

Appendix II: Retention schedule

This appendix sets out the retention period for different types of records relating to health and care records. Where indicated, Appendix III should also be referred to. This sets out further detail relating to the management of specific types and formats of records.

About the retention schedule

The following information is important to ensure the retention schedule is used correctly.

The retention periods listed in this retention schedule must always be considered the minimum period. With justification, a retention period can be extended for the majority of cases, up to 20 years (refer to section five of the Code). For more information, refer to *R v Northumberland County Council and the Information Commissioner* (23 July 2015). This provides assurance that it is legitimate to vary common practice or guidance where a well-reasoned case for doing so is made.

Retention periods begin when the record ceases to be operational. This is usually at the point of discharge from care when the record is no longer required for current on-going business, or the patient or service user has died. There are some exceptions to this rule, whereby the retention begins from the date the record is created (for corporate records, such as policies, the retention may start from the date of publication). These are marked with an asterisk (*) in the schedule and may also contain further information in the notes for that entry.

If a record comes back into use during its retention period, then the retention period will reset and begin again from the end of the second period of use. This may mean that records will look as if they are being kept for longer than the retention times stated here, or even [maximum periods as suggested by law](#), but this is acceptable where retention periods reset due to use (refer to section five of the Code).

The actions following review as set out in the schedule are as follows:

Review and destroy if no longer required

Destroy refers to the confidential and secure destruction of the record with proof of destruction. These will be records with no archival value and there is no longer an ongoing business need to retain them for longer.

Review and dispose of if no longer required

"Dispose of" refers to the secure destruction of a record OR the transferral to the appointed PoD for permanent preservation. A certificate of transfer will be provided as

proof of transfer (and can act as evidence of disposal). Refer to section five of the Code for further information about permanent preservation.

Review and consider transfer to Place of Deposits (PoD)

This refers to records that are more likely to be transferred to the PoD, subject to their discussion and agreement about potential accession. Not all records considered for accession will be taken by the PoD. If the record has been offered and declined to be taken, and it has no further retention value, then it must be securely destroyed. Where you have potentially a new series of records for the PoD, you must discuss accessioning them before any action is taken.

Review and transfer to PoD

This refers to records that should be transferred to the PoD such as trust board minutes and final annual financial report - local agreement will already be in place to accession these.

It is very important that any health and care records are reviewed before they are destroyed. This review should take into account:

- serious incidents which will require records to be retained for up to 20 years as set out in the schedule
- use of the record during the retention period which could extend its retention
- potential for long-term archival preservation - this may particularly be the case where the records relate to rare conditions such as Creutzfeldt-Jakob Disease records or innovative treatments, for example, new cancer treatments

If setting a retention period not covered by this Code, there are a number of factors to consider including:

Legal or regulatory obligations

There may be a specific legal or regulatory reason to keep a record, which may also provide guidance on how long that record needs to be kept to meet that obligation.

Purpose of the record

The reasons you have created the record may also help define how long you need to keep them for. A record created for medico-legal reasons may need to be for a long period of time, whereas a record created for a specific event that has no post-event actions will attract a short retention period.

Number of records

The number of records in a series can help you set a retention period. It is worth noting that the number of records is not directly proportionate to a longer retention period (for

example, the more records created, then the longer they must be kept). It should also be noted that the number of records is also not indicative of historical value. Due to its type, one record may have historical value, where a series of 200+ records might not.

Service delivery

The uniqueness or niche way a service is delivered may lend itself to a longer retention period. PoDs can be interested in taking records relating to services that were delivered in a unique way.

Call or recall of records

If a record or series has a low recall rate, it could be indicative of a shorter retention period. Likewise records that are continually in use may require a longer retention period.

The above list is not exhaustive.

Appendix II: Retention schedule: Care records

This appendix sets out the retention period for different types of records relating to health and care.

The tables below sets out the retention periods for different types of records relating to care records. The retention periods listed in this retention schedule must always be considered the minimum period. Where indicated, Appendix III should also be referred to.

Adult health records not covered by any other section in this schedule

Record type	Adult health records not covered by any other section in this schedule (includes medical illustration records such as x-rays and scans as well as video and other formats. Also includes care plans)
Category	Care record
Retention period	8 years
Disposal action	Review and consider transfer to PoD
Notes	Records involving pioneering or innovative treatment may have archival value, and their long term preservation should be discussed with the local PoD or The National Archives. Also refer to Appendix III: ambulance service records .

Adult social care records (including care plans)

Record type	Adult social care records (including care plans)
Category	Care record
Retention period	8 years
Disposal action	Review and destroy if no longer required

Children's records (including midwifery, health visiting and school nursing)

Record type	Children's records (including midwifery, health visiting and school nursing) : can include medical illustrations, as well as video and audio formats
Category	Care record
Retention period	Up to 25th or 26th birthday
Disposal action	Review and destroy if no longer required
Notes	Retain until 25th birthday, or 26th if the patient was 17 when treatment ended.

Clinical records that pre-date the NHS

Record type	Clinical records that pre-date the NHS (July 1948)
Category	Care record
Disposal action	Review and transfer to PoD
Notes	Contact your local PoD to arrange review and transfer. Records not selected by the PoD must be securely destroyed.

Dental records: clinical care records

Record type	Dental records: clinical care records
Category	Care record
Retention period	11 years (note this changed from 15 years in May 2023 following legal advice)
Disposal action	Review, and destroy if no longer required

Notes	Based on Limitations Act 1980. This applies to all dental care settings and the BSA. This also includes FP17 or FP17O forms.
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Dental records: finance related

Record type	Dental records: finance related
Category	Care record
Retention period	2 years
Disposal action	Review, and destroy if no longer required

Notes	These include PR forms. NHS BSA may retain financial records for a minimum 6 years
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Electronic Patient Record Systems (EPR)

Record type	Electronic Patient Record Systems (EPR)
Category	Care record
Retention period	Refer to notes
Disposal action	Review and destroy if no longer required

Notes	Where the system has the capacity to destroy records in line with the retention schedule, and where a metadata stub can remain, demonstrating the destruction, then the Code should be followed in the same way for digital as well as paper records with a log kept of destruction. If the EPR does not have this capacity, then once records reach the end of their retention period, they should be made inaccessible to system users upon decommissioning. The system, along with the audit trails, should be retained for the retention period of the last entry related to the schedule
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GP patient records: deceased patients

Record type	GP patient records: deceased patients
Category	Care record
Retention period	10 years
Disposal action	Review and destroy if no longer required
Notes	<p>Confidentiality generally continues after death and records should be retained for medico-legal and possible public interest, for example, research reasons. Review retention after 10 years when possible medico-legal reasons will lapse under requirements of the Limitation Act 1980. Destroy if the record holds no value for researchers. Also refer to Appendix III: GP records.</p>

GP patient records: living patients

Record type	GP patient records: living patients
Category	Care record
Retention period	Continual retention
Notes	<p>If the patient has not been seen for 10 years, or a request for transfer to a new GP has not been received, the GP practice should check the Personal Demographics Service (PDS) for indication of death or other reason for no contact. If there is no reason to suggest no contact, then the record must be kept by the GP practice.</p> <p>If however they have:</p> <ol style="list-style-type: none"> 1. Died - refer to the retention table section for GP patient records: deceased patients. 2. Transferred to a new practice - transfer the record to the new practice and delete the record, where possible, once it has transferred (refer to 5.3 of the Code on deletion of records). 3. De-registered and the reason is not known – refer to the retention table section for GP patient records: de-registered cases where the reason is unknown. Also refer to Appendix III GP records.

GP patient records: de-registered cases where the reason is unknown

Record type	GP patient records: de-registered cases where the reason is unknown
Category	Care record
Retention period	100 years
Disposal action	Review and dispose of if no longer required
Notes	<p>These are cases where the patient has de-registered from the practice, but the reason is unknown. It would be good practice for GPs to check if there is a reason for de-registration (death, missed registration at another practice, emigration etc.). It is not suggested that a retrospective check be carried out, but it would be good practice going forward to conduct a check for these cases.</p> <p>Once checked under General Medical Services (GMS) regulations, records should be sent to NHSE via Primary Care Support England (PCSE) operational processes. (Also refer to Appendix III: GP records.)</p>

GP patient registrations form

Record type	GP patient registrations form
Category	Care record
Retention period	6 years after the year of registration
Disposal action	Review and dispose of if no longer required
Notes	<p>These need to be kept for 6 years as GP per capita payments are made based on registered patient numbers. Most GP practices scan the form into the patient's electronic record once it is created. The paper form can be destroyed securely once the minimum retention period has been reached, unless there is another reason to keep the form longer, this would be identified at the review stage.</p>

Integrated records: all organisations contribute to the same single instance of the record

Record

type Integrated records: all organisations contribute to the same single instance of the record

Category Care record

Retention period Retain for period of longest speciality

Disposal action Review and consider transfer to PoD

Notes

The retention time will vary depending upon which type of health and care settings have contributed to the record. Areas that use this model must have a way of identifying the longest retention period applicable to the record

Integrated records: all organisations contribute to the same record, but keep a level of separation

Record type

Integrated records: all organisations contribute to the same record, but keep a level of separation (refer to notes)

Category Care record

Retention period Retain for relevant specialty period

Disposal action Review and consider transfer to PoD

Notes This is where all organisations contribute into the same record system but have their own area to contribute to and the system still shows a contemporaneous view of the patient record

Integrated records: all organisations keep their own records, but enable them to be viewed by other organisations

Record type	Integrated records: all organisations keep their own records, but enable them to be viewed by other organisations
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Category	Care record
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Retention period	Retain for relevant specialty period
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Disposal action	Review and consider transfer to PoD
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Notes	This is the most likely model currently in use. Organisations keep their own records on their patients or service users but can grant 'view only' access to other organisations, to help them provide health and care to patients or service users
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Mental health records including psychology records

Record type	Mental health records including psychology records
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Category	Care record
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Retention period	20 years, or 10 years after death
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Disposal action	Review and consider transfer to PoD
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Notes	<p>Covers records made under the Mental Health Act (MHA) 1983 and 2007 amendments.</p> <p>Records retained solely for any person who has been sectioned under MHA1983 must be considered for longer than 20 years where the case is ongoing, or the potential for recurrence is high, based on local clinical judgment. This applies to records of patients or service users, regardless of whether they have capacity or not</p>
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Obstetrics, maternity, antenatal and postnatal records

Record type	Obstetrics, maternity, antenatal and postnatal records
Category	Care record
Retention period	25 years
Disposal action	Review and destroy if no longer required
Notes	For record keeping purposes, these are considered to be as much the child's record as the parent, so the longer retention period should be considered.

Prison health records

Record type	Prison health records
Category	Care record
Retention period	10 years
Disposal action	Review and destroy if no longer required
Notes	<p>A summary of their prison healthcare is sent to the person's new GP upon release and the record should be considered closed at the point of release.</p> <p>These records are unlikely to have long term archival value and should be retained by the organisations providing care in the prison, or successor organisations if the running of the service changes hands.</p>

Cancer/oncology records: any patient*

Record type	Cancer/oncology records: any patient*
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Category	Care record
Retention period	30 years, or 8 years after death
Disposal action	Review and consider transfer to PoD
Notes	Retention for these records begins at diagnosis rather than the end of operational use. For clinical care reasons, these records must be retained longer in case of re-occurrence. Where the oncology record is part of the main records, then the entire record must be retained.

Contraception, sexual health, family planning, Genito-Urinary Medicine (GUM)

Record type Contraception, sexual health, family planning, Genito-Urinary Medicine (GUM)

Category	Care record
Retention period	8 or 10 years
Disposal action	Review and destroy if no longer required
Notes	<p>8 years for the basic retention requirement but this is increased to 10 in cases of implants or medical devices. If the record relates to a child, then retain in line with children's records.</p> <p>(Also refer to Appendix III: records dealt with under the NHS Trusts and Primary Care Trusts (Sexually transmitted disease) directions 2000)</p>

Creutzfeldt-Jakob Disease: patient records

Record type	Creutzfeldt-Jakob Disease: patient records
Category	Care record
Retention period	30 years or 10 years after death
Disposal action	Review and consider transfer to PoD

Notes

Diagnosis records must be retained for clinical care purposes.

Human Fertility and Embryology Authority (HFEA) records: treatment provided in licenced centres

Record type

Human Fertility and Embryology Authority (HFEA) records: treatment provided in licenced centres

Category Care record

Retention period 3,10, 30 or 50 years

Disposal action Review and destroy if no longer required.

Notes

These retention periods are set out in HFEA guidance.

Long-term illness, or illness that may reoccur: patient records

Record

type Long-term illness, or illness that may reoccur: patient records

Category Care record

Retention period 20 years, or 10 years after death

Disposal action Review and destroy if no longer required

Notes Necessary for continuation of clinical care. The primary record of the illness and course of treatment must be kept where the illness may reoccur or it is a life-long condition such as diabetes, arthritis or Chronic Obstructive Pulmonary Disease.

Sexual Assault Referral Centres (SARC)

Record type	Sexual Assault Referral Centres (SARC)
Category	Care record
Retention period	30 years, or 10 years after death (if known)
Disposal action	Review, and destroy if no longer required
Notes	<p>These records need to be kept for medico-legal reasons because an individual may not be in a position to bring a case against the alleged perpetrator for a long time after the event. Once the retention period is reached, a decision needs to be made about continued retention. Records cannot be kept indefinitely just in case an individual might bring a case. Some individuals may never bring a case and indefinite retention may be seen as a breach of UK GDPR, keeping information longer than necessary. Consideration also needs to be given to the Police and Criminal Evidence Act 1984, Human Tissue Act 2004, and Criminal Procedure and Investigations Act 1996 legal requirements; other laws and regulations may also need to be taken into account.</p>

Appendix II: Retention schedule: Pharmacy

This appendix sets out the retention period for different types of pharmacy records relating to health and care.

The tables below set out the retention periods for different types of records relating to pharmacy records. The retention periods listed in this retention schedule must always be considered the minimum period. Where indicated, Appendix III should also be referred to.

Controlled drugs: registers

Record type	Controlled drugs: registers
Category	Pharmacy
Retention period	2 years, refer to notes
Disposal action	Review and destroy if no longer required
Notes	See Care Quality Commission guidance on controlled drugs

Controlled drugs: order books, requisitions

Record type	Controlled drugs: order books, requisitions
Category	Pharmacy
Retention period	2 years
Disposal action	Review, and destroy if no longer required
Notes	Misuse of Drugs Act 2001

Pharmacy prescription records

Record type	Pharmacy prescription records
Category	Pharmacy
Retention period	2 years
Disposal action	Review and destroy if no longer required
Notes	A record of the prescription will also be held by NHS BSA and there will be an entry on the patient record. Further advice and guidance on pharmacy records can be found on the Specialist Pharmacy Service website

Appendix II: Retention schedule: Pathology

This appendix sets out the retention period for different types of pharmacy records relating to health and care.

The tables below set out the retention periods for different types of records relating to pathology records. The retention periods listed in this retention schedule must always be considered the minimum period. Where indicated, Appendix III should also be referred to.

Pathology reports, information about samples

Record type	Pathology reports, information about samples
Category	Pathology
Retention period	Refer to notes
Disposal action	Review and consider transfer to PoD
Notes	<p>This Code is concerned with the information about a specimen or sample. The length of time clinical material (for example, a specimen) is stored will drive how long the information relating to it is retained. Sample retention can be for as long as there is a clinical need to hold it. Reports should be stored on the patient file.</p> <p>It is common for pathologists to hold duplicate records. For clinical purposes, these should be retained for eight years after discharge or until a child's 25th birthday. If information is retained for 20 years, it must be appraised for historical value, and a decision made about its disposal. (Also refer to Appendix III - specimens and samples)</p>

Appendix II: Retention schedule: Event and transaction record

This appendix sets out the retention period for different types of event and transaction records relating to health and care.

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Blood bank register

Record type	Blood bank register*
Category	Event and transaction record
Retention period	30 years minimum
Disposal action	Review and consider transfer to PoD
Notes	Need to be disposed of if there is no on-going need to retain them, such as the currently ongoing Infected Blood Inquiry, subject to any transfer to the PoD.

Clinical audit

Record type	Clinical audit*
Category	Event and transaction record
Retention period	5 years
Disposal action	Review and destroy if no longer required
Notes	Five years from the year in which the audit was conducted. This includes the reports and data collection sheets/exercise. The data itself will usually be clinical so should be kept for the appropriate retention period, for

example, data from adult health records would be kept for 8 years.

Chaplaincy records

Record type	Chaplaincy records*
Category	Event and transaction record
Retention period	2 years
Disposal action	Review and consider transfer to PoD
Notes	Also refer to corporate governance records

Clinical diaries

Record type	Clinical diaries
Category	Event and transaction record
Retention period	2 years
Disposal action	Review and destroy if no longer required
Notes	Two years after the year to which they relate. Diaries of clinical activity and visits must be written up and transferred to the main patient record. If the information is not transferred from the diary, so the only record of the event is in the diary, then this must be retained for eight years and reviewed. Some staff keep hardback diaries of their appointments or business meetings. If these contain no personal data, they can be disposed of after two years.

Clinical protocols

Record type	Clinical protocols*
Category	Event and transaction record
Retention period	20 years
Disposal action	Review and consider transfer to PoD
Notes	Clinical protocols may have preservational value. They may also be routinely captured in clinical governance meetings which may form part of the permanent record, refer to corporate governance records

Datasets released by NHS England and its predecessors including NHS Digital

Record type	Datasets released by NHS England and its predecessors including NHS Digital
Category	Event and transaction record
Retention period	Delete with immediate effect
Disposal action	Delete with immediate effect
Notes	Delete in line with instructions and guidance on the retention and disposal of data as issued through the Data Access Request Service (DARS) process

Destruction certificates, or electronic metadata destruction stub, or record of clinical information held on physical media

Record type	Destruction certificates, or electronic metadata destruction stub, or record of clinical information held on physical media
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Category	Event and transaction record
Retention period	20 years
Disposal action	Review and consider transfer to PoD
Notes	Destruction certificates created by public bodies are not covered by a retention instrument; if they do not relate to patient care and if a PoD or The National Archives do not accession them. They need to be destroyed after 20 years.

Equipment maintenance log

Record type	Equipment maintenance log
Category	Event and transaction record
Retention period	11 years
Disposal action	Review and destroy and no longer required

General ophthalmic services: patient records related to NHS financial transactions

Record type	General ophthalmic services: patient records related to NHS financial transactions
Category	Event and transaction record
Retention period	6 years
Disposal action	Review and destroy if no longer required

GP temporary resident forms

Record type	GP temporary resident forms
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Category	Event and transaction record
Retention period	2 years
Disposal action	Review and destroy if no longer required
Notes	This assumes a copy has been sent to the responsible GP for inclusion in the GP patient record.

Inspection of equipment records

Record type	Inspection of equipment records
Category	Event and transaction record
Retention period	11 years
Disposal action	Review and destroy if no longer required

Notifiable diseases book

Record type	Notifiable diseases book*
Category	Event and transaction record
Retention period	6 years
Disposal action	Review and destroy if no longer required

Operating theatre records

Record type	Operating theatre records
Category	Event and transaction record
Retention period	10 years

Disposal action	Review and consider transfer to PoD
Notes	10 years from the end of the year to which they relate

Patient property books

Record type	Patient property books
Category	Event and transaction record
Retention period	2 years
Disposal action	Review and destroy if no longer required
Notes	Two years from the end of the year to which they relate

Referrals: NOT ACCEPTED

Record type	Referrals: NOT ACCEPTED
Category	Event and transaction record
Retention period	2 years
Disposal action	Review and destroy if no longer required
Notes	Retention period begins from the DATE OF REJECTION. These are seen as an ephemeral record.

Requests for care funding: NOT ACCEPTED

Record type	Requests for care funding: NOT ACCEPTED
Category	Event and transaction record

Retention period	2 years
Disposal action	Review and destroy if no longer required
Notes	Retention period begins from the DATE OF REJECTION. These are seen as an ephemeral record. Please note: These may have potential PoD interest as what the NHS or social care can or cannot fund can sometimes be an issue of local or national significance and public debate. Refer to Appendix III: individual funding

Screening*: including cervical screening

Record type	Screening*: including cervical screening; where no cancer or illness detected is returned
Category	Event and transaction record
Retention period	10 years
Disposal action	Review and destroy if no longer required
Notes	Where cancer is detected, refer to the cancer or oncology schedule.

Screening: children

Record type	Screening: children
Category	Event and transaction record
Retention period	10 years or 25th birthday

Disposal action	Review and destroy if no longer required
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Notes	Treat as a child health record and retain for either 10 years or up to 25th birthday, whichever is the LONGER
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Smoking cessation

Record type	Smoking cessation
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Category	Event and transaction record
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Retention period	2 years
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Disposal action	Review and destroy if no longer required
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Notes	Retention begins at the end of the 12-week quit period.
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Transplantation records*

Record type	Transplantation records*
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Category	Event and transaction record
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Retention period	30 years
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Disposal action	Review and consider transfer to PoD
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Notes	Refer to guidance issued by the Human Tissue Authority
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Ward handover sheets*

Record type	Ward handover sheets*
Category	Event and transaction record
Retention period	2 years
Disposal action	Review and destroy if no longer required
Notes	This information relates to the ward. Any individual sheets held by staff may be destroyed confidentially at the end of the shift.

Appendix II: Retention schedule: Telephony systems and services

This appendix sets out the retention period for different types of telephony records relating to health and care.

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Recorded conversations:

Record type	Recorded conversations: which may be needed later for clinical negligence or other legal purpose
Category	Telephony systems and services
Retention period	6 years
Disposal action	Review and destroy if no longer required
Notes	Retention period runs from the date of the call and is intended to cover the Limitation Act 1980. Further guidance is issued by NHS Resolution

Recorded conversations: which form part of the health record

Record type	Recorded conversations: which form part of the health record*
Category	Telephony systems and services
Retention period	Treat as a health record
Disposal action	Review and destroy if no longer required
Notes	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

Telephony systems record*

Record type	Telephony systems record*
Category	Telephony systems and services
Retention period	1 year
Disposal action	Review and destroy if no longer required
Notes	This is the minimum specified to meet NHS contractual requirements.

Appendix II: Retention schedule: Birth, death and adoption record

This appendix sets out the retention period for different types of birth, death and adoption records relating to health and care.

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Birth notification to child health

Record type	Birth notification to child health
Category	Birth, death and adoption record
Retention period	25 years
Disposal action	Review and destroy if no longer required
Notes	Retention begins when the notification is received by the child health department. Treat as part of the child's health record if not already stored within the health record

Birth registers

Record type	Birth registers*
Category	Birth, death and adoption record
Retention period	2 years
Disposal action	Review and consider transfer to PoD
Notes	Where registers of all births that have taken place in a particular hospital or birth centre exist, these will have archival value and should be retained for 25 years and

offered to the local PoD at the end of the retention period. Information is also held by the NHS Birth Notification Service electronic system, and by ONS. Other information about a birth must be recorded in the care record

Body release forms

Record type

Body release forms*

Category

Birth, death and adoption record

Retention period

2 years

Disposal action

Review and destroy if no longer required

Death – cause of death certificate counterfoil

Record

type

Death – cause of death certificate counterfoil*

Category

Birth, death and adoption record

Retention period

2 years

Disposal action

Review and destroy if no longer required

Notes

These detail the name of the deceased and suspected cause of death (which initially may be different to the final cause of death as stated on the official death certificate). A death notification certificate is issued if a doctor is satisfied there is no suspicious or unexpected circumstances surrounding the death, and the counterfoil retained by the setting that issued the initial cause of death certificate (which is used to obtain the full death certificate from a registrar of births, death and marriages). Cases referred to the coroner would not be able to issue a certificate as the cause would be unknown. These are unlikely to have archival value.

Death - register information sent to the general registry office on a monthly basis*

Record type	Death - register information sent to the general registry office on a monthly basis*
Category	Birth, death and adoption record
Retention period	2 years
Disposal action	Review and consider transfer to PoD
Notes	A full dataset is available from ONS

Local authority adoption record

Record type	Local authority adoption record (usually held by the LA)*
Category	Birth, death and adoption record
Retention period	100 years
Disposal action	Review and consider transfer to PoD
Notes	The local authority Children's Social Care Team hold the primary record of the adoption process. Consider transferring to PoD only if there are known gaps in the primary local authority record, or the records pre-date 1976. Also refer to Appendix III: adoption records.

Mortuary records of deceased person

Record type	Mortuary records of deceased person
Category	Birth, death and adoption record

Retention period	10 years
Disposal action	Review and consider transfer to PoD
Notes	Retention begins at the end of the year to which they relate

Mortuary register

Record type	Mortuary register*
Category	Birth, death and adoption record
Retention period	10 years
Disposal action	Review and consider transfer to PoD

NHS medicals for adoption records

Record type	NHS medicals for adoption records*
Category	Birth, death and adoption record
Retention period	8 years or 25th birthday

Disposal action Review and consider transfer to PoD

Notes The health reports will feed into the primary record held by the local authority. This means that adoption records held in the NHS relate to reports that are already kept in another file, which is kept for 100 years by the relevant agency or local authority. Consider transferring to PoD only if there are known gaps in the primary local authority record or the records pre-date 1976.
Also refer to Appendix III: adopted persons health records

Post-mortem records*

Record type	Post-mortem records*
Category	Birth, death and adoption record
Retention period	10 years
Disposal action	Review and destroy if no longer required

Notes

The coroner will maintain and retain the primary post-mortem file including the report. Hospital post-mortem records will not need to be kept for the same extended time period as subject to local policy these reports may also be kept in the medical file.

Appendix II: Retention schedule: Clinical trials and research

This appendix sets out the retention period for different types of clinical trials and research relating to health and care.

This appendix sets out the retention period for different types of clinical records relating to health and care. Where indicated, Appendix III should also be referred to. This sets out further detail relating to the management of specific types and formats of records.

Advanced medical therapy research: master file

Record type	Advanced medical therapy research: master file
Category	Clinical trials and research
Retention period	20 years
Disposal action	Review and consider transfer to PoD

Clinical trials: applications for ethical approval

Record type	Clinical trials: applications for ethical approval
Category	Clinical trials and research
Retention period	5 years
Disposal action	Review and consider transfer to PoD

Notes

Master file of a trial authorised under the European portal, under Regulation 536/2014.

For clinical trials records retention refer to the MHRA guidance. The sponsor of the study will be the primary holder of the study file and associated data. This is based on the Medicines for Human Use (Clinical Trials) Amendment Regulations 2006, specifically Regulations 18 and 28.

European Commission Authorisation

Record type	European Commission Authorisation (certificate or letter) to enable marketing and sale within EU member state's area
Category	Clinical trials and research
Retention period	15 years
Disposal action	Review and consider transfer to PoD

Research: datasets

Record type Research: datasets

Category Clinical trials and research

Retention No longer than 20 years
period

Disposal Review and consider transfer to PoD
action

Research: ethics committee's and HRA approval documentation for research proposal and records to process patient information without consent

Record type Research: ethics committee's and HRA approval documentation for research proposal and records to process patient information without consent

Category Clinical trials and research

Retention period 5 years

Disposal action Review and consider transfer to PoD

Notes	This applies to trials where opinions are given to proceed with the trial, or not to proceed. These may also have archival value
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Research: ethics committee's minutes

Record type	Research: ethics committee's minutes (including records to process patient information without consent)
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Category	Clinical trials and research
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Retention period	20 years
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Disposal action	Review and consider transfer to PoD
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Notes	Retention period begins from the year to which they relate and can be as long as 20 years. Committee minutes must be transferred to PoD
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Appendix II: Retention schedule: Corporate governance

This appendix sets out the retention period for different types of corporate governance records relating to health and care.

This appendix sets out the retention period for different types of corporate governance records relating to health and care. Where indicated, Appendix III should also be referred to. This sets out further detail relating to the management of specific types and formats of records.

Board meetings

Record type	Board meetings*
Category	Corporate governance
Retention period	Up to 20 years
Disposal action	Review and consider transfer to PoD
Notes	A local decision can be made on how long to retain the minutes of board meetings, and associated papers linked to the board meeting, but this must not exceed 20 years, and will be required to be transferred to the local PoD or the National Archive for National Bodies.

Board meetings: closed boards

Record type	Board meetings: closed boards*
Category	Corporate governance
Retention period	Up to 20 years
Disposal action	Review and consider transfer to PoD

Notes	Although these may still contain confidential or sensitive material, they are still a public record and must be transferred at 20 years, and any FOI exemptions noted, or indications that the duty of confidentiality applies.
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Chief executive records

Record type	Chief executive records*
Category	Corporate governance
Retention period	Up to 20 years
Disposal action	Review and consider transfer to PoD
Notes	This may include emails and correspondence where they are not already included in board papers

Committees: major, listed in Scheme of delegation or report direct into the board, including major projects

Record type	Committees: major, listed in Scheme of delegation or report direct into the board, including major projects*
Category	Corporate governance
Retention period	Up to 20 years
Disposal action	Review and consider transfer to PoD

Committees: minor, not listed in scheme of delegation

Record type	Committees: minor, not listed in scheme of delegation*
Category	Corporate governance

Retention period	6 years
Disposal action	Review and consider transfer to PoD
Notes	Includes minor meetings, projects, and departmental business meetings. These may have local historical value required transfer consideration.

Corporate records of health and care organisations and providers that pre-date the NHS, July 1948

Record type	Corporate records of health and care organisations and providers that pre-date the NHS, July 1948
Category	Corporate governance
Retention period	-
Disposal action	Review and consider transfer to PoD
Notes	Contact your local PoD to arrange review and transfer. Records not selected by the PoD must be securely destroyed. An example might be the minutes of the hospital board from 1932, or midwifery diaries dated Dec 1922.

Data Protection Impact Assessments (DPIAs)

Record type	Data Protection Impact Assessments (DPIAs)
Category	Corporate governance
Retention period	6 years

Disposal action	Review and destroy if no longer required
Notes	Should be kept for the life of the activity to which it relates, plus six years after that activity ends. If the DPIA was one - off, then 6 years from completion

Destruction certificates or record of information held on destroyed physical media

Record type	Destruction certificates or record of information held on destroyed physical media
Category	Corporate governance
Retention period	Up to 20 years
Disposal action	Review and dispose of if no longer required
Notes	Where a record is listed for potential transfer to PoD have been destroyed without adequate appraisal, consideration should be given to a selection of these as an indicator of what has not been preserved

Electronic metadata destruction stubs

Record type	Electronic metadata destruction stubs
Category	Corporate governance
Retention period	-
Disposal action	-
Notes	Refer to destruction certificates

Incidents: serious

Record type	Incidents: serious
Category	Corporate governance
Retention period	Up to 20 years
Disposal action	Review and consider transfer to PoD
Notes	Retention begins from the date of the Incident; not when the incident was reported

Incidents: not serious

Record type	Incidents: not serious
Category	Corporate governance
Retention period	10 years
Disposal action	Review and destroy if no longer required
Notes	Retention begins from the date of the Incident; not when the incident was reported

Incidents: serious incidents requiring investigation

Record type	Incidents: serious incidents requiring investigation
Category	Corporate governance
Retention period	Up to 20 years

Disposal action	Review and consider transfer to PoD
Notes	<p>These include independent investigations into incidents.</p> <p>These may have permanent retention value so consult with the local PoD. If they are not required, then destroy.</p>

Non-clinical QA records

Record type	Non-clinical QA records
Category	Corporate governance
Retention period	12 years
Disposal action	Review and destroy if no longer required
Notes	Retention begins from the end of the year to which the assurance relates

Patient advice and liaison service (PALS) records

Record type	Patient advice and liaison service (PALS) records
Category	Corporate governance
Retention period	10 years
Disposal action	Review and destroy if no longer required
Notes	Retention begins from the close of the financial year to which the record relates

Patient surveys: individual returns and analysis

Record type	Patient surveys: individual returns and analysis
Category	Corporate governance
Retention period	1 year after return
Disposal action	Review and destroy if no longer required
Notes	May be required again if analysis is reviewed

Patient surveys: final report

Record type	Patient surveys: final report
Category	Corporate governance
Retention period	10 years
Disposal action	Review and consider transfer to PoD
Notes	Organisations may want to keep final reports for longer than the raw data and analysis, for trend analysis over time. This period can be extended, provided there is justification and organisational approval

Policies, strategies and operating procedures, including business plans

Record type	Policies, strategies and operating procedures, including business plans*
Category	Corporate governance

Retention period	Life of organisation plus 6 years
Disposal action	Review and consider transfer to PoD
Notes	Retention begins from when the document is approved, until superseded. If the retention period reaches 20 years from the date of approval, then consider transfer to PoD

Quarterly reviews from NHS trusts

Record type	Quarterly reviews from NHS trusts
Category	Corporate governance
Retention period	6 years
Disposal action	Review and destroy if no longer required
Notes	Retention period in accordance with the Limitation Act 1980

Risk registers

Record type	Risk registers
Category	Corporate governance
Retention period	6 years
Disposal action	Review and destroy if no longer required
Notes	Retention period in accordance with the Limitation Act and corporate awareness of risks

Staff surveys: individual returns and analysis

Record type	Staff surveys: individual returns and analysis
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Category	Corporate governance
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Retention period	1 year after return
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Disposal action	Review and destroy if no longer required
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Notes	Forms are anonymous so do not contain PID unless provided in free text boxes. May be required again if analysis is reviewed
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Staff surveys: final report

Record type	Staff surveys: final report
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Category	Corporate governance
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Retention period	10 years
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Disposal action	Review and consider transfer to PoD
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Notes	Organisations may want to keep final reports for longer than the raw data and analysis, for trend analysis over time. This period can be extended, provided there is justification and organisational approval
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Trust submission forms

Record type	Trust submission forms
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Category	Corporate governance
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Retention period	6 years
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Disposal action	Review and destroy if no longer required
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Notes

Retention period in accordance with the Limitation Act 1980

Appendix II: Retention schedule: Communication

This appendix sets out the retention period for different types of communications records relating to health and care.

This appendix sets out the retention period for different types of communications records relating to health and care. Where indicated, Appendix III should also be referred to. This sets out further detail relating to the management of specific types and formats of records.

Intranet site

Record type	Intranet site*
Category	Communications
Retention period	6 years
Disposal action	Review and consider transfer to PoD

Patient information leaflets

Record type	Patient information leaflets
Category	Communication
Retention period	6 years
Disposal action	Review and consider transfer to PoD
Notes	These do not need to be leaflets from every part of the organisation. A central copy can be kept for potential transfer.

Press releases and important internal communication

Record type	Press releases and important internal communication
Category	Communication
Retention period	6 years
Disposal action	Review and consider transfer to PoD
Notes	Press releases may form part of a significant part of the public record of an organisation which may need to be retained

Public consultations

Record type	Public consultations
Category	Communications
Retention period	5 years
Disposal action	Review and consider transfer to PoD
Notes	Whilst these have a shorter retention period, there may be wider public interest in the outcome of the consultation, particularly where this resulted in changes to the services provided, and so may have historical value.

Website

Record type	Website*
Category	Communications

Retention period	6 years
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Disposal action	Review and consider transfer to PoD
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Notes

The PoD may be able to receive these by a regular crawl.
Consult with the PoD on how to manage the process.
Websites are complex objects, but crawls can be made more effective if certain steps are taken.

Appendix II: Retention schedule: Staff records and occupational health

This appendix sets out the retention period for different types of staff records and occupational health relating to health and care.

This appendix sets out the retention period for different types of staff records and occupational health relating to health and care. Where indicated, Appendix III should also be referred to. This sets out further detail relating to the management of specific types and formats of records.

Duty roster

Record type	
	Duty roster
Category	Staff records and occupational health
Retention period	6 years
Disposal action	Review and if no longer needed destroy
Notes	Retention begins from the close of the financial year

Exposure monitoring information

Record type Exposure monitoring information	
Category	Staff records and occupational health
Retention period	40 years or 5 years from the date of the last entry made in it
Disposal action	Review and if no longer needed destroy
Notes	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

Occupational health report

Record type	Occupational health report
Category	Staff records and occupational health
Retention period	Keep until 75th birthday or 6 years after the staff member leaves which ever is sooner
Disposal action	Review and if no longer needed destroy

Occupational health report of staff member under health surveillance

Record type	Occupational health report of staff member under health surveillance
Category	Staff records and occupational health
Retention period	Keep until 75th birthday
Disposal action	Review and if no longer needed destroy

Occupational health report of staff member under health surveillance where they have been subject to radiation doses

Record type	Occupational health report of staff member under health surveillance where they have been subject to radiation doses
Category	Staff records and occupational health
Retention period	50 years from the date of the last entry or until 75th birthday, whichever is longer
Disposal action	Review and if no longer needed destroy

Staff record

Record type	Staff record
Category	Staff records and occupational health
Retention period	Keep until 75th birthday (see notes)
Disposal action	Review, and consider transfer to PoD
Notes	<p>This includes, but is not limited to, evidence of right to work, security checks and recruitment documentation for the successful candidate including job adverts and application forms. Some PoDs accession NHS staff records for social history purposes. Check with your local PoD about possible accession. If the PoD does not accession them, then the records can be securely destroyed once the retention period has been reached.</p>

Staff record: summary

Record type	Staff record: summary
Category	Staff records and occupational health
Retention period	75th birthday
Disposal action	Review and consider transfer to PoD
Notes	<p>See the good practice box staff record summary used by an organisation. Some organisations create summaries after a period of time since the staff member left (usually 6 years). This practice is ok to continue if this is what currently occurs. The summary, however, needs to be kept until the staff member's 75th birthday, and then consider transferring</p>

to PoD. If the PoD does not require them, then they can be securely destroyed at this point.

Timesheets (original record)

Record type	Timesheets (original record)
Category	Staff records and occupational health
Retention period	2 years
Disposal action	Review and if no longer needed destroy
Notes	Retention begins from creation

Staff training records

Record type	Staff training records
Category	Staff records and occupational health
Retention period	See notes
Disposal action	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 upon the staff member's role. The following is recommended: Clinical training records - to be retained until 75th birthday or six years after the staff member leaves, whichever is the longer. Statutory and mandatory training records - to be kept for ten years after training completed. Other training records - keep for six years after training completed.

Disciplinary records

Record type	Disciplinary records
Category	Staff records and occupational health
Retention period	Retain for 6 years
Disposal action	Review and destroy if no longer required
Notes	Retention begins once the case is heard and any appeal process completed. The record may be retained for longer, but this will be a local decision based on the facts of the case. The more serious the case, the more likely it will attract a longer retention period. Likewise, a one-off incident may need to only be kept for the minimum time stated. This applies to all cases, regardless of format

Appendix II: Retention schedule: Procurement

This appendix sets out the retention period for different types of telephony records relating to health and care.

This appendix sets out the retention period for different types of procurement records relating to health and care. Where indicated, Appendix III should also be referred to. This sets out further detail relating to the management of specific types and formats of records.

Contracts sealed or unsealed

Record type	Contracts sealed or unsealed
Category	Procurement
Retention period	Retain for 6 years after the end of the contract
Disposal action	Review and if no longer needed destroy

Contracts - financial approval files

Record type	Contracts - financial approval files
Category	Procurement
Retention period	Retain for 15 years after the end of the contract
Disposal action	Review and destroy if no longer required

Contracts - financial approved suppliers documentation

Record type	Contracts - financial approved suppliers documentation
Category	Procurement
Retention period	Retain for 11 years after the end of the contract
Disposal action	Review and if no longer needed destroy

Tenders (successful)

Record type

Tenders (successful)

Category

Procurement

Retention period

Retain for 6 years after the end of the contract

Disposal action

Review and if no longer needed destroy

Tenders (unsuccessful)

Record type

Tenders (unsuccessful)

Category

Procurement

Retention period

Retain for 6 years after the end of the contract

Disposal action

Review and if no longer needed destroy

Appendix II: Retention schedule: Estates

This appendix sets out the retention period for different types of estates records relating to health and care.

This appendix sets out the retention period for different types of estates records relating to health and care. Where indicated, Appendix III should also be referred to. This sets out further detail relating to the management of specific types and formats of records.

About the retention schedule

The following information is important to ensure the retention schedule is used correctly

The following information is important to ensure the retention schedule is used correctly

The retention periods listed in this retention schedule must always be considered the minimum period. With justification, a retention period can be extended for the majority of cases, up to 20 years (refer to section five of the Code). For more information, refer to R v Northumberland County Council and the Information Commissioner (23 July 2015). This provides assurance that it is legitimate to vary common practice or guidance where a well-reasoned case for doing so is made.

Retention periods begin when the record ceases to be operational. This is usually at the point of discharge from care when the record is no longer required for current on-going business, or the patient or service user has died. There are some exceptions to this rule, whereby the retention begins from the date the record is created (for corporate records, such as policies, the retention may start from the date of publication). These are marked with an asterisk (*) in the schedule and may also contain further information in the notes for that entry.

If a record comes back into use during its retention period, then the retention period will reset and begin again from the end of the second period of use. This may mean that records will look as if they are being kept for longer than the retention times stated here, or even [maximum periods as suggested by law](#), but this is acceptable where retention periods reset due to use (refer to section five of the Code).

The actions following review as set out in the schedule are as follows:

Review and destroy if no longer required

Destroy refers to the confidential and secure destruction of the record with proof of destruction. These will be records with no archival value and there is no longer an ongoing business need to retain them for longer.

Review and dispose of if no longer required

"Dispose of" refers to the secure destruction of a record OR the transferral to the appointed PoD for permanent preservation. A certificate of transfer will be provided as proof of transfer (and can act as evidence of disposal). Refer to section five of the Code for further information about permanent preservation.

Review and consider transfer to PoD

This refers to records that are more likely to be transferred to the PoD, subject to their discussion and agreement about potential accession. Not all records considered for accession will be taken by the PoD. If the record has been offered and declined to be taken, and it has no further retention value, then it must be securely destroyed. Where you have potentially a new series of records for the PoD, you must discuss accessioning them before any action is taken.

Review and transfer to PoD

This refers to records that should be transferred to the PoD such as trust board minutes and final annual financial report - local agreement will already be in place to accession these.

It is very important that any health and care records are reviewed before they are destroyed. This review should take into account:

- serious incidents which will require records to be retained for up to 20 years as set out in the schedule
- use of the record during the retention period which could extend its retention
- potential for long-term archival preservation - this may particularly be the case where the records relate to rare conditions such as Creutzfeldt-Jakob Disease records or innovative treatments, for example, new cancer treatments

If setting a retention period not covered by this Code, there are a number of factors to consider including:

Legal or regulatory obligations

There may be a specific legal or regulatory reason to keep a record, which may also provide guidance on how long that record needs to be kept to meet that obligation.

Purpose of the record

The reasons you have created the record may also help define how long you need to keep them for. A record created for medico-legal reasons may need to be for a long period of time, whereas a record created for a specific event that has no post-event actions will attract a short retention period.

Number of records

The number of records in a series can help you set a retention period. It is worth noting that the number of records is not directly proportionate to a longer retention period (for example, the more records created, then the longer they must be kept). It should also be noted that the number of records is also not indicative of historical value. Due to its type, one record may have historical value, where a series of 200+ records might not.

Service delivery

The uniqueness or niche way a service is delivered may lend itself to a longer retention period. PoDs can be interested in taking records relating to services that were delivered in a unique way.

Call or recall of records

If a record or series has a low recall rate, it could be indicative of a shorter retention period. Likewise records that are continually in use may require a longer retention period.

The above list is not exhaustive.

Building plans, including records of major building works

Record type	Building plans, including records of major building works
Category	Estates
Retention period	Review and consider transfer to PoD
Disposal action	Building plans and records of works are potentially of historical interest and where possible, should be kept and transferred to the local PoD

Closed circuit television (CCTV)

Record type	Closed circuit television (CCTV)
Category	Estates
Retention period	Refer to ICO guidance on CCTV and Video surveillance

Disposal action	Review and destroy if no longer required
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Notes

The length of retention must be determined by the purpose for which the CCTV has been used. CCTV footage must remain viewable for the length of time it is retained, and where possible, systems should have redaction or censoring functionality to be able to blank out the faces of people who are captured by the CCTV, but not subject to the access request, for example, police reviewing CCTV as part of an investigation

Equipment monitoring, and testing and maintenance work where ASBESTOS is a factor

Record type

Equipment monitoring, and testing and maintenance work where ASBESTOS is a factor

Category	Estates
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Retention period	40 years
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Disposal action	Review and if no longer needed destroy
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Notes	<p>Retention begins from the completion of the monitoring or testing.</p> <p>This includes records of air monitoring and health records relating to asbestos exposure, as required by the Control of Asbestos Regulations 2012.</p>
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Equipment monitoring : general testing and maintenance work

Record type

Equipment monitoring : general testing and maintenance work

Category	Estates
Retention period	Lifetime of installation
Disposal action	Review and destroy if no longer required
Notes	Retention begins from the completion of the testing and maintenance.

Inspection reports

Record type	Inspection reports
Category	Estates
Retention period	Lifetime of installation
Disposal action	Review and dispose of if no longer required
Notes	Retention begins at the END of the installation period. Building inspection records need to comply with the Construction (Design and Management) Regulations 2015.

Leases

Record type	Inspection reports
Category	Estates
Retention period	Lifetime of installation
Disposal action	Review and dispose of if no longer required

Notes

Retention begins at the END of the installation period.
Building inspection records need to comply with the
Construction (Design and Management) Regulations 2015.

Minor building works

Record type	Minor building works
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Category	Estates
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Retention period	6 years
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Disposal action	Review and dispose of if no longer required
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Notes	Retention begins at the point of WORKS COMPLETION
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Photographic collections: service locations, events and activities

Record type	Photographic collections: service locations, events and activities
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Category	Estates
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Retention period	Up to 20 years
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Disposal action	Review and consider transfer to PoD
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Notes	These provide a visual historical legacy of the running and operation of an organisation. They may also provide secondary uses, such as use in public inquiries
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Radioactive records

Record type	Radioactive records
Category	Estates
Retention period	30 years
Disposal action	Review and dispose of if no longer required
Notes	<p>Retention begins at the CREATION of the waste.</p> <p>If a person handling radioactive waste is exposed to radiation (accidental or otherwise), then the records relating to that person must be kept until they reach 75 years of age or would have attained that age. In any event, records must be kept for at least 30 years from the date of dosing or accident. This also includes patients or service users who require medical exposure to radiation, as required by the Ionising Radiation Regulations 2017.</p>

Sterilix Endoscopic Disinfector Daily Water Cycle Test, Purge Test, Ninhydrin Test

Record type	Sterilix Endoscopic Disinfector Daily Water Cycle Test, Purge Test, Ninhydrin Test
Category	Estates
Retention period	11 years
Disposal action	Review and dispose of if no longer required
Notes	Retention begins from the DATE OF TEST

Surveys: building or installation, not patient surveys

Record type	Surveys: building or installation, not patient surveys
Category	Estates
Retention period	Lifetime of installation or building
Disposal action	Review and consider transfer to PoD
Notes	Retention period begins at the END of INSTALLATION period. See <u>Inspection reports</u> for legal basis for these records.

Appendix II: Retention schedule: Finance

This appendix sets out the retention period for different types of finance records relating to health and care.

This appendix sets out the retention period for different types of finance records relating to health and care. Where indicated, Appendix III should also be referred to. This sets out further detail relating to the management of specific types and formats of records.

Accounts

Record type Accounts	
Category	Finance
Retention period	3 years
Disposal action	Review and destroy if no longer required
Notes	Retention begins at the CLOSE of the financial year to which they relate. Includes all associated documentation and records for the purpose of audit.

Benefactions

Record type Benefactions	
Category	Finance
Retention period	8 years
Disposal action	Review and consider transfer to PoD
Notes	These may already be in the financial accounts and may be captured in other reports, records or committee papers. Benefactors, endowments, trust fund or legacies should be offered to the local PoD.

Debtors' records: CLEARED

Record type	Debtors' records: CLEARED
Category	Finance
Retention period	2 years
Disposal action	Review and destroy if no longer required
Notes	Retention begins at the CLOSE of the financial year to which they relate

Debtors' records : NOT CLEARED

Record type	Debtors' records : NOT CLEARED
Category	Finance
Retention period	6 years
Disposal action	Review and destroy if no longer required
Notes	Retention begins at the CLOSE of the financial year to which they relate

Donations

Record type	Inspection reports
Category	Finance
Retention period	6 years

Disposal action	Review and dispose of if no longer required
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Notes	Retention begins at the CLOSE of the financial year to which they relate.
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Expenses

Record type	Expenses
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Category	Finance
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Retention period	6 years
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Disposal action	Review and dispose of if no longer required
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Notes	Retention begins at the CLOSE of the financial year to which they relate
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Final annual accounts report

Record type	Final annual accounts report*
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Category	Finance
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Retention period	Up to 20 years
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Disposal action	Review and transfer to PoD
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Notes	These should be transferred when practically possible, after being retained locally for a minimum of 6 years. Ideally, these will be transferred with board papers for that year to keep a complete set of governance papers
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Financial transaction records

Record type	Financial transaction records
Category	Finance
Retention period	6 years
Disposal action	Review and destroy if no longer required
Notes	Retention begins at the CLOSE of the financial year to which they relate

Invoices

Record type	Retention begins at the CLOSE of the financial year to which they relate
Category	Finance
Retention period	6 years from end of the financial year they relate to
Disposal action	Review and dispose of if no longer required

Petty cash

Record type	Petty cash
Category	Finance
Retention period	2 years

Disposal action	Review and dispose of if no longer required
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Notes	Retention begins at the CLOSE of the financial year to which they relate
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Private Finance Initiatives (PFI) files

Record type	Private Finance Initiatives (PFI) files
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Category	Finance
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Retention period	Lifetime of PFI
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Disposal action	Review and consider transfer to PoD
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Notes	Retention begins at the END of the PFI agreement. This applies to the key papers only in the PFI
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Staff salary information or files

Record type	Staff salary information or files
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Category	Finance
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Retention period	10 years
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Disposal action	Review and destroy if no longer required
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Notes	Retention begins at the CLOSE of the financial year to which they relate.
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Superannuation records

Record type	Superannuation records
Category	Finance
Retention period	10 years
Disposal action	Review and destroy if no longer required
Notes	Retention begins at the CLOSE of the financial year to which they relate.

Appendix II: Retention schedule: Legal, complaints and information rights

This appendix sets out the retention period for different types of legal, complaints and information rights records relating to health and care.

This appendix sets out the retention period for different types of legal, complaints and information rights records relating to health and care. Where indicated, Appendix III should also be referred to. This sets out further detail relating to the management of specific types and formats of records.

Complaints, case files

Record type	Complaints, case files
Category	Legal, complaints and information rights
Retention period	10 years
Disposal action	Review and destroy if no longer required

Fraud: case files

Record type	Fraud: case files
Category	Legal, complaints and information rights
Retention period	10 years
Disposal action	Review and destroy if no longer required

Freedom of Information (FOI) requests

Record type	Freedom of Information (FOI) requests, responses to the request and associated correspondence
Category	Legal, complaints and information rights
Retention period	3 years

Disposal action	Review and destroy if no longer required
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Freedom of Information (FOI) requests: where there has been an appeal

Record type	Freedom of Information (FOI) requests: where there has been an appeal
Category	Legal, complaints and information rights
Retention period	6 years
Disposal action	Review and destroy if no longer required

Industrial relations: including tribunal case records

Record type	Industrial relations: including tribunal case records
Category	Legal, complaints and information rights
Retention period	10 years
Disposal action	Review and consider transfer to PoD

Litigation records

Record type	Litigation records
Category	Legal, complaints and information rights
Retention period	10 years
Disposal action	Review and consider transfer to PoD

Software licences

Record type	Software licences
Category	Legal, complaints and information rights
Retention period	Lifetime of licence
Disposal action	Review and destroy if no longer required

Subject access requests (SAR), response, and subsequent correspondence

Record type	Subject access requests (SAR), response, and subsequent correspondence
Category	Legal, complaints and information rights
Retention period	3 years
Disposal action	Review and destroy if no longer required

Subject Access Request (SAR): where there has been an appeal

Record type	Subject access request (SAR): where there has been an appeal
Category	Legal, complaints and information rights
Retention period	6 years from end of the financial year they relate to
Disposal action	Review and dispose of if no longer required

Intel patents, trademarks, copyright, IP

Record type	Intel patents, trademarks, copyright, Intellectual property (IP)
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Category	Legal, complaints and information rights
Retention period	Lifetime of patent, or 6 years from end of licence or action
Disposal action	Review and consider transfer to PoD