

*Protocols, Policies & Procedures*

RECORDS RETENTION POLICY

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| **RECORD** | **RETENTION PERIOD**  **IN YEARS** | **COMMENTS** |
| **Accident reports – refer to Accident/Incident books** | 10 | *Where litigation has been commenced, keep as advised by legal*  *representatives.* |
| **Accounts** - Annual (Final - one set only) | Permanent | *CQC required period is 30 years* |
| **Accounts**  Minor records (pass books; paying-in slips; cheques counterfoils; cancelled/discharged cheques; accounts of petty cash expenditure; travelling and subsistence accounts; minor vouchers; duplicate receipt books and  income records, bills, receipts and cleared cheques | 6 | *Some are 6 years, some are 2 years – check*  [NHSX\_Records\_Management\_CoP\_V7.pdf](https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf)  [Advice on retention - The National Archives](https://www.nationalarchives.gov.uk/information-management/manage-information/policy-process/disposal/advice-on-retention/) |
| **Application Forms / CVs** | 7 months | *Retained for no more than 7 months unless consent obtained* |
| **Buildings, Premises, Engineering Works and General Maintenance work.** |  | *The general principle to be followed in regard to these records is that they should be preserved for the life of the buildings and installations to which they refer.*  [NHSX\_Records\_Management\_CoP\_V7.pdf](https://www.nhsx.nhs.uk/media/documents/NHSX_Records_Management_CoP_V7.pdf)  [Advice on retention - The National Archives](https://www.nationalarchives.gov.uk/information-management/manage-information/policy-process/disposal/advice-on-retention/) |
| **CCTV Images** | 28 days to 3 months | Then record over |
| **Complaints** | 10 | *Where litigations has been commenced, keep as advised by legal*  *representatives* |
| **Computerised Records and Clinical System Records** | 10 | *The recommended minimum retention periods apply to both paper and computerised records, though extra care needs to be taken to prevent corruption or deterioration of the data. Re-recording / migration of data will also need to be considered as equipment and software become obsolete. For guidance, see the Public Record Office guidance,*  *Management and Appraisal of Electronic Records (1998)* |
| **DBS Records** | X | *Retain code and destroy certificate* |

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| **RECORD** | **RETENTION PERIOD**  **IN YEARS** | **COMMENTS** |
| **Patient Paper Health Record (Lloyd George)** | 10 years after  death | *Reviewed on patient death, passed to Primary Care and destroyed 10 years after death* |
| **Incidents - Serious** | 20 |  |
| **Incidents *–* non serious** | 10 |  |
| **Payroll / PAYE records** | 7 | *For superannuation purposes authorities may wish to retain such*  *records until the subject reaches benefit age. Retain for 7 years after termination of employment* |
| **Pension** | 6 | *Minimum of six years [ except for records of opt-outs which must*  *they must keep for four years] in line with Pension Regulator Guidance* |
| **Personnel Files**  **(e.g. Personal files, letters of appointment, contracts, references, evidence of right to work, security checks, recruitment documentation and related correspondence)** | 6 | *Keep for 6 years after subject of file leaves service, or until subject's 100th birthday, whichever is sooner. Only the summary needs to be kept to age 100; remainder of file can be destroyed 6 years after subject leaves service.* |
| **Policies and procedures (general operating policies)** | 3 | *Current version and all previous versions to be retained for a*  *minimum 3 year period. 5 years recommended* |
| **Risk Assessments** | 3 | *Retain three years and ensure that subsequent risk assessments are*  *available* |
| **Rotas and Staff Duty Rosters** | 4 | *4 complete years following the year to which they relate* |
| **Significant event records** | 3 | *Including those to be notified to the CQC* |
| **Telephone recordings** | 28 days to 3 months | *Then record over as a recommendation. Can be kept up to 3 years as recommendation by NHS Litigation Authority* |