences Regulations 1995</li> <li>Limitation Act 1980</li> <li>Prescription &amp; Limitation (Scotland) Act 1973</li> </ul>	Destroy

					<ul style="list-style-type: none"> <li>Control of Substances Hazardous to Health (COSHH) Regulations</li> </ul>	
Insurance records: Long latency liability insurance claims	<ul style="list-style-type: none"> <li>Procurement team</li> </ul>	<ul style="list-style-type: none"> <li>Insurance claim records</li> <li>Correspondence with claimants lawyers and insurers</li> </ul>	40 years	Closure of claim	<ul style="list-style-type: none"> <li>Limitation Act 1980</li> <li>Prescription &amp; Limitation (Scotland) Act 1973</li> <li>Data Protection Act 2018</li> <li>Control of Substances Hazardous to Health (COSHH) Regulations</li> </ul>	Destroy
Insurance records: Medical malpractice claims against members	<ul style="list-style-type: none"> <li>Procurement team</li> </ul>	<ul style="list-style-type: none"> <li>Letters relating to claim</li> <li>Correspondence with insurers, Claimants, lawyers and other parties</li> </ul>	7 years	Date of negligence/ closure of claim	<ul style="list-style-type: none"> <li>Operational requirements</li> </ul>	Destroy
Insurance Records: Staff & third party claims (general)	<ul style="list-style-type: none"> <li>Procurement team</li> </ul>	<ul style="list-style-type: none"> <li>Insurance claim records</li> <li>Correspondence with claimants lawyers and insurers</li> </ul>	7 years	Closure of claim	<ul style="list-style-type: none"> <li>Reporting of Injuries, Diseases &amp; Dangerous Occurrences Regulations 1995</li> <li>Limitation Act 1980</li> <li>Prescription &amp; Limitation (Scotland) Act 1973</li> <li>Data Protection Act 2018</li> </ul>	Destroy
Insurance records: UNISON members claims <i>Medical malpractice professional indemnity</i>	<ul style="list-style-type: none"> <li>Procurement team</li> </ul>	<ul style="list-style-type: none"> <li>Claim application forms</li> <li>Insurance Claim records</li> <li>Correspondence with Insurers, Claimants, lawyers and other parties</li> </ul>	7 years	Date of negligence/ closure of claim	<ul style="list-style-type: none"> <li>Reporting of Injuries, Diseases &amp; Dangerous Occurrences Regulations 1995</li> <li>Limitation Act 1980</li> <li>Prescription &amp; Limitation (Scotland) Act 1973</li> </ul>	Destroy
Labour Link administrative records	<ul style="list-style-type: none"> <li>Labour Link</li> </ul>	<ul style="list-style-type: none"> <li>Spreadsheets created to record details of delegates for Labour Link Forum and Labour Party Conference.</li> </ul>	7 years	Date of conference or end of election term	<ul style="list-style-type: none"> <li>Organisational requirements</li> </ul>	Destroy

Labour Link forum	<ul style="list-style-type: none"> <li>Labour Link</li> </ul>	<ul style="list-style-type: none"> <li>Completed forms containing member name, membership number, postal address, email address, contact number, racial or ethnic origin, Labour Party membership number, access/dietary requirements, child care needs, passport number and sexual orientation.</li> </ul>	2 years	End of election term	<ul style="list-style-type: none"> <li>Trade Union &amp; Labour Relations (Consolidation) Act 1992</li> </ul>	Destroy
Labour Party conference	<ul style="list-style-type: none"> <li>Labour Link</li> </ul>	<ul style="list-style-type: none"> <li>Completed forms containing member name, membership number, postal address, email address, contact number, racial or ethnic origin, Labour Party membership number, access/dietary requirements, child care needs, passport number, sexual orientation and counter signature.</li> </ul>	1 year	End of conference	<ul style="list-style-type: none"> <li>Organisational requirements</li> </ul>	Destroy
Legal records: Non-organisational	<ul style="list-style-type: none"> <li>Property</li> </ul>	<ul style="list-style-type: none"> <li>Activities in relation to UNISON properties e.g. land search</li> </ul>	6 years	Closure of case & related appeals	<ul style="list-style-type: none"> <li>Civil Evidence Act 1995</li> <li>Limitation Act 1980</li> <li>Prescription &amp; Limitation (Scotland) Act 1973</li> <li>Data Protection Act 2018</li> <li>Law Society Guidelines</li> </ul>	Destroy
Maternity leave/ shared parental leave/ adoption leave pay records	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Statutory pay records</li> <li>Pay calculations</li> <li>Certificates (Mat B1s)</li> <li>Other medical evidence</li> </ul>	3 years	End of financial year in which period ends	<ul style="list-style-type: none"> <li>Statutory Maternity Pay (General) Regulations 1986(SI 1986/1960)</li> </ul>	Destroy
Mediation	<ul style="list-style-type: none"> <li>Member Liaison Unit</li> </ul>	<ul style="list-style-type: none"> <li>Referral forms</li> <li>Meeting arrangements</li> </ul>	1 year	Date of last follow up call	<ul style="list-style-type: none"> <li>Operational Requirements</li> </ul>	Destroy
Medical records under the Control of Asbestos at Work Regulations	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Medical records containing details of employees exposed to asbestos and medical examination certificates</li> </ul>	40 years	Date of last entry	<ul style="list-style-type: none"> <li>Control of Asbestos at Work Regulations 2002</li> </ul>	Destroy

Meeting administration	<ul style="list-style-type: none"> <li>• Branch</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting agendas/ minutes e.g.: <ul style="list-style-type: none"> <li>○ Branch committee</li> <li>○ Branch meetings</li> <li>○ AGM meetings</li> </ul> </li> </ul>	3 years	Date of record	<ul style="list-style-type: none"> <li>• Operational requirements</li> </ul>	Destroy
Meeting administration	<ul style="list-style-type: none"> <li>• Region</li> </ul>	<ul style="list-style-type: none"> <li>• Meeting agendas/ minutes e.g.: <ul style="list-style-type: none"> <li>○ Regional committee</li> <li>○ Regional meetings</li> <li>○ Regional council</li> </ul> </li> </ul>	3 years	Date of record	<ul style="list-style-type: none"> <li>• Operational requirements</li> </ul>	Delete personal data if being kept indefinitely for historical purposes
Member complaints: Stage 1 & Stage 2	<ul style="list-style-type: none"> <li>• Branch</li> <li>• Region</li> </ul>	<ul style="list-style-type: none"> <li>• Acknowledgements to complainant</li> <li>• Records of investigation (checklists, correspondence, additional evidence)</li> <li>• Correspondence to complainant regarding outcome of review</li> </ul>	3 years	Closure of complaint	<ul style="list-style-type: none"> <li>• Data Protection Act 2018</li> <li>• Trade Union &amp; Labour Relations (Consolidation) Act 1992 (Sections 66, 70C, 141-142, 147-148, 192)</li> </ul>	Destroy
Member complaints: Stage 1 & Stage 2 (National Office)	<ul style="list-style-type: none"> <li>• Member Liaison Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Acknowledgements to complainant</li> <li>• Correspondence referring complaint to the appropriate branch/region</li> </ul>	1 year	Date of record	<ul style="list-style-type: none"> <li>• Data Protection Act 2018</li> <li>• Trade Union &amp; Labour Relations (Consolidation) Act 1998</li> </ul>	Destroy
Member complaints: Stage 3 reviews	<ul style="list-style-type: none"> <li>• Member Liaison Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Acknowledgements to complainant</li> <li>• Copies of branch/regional files for Stages 01 &amp; 02 of complaint</li> <li>• Records of investigation (checklists, correspondence, additional evidence)</li> <li>• Correspondence to complainant regarding outcome of review</li> <li>• Settlement agreements</li> </ul>	3 years	Closure of complaint	<ul style="list-style-type: none"> <li>• Trade Unions &amp; Labour Relations (Consolidation) Act 1992</li> </ul>	Destroy
Member contact details form	<ul style="list-style-type: none"> <li>• Membership Participation Unit</li> </ul>	<ul style="list-style-type: none"> <li>• Completed form that asks for member's contact details for committee communications; and if they want to share details with other committee members</li> </ul>	Destroy as soon as member leaves the committee	N/A		

Membership data (held outside of RMS)	<ul style="list-style-type: none"> <li>Conference Unit</li> </ul>	<ul style="list-style-type: none"> <li>OCS</li> </ul>	7 years	Date of conference	<ul style="list-style-type: none"> <li>Operational requirements</li> </ul>	Delete personal data but keep event information
MPU member records: Paper forms	<ul style="list-style-type: none"> <li>Membership Participation Unit</li> </ul>	<ul style="list-style-type: none"> <li>Completed forms containing member name, postal address, email address, telephone number, membership number, access/dietary requirement, ethnic origin, subscription band, disability, child care needs, sexual orientation and/ or Labour Party membership number and constituency</li> </ul>	1 year	Date member leaves the committee	<ul style="list-style-type: none"> <li>Data Protection Act 2018</li> </ul>	Destroy
MPU member records: Electronic forms	<ul style="list-style-type: none"> <li>Membership Participation Unit</li> </ul>	<ul style="list-style-type: none"> <li>Completed forms containing member name, postal address, email address, telephone number, membership number, access/dietary requirement, ethnic origin, subscription band, disability, child care needs, sexual orientation and/ or Labour Party membership number and constituency</li> </ul>	1 year	Date member leaves the committee	<ul style="list-style-type: none"> <li>Data Protection Act 2018</li> </ul>	Destroy
National elections	<ul style="list-style-type: none"> <li>Member Liaison Unit</li> </ul>	<ul style="list-style-type: none"> <li>Correspondence</li> <li>Election forms</li> <li>Election statements</li> <li>Appeals and complaints</li> <li>Telephone messages / query logs</li> <li>Data extracts</li> <li>Process documents/ procedures</li> </ul>	10 years	End of election term	<ul style="list-style-type: none"> <li>Operational requirements</li> </ul>	Destroy
Legal records: Case files (individual & collective)	<ul style="list-style-type: none"> <li>Branch</li> <li>Legal</li> </ul>	<ul style="list-style-type: none"> <li>Agreement negotiation files</li> <li>Briefs</li> <li>Copies of evidence collected during discovery</li> <li>Correspondence</li> <li>Discovery documents</li> <li>Due diligence records</li> <li>Expert reports</li> <li>Forms completed for representation purposes</li> <li>Instructions to counsel</li> <li>Legal opinion records/ merits assessment</li> <li>Legal research</li> </ul>	7 years	Closure of case & related appeals	<ul style="list-style-type: none"> <li>Civil Evidence Act 1995</li> <li>Limitation Act 1980</li> <li>Prescription &amp; Limitation (Scotland) Act 1973</li> <li>Data Protection Act 2018</li> <li>Law Society Guidelines</li> </ul>	Destroy

		<ul style="list-style-type: none"> <li>Personal injury</li> <li>Pleadings</li> </ul>				
Procurement: Access to work claims	<ul style="list-style-type: none"> <li>Procurement team</li> </ul>	<ul style="list-style-type: none"> <li>Access to work claims</li> </ul>	No longer than 1 year	Completion of claim/ assessment	<ul style="list-style-type: none"> <li>Operational requirements</li> </ul>	Destroy
Procurement administrative records	<ul style="list-style-type: none"> <li>Procurement team</li> </ul>	<ul style="list-style-type: none"> <li>Spreadsheets created for staff operational purposes</li> </ul>	2 years	End of financial year	<ul style="list-style-type: none"> <li>Operational requirements</li> </ul>	Destroy
Procurement: DSE records	<ul style="list-style-type: none"> <li>Procurement team</li> </ul>	<ul style="list-style-type: none"> <li>DSE reports/information as part of procurement of equipment</li> </ul>	Destroyed once request is completed	All item(s) delivered to user	<ul style="list-style-type: none"> <li>Operational requirements</li> </ul>	Destroy
Professional advice: Non legal	<ul style="list-style-type: none"> <li>Branch</li> <li>Region</li> </ul>	<ul style="list-style-type: none"> <li>Advice</li> <li>Forms completed for representation Purposes</li> <li>Non legal casework Welfare/There For You</li> </ul>	7 years	Date of record	<ul style="list-style-type: none"> <li>Data Protection Act 2018</li> <li>Limitation Act 1980</li> <li>Prescription &amp; Limitation (Scotland) Act 1973</li> </ul>	Destroy
Project records: Facilities management (health & safety/ environmental impact)	<ul style="list-style-type: none"> <li>Facilities</li> </ul>	<ul style="list-style-type: none"> <li>Assessment, monitoring</li> <li>Implementation files</li> </ul>	40 years	Completion of project	<ul style="list-style-type: none"> <li>Control of Substances Hazardous to Health (COSHH) Regulations</li> </ul>	Destroy
Project records: Facilities management (non health & safety)	<ul style="list-style-type: none"> <li>Facilities</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance project records</li> <li>Mechanical / electrical plant installation and decommissioning records</li> <li>Permits-to-work</li> <li>Project planning</li> </ul>	6 years	Completion of project	<ul style="list-style-type: none"> <li>Limitation Act 1980</li> <li>Prescription &amp; Limitation (Scotland) Act 1973</li> </ul>	Destroy
Regional administrative records	<ul style="list-style-type: none"> <li>Region</li> </ul>	<ul style="list-style-type: none"> <li>Diaries</li> <li>Telephone Messages / Logbooks</li> </ul>	7 years	Date of Record	<ul style="list-style-type: none"> <li>Data Protection Act 2018</li> </ul>	Destroy
Purchase orders	<ul style="list-style-type: none"> <li>Procurement team</li> </ul>	<ul style="list-style-type: none"> <li>Copy of purchase order</li> <li>Goods Received Note (GRN)</li> <li>Requisition</li> </ul>	7 years	From when order is entered onto the system	<ul style="list-style-type: none"> <li>Operational Requirements</li> </ul>	Destroy
Regional records of	<ul style="list-style-type: none"> <li>Region</li> </ul>	<ul style="list-style-type: none"> <li>Legal notices to employers registration of</li> </ul>	1 year	Date of last Industrial	<ul style="list-style-type: none"> <li>Employment Relations</li> </ul>	Destroy

industrial dispute		<ul style="list-style-type: none"> <li>trade dispute letter</li> <li>Legal notices to employer/s or employers organisations informing them of ballots and industrial action.</li> <li>Sample ballot papers</li> </ul>		Action in relation to the legal notice OR Date of issue of ballot results	<ul style="list-style-type: none"> <li>Act 1996</li> <li>Trade Union &amp; Labour Relations (Consolidation) Act 1992 (Sections 24A , 79, 231B(2), 226-234)</li> </ul>	
Regional supervision	<ul style="list-style-type: none"> <li>Member Liaison Unit</li> </ul>	<ul style="list-style-type: none"> <li>Reports</li> </ul>	3 years	Date released from supervision	<ul style="list-style-type: none"> <li>Trade Union &amp; Labour Relations (Consolidation) Act 1992</li> <li>CO Hearings</li> </ul>	Destroy
Security investigation records	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Employee background investigation files</li> <li>Findings records &amp; action plans</li> <li>Fraud</li> <li>Intelligence reports</li> <li>Investigative case files</li> </ul>	7 years	Completion of investigation	<ul style="list-style-type: none"> <li>Limitation Act 1980</li> <li>Prescription &amp; Limitation (Scotland) Act 1973</li> <li>Civil Evidence Act 1995</li> </ul>	Destroy
Site contamination assessment records	<ul style="list-style-type: none"> <li>Property</li> </ul>	<ul style="list-style-type: none"> <li>Air tests</li> <li>Asbestos inventories</li> <li>Asbestos survey records</li> <li>Contamination survey records for buildings, facilities &amp; equipment</li> <li>Due diligence assessments</li> <li>Remediation and decontamination records</li> <li>Soil and groundwater investigation and monitoring records</li> <li>Summary of activities undertaken at company facilities</li> </ul>	40 years	End of life of building	<ul style="list-style-type: none"> <li>Reporting of Injuries, Diseases &amp; Dangerous Occurrences Regulations 1995</li> <li>Limitation Act 1980</li> <li>Prescription &amp; Limitation (Scotland) Act 1973</li> <li>Control of Substances Hazardous to Health (COSHH) Regulations</li> </ul>	Destroy
Subject access requests	<ul style="list-style-type: none"> <li>Member Liaison Unit</li> </ul>	<ul style="list-style-type: none"> <li>Subject access requests</li> <li>Correspondence with Information Commissioner</li> </ul>	6 years	Date of closure of case or ICO decision	<ul style="list-style-type: none"> <li>Head of FOI Appeals and Complaints and the Head of Data Protection Compliance</li> </ul>	Destroy
Survey and focus group data	<ul style="list-style-type: none"> <li>Branch</li> </ul>	<ul style="list-style-type: none"> <li>Consultative ballot papers</li> <li>Petitions</li> <li>Records of focus groups, sometimes arranged by third parties.</li> <li>Survey results</li> </ul>	1 year	Close of campaign	<ul style="list-style-type: none"> <li>Operational requirements</li> </ul>	Destroy
Survey and focus	<ul style="list-style-type: none"> <li>Policy Unit</li> </ul>	<ul style="list-style-type: none"> <li>RMS extract files of member email or postal</li> </ul>	1 year	End of campaign	<ul style="list-style-type: none"> <li>Operational</li> </ul>	Destroy

group data identifying UNISON members or members of the public		<p>addresses</p> <ul style="list-style-type: none"> <li>• Paper survey returns</li> <li>• Petitions</li> <li>• Email survey returns if not anonymised</li> <li>• Survey results using online software such as <i>Survey Monkey</i> or <i>Survey Gizmo</i> if not <i>anonymised</i></li> <li>• Records of focus groups attendees, sometimes arranged by third parties.</li> </ul>			requirements	
Tax records: Capital expenditure	<ul style="list-style-type: none"> <li>• Finance</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation detailing company tax liabilities on capital expenditure for assets kept more than 6 years</li> <li>• Working papers and tax competations</li> <li>• Returns</li> </ul>	7 years	End of financial year	<ul style="list-style-type: none"> <li>• Limitations Act 1980</li> <li>• Prescription &amp; Limitation (Scotland) Act 1973</li> <li>• HMRC CH14000</li> <li>• HM Treasury guidelines</li> <li>• National Audit Office advice</li> <li>• Companies Act 2006</li> </ul>	Destroy
Tax records: General	<ul style="list-style-type: none"> <li>• Finance</li> </ul>	<ul style="list-style-type: none"> <li>• Benefit records – government filings</li> <li>• Corporate tax records</li> <li>• Employee relocation files</li> <li>• Income tax returns (e.g. PAYE, P11D)</li> <li>• Retirement savings plan files</li> <li>• Tax audit files</li> <li>• Tax payer identification files</li> <li>• Tax payment files</li> <li>• Tax work papers</li> <li>• Value Added Tax (VAT) files</li> </ul>	7 years	End of financial year	<ul style="list-style-type: none"> <li>• Limitations Act 1980</li> <li>• Prescription &amp; Limitation (Scotland) Act 1973</li> <li>• HMRC CH14000</li> <li>• HM Treasury guidelines</li> <li>• National Audit Office advice</li> <li>• Companies Act 2006</li> </ul>	Destroy
Tax records: Loans covering more than 1 tax year	<ul style="list-style-type: none"> <li>• Finance</li> </ul>	<ul style="list-style-type: none"> <li>• Documentation detailing company tax liabilities on loans extending over more than one tax year</li> </ul>	7 years	End of financial year	<ul style="list-style-type: none"> <li>• Limitations Act 1980</li> <li>• Prescription &amp; Limitation (Scotland) Act 1973</li> <li>• HMRC CH14000</li> <li>• HM Treasury guidelines</li> <li>• National Audit Office advice</li> <li>• Companies Act 2006</li> </ul>	Destroy
Union Learning	<ul style="list-style-type: none"> <li>• Learning &amp;</li> </ul>	<ul style="list-style-type: none"> <li>• Records / documentation related to ULF</li> </ul>	Minimum	Date of record	<ul style="list-style-type: none"> <li>• ULF requirement</li> </ul>	Destroy



Fund (ULF records)	Organising Services	funded work	10 years			
UNISON member records: Disciplinary (dismissed) N.B. charges that have been dismissed	<ul style="list-style-type: none"> <li>Member Liaison Unit</li> </ul>	<ul style="list-style-type: none"> <li>Disciplinary charge</li> <li>Written notifications</li> <li>Witness statements</li> <li>Interview transcripts</li> <li>Other written evidence</li> <li>Meeting arrangements</li> <li>Minutes of hearing/ appeals committee</li> </ul>	6 years	Date of dismissal of case	<ul style="list-style-type: none"> <li>UNISON Handbook: Rule I</li> <li>UNISON Handbook: Schedule D</li> <li>Data Protection Act 1998</li> <li>Limitation Act 1980</li> <li>Prescription &amp; Limitation (Scotland) Act 1973</li> <li>Business Requirement (<i>retained as evidence to prevent duplicate charges</i>)</li> </ul>	Destroy
UNISON member records: Disciplinary (on hold/ proven) N.B. charges that have been proven or are 'on hold', in relation to any section of Rule "I":2 and its predecessors	<ul style="list-style-type: none"> <li>Member Liaison Unit</li> </ul>	<ul style="list-style-type: none"> <li>Disciplinary charge</li> <li>Written notifications</li> <li>Witness statements</li> <li>Interview transcripts</li> <li>Other written evidence</li> <li>Meeting arrangements</li> <li>Minutes of hearing/ appeals committee</li> </ul>	6 years	Retirement date (maximum)	<ul style="list-style-type: none"> <li>UNISON Handbook: Rule I</li> <li>UNISON Handbook: Schedule D</li> <li>Data Protection Act 1998</li> <li>Limitation Act 1980</li> <li>Prescription &amp; Limitation (Scotland) Act 1973</li> </ul>	Destroy
UNISON member records: Financial	<ul style="list-style-type: none"> <li>Region</li> </ul>	<ul style="list-style-type: none"> <li>Honoraria Records</li> <li>Expense Claims</li> <li>Subscription Payment Data from IMPS</li> </ul>	7 years	End of financial year	<ul style="list-style-type: none"> <li>Charities Act</li> <li>HM Treasury guidelines</li> <li>National Audit Office advice</li> <li>Companies Act 2006</li> <li>Trade Union &amp; Labour Relations (Consolidation) Act 1992</li> </ul>	Destroy
UNISON member records:	<ul style="list-style-type: none"> <li>Region</li> </ul>	<ul style="list-style-type: none"> <li>Worker details collected by postcard</li> <li>Branch mapping exercises</li> </ul>	1 year	End of exercise	<ul style="list-style-type: none"> <li>Operational requirements</li> </ul>	Destroy

Miscellaneous records		<ul style="list-style-type: none"> <li>Individual organisers data</li> <li>Contact lists</li> </ul>				
UNISON staff pension scheme: Documentation held by UNISON	<ul style="list-style-type: none"> <li>Finance</li> </ul>	<ul style="list-style-type: none"> <li>Scheme documentation</li> <li>Meeting packs</li> <li>Payroll data</li> </ul>	15 years	Death of member OR Scheme is wound up	<ul style="list-style-type: none"> <li>The National Archives Retention Scheduling: Employee Personnel Records</li> </ul>	Destroy
UNISON staff pension scheme: UNISON's pension provision (from a sponsoring employer perspective)	<ul style="list-style-type: none"> <li>Finance</li> </ul>	<ul style="list-style-type: none"> <li>UNISON staff pension scheme</li> <li>COHSE scheme</li> </ul>	15 years	Death of member OR Scheme is wound up	<ul style="list-style-type: none"> <li>The National Archives Retention Scheduling: Employee Personnel Records</li> </ul>	Destroy
Wage / salary records	<ul style="list-style-type: none"> <li>Human Resources</li> </ul>	<ul style="list-style-type: none"> <li>Salary records</li> <li>Overtime records</li> <li>Bonus records</li> <li>Expenses records</li> </ul>	7 years	End of financial year in which payment made	<ul style="list-style-type: none"> <li>Taxes Management Act 1970</li> </ul>	Destroy