

TPR Data Retention Schedule

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Business Continuity Planning	Business Continuity Plans, supporting documents and data	Destroy 5 years after superseded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

TPR Data Retention Schedule

Committees	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
Communications Internal	Internal communications and announcements to all TPR staff	Destroy after 7 years
Contract management	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
Data Protection, Freedom of Information & EIR requests	Requests and responses Management data	Destroy after 10 years
Determinations Panel	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
EIOPA	Liaison with EIOPA	Review after 20 years (for transfer to TNA)
International	Liaison with international regulators outside of EIOPA	Destroy after 6 years
Expenditure	Commitment to spend money Order for goods and services Management of spend	Destroy after 6 years

TPR Data Retention Schedule

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

TPR Data Retention Schedule

	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 below
Performance and Reporting	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
Planning	TPR-wide planning Operational team planning	Destroy after 6 years
Processes	Finalised process maps Process design	Destroy after 10 years
Procurement	Procurement of goods and services outside of an existing contract	Destroy after 6 years
Regulated Community Learning	Provision of the learning capability	Destroy after 10 years
Relationships and Stakeholders	Memorandum of understanding Parliamentary questions and TPR's response	Destroy after 10 years
Research	The approaches to and outputs from research carried out in respect of the wider pensions landscape, and TPR's activities	Review after 20 years
Risk Management	The management of TPR's corporate risks	Destroy after 10 years
Scheme Return	Scheme return outputs and the management of the process	Destroy after 10 years
Sports & Social	Data created through the activities of TPR's Sports and Social Committee	Destroy after 2 years
Strategy and Policy	TPR Strategy TPR operational policy	Review after 20 years
Trustee Appointments & Register	Appointments Register	Destroy 80 years after appointment
Web-site Management	Data generated through the management of TPR's website either held in-house or by external partners	Destroy after 6 years
Wider Pensions Institutions Reviews	Outputs from TPR's involvement in reviews	Review after 20 years (for transfer to TNA)

Documents and e-mails (and any attachments) that do not inform a decision or action or form the basis for advice	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
Original documents that have been scanned to TEDD or ICE	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
Hand-written meeting notes	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
Employer record	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)
Declaration of compliance data	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)
AE call recordings	10 years.	10 years
Maintaining contributions / late payments	10 years from case closure	At the same time as the employer record is deleted
AE case management	10 years from case closure	10 years from case closure
AE MI / Adhoc reports	Review at 10 years	Review at 10 years
AE data sets created for MI purposes	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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TPR Data Retention Schedule

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

TPR Data Retention Schedule

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

TPR Data Retention Schedule

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

TPR Data Retention Schedule

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