



Records Retention Schedule

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Document Location

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1. Health Records Retention Schedule

This retention schedule details a **Minimum Retention Period** for each type of health record. Records (whatever the media) may be retained for longer than the minimum period.

The following types of record are covered by this retention schedule (regardless of the media on which they are held, including paper, electronic, images and sound, and including all records of NHS patients treated on behalf of the NHS in the private healthcare sector):

- Patient health records (electronic or paper-based, and concerning all specialties, including GP medical records);
- Records of private patients seen on NHS premises;
- Accident & Emergency, birth and all other registers;
- Theatre, minor operations and other related registers;
- X-ray and imaging reports, output and images;
- Photographs, slides and other images;
- Microform (ie microfiche/microfilm); audio and video tapes, cassettes, CD-ROMs, etc;
- E-mails;
- Computerised records; and
- Scanned documents.

If viewed in electronic format, the search facility in Word or PDF can be used to search for particular record types.

Notes

Where an organisation has an existing relationship with an approved Place of Deposit, it should consult the Place of Deposit in the first instance. Where there is no pre-existing relationship with a Place of Deposit, organisations should consult The National Archives.

The coding below denotes the status of the type of record and its retention period:

C = a previously existing record type (i.e. referenced in the previous retention schedule dated March 2006) but a **C**hange to the retention period

N = a **N**ew record type (either not referenced in the previous retention schedule or a more explicit description of a record type than previously published)

S = a previously existing record type, with the **S**ame retention period.

Under Final Action, CW denotes destroy as confidential waste,

TYPE OF HEALTH RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
Ambulance records –patient identifiable component (including paramedic records made on behalf of the Ambulance Service)	10 years (applies to ALL Ambulance Clinical Records) NB Where a patient is transferred to the care of another NHS organisation all relevant clinical information must be transferred to the patients' health record held at that organisation	Limitation Act	CW	N
Audio tapes of calls requesting care (PCT, GP, NHS Direct Records etc)	Retain taped calls for 3 years providing all relevant clinical information has been transferred to the appropriate patient record. Where the information is NOT transferred into a health record, the tapes should be retained for 10 years.	Limitation Act 1980	CW	N
Body release forms	2 years		CW	S
Child Protection Register (records relating to)	Retain until the patient's 26th birthday or 8 years after the patient's death if patient died while in the care of the organisation		CW	C
Children and young people (all types of records relating to children and young people)	Retain until the patient's 25th birthday or 26th if young person was 17 at conclusion of treatment, or 8 years after death. If the illness or death could have potential relevance to adult conditions or have genetic implications, the advice of clinicians should be sought as to whether to retain the records for a longer period		CW	S
Clinical audit records	5 years		CW	S
Clinical Protocol (GP, in-house)	25 years		CW	N
Controlled drug documentation (Moved from Pharmacy Records)	Requisitions – 2 years Registers and CDRBs – 2 years from last entry Extemporaneous preparation worksheets – 13 years Aseptic worksheets (adult) – 13 years	Misuse of Drugs Act 1971 Misuse of Drugs Regulations 2001 Safer management of controlled drugs: a	CW	N

TYPE OF HEALTH RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
	Aseptic worksheets (paediatric) – 26 years External orders and delivery notes – 2 years Prescriptions (inpatients) – 2 years Prescriptions (outpatients) – 2 years Clinical trials 5 years minimum (may be longer for some trials) Destruction of CDs – 7 years Future Regulations may increase the period of time for the storage of records. Please refer to Department of Health http://www.dh.gov.uk/en/index.htm and Royal Pharmaceutical Society of Great Britain http://www.rpsgb.org.uk/ websites for up-to-date information	guide to good practice in secondary care (England). October 2007, Dept of Health, 17th October 2007 http://www.dh.gov.uk/en/Publicationsandstatistics/%20Publications/PublicationsPolicy%20AndGuidance/DH_079618		
Drug trials, records (see Research records)				
Electrocardiogram (ECG) Records	7 years NB Each chart should be labelled with the patient's name and unique identifier. Any over-sized charts could then be stored separately where a report is written into the health records.		CW	N
Homicide/'serious untoward incident' records	30 years		See note 1	S
Notifiable diseases book	6 years		CW	S
Occupational health records (staff)	3 years after termination of employment unless litigation ensues (see Litigation)		CW	S
Health records for classified persons under medical surveillance	50 years from the date of the last entry or age 75, whichever is the longer	Control of Substances Hazardous to Health Regulations 2002	See note 1	S

TYPE OF HEALTH RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
		(reg. 24(3))		
Personal exposure of an identifiable employee monitoring record	40 years from exposure date	See above (reg. 10(5))	See note 1	S
Personnel health records under occupational surveillance	40 years from last entry on the record	Ionising Radiation Regulations 1999 (reg. 11(3))	See note 1	S
Radiation dose records for classified persons	50 years from the date of the last entry or age 75, whichever is the longer	See above (reg. 19(3)(a))	See note 1	S
Occupationally Related Diseases e.g. asbestosis, pneumoconiosis, byssinosis)	10 years after date of last entry in the record	British Thoracic Society's Occupational and Environmental Lung Disease Specialist Advisory Group	CW	N
Serum following needlestick injury or hazardous exposure	2 years			S
Pharmacy records <i>Prescriptions</i> Chemotherapy	Recommendations for the retention of pharmacy records (prepared by the NHS East of England Senior Pharmacy Manager's Network). Notes at the beginning of the retention schedule. 2 years after last treatment (Electronic Patient Records will eventually hold all details)	http://www.pjonline.com/news/recommendations_for_the_retention_of_pharmacy_records	CW	S
Clinical drug trials (non-sponsored)	2 years after the end of the trial			S

TYPE OF HEALTH RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
Unlicensed medicines dispensing record	5 years (Requirement of MHRA Guidance Note No. 14. Permanent record of batch details kept)	MHRA Guidance Note No. 14		N
Resuscitation box	1 year after the expiry of the longest dated item	Applies only to repackaged items (e.g. ampoules separated from outer packaging)		S
Quality Control documentation, certificates of analysis	5 years or 1 year after expiry of batch (whichever is longer)	Article 51(3) Directive 2001/83		S
Refrigerator temperature	1 year (Refrigerator records to be retained for the life of any product stored therein, particularly vaccines)			S
Standard operating procedures	15 years As electronic record – in perpetuity			S
<i>Orders</i> Invoices	6 years See Note 4, Appendix ii)	Limitation Act 1980		S
Order and delivery notes, requisition sheets, old order books	2 years Current financial year plus one See Note 4, Appendix ii)			S
Picking tickets/delivery notes	3 months			S

TYPE OF HEALTH RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
	(i.e. a “reasonable period” – for verification of order only)			
Records/documents related to any litigation	As advised by the organisation's legal advisor. All records to be reviewed. Normal review 10 years after the file is closed		See note 1	S
Records of destruction of individual health records (case notes) and other health-related records contained in this retention schedule (in manual or computer format)	Permanently	BS ISO 15489 (section 9.10)	See note 1	S
Research Records 1. Clinical Trials of Investigational Medicinal Products (CTIMPs)				N
Trial Master File (responsibility of Sponsor & Chief Investigator to ensure that documents are retained) Research Ethics Committee Records Trial Subject's Medical Files (Sponsor & Chief Investigator's responsibility to ensure retained)	Five years after the conclusion of the trial An ethics committee shall retain all the documents relating to a clinical trial on which it gives an opinion for: (a) where the trial proceeds, at least three years from the conclusion of the trial: or (b) where the trial does not proceed, at least three years from the date of the opinion. Five years after the conclusion of the trial There should be a flag or divider in health records for documents pertaining to research indicating that the patient has been recruited to a clinical trial or other research	The Medicines for Human Use (Clinical Trials) Amendment Regulations 2006 – sections 18 and 28. Governance Arrangements for NHS Research Ethics Committees (GAfREC)	CW CW CW	N C C

TYPE OF HEALTH RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
<p>Marketing authorisation (holders must arrange for essential clinical trial documents (including case report forms) other than subject's medical files, to be kept by the owners of the data):</p> <p>Trial subject's medical files</p>	<p>15 yrs after completion or discontinuation of the trial,</p> <p>or</p> <p>Two years after the granting of the last marketing authorisation in the European Community and when there are no pending or contemplated marketing applications in the European Community,</p> <p>or</p> <p>Two years after formal discontinuation of clinical development of the investigational product.</p> <p>Retain in accordance with applicable legislation and in accordance with the maximum period of time permitted by the hospital, institution or private practice</p> <p>NB Documents can be retained for a longer period, however, if required by the applicable regulatory requirements or by agreement with the sponsor. It is the responsibility of the sponsor to inform the hospital, institution or practice as to when these documents no longer need to be retained.</p>	<p>COMMISSION DIRECTIVE 2003/63/EC (brought into UK law by inclusion in The Medicines for Human Use (Fees and Miscellaneous Amendments) Regulations 2003) – section 5.2(c).</p>	<p>CW</p> <p>CW</p>	<p>N</p> <p>N</p>
<p>All other documentation pertaining to the trial (retention of documentation is the responsibility of the sponsor or other owner of the data)</p> <p>Final Report (responsibility of sponsor or subsequent owner's to retain documents)</p>	<p>Retain as long as the product is authorised.</p> <p>Five years after the medicinal product is no longer authorised.</p>		<p>CW</p> <p>CW</p>	<p>N</p>
<p>2. Data Collected in the Course of Research</p> <p>Data collected in the course of research</p>	<p>Retain for an appropriate period, to allow further analysis by the original or other research teams subject to consent, and to support monitoring by regulatory and other authorities.</p>	<p>Research Governance Framework for Health and Social Care –</p>	<p>CW</p>	<p>N</p>

TYPE OF HEALTH RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
		paragraph 2.3.5. Good Research Practice (MRC Ethics Series, 2000, updated 2005) – paragraph 5.2. Personal Information in Medical Research (MRC Ethics Series, 2000, updated 2003) – chapter 7. Data Protection Act 1998 – Part IV, Section 33 (3).		
Risk Assessment Records	Retain the latest risk assessment until a new one replaces it.			N
Scanned records relating to patient care	Retain for the period of time appropriate to the patient/specialty, e.g. children's records should be retained as per the retention period for the records of children and young people; mentally disordered persons (within the meaning of the Mental Health Act 1983) 20 years after the last entry in the record or 8 years after the patient's death if patient died while in the care of the organisation. NB Providing the scanning process and procedures are compliant with BSI's BIP:0008 – Code of Practice for Legal Admissibility and Evidential Weight of Information Stored Electronically once the case notes have been scanned the paper records can be destroyed under confidential conditions.		CW	S
Video records/voice recordings relating to patient care/video records/video-conferencing records related to patient care/DVD records related to patient care	8 years subject to the following exceptions or where there is a specific statutory obligation to retain records for longer periods: Children and young people: Records must be kept until the patient's 25th birthday, or if the patient was 17 at the conclusion of treatment, until their 26th birthday, or until 8 years after the	Guidance on use of video-conferencing in healthcare: http://www.wales.nhs.uk/sites/documents/	The teaching and historical value of such recordings should be	N

TYPE OF HEALTH RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
<p>Includes: Telemedicine records Out of hours records (GP cover) NHS Direct records</p>	<p>patient's death if sooner</p> <p>Maternity: 25 years</p> <p>Mentally disordered persons: Records should be kept for 20 years after the date of last contact between patient/client/service user and any healthcare professional or 8 years after the patient's death if sooner</p> <p>Cancer patients: Records should be kept until 8 years after the conclusion of treatment, especially if surgery was involved. The Royal College of Radiologists has recommended that such records be kept permanently where chemotherapy and/or radiotherapy was given</p>	<p>351/1_multipart_xF8_FF_3_Guidance%20on%20the%20Use%20of%20Videoconferencing%20in%20Healthcare%20Ve_.pdf</p>	<p>considered, especially where innovative procedures or unusual conditions are involved. Video/video-conferencing records should be either permanently archived or permanently destroyed by shredding or incineration (having due regard to the need to maintain patient confidentiality).</p>	
<p>Vulnerable Adults (records for)</p>	<p>Where a patient/client/service user is transferred from the care of one NHS or social care organisation to another, all relevant information must be transferred to the patients' health or social care record held at the receiving organisation and they should then be retained for the period of time appropriate to the specialty.</p> <p>Where a patient/client/service user is assessed by a health or social care professional including ambulance personnel and is identified as a vulnerable adult the professional should follow the protocols for dealing with vulnerable adults in their organisation.</p>		<p>CW</p>	<p>N</p>

2. Business and Corporate Records Schedule – Administrative (Corporate and Organisation)

The following retention schedules detail a Minimum Retention Period for each type of non-health record. The following types of record are covered by this retention schedule (regardless of the media on which they are held, including paper, electronic, images and sound):

- Administrative records (including personnel, estates, financial and accounting records, and notes associated with complaint handling);
- Photographs, slides and other images (non-clinical);
- Microform (i.e. microfiche/microfilm);
- Audio and video tapes, cassettes, CD-ROMs, etc;
- E-mails;
- Computerised records; and
- Scanned documents.

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
Accident forms (see also Litigation dossiers)	10 years		CW	S
Accident register (Reporting of Injuries, Diseases and Dangerous Occurrences register) – see also Incident forms	10 years	Reporting of Injuries, Diseases and Dangerous Occurrences	CW	C

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
		Regulations (reg. 7); Social Security (Claims and Payments) Regulations (reg. 25)		
Advance letters (e.g. DH guidance)	6 years		Destroy	S
Agendas of board meetings, committees, sub-committees (master copies, including associated papers)	30 years		See note 1	S
Agendas (other)	2 years		CW	S
Agreements (see Contracts)				
Ambulance Records – Administrative (i.e. records containing non-clinical details only) e.g. records of journeys	2 years from the end of the year to which they relate		CW	N
Annual/corporate reports	3 years		See note 1	S
Assembly/Parliamentary questions, MP enquiries	10 years		As these documents include all	S

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
			<p>information provided by the organisation in response to a PQ (e.g. background note to the Minister or the Minister may amend the response) all of which may not be used in the response and therefore it will not be in the public domain on House of Commons records they must be destroyed under confidential conditions.</p>	
<p>Audit Records (e.g. Organisational Audits, Records Audits, Systems Audits) – Internal & External in any format (paper, electronic etc)</p>	<p>2 years from the date of completion of the audit</p>		<p>CW</p>	<p>N</p>

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
Business plans, including local delivery plans	20 years		Destroy	S
Catering forms	6 years		CW	S
Close circuit TV images	31 days	Information Commissioner's Code of Conduct	Erase permanently	S
Commissioning decisions Appeal documentation Decision documentation	6 years from date of appeal decision 6 years from date of decision		Destroy under confidential conditions	S S
Complaints (See also litigation dossiers) Correspondence, investigation and outcomes Returns made to DH	8 years from completion of action Files closed annually and kept for 6 years following closure NB: Current policy on the handling of complaints is under review and further guidance will be issued in due course		CW	C
Copyright declaration forms (Library Service)	6 years	Copyright, Designs and Patents Act 1988	CW	N
Data Input Forms (where the data/information has been input to a	2 years		CW	N

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
computer system)				
Diaries (office)	1 year after the end of the calendar year to which they refer		CW	S
Exposure monitoring records	5 years from the date the record was made	Control of Substances Hazardous to Health Regulations 2002 (reg. 10(5))	CW	S
Flexi working hours (personal record of hours actually worked)	6 months		CW	S
Freedom of Information requests	3 years after full disclosure; 10 years if information is redacted or the information requested is not disclosed		CW	S
Health and safety documentation	3 years		CW	S
History of organisation or predecessors, its organisation and procedures (e.g. establishment order)	30 years		See note 1	S
Incident forms	10 years		CW	C
Indices (records management)	Registry lists of public records marked for permanent preservation, or		See note 1	S

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
	containing the record of management of public records – 30 years File lists and document lists where public records or their management are not covered – 30 years		CW	S
Laundry lists and receipts	2 years from completion of audit		CW	S
Library registration forms	2 years after registration		CW	S
Litigation dossiers (complaints including accident/incident reports) Records/documents relating to any form of litigation	10 years Where a legal action has commenced, keep as advised by legal representatives		CW	S
Manuals – policy and procedure (administrative and clinical, strategy documents)	10 years after life of the system (or superseded) to which the policies or procedures refer		Destroy (policy documents may have archival value – see note 1)	S
Maps	Lifetime of the organisation		See note 1	S
Meetings and minutes papers of major committees and sub-committees (master copies)	30 years		See note 1	S
Meetings and minutes papers (other, including reference copies of major	2 years		CW	S

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
committees)				
Mortgage documents (acquisition, transfer and disposal)	6 years after repayment		See note 1	S
Nominal rolls	6 years (maximum)		CW	S
Papers of minor or short-lived importance not covered elsewhere, e.g.: advertising matter covering letters reminders letters making appointments anonymous or unintelligible letters drafts duplicates of documents known to be preserved elsewhere (unless they have important minutes on them) indices and registers compiled for temporary purposes routine reports punched cards other documents that have ceased to be of value on settlement of the matter	2 years after the settlement of the matter to which they relate		CW	S

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
involved				
Patient Advice & Liaison Service (PALS) records	10 years after closure of the case		CW	N
Patient information leaflets	6 years after the leaflet has been superseded		See note 1	C
Patient Surveys (re access to services etc)	2 years		CW	N
Phone Message Books	2 years NB Any clinical information should be transferred to the patient health record		CW	N
Police Statements (made in the context of Accident and Emergency episodes. Statements are requested by the Police to the A&E staff in relation to alleged injuries of or by patients coming through A&E)	10 years (congruent retention period as Incident Forms)		CW	N
Press cuttings	1 year		Destroy (where bound volumes exist, see note 1)	S
Press Releases	7 years		see note 1	N

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
Project files (over £100,000) on termination, including abandoned or deferred projects	6 years		See note 1	S
Project files (less than £100,000) on termination	2 years		CW	S
Project team files (summary retained)	3 years		CW	S
Public Consultations e.g. about future provision of services	5 years		CW	N
Quality assurance records (e.g. Healthcare Commission, Audit Commission, King's Fund Organisational Audit, Investors in People)	12 years		CW	S
Receipts for registered and recorded mail	2 years following the end of the financial year to which they relate		CW	S
Records documenting the archiving, transfer to public records archive or destruction of records	30 years		See note 1	S
Records of custody and transfer of keys	2 years after last entry		CW	S

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
Reports (major)	30 years		See note 1	S
Requests for access to records, other than Freedom of Information or subject access requests	6 years after last action		CW	S
Requisitions	18 months		CW	S
Research ethics committee records	3 years from date of decision		See note 1	C
Serious incident files	30 years		See note 1	S
Specifications (e.g. equipment, services)	6 years	Limitation Act 1980	CW	S
Statistics (including Korner returns, contract minimum data set, statistical returns to DH, patient activity)	3 years from date of submission		Destroy	S
Subject access requests (DPA and AHR)– records of requests	3 years after last action		CW	S
Surgical appliances forms AP 1, 2, 3 and 4	2 years from completion of audit		CW	S
Time sheets (relating to a Group or	6 months		CW	N

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
Department e.g. Ward where the timesheets are kept as a tool to manage resources, staffing levels)				

3. Business and Corporate Records Schedule – Estates / Engineering

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
Buildings and engineering works, including major projects abandoned or deferred – key records (e.g. final accounts, surveys, site plans, bills of quantities)	30 years		See note 1	S
Buildings and engineering works, including major projects abandoned or deferred – town and country planning matters and all formal contract documents (e.g. executed agreements, conditions of contract, specifications, 'as built' record drawings, documents on the appointment and conditions of engagement of private buildings and engineering consultants)	30 years		See note 1	S
Buildings – papers relating to occupation of the building (but not health and safety information)	3 years after occupation ceases	Construction Design Management Regulations 1994	CW	S
Deeds of title	Retain while the organisation has ownership of the building unless a Land Registry certificate has been issued, in which case the deeds should be placed in an archive If there is no Land Registry certificate, the deeds should pass on with the sale		See note 1	S

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
	of the building			
Drawings – plans and buildings (architect signed, not copies)	Lifetime of the building to which they relate		See note 1	S
Engineering works – plans and building records	Lifetime of the building to which they relate		See note 1	S
Equipment – records of non-fixed equipment, including specification, test records, maintenance records and logs	11 years If the records relate to vehicles (ambulances, responder cars, fleet vehicles etc) and where the vehicle no longer exists, providing there is a record that it was scrapped, the records can be destroyed	Consumer Protection Act 1987	CW	N
Inspection reports (e.g. boilers, lifts)	Lifetime of installation If there is any measurable risk of a liability in respect of installations beyond their operational lives, the records should be retained indefinitely		See note 1	S
Inventories of furniture, medical and surgical equipment not held on store charge and with a minimum life of 5 years	Keep until next inventory		See note 1	C
Inventories of plant and permanent or fixed equipment	5 years after date of inventory		See note 1	S
Land surveys/registers	30 years		See note 1	S

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
Leases – the grant of leases, licences and other rights over property	Period of the lease plus 12 years	Limitation Act 1980	CW	S
Maintenance contracts (routine)	6 years from end of contract		CW	S
Manuals (operating)	Lifetime of equipment		Review if issues (eg HSE) are outstanding	S
Medical device alerts	Retain until updated or withdrawn (check MHRA website)	http://www.mhra.org.uk/	CW	S
Photographs of buildings	30 years		See note 1	S
Plans – building (as built)	Lifetime of building		May have historical value – see note 1	S
Plans – building (detailed)	Lifetime of building		May have historical value (see note 1)	S
Plans – engineering	Lifetime of building		See note 1	S
Property acquisitions dossiers	30 years		See note 1	S
Property disposal dossiers	30 years		See note 1	S

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
Radioactive waste	30 years	Radioactive Substances Act 1993	See note 1	S
Site files	Lifetime of site		See note 1	S
Structure plans (organisational charts) i.e. the structure of the building plans	Lifetime of building		See note 1	C
Surveys – building and engineering works	Lifetime of building or installation		See note 1	S

4. Business and Corporate Records Schedule – Financial

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
Accounts – annual (final – one set only)	30 years		See note 1	S
Accounts – minor records (pass books, paying-in slips, cheque counterfoils, cancelled/discharged cheques (for cheques bearing printed receipts, see Receipts), accounts of petty cash expenditure, travel and subsistence accounts, minor vouchers, duplicate receipt books, income records, laundry lists and receipts)	2 years from completion of audit		CW	S
Accounts – working papers	3 years from completion of audit		CW	S
Advice notes (payment)	1.5 years		CW	S
Audit records (internal and external audit) – original documents	2 years from completion of audit		CW	N
Audit reports – internal and external (including management letters, value for money reports and system/final accounts memoranda)	2 years after formal completion by statutory auditor		CW	N
Bank statements	2 years from completion of audit		CW	S

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
Banks Automated Clearing System (BACS) records	6 years after year end		CW	S
Benefactions (records of)	5 years after end of financial year in which the trust monies become finally spent or the gift in kind is accepted. In cases where the Benefaction Endowment Trust fund/capital/interest remains permanent, records should be permanently retained by the organisation		See note 1	S
Bills, receipts and cleared cheques	6 years		CW	S
Budgets (including working papers, reports, virements and journals)	2 years from completion of audit		CW	S
Capital charges data	2 years from completion of audit		CW	S
Capital paid invoices (see Invoices)				
Cash books	6 years after end of financial year to which they relate	Limitation Act 1980	CW	S
Cash sheets	6 years after end of financial year to which they relate	Limitation Act 1980	CW	S
Contracts – financial	Approval files – 15 years Approved suppliers lists – 11 years		CW	C

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
Contracts – non-sealed (property) on termination	6 years after termination of contract	Limitation Act 1980	CW	S
Contracts – non-sealed (other) on termination	6 years after termination of contract	Limitation Act 1980	CW	S
Contracts – sealed (and associated records)	Minimum of 15 years, after which they should be reviewed		See note 1	S
Contractual arrangements with hospitals or other bodies outside the NHS, including papers relating to financial settlements made under the contract (e.g. waiting list initiative, private finance initiative)	6 years after end of financial year to which they relate		CW	S
Cost accounts	3 years after end of financial year to which they relate		CW	S
Creditor payments	3 years after end of financial year to which they relate		CW	S
Debtors' records – cleared	2 years from completion of audit		CW	S
Debtors' records – uncleared	6 years from completion of audit		CW	S
Demand notes	6 years after end of financial year to which they relate		CW	S

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
Estimates, including supporting calculations and statistics	3 years after end of financial year to which they relate		CW	S
Excess fares	2 years after end of financial year to which they relate		CW	S
Expense claims, including travel and subsistence claims, and claims and authorisations	5 years after end of financial year to which they relate		CW	S
Fraud case files/investigations	6 years		CW	S
Fraud national proactive exercises	3 years		CW	S
Funding data	6 years after end of financial year to which they relate		CW	S
General Medical Services payments	6 years after year end		CW	S
Invoices	6 years after end of financial year to which they relate	Limitation Act 1980	CW	S
Ledgers, including cash books, ledgers, income and expenditure journals, nominal rolls, non-exchequer funds records (patient monies)	6 years after end of financial year to which they relate	Limitation Act 1980	CW	S
Non-exchequer funds records (i.e. funding received by the organisation)	30 years Company charities are required by company law to keep their accounts and		Although technically	N

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
that does not directly relate to patient care e.g. charitable funds)	accounting records for at least three years but the Charity Commission recommends that they be kept for at least 6 years. The majority of non-company charities must keep their accounts and accounting records for six years (Part VI Charities Act 1993).		exempt from the Public Records Act, it would be appropriate for authorities to treat these records as if they were not exempt	
Patient Monies (i.e. smaller sums of donated money)	6 years		CW	N
PAYE records	6 years after termination of employment		CW	S
Payments	6 years after year end		CW	S
Payroll (i.e. list of staff in the pay of the organisation)	6 years after termination of employment		CW For superannuation purposes, organisations may wish to retain such records until the subject reaches benefit age	S

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
Positive predictive value performance indicators	3 years		CW	S
Private Finance Initiative (PFI)	30 years		See note 1	S
Receipts	6 years after end of financial year to which they relate	Limitation Act 1980	CW	S
Salaries (see Wages)				
Superannuation accounts	10 years		CW	S
Superannuation registers	10 years		CW	S
Tax forms	6 years		CW	S
Transport (staff pool car documentation)	3 years unless litigation ensues		CW	S
Trust documents without permanent relevance/not otherwise mentioned	6 years		CW	S
Trusts administered by Strategic Health Authorities (terms of)	30 years		See note 1	S
VAT records	6 years after end of financial year to which they relate		CW	S

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
Wages/salary records	10 years after termination of employment		CW For superannuation purposes, organisations may wish to retain such records until the subject reaches benefit age.	S

5. Business and Corporate Records Schedule – IM&T

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
Documentation relating to computer programmes written in-house	Lifetime of software		CW	S
Software licences	Lifetime of software		CW	S

6. Business and Corporate Records Schedule – Other

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
Contractor Applications (Doctors, Dentists, Opticians & Pharmacists)	6 years after end of contract for approvals 6 years for non-approvals.		CW	N
Contractor Records (e.g. Ophthalmic Opticians, Ophthalmic Medical Practitioners, Pharmacists, Pharmacy Premises, General Optical Council amendments to the register, Previous Pharmacy rotas and supporting information (prior to 2005 – new regulations), Copies of previous Pharmacy and Ophthalmic local lists, Correspondence relating to pharmacies supplying oxygen and visiting Residential/Nursing homes (prior to new regulations))	7 years	NHS(General Ophthalmic Services) Regs 1986: A contractor shall keep a proper record in respect of each patient to whom he provides general ophthalmic services, giving appropriate details of sight testing. Subject to paragraph 8(5) a contractor shall retain all such records for a period of seven years, and shall during that period	CW	N

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
		<p>produce them when required to do so by a Primary Care Trust or the Secretary of State.</p> <p>Follow link below for more detail</p> <p>http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/@dh/@en/documents/digitalasset/dh_4101242.pdf</p>		
<p>Doctors Postgraduate Educational Allowance/ Personal Development Plan files and supporting general correspondence – Records kept by PCT's</p>	<p>GP Seniority (prior to 2004 – new regulations)</p>	<p>NHS(General Ophthalmic Services) Regs 1986:</p> <p>A contractor shall keep a proper record in respect of each patient to whom he provides general ophthalmic</p>	<p>CW</p>	<p>N</p>

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
		<p>services, giving appropriate details of sight testing.</p> <p>Subject to paragraph 8(5) a contractor shall retain all such records for a period of seven years, and shall during that period produce them when required to do so by a Primary Care Trust or the Secretary of State.</p> <p>Follow link below for more detail</p> <p>http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/@dh/@en/documents/digitalasset/dh_41</p>		

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
		01242.pdf		
Family Health Service Appeals Authority tribunal and case files	Case files – 10 years Decision records – until individual's 80 th birthday		See note 1 CW	S
GP retirements/moved away	6 years after individual leaves service, at which time a summary of the file must be kept until the individual's 70 th birthday		See note 1	N
Research and development (organisation) I.e. all the organisation's records associated with research and development and not individual trial records or information on patients.	30 years	Medical Research Council	See note 1	N

7. Business and Corporate Records Schedule – Personnel / Human Resources

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
NB Both medical staff records and agency locum's staff records should be treated as personnel records and retained accordingly.				
CVs for non-executive directors (successful applicants)	5 years following term of office		CW	S
CVs for non-executive directors (unsuccessful applicants)	2 years		CW	S
Duty rosters I.e. organisation or departmental rosters, not the ones held on the individual's record.	4 years after the year to which they relate		CW	N
Industrial relations (not routine staff matters), including industrial tribunals	10 years		CW	S
Job advertisements	1 year		Destroy	S
Job applications (successful)	3 years following termination of employment		CW	S

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
Job applications (unsuccessful)	1 year		CW	S
Job descriptions	3 years		CW	S
Leavers' dossiers	<p>6 years after individual has left</p> <p>Summary to be retained until individual's 70th birthday or until 6 years after cessation of employment if aged over 70 years at the time.</p> <p>The summary should contain everything except attendance books, annual leave records, duty rosters, clock cards, timesheets, study leave applications, training plans</p>	<p>The 6 year retention period is to take into account any ET claims, or EL claims that may arise after the employee leaves NHS employment, requests for information from the NHS pensions agency etc. Claims of this nature can include periods of up to 6 years or more prior to the claim and where evidence could be needed from a number of sources, it is</p>	<p>Destroy under confidential conditions</p> <p>See note 1</p>	N

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
		appropriate to retain as much as possible from the original file.		
Letters of appointment	6 years after employment has terminated or until 70th birthday, whichever is later		CW	S
Nurse training records (from hospital-based nurse training schools prior to the introduction of academic-based training)	30 years		See note 1	N
Pension Forms (all)	7 years	HMRC Technical Pension Notes for registered pension schemes under regulation 18 of SI2006/567 – ‘RPSM12300020 – Scheme Administrator Information Requirements and Administration for General Retention of	CW	N

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
		Records'		
<p>Personnel/human resources records – major (e.g. personal files, letters of appointment, contracts, references and related correspondence, registration authority forms, training records, equal opportunity monitoring forms (if retained))</p> <p>NB Includes locum doctors</p>	<p>6 years after individual leaves service, at which time a summary of the file must be kept until the individual's 70th birthday</p> <p>Summary to be retained until individual's 70th birthday or until 6 years after cessation of employment if aged over 70 years at the time.</p> <p>The summary should contain everything except attendance books, annual leave records, duty rosters, clock cards, timesheets, study leave applications, training plans</p>	<p>The 6 year retention period is to take into account any ET claims, or EL claims that may arise after the employee leaves NHS employment, requests for information from the NHS pension's agency etc. Claims of this nature can include periods of up to 6 years or more prior to the claim and where evidence could be needed from a number of sources, it is appropriate to retain as much as possible from the</p>	See note 1	N

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
		original file.		
Personnel/human resources records – minor (e.g. attendance books, annual leave records, duty rosters (i.e. duty rosters held on the individual’s record not the organisation or departmental rosters), clock cards, timesheets (relating to individual staff members)) NB Includes locum doctors	2 years after the year to which they relate		CW	N
Staff car parking permits	3 years		CW	S
Study leave applications	5 years		CW	S
Timesheets (for individual members of staff)	2 years after the year to which they relate NB Timesheets (for all individuals including locum doctors) held on the personnel records are minor records – retain for 2 years. Timesheets held elsewhere – i.e. on the ward retain for 6 months (as the master timesheet is held on the personnel file)		CW	N
Training plans	2 years		CW	S

8. Business and Corporate (Non-Health) Records Schedule – Purchasing / Supplies

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
Approval files (contracts)	6 years after end of the year the contract expired		CW	S
Approved suppliers lists	11 years	Consumer Protection Act 1987	CW	S
Delivery notes	2 years after end of financial year to which they relate		CW	S
Products (liability)	11 years	Consumer Protection Act 1987	CW	S
Stock control reports	18 months		CW	S
Stores records – major (e.g. stores ledgers)	6 years		CW	S
Stores records – minor (e.g. requisitions, issue notes, transfer vouchers, goods received books)	18 months		CW	S

TYPE/SUBTYPE OF RECORD	MINIMUM RETENTION PERIOD	DERIVATION	FINAL ACTION	CODE
Supplies records – minor (e.g. invitations to tender and inadmissible tenders, routine papers relating to catering and demands for furniture, equipment, stationery and other supplies)	18 months		CW	S
Tenders (successful)	Tender period plus 6 year limitation period	Limitation Act 1980	CW	S
Tenders (unsuccessful)	6 years	Limitation Act 1980	CW	S

9. Electronic Record / Audit Trails

- 9.1. Electronic records are supported by audit trails, which record details of all additions, changes, deletions and viewings. Typically, the audit trail will include information on:
- who – identification of the person creating, changing or viewing the record;
 - what – details of the data entry or what was viewed;
 - when – date and time of the data entry or viewing; and
 - where – the location where the data entry or viewing occurred.
- 9.2. Audit trails are important for medico-legal purposes as they enable the reconstruction of records at a point in time. Without its associated audit trail, there is no reliable way of confirming that an entry is a true record of an event or intervention.
- 9.3. NHS Connecting for Health is considering the impact of the retention of audit trail data, e.g. whether it should be retained for at least the same period as the data to which it relates.
- 9.4. Advice and guidance specific to audit trails will be issued in due course on the Department of Health website (<http://www.dh.gov.uk/PolicyandGuidance/OrganisationPolicy/RecordsManagement/>). In the meantime, NHS organisations are advised to retain all audit trails until further notice.

10. Approved Places of Deposit

- 10.1. 'Where an NHS Trust has previously deposited records with a given place of deposit listed here, it should continue to liaise with the same institution unless it receives guidance from The National Archives (TNA) to the contrary. If a Trust is not aware of any previous transfers, or as a result of re-organisation has previously transferred records to more than one place of deposit, it should contact National Advisory Services at TNA (nas@nationalarchives.gov.uk , tel 020 8392 5330 x2620), who will be able to advise which place of deposit should be contacted regarding further transfers. National Advisory Services will also be happy to advise on any other queries regarding the working of the Public Records Act in respect of NHS records.'
- 10.2. A list of all the current appointed Places of Deposit is available on The National Archives website (see below)
<http://www.nationalarchives.gov.uk/archives/deposit.htm>
- 10.3. The current contact details of these institutions are on The National Archives Archon Directory page (see below)
<http://www.nationalarchives.gov.uk/archon/>