

# Stores GDPR – Document Retention

		How long should I keep them?	How to destroy:
<b>Keep these</b> 	<ul style="list-style-type: none"> <li>• Return to work interview</li> <li>• CV/Interview Documents/Applications Forms successful</li> <li>• Medical Reports</li> <li>• File Notes</li> <li>• Performance Reviews</li> <li>• Flexible working requests</li> <li>• Training Documents</li> <li>• Maternity Risk assessment's / Peep's</li> <li>• Holiday Request forms</li> <li>• Investigations, disciplinary, grievance's, Appeals, IPAP</li> </ul>	Keep colleague files six years after the colleague has left the business, except for Holiday Request forms which are to be kept two years from when the request was made. All these must be stored in a lockable cabinet.	All documents to be cross cut shredded at the end of retention period
	CCTV release forms	12 months, store in the legal diary in the office, keep until the end of the legal diaries retention period, section 29/35 to be filed in a locked cabinet.	All documents to be cross cut shredded at the end of retention period, apart from “No means of Payment” which should be sent to civil recovery after five days
	No Means of Payment	Five days	
	Rug Doctor paper receipts	Three months, stored in a lockable cabinet	
	CVs/interview documents/application forms for unsuccessful candidates	6 months from when we've issued the applicants letter to let them know they've been unsuccessful, please store in a lockable cabinet.	
	Community donation application form	8 weeks in lockable filing cabinet	
<b>Don't keep these</b> 	Sick notes	Give back to colleague once information has been submitted	Not applicable
	Eligibility to work	Destroy /delete after being sent to the ETW team at ERS, any images on devices should be deleted	Cross cut shredding copies/delete all images
	Maternity or Paternity	Send to HR services via recorded delivery	Cross cut shredded if needed.
	References	Send to HR Services via recorded delivery	
	Accident/incident /crime reports	Submit via @risk	