

WATTON PLACE CLINIC

RETENTION POLICY

The Practice adopts the Records Management Code of Practice for Health and Social Care 2016 which sets out what people working with or in the NHS organisations in England need to do to manage records correctly.

The information is based on current legal requirements and professional best practice and was published on 20th July 2016 by the Information Governance Alliance (IGA)

Appendix 3 of the Code contains the [detailed retention schedules](#). It sets out how long records should be retained, either due to their ongoing administrative value or as a result of statutory requirement.