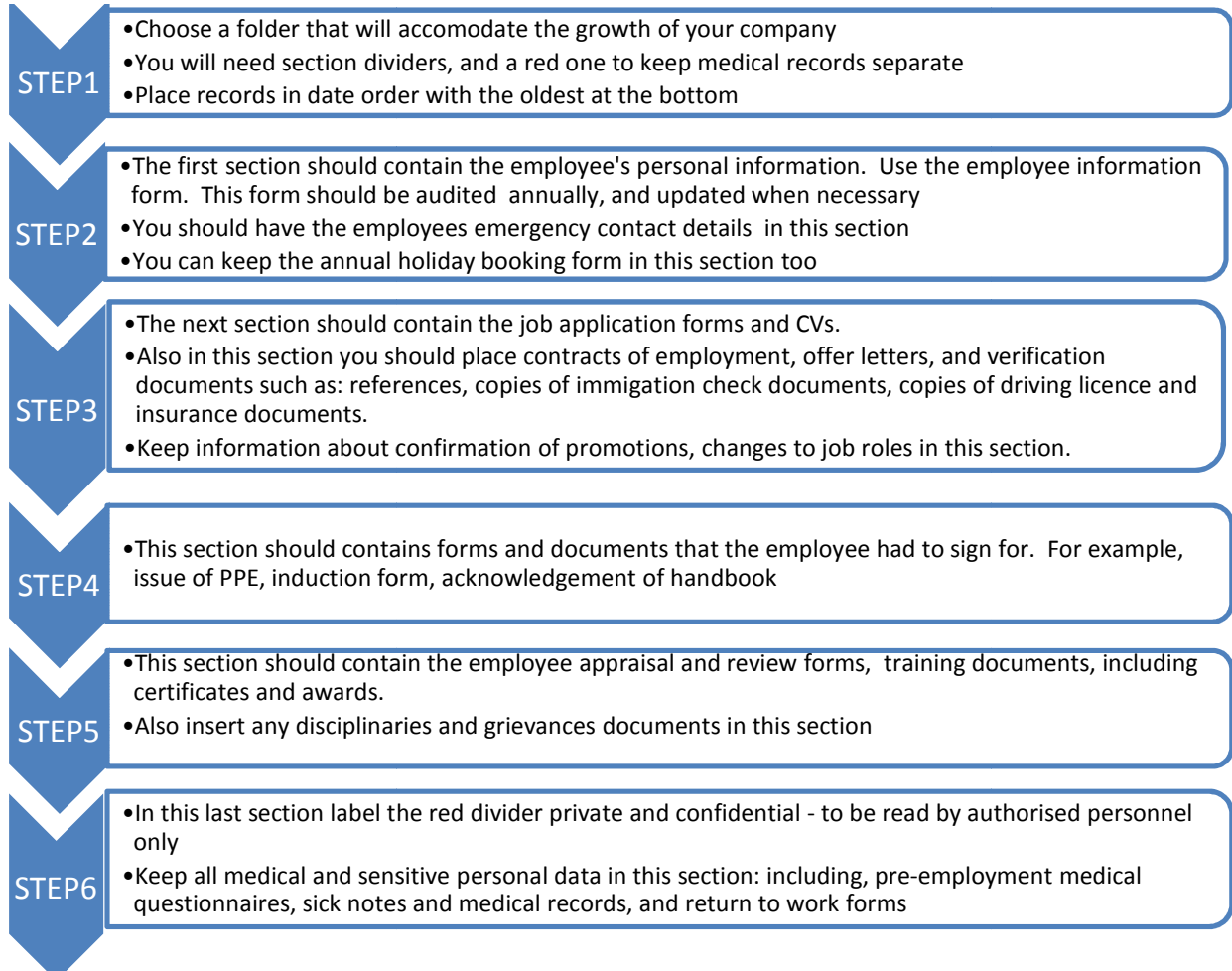




HOW TO CREATE A PERSONNEL FILE



Records under the
Data Protection Act
must be kept for
at least 40 years
unless you can
prove that you
do not need them
for third party
purposes