

Human Resources Records Retention Schedule

Please note that documents should be submitted to HR for retention. Only documents concerning current staff need to be retained by the Department. Staff who have left their position should have their information retained by HR.

Record Group Name	Records within Group	Retention Period	Citation	Action at end of retention period	Where information to be retained	Notes
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Recruitment Successful applicants						
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Research Grants

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Unsuccessful applicants						
Contract Management						
End of Fixed Term Contract/Redundancy/Resignation						

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Payroll and Pensions						
Payroll						

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