

## RECORDED RETENTION SCHEDULE

**Scope:** This document applies to all employees, partners and directors of the Company. Other individuals performing functions in relation to the company, such as agency workers, locums and contractors, are encouraged to use it.



**Why and how it applies to them:** All staff are to ensure they are aware of the retention schedules that are applicable to the records for which they are responsible. It remains the responsibility of the company's management team to make sure staff are aware of the correct retention periods and this document will provide guidance across the multidisciplinary team for effective record management.

Subject	Type of record	Retention length	Action	Notes
Business	Contracts sealed or unsealed	6 years	Review & destroy	
Business	Contracts - financial approval files	15 years	Review & destroy	
Business	Contracts - financial approved suppliers documentation	11 years	Review & destroy	
Business	Tenders (successful)	6 years	Review & destroy	
Business	Tenders (unsuccessful)	6 years	Review & destroy	
Care Records	Adult care records	8 years	Review & destroy	Review must take place to check relevance of maintaining document
Care Records	Children care records	25th or 26th birthday	Review & destroy if no longer needed.	Review must take place to check relevance of maintaining document including medical illustrations such as X-rays and scans. If 17 at the conclusion of treatment, then retain record until 26th birthday.
Care Records	Electronic patient records	See notes	See notes	Where the electronic system has the capacity to destroy records in line with the retention schedule, and where a metadata stub can remain, demonstrating that a record has been destroyed, then the code should be followed in the same way for electronic records as for paper records with a log being kept of the records destroyed. If the system does not have this capacity, then once the records have reached the end of their retention periods they should be inaccessible to users of the system and upon decommissioning, the system (along with audit trails) should be retained for the retention period of the last entry related to the schedule.
Care Records	GP Patient records	10 years after death - see notes for exceptions	Review & destroy if no longer needed.	If a patient transfers to another GP, transfer records to new healthcare providers. If not transferring: Should a patient not return to the practice and the records are not transferred, the records are to be retained for 100 years unless it is known they have emigrated. If the patient comes back within the 100 years, the retention reverts to 10 years after death - unless it is known they have emigrated; if so, follow steps below.
Care Records	Patient known to have emigrated	10 years	Review & destroy	Review must take place to check relevance of maintaining document
Care Records	Mental health records	20 years or 8 years after the patient has died	Review & destroy	Covers records made where the person has been cared for under the Mental Health Act 1983 as amended by the Mental Health Act 2007. This includes psychology records. Retention solely for any persons who have been sectioned under the Mental Health Act 1983 must be considerably longer than 20 years where the case may be ongoing. Very mild forms of adult mental health treated in a community setting where a full recovery is made - may consider treating as an adult record and keep for 8 years after discharge. All must be reviewed prior to destruction, taking into account any serious incident retentions.
Care Records	Obstetric records, maternity records and antenatal and post-natal records	25 years	Review & destroy	For the purposes of record-keeping, these records are to be considered as much a record of the child as that of the mother.
Care Records	Cancer/oncology - the oncology records of any patient	30 years or 8 years after the patient has died	Review and consider transfer to a place of deposit	For the purposes of clinical care, the diagnosis records of any cancer must be retained in case of future reoccurrence. Where the oncology records are in a main patient file, the entire file must be retained. Retention is applicable to primary acute patient record of the cancer diagnosis and treatment only. If this is part of a wider patient record then the entire record may be retained. Any oncology records must be reviewed prior to destruction, taking into account any potential long-term research value which may require consent or anonymisation of the record.
Care Records	Contraception, sexual health, family planning and Genito-Urinary Medicine (GUM)	8 or 10 years	Review & destroy	Basic retention requirement is 8 years unless there is an implant or device inserted, in which case it is 10 years. All must be reviewed prior to destruction, taking into account any serious incident retentions. If this is a record of a child, treat as a child record as above.
Care Records	HFEA records of treatment provided in licensed treatment centres	3, 10, 30 or 50 years	Review & destroy	Retention periods are set out in the HFEA guidance at: <a href="http://www.hfea.gov.uk/docs/General_directions_0012.pdf">http://www.hfea.gov.uk/docs/General_directions_0012.pdf</a>
Care Records	Medical record of a patient with Creutzfeldt-Jakob Disease (CJD)	30 Years or 8 years after the patient has died	Review and consider transfer to a place of deposit	For the purposes of clinical care, the diagnosis records of CJD must be retained. Where the CJD records are in a main patient file, the entire file must be retained. All must be reviewed prior to destruction, taking into account any serious incident retentions.
Care Records	Record of long-term illness or an illness that may reoccur	30 years or 8 years after the patient has died	Review & destroy	Necessary for continuity of clinical care. The primary record of the illness and course of treatment must be kept of a patient where the illness may reoccur or is a life-long illness.
Care Records	GP temporary resident forms	2 years	Review & destroy	Assumes a copy has been sent to responsible GP for inclusion in the primary care record.
Care Records	Screening, including cervical screening, information where no cancer/illness is detected	10 years	Review & destroy	Where cancer is detected see: 2 Cancer/oncology. For child-screening, treat as a child health record and retain until 25th birthday or 10 years after the child has been screened, whichever is the longer.
Care Records	Smoking cessation	2 years	Review & destroy	
Care Records	Transplantation records	30 years	Review and consider transfer to a place of deposit	See guidance at: <a href="https://www.hta.gov.uk/codes-practice">https://www.hta.gov.uk/codes-practice</a>
Care Records	Birth notification to child health	25 years	Review & destroy	Treat as a part of the child's health record if not already stored within health record such as the health visiting record.
Care Records	Birth registers	2 years	Review and consider transfer to a place of deposit	Where registers of all the births that have taken place in a particular hospital/birth centre exist, these will have archival value and should be retained for 25 years and offered to a place of deposit at the end of this retention period.  Information is also held in the NHS Number for Babies (NN4B) electronic system and by the Office for National Statistics. Other information about a birth must be recorded in the care record.
Care Records	Body release forms	2 years	Review and consider transfer to a place of deposit	
Care Records	Death - cause of death certificate counterfoil	2 years	Review and consider transfer to a place of deposit	
Care Records	Death register information sent to General Registry Office on monthly basis	2 years	Review and consider transfer to a place of deposit	A full dataset is available from the Office for National Statistics.
Care Records	Local authority adoption record (normally held by the local authority children's services)	100 years from the date of the adoption order	Review and consider transfer to a place of deposit	The primary record of the adoption process is held by the local authority children's service responsible for the adoption service
Care Records	Mortuary records of deceased	10 years	Review and consider transfer to a place of deposit	
Care Records	Mortuary register	10 years	Review and consider transfer to a place of deposit	
Care Records	NHS medicals for adoption records	8 years or 25th birthday	Review and consider transfer to a place of deposit	The health reports will feed into the primary record held by local authority children's services. This means that the adoption records held in the NHS relate to reports that are already kept in another file which is kept for 100 years by the appropriate agency and local authority.
Care Records	Post-mortem records	10 years	Review and consider transfer to a place of deposit	The primary post-mortem file will be maintained by the coroner. The coroner will retain the post-mortem file including the report. Local records of post-mortem will not need to be kept for the same extended time.

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Communication	Intranet site	6 years	Review and consider transfer to a place of deposit	
Communication	Patient information leaflets	6 years	Review and consider transfer to a place of deposit	
Communication	Press releases and important internal communications	6 years	Review and consider transfer to a place of deposit	Press releases may form a significant part of the public record of an organisation, which may need to be retained.
Communication	Public consultations	5 years	Review and consider transfer to a place of deposit	
Communication	Website	6 years	Review and consider transfer to a place of deposit	
Complaints & Legal	Complaints case files	10 years	Review & destroy	<a href="http://www.nationalarchives.gov.uk/documents/information-management/sched_complaints.pdf">http://www.nationalarchives.gov.uk/documents/information-management/sched_complaints.pdf</a> The incident is not closed until all subsequent processes have ceased including litigation. The file must not be kept on the patient file. A separate file must always be maintained.
Complaints & Legal	Fraud case files	6 years	Review & destroy	
Complaints & Legal	Freedom of Information (FOI) requests and responses and any associated correspondence	3 years	Review & destroy	Where redactions have been made it is important to keep a copy of the redacted disclosed documents or if not practical to keep a summary of the redactions.
Complaints & Legal	FOI requests where there has been a subsequent appeal	6 years	Review & destroy	
Complaints & Legal	Industrial relations including tribunal case records	10 years	Review and consider transfer to a place of deposit	Some organisations may record these as part of the staff record but in most cases they will form a distinct separate record either held by the staff member/manager or by the payroll team for processing.
Complaints & Legal	Litigation records	10 years	Review and consider transfer to a place of deposit	
Complaints & Legal	Patents / trademarks / copyright / intellectual property	Lifetime of patent or 6 years from end of licence /action	Review and consider transfer to a place of deposit	
Complaints & Legal	Software licences	Lifetime of software	Review & destroy	
Complaints & Legal	Subject Access Requests (SAR) and disclosure correspondence	3 years	Review & destroy	
Complaints & Legal	Subject Access Requests (SAR) where there has been a subsequent appeal	6 years	Review & destroy	
Estates	Building plans and records of major building work	Lifetime of the building or disposal of asset plus six years	Review and consider transfer to a place of deposit	Building plans and records of works are potentially of historical interest and where possible should be kept and transferred to a place of deposit
Estates	Equipment monitoring and testing and maintenance work where asbestos is a factor	40 years	Review & destroy	
Estates	Property inspection lease	Lifetime of installation	Review	
Estates	Property lease	12 years	Review & destroy	
Estates	Minor building works	6 years	Review & destroy	
Estates	Property surveys	Lifetime of installation or building	Review and consider transfer to a place of deposit	
Estates	Radioactive waste	30 years	Review & destroy	
Estates	Sterilix Endoscopic Disinfectant Daily Water Cycle Test, Purge Test, Nynhydrin Test	11 years	Review & destroy	
Events Records	Notifiable disease book	6 years	Review & destroy	
Events Records	Operating theatre records	10 years	Review and consider transfer to a place of deposit	If transferred to a place of deposit, the duty of confidence continues to apply and the record can only be used for research if the patient has consented or the record is anonymised.
Events Records	Patient property books	2 years	Review & destroy	
Events Records	Referrals not accepted	2 years as an ephemeral record	Review & destroy	The rejected referral to the service should also be kept on the originating service file.
Events Records	Requests for funding for care not accepted	2 years as an ephemeral record	Review & destroy	
Events Records	Handover form	2 years	Review & destroy	The individual sheets held by staff must be destroyed confidentially at the end of the shift.
Finance	Accounts	3 years	Review & destroy	
Finance	Benefactions	8 years	Review and consider transfer to a place of deposit	
Finance	Debtor records cleared	2 years	Review & destroy	
Finance	Debtor records not cleared	6 years	Review & destroy	
Finance	Donations	6 years	Review & destroy	
Finance	Expenses	6 years	Review & destroy	
Finance	Final annual accounts report	Before 20 years	Transfer to place of deposit if not transferred with the board papers	Should be transferred to a place of deposit as soon as practically possible.
Finance	Financial records of transactions	6 years	Review & destroy	
Finance	Petty cash	2 years	Review & destroy	
Finance	Private Finance Initiative (PFI) files	Lifetime of PFI	Review and consider transfer to a place of deposit	
Finance	Salaries paid to staff	10 years	Review & destroy	
Finance	Superannuation records	10 years	Review & destroy	
Governance	Council and committee agendas, papers and minutes	Permanent	Archive	
Governance	Policy	Permanent	Archive	
Governance	Clinical audit	5 years	Review & destroy	
Governance	Chaplaincy records	2 years	Review and consider transfer to a place of deposit	
Governance	Clinical diaries	2 years	Review & destroy	Diaries of clinical activity & visits must be written up and transferred to the main patient file. If the information is not transferred, the diary must be kept for 8 years.
Governance	Board meetings	20 years	Transfer to a place of deposit	
Governance	Incidents	20 years	Review and consider transfer to a place of deposit	
Governance	Non-serious incidents	10 years	Review & destroy	
Governance	Accidents at work	10 years	Review & destroy	
Governance	Risk Assessments	Until relevant	Review and consider transfer to a place of deposit	<a href="http://www.hse.gov.uk/risk/faq.htm">http://www.hse.gov.uk/risk/faq.htm</a>
Governance	Non-Clinical Quality Assurance records	12 years	Review & destroy	

Subject	Type of record	Retention length	Action	Notes
Governance	Patient Advice and Liaison Service (PALS) records	10 years	Review & destroy	
Governance	Policies, strategies and operating procedures including business plans	Life of organisation plus 6 years	Review and consider transfer to a place of deposit	
IT	Equipment maintenance log	6 years	Review & destroy	
IT	CCTV	See ICO Code of Practice	Review & destroy	ICO Code of Practice: <a href="https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf">https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf</a> The length of retention must be determined by the purpose for which the CCTV has been deployed. The recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated.
IT	Equipment monitoring and testing and maintenance work	10 years	Review & destroy	
IT	Inspection of equipment records	11 years	Review & destroy	
IT	Recorded conversation which may later be needed for clinical negligence purposes	3 years	Review & destroy	The period of time cited by the NHS Litigation Authority is 3 years.
IT	Recorded conversation which forms part of the health record	Store as health record	Review & destroy	It is advisable to transfer any relevant information into the main record through transcription or summarisation. Call handlers may perform this task as part of the call. Where it is not possible to transfer clinical information from the recording to the record, the recording must be considered as part of the record and be retained accordingly.
IT	The telephony systems record (not recorded conversations)	1 year	Review & destroy	This is the absolute minimum specified to meet the NHS contractual requirement.
Pathology	Pathology reports/information about specimens and samples	See notes	Review and consider transfer to a place of deposit	This Code is concerned with the information about a specimen or sample. The length of storage of the clinical material will drive the length of time the information about it is to be kept. For more details please see: <a href="https://www.rcpath.org/resourceLibrary/the-retention-and-storage-of-pathological-records-and-specimens--5th-edition-.html">https://www.rcpath.org/resourceLibrary/the-retention-and-storage-of-pathological-records-and-specimens--5th-edition-.html</a> . Retention of samples for clinical purposes can be for as long as there is a clinical need to hold the specimen or sample. Reports should be stored on the patient file. It is common for pathologists to hold duplicate reports. For clinical purposes, this is 8 years after the patient is discharged for an adult or until a child's 25th birthday, whichever is the longer. After 20 years for adult records there must be an appraisal as to the historical importance of the information and a decision made as to whether they should be destroyed or kept for archival value.
Pathology	Blood bank register	30 years minimum	Review and consider transfer to a place of deposit	
Pharmacy	Information relating to controlled drugs	See notes	Review & destroy	NHS England and NHS BSA guidance for controlled drugs can be found at: <a href="http://www.nhsbsa.nhs.uk/PrescriptionServices/1120.aspx">http://www.nhsbsa.nhs.uk/PrescriptionServices/1120.aspx</a> and <a href="https://www.england.nhs.uk/wp-content/uploads/2013/11/som-cont-drugs.pdf">https://www.england.nhs.uk/wp-content/uploads/2013/11/som-cont-drugs.pdf</a> The Medicines, Ethics and Practice (MEP) guidance can be found at the link (subscription required): <a href="http://www.rpharms.com/support/mep.asp#new">http://www.rpharms.com/support/mep.asp#new</a> Guidance from NHS England is that locally held controlled drugs information should be retained for 7 years.  NHS BSA will hold primary data for 20 years and then review. NHS East and South East Specialist Pharmacy Services have prepared pharmacy records guidance including a specialised retention schedule for pharmacy. Please see: <a href="http://www.medicinesresources.nhs.uk/en/Communities/NHS/SPS-E-and-SE-England/Reports-Bulletins/Retention-of-pharmacy-records/">http://www.medicinesresources.nhs.uk/en/Communities/NHS/SPS-E-and-SE-England/Reports-Bulletins/Retention-of-pharmacy-records/</a>
Pharmacy	Pharmacy prescription records	2 years	Review & destroy	See also 'Controlled Drugs'. There will also be an entry in the patient record and a record held by the NHS Business Services Authority. NHS East and South East Specialist Pharmacy Services have prepared pharmacy records guidance including a specialised retention schedule for pharmacy. Please see: <a href="http://www.medicinesresources.nhs.uk/en/Communities/NHS/SPS-E-and-SE-England/Reports-Bulletins/Retention-of-pharmacy-records/">http://www.medicinesresources.nhs.uk/en/Communities/NHS/SPS-E-and-SE-England/Reports-Bulletins/Retention-of-pharmacy-records/</a>
Staff	Duty roster	6 years	Review & destroy	A) Where the record is representative of the personal exposures of identifiable employees, for at least 40 years, or B) In any other case, for at least 5 years.
Staff	Exposure monitoring information	40 years/5 years from the date of the last entry made in it	Review & destroy	
Staff	Occupational Health reports	Keep until 75th birthday or 6 years after the staff member leaves, whichever is sooner	Review & destroy	
Staff	Occupational Health report of staff member under health surveillance	Keep until 75th birthday	Review & destroy	
Staff	Occupational Health report of staff member under health surveillance where they have been subject to radiation doses	50 years from the date of the last entry or until 75th birthday, whichever is longer	Review & destroy	
Staff	Staff record	Keep until 75th birthday (see Notes)	Create staff record summary then review or destroy the main file	This includes (but is not limited to) evidence of the right to work, security checks and recruitment documentation for the successful candidate including job adverts and application forms. May be destroyed 6 years after the staff member leaves or the 75 <sup>th</sup> birthday, whichever is sooner, if a summary has been made.
Staff	Staff Record Summary	75th birthday	Place of deposit should be offered for continued retention or destroy	
Staff	Time sheets (original record)	2 years	Review & destroy	
Staff	Incapacity for work form	3 years from the end of the tax year they relate to	Review & destroy	<a href="https://www.gov.uk/payee-for-employers/keeping-records">https://www.gov.uk/payee-for-employers/keeping-records</a>
Staff	Staff training records	See Notes	Review and consider transfer to a place of deposit	Records of significant training must be kept until 75th birthday or 6 years after the staff member leaves. It can be difficult to categorise staff training records as significant as this can depend on the staff member's role. The IGA recommends: 1) Clinical training records to be retained until 75 <sup>th</sup> birthday or 6 years after the staff member leaves, whichever is the longer; 2) Statutory and mandatory training records to be kept for 10 years after training completed; 3) Other training records keep for 6 years after training completed.