

RECORD KEEPING

DOCUMENT TYPE	How long to keep for (and source requirement)
PERSONNEL RECORDS	
<ul style="list-style-type: none"> Work-seeker records including application form/CV, ID checks, terms of engagement (see also below), details of assignments, opt-out notices and interview notes for unsuccessful candidates Hirer records including client details, terms of business (see below), assignment/vacancy details 	1 year from the last date of supply or introduction to your client
Terms of engagement with temporary worker and terms of business with clients	6 years in order to deal with any civil action in the form of contractual claim. Please note that 6 years is not a minimum legal requirement but is the time period in which a contractual claim can be made. You will still have to establish why it is necessary to keep these records.
Working time records: <ul style="list-style-type: none"> 48 hour opt-out notice Annual leave records 	2 years from the time they were created
Appraisal/assessment records	No specific periods – only for as long as necessary
References	1 year following the introduction or supply of a work-seeker to a client
Records held relating to right to work in the UK	2 years after employment/engagement has ended
Criminal record checks/Disclosure Barring checks	There is no longer a 6 month time limit on how long DBS certificates can be kept for. When it comes to handling and storing certificates, the new DBS Code requires registered bodies to handle all information provided to them by DBS as a consequence of applying for a DBS product, in line with the obligations under Data Protection Act 1998.
National Minimum Wage/Living Wage documentation: <ul style="list-style-type: none"> Total pay by the worker and the hours worked by the worker Overtime/shift premia Any deduction or payment of accommodation Any absences (rest breaks, sick leave, holiday) Any travel or training working hours and its length Total number of hours in a pay reference period (this sets the averaging period to calculate whether a worker has been paid NMW/NLW) 	For HMRC purposes: 3 years after the end of the pay reference period following the one the records cover.
Sickness records – statutory sick pay	Records can be kept in a flexible manner which best suits your business but should be kept for payroll purposes (ie. 3 years from the end of the tax year)
Statutory maternity, paternity, adoption pay	3 years from the end of the tax year to which it relates

Pensions auto-enrolment (including auto-enrolment date, joining date, opt-in and opt-out notices, contributions paid)	6 years except for opt-out notices which should be kept for 4 years
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