

# TPR Data Retention Schedule

Function	Examples	Retention period (from date of creation unless stated)
<b>Automatic Enrolment Programme (now closed)</b>	Finalised programme governance documents Agreed minutes of meetings	Review after 20 years (for transfer to TNA)
<b>Archive</b>	Index of physical Files stored in off-site archive	Destroy after 25 years
<b>Audit</b>	Internal audit reports and responses External audit reports and responses Audit recommendation management	Destroy after 6 years
<b>Business Continuity Planning</b>	Business Continuity Plans, supporting documents and data	Destroy 5 years after superseded
<b>TPR Board</b>	Membership appointments	Review after 20 Years (for transfer to TNA)
	Correspondence & presentations	Destroy after 7 years
	Meeting agenda, minutes and supporting documents	Review after 20 years (for transfer to TNA)
<b>Budgets</b>	Confirmation of budgets Internal e-mail exchanges about setting budgets Budget management data	Destroy after 6 years
<b>Buildings and Equipment</b>	Building plans Inventories of furniture and equipment Records of development and maintenance work carried out Service management data	Review after 7 years
<b>Campaigns &amp; Events</b>	Data produced through the management, planning and delivery of publicity campaigns and events	Destroy after 7 years
<b>Change Management</b>	Planning and management data Business cases Finalised programme and project control documents Programme and project plans Product descriptions Finalised products	Destroy after 10 years
<b>Complaints</b>	Formal complaints received by TPR about any aspect of its activities and TPR's response Complaint management data	Destroy after 10 years

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<b>Committees</b>	ExCo (Executive Committee) Meeting agenda, minutes and supporting documents)	Destroy after 10 years
	Non-Executive Committee (Meeting agenda, minutes and supporting documents)	Destroy after 10 years
	Remuneration Committee (Meeting agenda, minutes and supporting documents)	Destroy after 6 years
	Other committees	The retention period for the function that the Committee relates to applies
<b>Communications Internal</b>	Internal communications and announcements to all TPR staff	Destroy after 7 years
<b>Contract management</b>	Contracts with suppliers and their administration Changes to contracts Correspondence and e-mail exchanges with suppliers or about contracts Invitation to Tender and Tenders Evaluation of tenders Minutes of meetings with suppliers	Destroy 6 years after end of contract
<b>Data Protection, Freedom of Information &amp; EIR requests</b>	Requests and responses Management data	Destroy after 10 years
<b>Determinations Panel</b>	Cases referred to the Panel Determination Notices Warning Notices Record of Compulsory Review Orders of the Panel	Review after 20 years (for transfer to TNA)
	Administration	Destroy after 6 years
<b>EIOPA</b>	Liaison with EIOPA	Review after 20 years (for transfer to TNA)
<b>International</b>	Liaison with international regulators outside of EIOPA	Destroy after 6 years
<b>Expenditure</b>	Commitment to spend money Order for goods and services Management of spend	Destroy after 6 years

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<b>Government Affairs</b>	Engagement with government stakeholders	Destroy after 6 years
<b>Health and Safety</b>	Policy Processes Compliance management	Review after 10 years
<b>Human Resources</b>	See human resources <b>below</b>	Various
<b>Information Management</b>	Induction training for staff Operations  Security breaches	Destroy after 6 years
<b>Information Technology</b>	Service delivery management Application user guides IT development plans System designs Planning	Destroy after 6 years
<b>Intelligence</b>	Outputs generated through intelligence activities	Review after 10 years
<b>Legislation and Regulations</b>	TPR input to legislation TPR review of legislative changes	Review after 20 years (for transfer to TNA)
<b>Levy</b>	The collection of the Levy	Destroy after 6 years
<b>Media Relations</b>	Press announcements Work with the media	Destroy after 6 years
<b>Organisational Structure</b>	The organisational structure of TPR, including plans and implementation of new structures	Destroy after 6 years
<b>Pensions Regulation &amp; Enforcement (AE, DB, DC &amp; MT)</b>	Activities	Destroy after 10 years
	Regulatory or enforcement cases in which a Prohibition Order <b>has not</b> been made or <b>has not</b> been in contemplation	Destroy 10 years after case closure
	Regulatory or enforcement Cases in which a Prohibition Order <b>has</b> been made	Destroy when the Prohibition Order has been lifted, or if it is not lifted, destroy 80 years after the Order was made
	Educating schemes	Destroy after 10 years
	Employer liaison	Destroy after 10 years
	Enquiries	Destroy after 10 years

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	Policy	Destroy 10 years after superseded
	Recovery Plans	Destroy after the length of the RP plus 2 years
	Automatic Enrolment detailed Retention Schedule	See Automatic Enrolment <b>below</b>
	Criminal investigations	Destroy 10 years after case closure
<b>Performance and Reporting</b>	Methods and processes for managing TPR's performance Management Information about TPR performance (not the performance of individual members of staff)	Destroy after 5 years
<b>Planning</b>	TPR-wide planning Operational team planning	Destroy after 6 years
<b>Processes</b>	Finalised process maps Process design	Destroy after 10 years
<b>Procurement</b>	Procurement of goods and services outside of an existing contract	Destroy after 6 years
<b>Regulated Community Learning</b>	Provision of the learning capability	Destroy after 10 years
<b>Relationships and Stakeholders</b>	Memorandum of understanding Parliamentary questions and TPR's response	Destroy after 10 years
<b>Research</b>	The approaches to and outputs from research carried out in respect of the wider pensions landscape, and TPR's activities	Review after 20 years
<b>Risk Management</b>	The management of TPR's corporate risks	Destroy after 10 years
<b>Scheme Return</b>	Scheme return outputs and the management of the process	Destroy after 10 years
<b>Sports &amp; Social</b>	Data created through the activities of TPR's Sports and Social Committee	Destroy after 2 years
<b>Strategy and Policy</b>	TPR Strategy TPR operational policy	Review after 20 years
<b>Trustee Appointments &amp; Register</b>	Appointments Register	Destroy 80 years after appointment
<b>Web-site Management</b>	Data generated through the management of TPR's website either held in-house or by external partners	Destroy after 6 years
<b>Wider Pensions Institutions Reviews</b>	Outputs from TPR's involvement in reviews	Review after 20 years (for transfer to TNA)

# TPR Data Retention Schedule

<b>Documents and e-mails (and any attachments) that do not inform a decision or action or form the basis for advice</b>	Internal and external e-mail exchanges and documents that do not lead to or inform a decision or action and do not form the basis of advice, enforcement or regulatory action(s)	Destroy once used or within 3 months at the latest
<b>Original documents that have been scanned to TEDD or ICE</b>	Original documents that have been scanned to TEDD or ICE	Destroy 1 year after scanning The scanned image will be retained for the retention period defined for the function
<b>Hand-written meeting notes</b>	Hand-written meeting notes that have been typed, saved to TEDD and agreed	Destroy when the typed meeting notes have been agreed

## Automatic Enrolment (AE)

Function	Employer subject to AE duties (active employer) retention period	Employer is not subject to AE duties (inactive employer) retention period
<b>Employer record</b>	To be kept as long as the employer may be subject to AE duties	10 years from not being subject to AE duties or 10 years from case closure (whichever is later)
<b>Declaration of compliance data</b>	To be kept as long as the employer may be subject to AE duties	10 years from not being subject to AE duties or 10 years from case closure (whichever is later)
<b>AE call recordings</b>	10 years.	10 years
<b>Maintaining contributions / late payments</b>	10 years from case closure	At the same time as the employer record is deleted
<b>AE case management</b>	10 years from case closure	10 years from case closure
<b>AE MI / Adhoc reports</b>	Review at 10 years	Review at 10 years
<b>AE data sets created for MI purposes</b>	Review at 10 years	Review at 10 years

## Human resources

Type of record	Retention period (from data of creation unless otherwise stated)
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<b>Core personnel details for members of staff</b>	Until age 100
<b>Contract and terms of employment</b>	Until age 100
<b>Changes to terms of employment</b>	Until age 100
<b>Record of previous service dates</b>	Until age 100
<b>Unpaid leave periods</b>	Until age 100
<b>Resignation, severance, termination and/or retirement letters</b>	Until age 100
<b>Maternity/paternity leave requests</b>	18 months after leave finishes
<b>Secondment agreements</b>	2 years from end of secondment period
<b>Variation of hours – calculation of formula</b>	Destroy after use
<b>Previous service supporting papers</b>	Destroy after records noted
<b>Employment tribunals (individual)</b>	Review in 5 years
<b>Health declaration</b>	Until age 100
<b>Health referral info for an individual</b>	Until age 100
<b>Absence record related to injury on duty</b>	Until age 100
<b>Absence record not related to injury on duty</b>	Destroy medical certificates after 4 years
<b>Risk assessments regarding pregnant staff</b>	18 months after maternity leave finishes
<b>Successful candidates: offer sheets</b>	6 years

# TPR Data Retention Schedule

<b>Successful candidates: offer and acceptance email including pension and passport</b>	Until age 100
<b>Successful candidates: CV</b>	6 years
<b>Successful candidates: interview notes</b>	1 year
<b>Successful candidates: new starter checklist</b>	6 years
<b>Termination information for an individual</b>	Until age 100
<b>Record of dismissal</b>	2 years
<b>DPA data and forms</b>	6 years
<b>Performance management information</b>	6 months
<b>Disciplinary record for an individual where change to T&amp;Cs of service has resulted</b>	Until age 100
<b>Disciplinary work/letters for an individual</b>	1 oral warning 6 months, 1 <sup>st</sup> and 2 <sup>nd</sup> written warnings 6 months, final written warning 2 years
<b>Grievance for an individual</b>	1 year from date of completion of process
<b>Internal vacancy adverts</b>	3 years from date of advert placed
<b>Recruitment and selection exercise material</b>	1 year
<b>Core record of application for a post</b>	2 years
<b>References provided by TPR</b>	1 year
<b>SHL assessment profiles</b>	18 months
<b>Staff annual leave details</b>	Retain for length of employment and destroy within 1 month of leaving

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<b>Staff training records (general)</b>	6 years or delete upon leaving (whichever is sooner)
<b>Sponsored study arrangements</b>	6 years
<b>Qualifications and certificates not required for the job</b>	Destroy after sight
<b>Pension details</b>	Until age 100
<b>Reward and benefit details</b>	Until age 100
<b>Pensions estimate requests</b>	Until age 100
<b>Pension choice declaration</b>	Until age 100
<b>Death benefit nomination</b>	Until age 100
<b>Death certificate</b>	Delete once sent to pension provider
<b>Decree absolute</b>	Delete once sent to pension provider
<b>Marriage certificate and civil registration</b>	Delete once sent to pension provider
<b>Job evaluation notes/market rate data</b>	2 years
<b>Bank details</b>	6 years after employment has ended
<b>Statutory maternity/paternity pay documents</b>	6 years
<b>Other maternity/paternity pay documents</b>	6 years after repayment write-off
<b>Overpayment documentation</b>	6 years after repayment write-off
<b>Bonus nomination</b>	2 years



# TPR Data Retention Schedule

<b>Payroll instructions</b>	2 years
<b>Teams and business unit and organisational resource plans</b>	6 years
<b>Equal opportunities information</b>	Until age 100
<b>Trade union agreements</b>	10 years
<b>Notes of formal meetings with trade unions</b>	10 years
<b>Personal payroll history</b>	Until age 100
<b>Additional voluntary contributions (AVCs)</b>	Until age 100
<b>Statutory sick pay (SSP) forms</b>	6 years
<b>Advances for season tickets, bicycles, Christmas</b>	6 years after repayment
<b>Monthly payroll instructions</b>	6 years
<b>Payroll input forms</b>	6 years
<b>Pensionable pay at leaving</b>	6 years
<b>Workplace assessments</b>	2 years
<b>Staff health and safety training records</b>	6 years
<b>Training records and copy of personal development plans held by line managers</b>	2 years