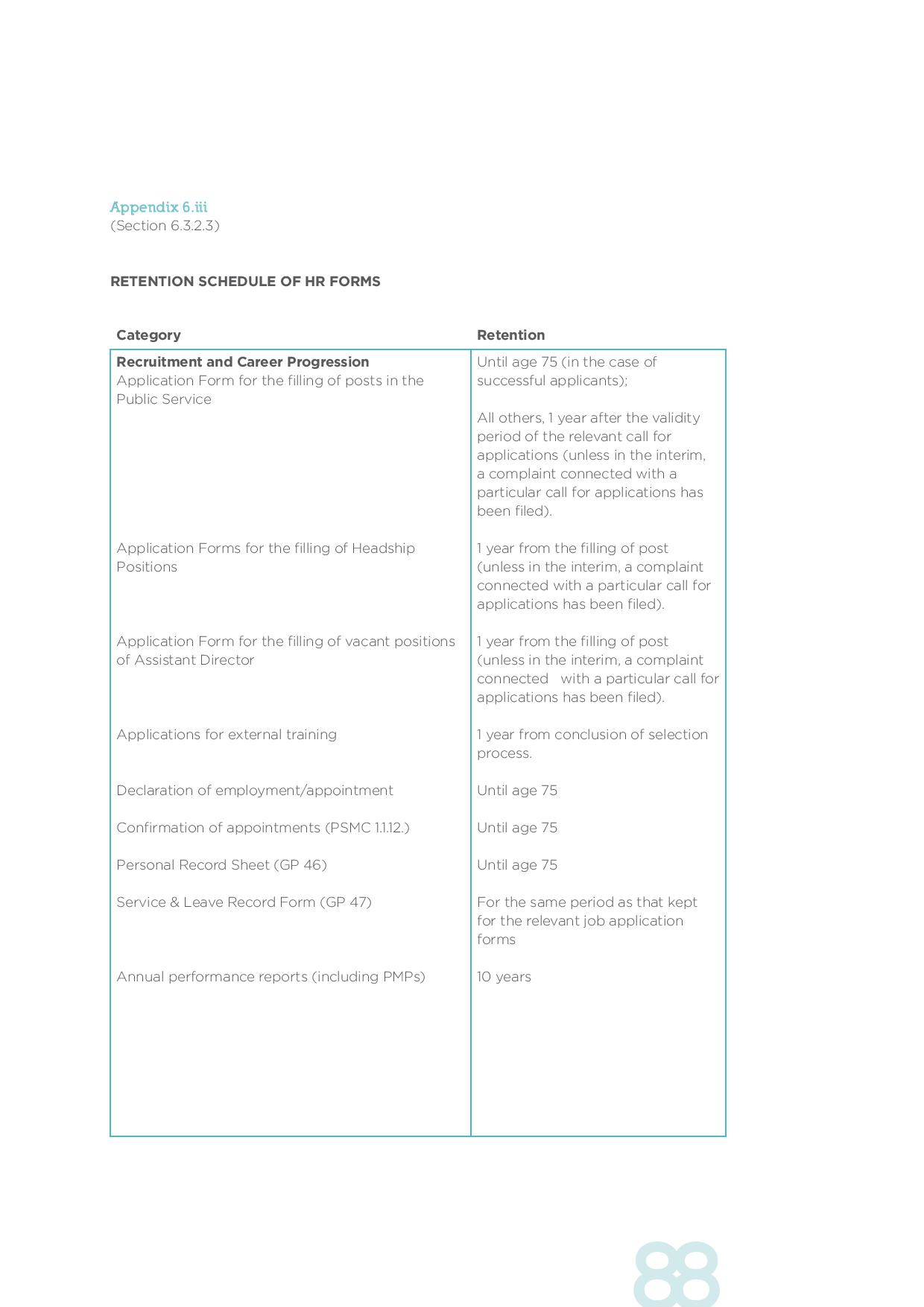
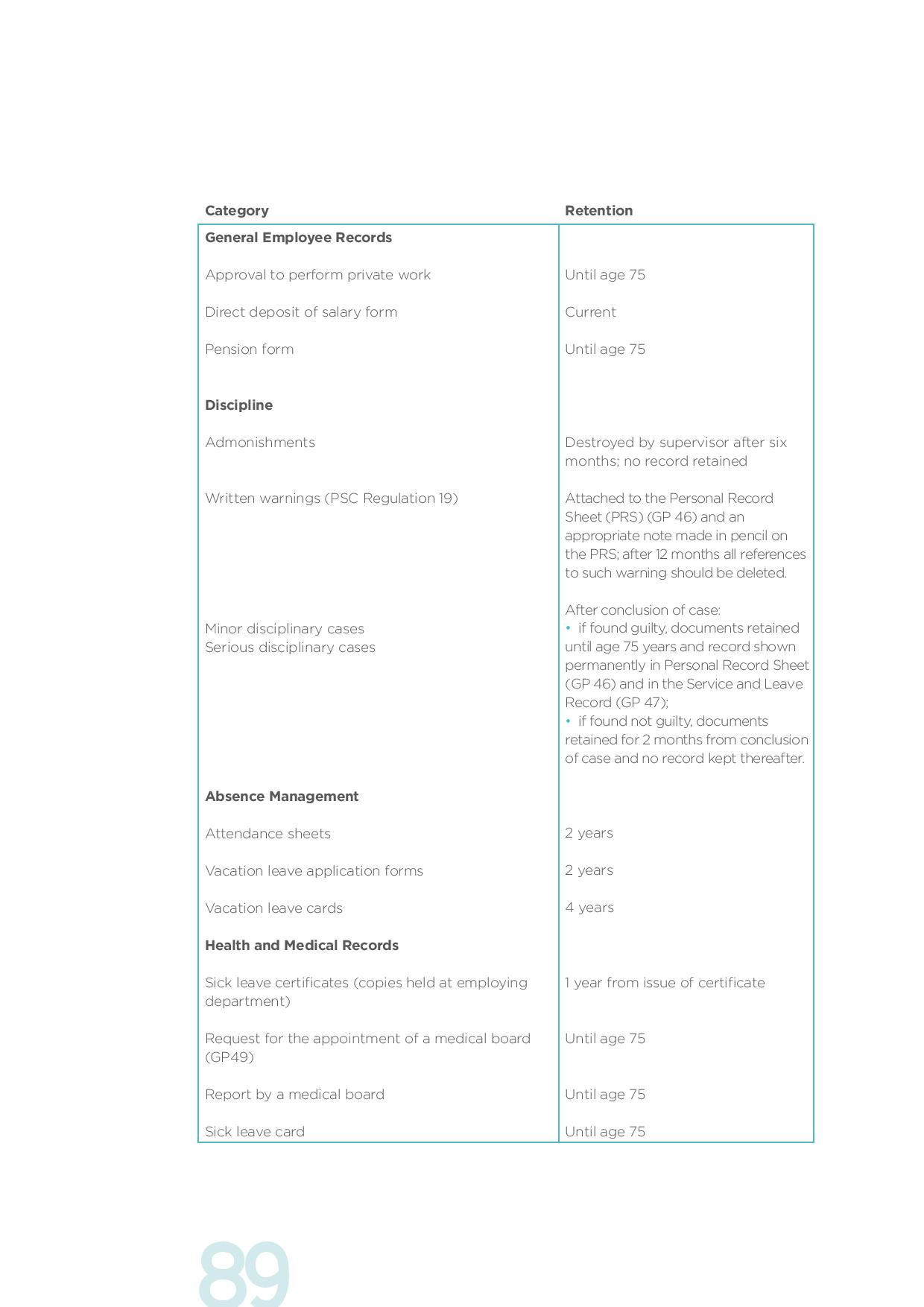
**Retention Schedule for HR Documentation (PSMC)**

****The below table is reproduced from appendix 6.iii (Section 6.3.2.3) of the Principal Permanent Secretary Public Service Management Code (PSMC) of June 2018. Categories of documents apply as necessary.

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**Retention Schedule for Other Documentation (not specified in PSMC)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Quality Record** | **Details** | **Owner** | **Media** | **Retention Period** | **Justification for Retention Period** | **Disposal Method** |
| Complaints logged according to clause 3.5.2 of the policy  P-CO01 | Records as per Policy P-CO01 | Scientific and Regulatory Operations Director | Soft copy | One year after the complaint has been resolved | Internal standard (remit of SROD) | Soft copies - deleted |
| Inspectorate records on Qualified Person (QP) | Records as defined in the relevant SOPs | Inspectorate and Enforcement Director | Hard and soft copy | Indefinite as per clause 3.11 of Policy P-IN02 | Internal standard (remit of IED) | N/A |
| Post-Licensing records related to adverse drug reaction (ADR) reporting and Qualified Person (QP-PV) | Records as defined in the relevant SOPs | Post-Licensing Director | Hard and soft copy | ADR reports: Reporter details on ADR form discarded immediately once the ADR is transmitted to Eudra Vigilance.  QP-PV: Indefinitely | Internal standard (remit of PLD) | Hard copies - shredding |
| Competency records i.e. training records of competence, skills and qualification | Records as per  SOP- HR002 | Scientific and Regulatory Operations Director | Hard and soft copy | 10 years from date of termination of employment | In line with HR Retention Policy - Data Protection Unit (OPM) | Hard copies – shredding; soft copies - deleted |
| Recruitment Records | Records as per Policy P-HR01 | Scientific and Regulatory Operations Director | Hard and soft copy | 10 years from date of termination of employment. In case of unsuccessful applicants, application documents retained for 1 year after the validity period of the relevant call for applications (unless in the interim, a complaint connected with a particular call for applications has been filed or there is a specific reason). | In line with HR Retention Policy - Data Protection Unit (OPM) | Hard copies – shredding; soft copies - deleted |
| Travel-related documentation | Travel files as per  P-FCS04 | Scientific and Regulatory Operations Director / Head (Finance and Corporate Services) | Hard and soft copy | 10 years from date of termination of employment | In line with HR Retention Policy - Data Protection Unit (OPM) | Hard copies – shredding; soft copies - deleted |
| Queries received on accessibility | Records as per policy P-MIA01 | Head (Medicines Intelligence and Access) | Soft copy | 1 year according to clause 3.9 of the policy P-MIA01 | Internal standard (remit of MIAU) | Soft copies - deleted |
| Declaration of interest forms | Records as per policy P-SS02 | Management | Hard copy | 5 years (unless in the interim, a complaint been filed or there is a specific reason) | Internal standard (remit of SROD) | Hard copies – shredding |