

## Amendments to the Human Resources volume of the Authorised Records Disposal Practice, August 2014

Description	Sample Records	Disposal Instruction
<b>Keyword 2 : Absence, Attendance, and Leave</b>		
<p><b>Keyword 3: Attendance Management</b></p> <p>Addition under Keyword 2 'Absence, Attendance, and Leave' to fill gap identified by the business.</p>	<ul style="list-style-type: none"> <li>▪ Appeal</li> <li>▪ Correspondence</li> <li>▪ Details of poor attendance</li> <li>▪ Details of action taken</li> <li>▪ Referrals</li> </ul>	<p>Destroy 6 years after end of year records relate to. If the action results in loss of pay, keep until 100<sup>th</sup> birthday of employee.</p> <p><u>Reason:</u> Limitation Act 1980, Pension administration House of Commons Staff Handbook, House of Lords Staff Handbook</p>
<p><b>Keyword 3: Hours and Working Patterns</b></p> <p>Addition under Keyword 2 'Absence, Attendance, and Leave' to fill gap identified by the business.</p>	<ul style="list-style-type: none"> <li>▪ Time sheets</li> <li>▪ Rotas</li> <li>▪ Working pattern</li> <li>▪ Records of Attendance and Absence</li> </ul>	<p>Destroy 6 years after end of year records relate to.</p> <p><u>Reason:</u> Management of Health and Safety at Work Regulations 1999; Statutory Sick Pay (General) Regulations 1982; Limitation Act 1980; business need</p>
<b>Keyword 2 Discipline</b>		
<p><b>Keyword 3: Informal Action</b></p> <p>Addition under Keyword 2 'Discipline' to fill gap identified by the business.</p>	<ul style="list-style-type: none"> <li>▪ Alleged offence details</li> <li>▪ Informal warning letter</li> <li>▪ Interview notes</li> <li>▪ Note of informal warning</li> <li>▪ Reports</li> <li>▪ Action taken details</li> <li>▪ Minutes</li> </ul>	<p>Destroy 2 years after date of informal warning.</p> <p><u>Reason:</u> House of Commons Staff Handbook</p>
<p><b>Keyword 3: Pending</b></p> <p>Existing Keyword 3 'Pending and Unsubstantiated' under Keyword 2 Discipline split to form two Keyword 3s with new disposal instruction.</p>	<ul style="list-style-type: none"> <li>▪ Alleged offence details</li> <li>▪ Correspondence</li> <li>▪ Interview notes</li> <li>▪ Reports</li> </ul>	<p>Destroy 6 years after initial allegation is made if alleged offence is still pending action.</p> <p><u>Reason:</u> House of Commons Staff Handbook, House of Lords Staff Handbook</p>

Description	Sample Records	Disposal Instruction
<b>Keyword 2 Discipline (continued)</b>		
<b>Keyword 3: Unsubstantiated</b> Existing Keyword 3 'Pending and Unsubstantiated' under Keyword 2 Discipline split to form two Keyword 3s with new disposal instruction.	<ul style="list-style-type: none"> <li>▪ Alleged offence details</li> <li>▪ Correspondence</li> <li>▪ Interview notes</li> <li>▪ Reports</li> </ul>	Destroy immediately after allegations of misconduct are proven to be unfounded.  <u>Reason:</u> House of Commons Staff Handbook (Chapter 20:12), business need
<b>Keyword 2: Employee Relations</b>		
<b>Keyword 3: Employee Tribunals</b> Addition under Keyword 2 'Employee Relations' to fill gap identified by the business.	<ul style="list-style-type: none"> <li>▪ Reports</li> <li>▪ Correspondence</li> </ul>	Destroy 6 years after completion of case.  <u>Reason:</u> Limitation Act 1980
<b>Keyword 3: Negotiations</b> Addition of new sample record.	<ul style="list-style-type: none"> <li>▪ Terms and Conditions</li> </ul>	Transfer to the Parliamentary Archives immediately after completion of negotiation.  <u>Reason:</u> Historical value
<b>Keyword 3: Staff Survey</b> Review of disposal instruction for corporate staff survey reports to reflect staff feedback.	<ul style="list-style-type: none"> <li>▪ Staff survey development</li> <li>▪ Correspondence</li> <li>▪ Report</li> </ul>	Destroy 10 years after staff survey superseded.  <u>Reason:</u> Business need
Addition of new sample records relating to local/departmental staff surveys to address gap.	<ul style="list-style-type: none"> <li>▪ Local staff surveys</li> <li>▪ Local results</li> </ul>	Destroy 5 years after survey completed.  <u>Reason:</u> Business need
<b>Keyword 4: Trade Union Recognition</b> Addition under Keyword 3 'Trade Unions' to fill gap identified by the business.	<ul style="list-style-type: none"> <li>▪ Correspondence</li> <li>▪ Collective agreements</li> </ul>	Transfer to the Archives 10 years after recognition decision made.  <u>Reason:</u> Historical value
<b>Keyword 3: Whitley Sub-Committees</b> Addition under Keyword 2 'Whitley Committee' to fill gap identified by the business.	<ul style="list-style-type: none"> <li>▪ Agreements</li> <li>▪ Correspondence</li> <li>▪ Minutes</li> </ul>	Destroy 10 years after meeting held.  <u>Reason:</u> Business need

Description	Sample Records	Disposal Instruction
<b>Keyword 2: Employee Relations (continued)</b>		
<b>Keyword 3: Work History</b> Addition of new sample records as requested by the business.	<ul style="list-style-type: none"> <li>▪ Flexible Working</li> <li>▪ Partial Retirement Application</li> </ul>	Destroy when individual reaches 100 <sup>th</sup> birthday (or 5 years after last action if later).  <u>Reason:</u> References, pension administration and litigation, Statutory Sick Pay (General) Regulations 1982
<b>Keyword 2: Grievances</b>		
<b>Keyword 3: Formal Grievance (HC)</b> Addition of new sample records as requested by the business (HC).	<ul style="list-style-type: none"> <li>▪ Preliminary assessment</li> <li>▪ External harassment investigator report</li> <li>▪ External harassment investigators’</li> <li>▪ Internal mediators’ evaluations from the parties</li> </ul>	Destroy 6 years after outcome of case.  <u>Reason:</u> Limitation Act 1980, House of Commons Staff Handbook (Chapter 21:7)
<b>Keyword 3: Respect Cases (HC)</b> Addition under Keyword 2 ‘Grievances’ to fill gap identified by the business (HC).	<ul style="list-style-type: none"> <li>▪ Reports</li> <li>▪ Interview notes</li> <li>▪ Action taken</li> </ul>	Destroy 6 years after outcome of case  <u>Reason:</u> Limitation Act 1980, House of Commons Respect Policy
<b>Keyword 2: Learning and Development</b> Existing Keyword 2 ‘Training and Development’ to be renamed to Learning and Development to represent the activities better.		
Amendment to existing sample records to represent activities better.	<ul style="list-style-type: none"> <li>▪ Training</li> <li>▪ Informal Learning</li> <li>▪ Coaching and Mentoring</li> <li>▪ Online Learning</li> <li>▪ Professional Qualifications</li> <li>▪ Induction Courses</li> <li>▪ Staff Training Logs</li> </ul>	Destroy 6 years after course held.  Reason: Business need
<b>Keyword 2: Leavers</b>		
<b>Keyword 3: Death in Service</b> Addition under Keyword 2 ‘Leavers’ to fill gap identified by the business.	<ul style="list-style-type: none"> <li>▪ Correspondence</li> </ul>	Destroy 6 years after employment ceases.  <u>Reason:</u> business need

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<b>Keyword 2: Leavers (continued)</b>		
<b>Keyword 3: Managed Exits (HC)</b> Addition under Keyword 2 'Leavers' to fill gap identified by the business.	<ul style="list-style-type: none"> <li>▪ Application form</li> <li>▪ Assessment</li> <li>▪ Correspondence</li> <li>▪ Quote</li> <li>▪ Exit Interview</li> <li>▪ Redundancy payment</li> </ul> Proposals relating to application of scheme	Destroy successful applications 6 years after employment ceases.  If application withdrawn, destroy immediately.  <u>Reason:</u> Limitation Act 1980
<b>Keyword 3: Resignation</b> Existing Keyword 3 'Exit interview' split to reflect different types of leavers.	<ul style="list-style-type: none"> <li>▪ Correspondence</li> <li>▪ Exit Interview</li> </ul>	Destroy 6 years after employment ceases.  <u>Reason:</u> Limitation Act 1980
<b>Keyword 2: Leavers (Continued)</b>		
<b>Keyword 3: Retirement</b> Existing Keyword 3 'Exit interview' split to reflect different types of leavers.	<ul style="list-style-type: none"> <li>▪ Correspondence</li> <li>▪ Exit Interview</li> </ul>	Destroy 6 years after employment ceases.  <u>Reason:</u> Limitation Act 1980
<b>Keyword 2: Pay</b>		
<b>Keyword 3: Pay Systems</b> Addition under Keyword 2 'Pay Systems' to fill gap identified by the business.	<ul style="list-style-type: none"> <li>▪ Calculations relating to increases in rates of pay for staff following a pay award</li> <li>▪ Authorities to Payroll</li> <li>▪ Correspondence</li> <li>▪ Questions from staff relating to rates of pay, non-consolidated payments etc</li> </ul>	Destroy when individual reaches 100th birthday (or 5 years after last action if later).  <u>Reason:</u> Pension administration, business need

Description	Sample Records	Disposal Instruction
<b>Keyword 2: Performance Management</b>		
<b>Keyword 3: Managing Poor Performance</b> Addition under Keyword 2 'Performance Management' to fill gap identified by the business.	<ul style="list-style-type: none"> <li>▪ Correspondence</li> <li>▪ Note of informal discussion</li> <li>▪ Written warning</li> <li>▪ Minutes</li> <li>▪ Performance targets</li> <li>▪ Report</li> </ul>	Destroy 6 months after warning expires.  <u>Reason:</u> House of Commons Staff Handbook
<b>Keyword 2: Planning &amp; Strategy</b>		
Add existing Keyword 2 'Planning and Strategy' to fill gap identified by the business.	<ul style="list-style-type: none"> <li>▪ Agenda</li> <li>▪ Minutes</li> <li>▪ Team/department forecast planning</li> <li>▪ Resource plans</li> </ul>	Destroy 5 years after end of year records relate to.  <u>Reason:</u> Business need
<b>Keyword 2: Programme Management</b>		
Add existing Keyword 2 'Programme Management' to fill gap identified by the business.	Programme Board papers	Transfer to the Parliamentary Archives 6 years after programme completed.  <u>Reason:</u> Historical value
	All other documents emanating from the Programme	Destroy 6 years after completion of programme.  <u>Reason:</u> Business need
<b>Keyword 2: Project Management</b>		
Amend disposal instruction relating to project board papers for existing Keyword 2 Project Management from destroy to transfer.	Project Board papers	Transfer to the Parliamentary Archives 6 years after project completed.  <u>Reason:</u> Historical value

Description	Sample Records	Disposal Instruction
<b>Keyword 2: Staff Recognition</b>		
Addition of new sample record to fill gap identified by the business.	Departmental recognition awards (HC & PICT only)	Destroy 2 years after recognition awarded. <u>Reason:</u> Business need
<b>Keyword 2: Recruitment</b>		
<b>Keyword 3: Induction and Probation</b> Addition under Keyword 2 'Recruitment' to fill gap identified by the business.	<ul style="list-style-type: none"> <li>▪ New Starter Forms</li> <li>▪ Probation Forms</li> <li>▪ Induction activities</li> </ul>	Destroy 2 years after action completed. <u>Reason:</u> business need
<b>Keyword 3: Recruitment Authorisation Panel</b> Addition under Keyword 2 'Recruitment' to fill gap identified by the business.	<ul style="list-style-type: none"> <li>▪ Meeting notes</li> <li>▪ Agenda</li> <li>▪ Minutes</li> <li>▪ Papers</li> </ul>	Transfer to the Parliamentary Archives after meeting held. <u>Reason:</u> Historical value.
<b>Keyword 3: Reporting</b> Addition of new sample record to fill gap identified by the business.	<ul style="list-style-type: none"> <li>▪ Recruitment Grid</li> </ul>	Destroy 6 years after grid is superseded. <u>Reason:</u> Business need
<b>Keyword 2: Whistleblowing</b>		
New Keyword 2 to fill gap identified by the business.	<ul style="list-style-type: none"> <li>▪ Reports</li> <li>▪ Interview notes</li> <li>▪ Action taken</li> </ul>	Destroy 6 years after outcome of case. <u>Reason:</u> HoC Policy on Disclosing Malpractice or Impropriety Policy

Description	Sample Records	Disposal Instruction
<b>Keyword 2: Work Placements</b> A new Keyword created to fill various gaps identified by the business. Most instructions relate to sample records not previously included in the ARDP and are new.		
<b>Keyword 3: Scheme Management</b>  New Keyword 3 Scheme Management under Keyword 2 Work Placements with new disposal instruction.	<ul style="list-style-type: none"> <li>▪ Proposals relating to funding</li> <li>▪ Correspondence</li> <li>▪ Negotiations for additional placements</li> </ul>	Destroy 6 years after scheme ceases.  <u>Reason:</u> Limitation Act 1980
<b>Keyword 3: Internships and Placements</b>  New Keyword 3 Internships and Placements under Keyword 2 Work Placements. Replaces existing Keyword 3 'Voluntary Placements'.	<ul style="list-style-type: none"> <li>▪ Correspondence</li> <li>▪ Application forms</li> <li>▪ Terms and Conditions</li> <li>▪ Details of work performed</li> </ul>	Destroy 1 year after end of calendar year in which placement ends.  <u>Reason:</u> Business need
<b>Keyword 3: Work Experience</b>  New Keyword 3 Work Experience under Keyword 2 Work Placements. Replaces existing Keyword 3 'Voluntary Placements'.	<ul style="list-style-type: none"> <li>▪ Correspondence</li> <li>▪ Application forms</li> <li>▪ Terms and Conditions</li> <li>▪ Details of work performed</li> </ul>	Destroy 1 year after end of calendar year in which placement ends.
<b>Keyword 2: Workforce Planning</b> A new Keyword created to fill various gaps identified by the business. Most instructions relate to sample records not previously included in the ARDP and are new.		
<b>Keyword 3: Staff Complement</b>  New Keyword 3 Staff Complement under Keyword 2 Workforce Planning.	<ul style="list-style-type: none"> <li>▪ Organograms</li> <li>▪ Headcounts</li> <li>▪ Age/gender profiling</li> </ul>	Destroy 3 years after final document superseded.  <u>Reason:</u> Business need
<b>Keyword 3: Resourcing</b>  New Keyword 3 Resourcing under Keyword 2 Workforce Planning.	<ul style="list-style-type: none"> <li>▪ Circulation lists</li> <li>▪ Application for approval to fill a vacancy form</li> <li>▪ Resource request forms</li> <li>▪ Business cases for new posts</li> </ul>	Destroy 1 year after last action.  <u>Reason:</u> Business need

Description	Sample Records	Disposal Instruction
<b>Keyword 2: Workforce Planning (continued)</b>		
<b>Keyword 3: Job Evaluation</b> Keyword supersedes existing Keyword 2 'Staff Post Reviews'	<ul style="list-style-type: none"> <li>▪ Correspondence</li> <li>▪ Reports</li> <li>▪ Assessments</li> <li>▪ Job analysis forms</li> <li>▪ Scoring sheets</li> <li>▪ Working papers</li> </ul>	Destroy 7 years after review complete. <u>Reason:</u> Business need
<b>Keyword 3: Talent Management</b>  New Keyword 3 Talent Management under Keyword 2 Workforce Planning.	<ul style="list-style-type: none"> <li>▪ Core Competency framework</li> <li>▪ Framework development</li> </ul>	Transfer to the Parliamentary Archives when framework superseded. <u>Reason:</u> Historical value
	<ul style="list-style-type: none"> <li>▪ Skills register</li> </ul>	Destroy immediately once register is superseded. <u>Reason:</u> Business need
	<ul style="list-style-type: none"> <li>▪ Succession Planning</li> </ul>	Destroy 5 years after plan finalised. <u>Reason:</u> Business need



## Amendments to other volumes of the Authorised Records Disposal Practice, August 2014

Description	Sample Records	Disposal Instruction
<b>Keyword 1: Various</b>		
<p><b>Keyword 2: Boards and Groups</b></p> <p>Add existing Keyword 2 'Boards and Groups' under the following Keyword 1s:</p> <ul style="list-style-type: none"> <li>▪ Financial Management</li> <li>▪ Parliamentary Relations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Agenda</li> <li>▪ Correspondence</li> <li>▪ Minutes</li> <li>▪ Reports</li> </ul>	<p>Destroy 5 years after end of year records relate to.</p> <p><u>Reason:</u> Business need</p>
<p><b>Keyword 2: Planning &amp; Strategy</b></p> <p>Add existing Keyword 2 'Planning and Strategy' to the following Keyword 1's:</p> <ul style="list-style-type: none"> <li>▪ Asset Management</li> <li>▪ Business of the House</li> <li>▪ Financial Management</li> <li>▪ Health &amp; Safety</li> <li>▪ Legal Services</li> <li>▪ Legislation</li> <li>▪ Members' Services</li> <li>▪ Official Report (Hansard)</li> <li>▪ Parliamentary Privileges and Standards</li> <li>▪ Parliamentary Relations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Agenda</li> <li>▪ Minutes</li> <li>▪ Team/ department forecast planning</li> <li>▪ Resource plans</li> </ul>	<p>Destroy 5 years after end of year records relate to.</p> <p><u>Reason:</u> Business need</p>

Description	Sample Records	Disposal Instruction
<p><b>Keyword 2: Reporting</b></p> <p>Add existing Keyword 2 'Reporting' to the following Keyword 1's:</p> <ul style="list-style-type: none"> <li>▪ Asset Management</li> <li>▪ Business of the Houses</li> <li>▪ Estate Management</li> <li>▪ Information Systems &amp; Technology</li> <li>▪ Members' Services</li> <li>▪ Official Report (Hansard)</li> <li>▪ Parliamentary Privileges and Standards</li> <li>▪ Public Relations</li> </ul>	<ul style="list-style-type: none"> <li>▪ Statistics</li> <li>▪ Working papers</li> </ul>	<p>Destroy 5 years after end of year records relate to.</p> <p><u>Reason:</u> Business need</p>
<b>Keyword 1: Financial Management</b>		
<p><b>Keyword 2: Programme Management</b></p> <p>Add existing Keyword 2 'Programme Management' under Keyword 1 'Financial Management'.</p>	<ul style="list-style-type: none"> <li>▪ Programme Board papers</li> </ul>	<p>Transfer to the Parliamentary Archives 6 years after programme completed.</p> <p><u>Reason:</u> Historical value</p>
	<ul style="list-style-type: none"> <li>▪ All other documents emanating from the Programme</li> </ul>	<p>Destroy 6 years after programme completed.</p> <p><u>Reason:</u> Business need</p>

Description	Sample Records	Disposal Instruction
<b>Keyword 1: Health &amp; Safety</b>		
<b>Keyword 2: Hazardous Substances</b> Addition of new Keyword 4 'Hazardous Substances' under Keyword 3 'Risk Assessment' to cover hazardous materials.	<ul style="list-style-type: none"> <li>▪ COSHH Assessment form</li> <li>▪ Material Safety Data Sheets (MSDS)</li> <li>▪ Recommended actions</li> </ul>	Destroy 40 years after form is superseded.  <u>Reason:</u> Control of Substances Hazardous to Health Regulations 2002
	<ul style="list-style-type: none"> <li>▪ Significant findings of risk assessment undertaken in accordance with reg.6</li> </ul>	Destroy when superseded or 40 years after action completed - whichever is longer.  <u>Reason:</u> Control of Substances Hazardous to Health Regulations 2002
<b>Keyword 1: Members' Services</b>		
<b>Keyword 2: Customer Service</b> Add existing Keyword 2 'Customer Service' to fill gap identified by the business.	Annual Review <ul style="list-style-type: none"> <li>▪ Correspondence</li> <li>▪ Customer Survey</li> <li>▪ Questionnaire</li> <li>▪ Statistics</li> <li>▪ Report</li> </ul>	Destroy 2 years after annual review completed.  <u>Reason:</u> Principle 5 of the Data Protection Act 1998; business need
	Routine Feedback <ul style="list-style-type: none"> <li>▪ Feedback form</li> <li>▪ Suggestion form</li> </ul>	Destroy 2 years after end of year in which feedback received.  <u>Reason:</u> Principle 5 of the Data Protection Act 1998; business need

Description	Sample Records	Disposal Instruction
<b>Keyword 1: Procurement</b>		
<b>Keyword 2: Project Management</b> Add existing Keyword 2 'Project Management' under Keyword 1 'Procurement'.	<ul style="list-style-type: none"> <li>▪ Project Board papers</li> </ul>	Transfer to the Parliamentary Archives 6 years after project completed.  <u>Reason:</u> Historical value
	<ul style="list-style-type: none"> <li>▪ All other documents emanating from the Project</li> </ul>	Destroy 6 years after project completed.  <u>Reason:</u> Business need