

Corporate Records Retention and Disposal Schedule

Corporate Records Retention and Disposal Schedule

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Brief summary of changes since previous published version:

- Removal of references to NHS Improvement due to organisational merger, and update of logo.

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Introduction

- 1.1 The NHS England Corporate Records Retention and Disposal Schedule identifies the main classifications of corporate records held by our organisations and provides appropriate retention rules for each. The Schedule detailed retention guidance for corporate records only, for guidance the retention of clinical records please refer to the guidance within the NHS Records Management Code of Practice 2021 and the NHSE Primary Care Services Records Retention Schedule 2021
- 1.2 This schedule is designed to be flexible enough to permit expansion and is independent of format or media of the records and information. It should be used by all departments within NHS England to manage the information they create and receive. The schedule details how long records should be retained for, and how to manage their storage and disposal.
- 1.3 This schedule is in line with The National Archives (TNA) guidelines for Public Records and the current legal and regulatory framework. Compliance with the Schedule will help to ensure organisational compliance with The UK General Protection Regulations (the UK GDPR), the Data Protection Act 2018 (DPA18) and the Lord Chancellor's Code of Practice on the management of records issued under section 46 of the Freedom of Information Act 2000 (FOIA).
- 1.4 At the time of writing, the Independent Inquiry into Child Sexual Abuse (IICSA) and the Infected Blood Inquiry (IBI) have requested that large parts of the Health and Social Care sector do not destroy any records that are, or may fall into, the remit of their Inquiries. In response to this, holds on the disposal of records have been implemented across NHS England. For further information on this legal hold, please contact the Corporate Records Management Team.

In anticipation of the Public Inquiry into the Government and public sector response to the COVID-19 pandemic a Document Preservation Notice has been issued across NHS England, any routine document destructions policies that are in place should be suspended where COVID-19 records are concerned, until further notice or prior council with the NHS England [Inquiry Team](#).

Retention and Disposal Schedules and the Freedom of Information Act 2000

- 2.1 Retention and disposal schedules are a very important part of accounting for the legitimate absence of information under the Freedom of Information (FOI) Act 2000, and the Data Protection Act 2018. Demonstrating to requesters, or the Information Commissioner, that disposal decisions have been made and implemented following due process, will enable NHS England to defend legitimate records management activity.

Definition

- 3.1 A retention, storage and disposal schedule is a timetable for the planned review of all records to determine their ultimate fate, which is either:

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- Long term retention for records having significant value for the organisation, nationally, or historically,
- Secure destruction of records which the organisation is not obliged to keep for legislative or business reasons

3.2 This schedule lists record types with brief descriptions and their minimum required retention period. Note that retention periods apply to all records regardless of format, including paper, digital and audio records (including meeting minutes recorded using Microsoft Teams). At the end of their retention period, a sample of records from a series should be reviewed before destruction to confirm that they are no longer required.

Record Storage

4.1 At present there is no national contract for the storage of paper records. To keep costs to a minimum and in accordance with the Government's paperless NHS target, which NHS England will endeavour to meet, staff are encouraged to save in electronic format wherever applicable. If you require further information about this process, please contact the Corporate Records Management Team.

4.2 Records should be declared as such in the Collaboration Drives to ensure that they are safeguarded during their Lifecycle. [Records can be declared](#) by selecting the file/files and viewing the Information sidebar. In that area both a retention label can be selected from the picklist, and a sensitivity label can also be applied. This locks the record so it can be viewed for reference but can no longer be edited or amended. The retention of the file/s can then be managed by the Records Management team at the end of the retention date.

Record Disposal

5.1 It is important not to get disposal and destruction confused. Disposal does not necessarily mean destruction, though it is one method of disposal. Disposal is the removal of NHS England's responsibility for the record; this could be through appropriate destruction of the records, or transferral of the records to an approved Place of Deposit. This is likely to be The National Archives and is only appropriate for records of historical or continuing value.

5.2 When records identified as being suitable for disposal, a disposal certificate should be completed and sent to the Corporate Records Management Team for advice on next steps.

5.3 Where records are declared within the Collaboration Drive, the record owner will receive a prompt once the record has reached the end of its retention period. The record owner will then be asked to confirm if the record should be deleted and must complete a [disposal certificate](#) recording the disposition action.

Record Destruction

6.1 The destruction of records is an irreversible act and must be clearly documented. All records identified for disposal will be destroyed under confidential conditions and in

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accordance with NHS England’s Corporate Records Retention and Disposal Schedule and Records Management Guidance – [Disposal of Records](#).

6.2 A decision for destruction of records must be made by the Senior Risk Owner, and / or Information Asset Owner who has knowledge of the relevant business area to which the records relate, in conjunction with the Records Manager. Destruction of records must not take place without recorded agreement from the Corporate Records Manager and completion of a [Disposal Certificate](#). See the [Disposal of Records Guidance](#) for more information and a copy of the certificate.

Retaining records or information beyond the retention period

7.1 The retention periods given in this schedule are the minimum periods for which records must be retained for health and care purposes. In most cases, it will be appropriate to dispose of records once this period has expired, unless the records have been selected for permanent preservation.

If a situation arises where it is necessary to maintain specifically identified individual records, or group of records for longer than the stated minimum, advice must be sought from the Corporate Records Management team. This situation may arise due to:

- public inquiries
- ongoing access request, for example, where the ongoing processing of an access request cuts over the minimum retention period. It would not be acceptable to dispose of a record that is part way through being processed for an access request because the minimum retention period has been reached.
- where there is a continued business need beyond the minimum retention period

Where records contain personal data, the decision to retain must comply with UK GDPR. Approval for continued retention beyond the periods laid out in this Schedule must be sought from the Corporate Records Management team, recorded, made in accordance with formal policies and procedures by authorised staff and set a specific period for further review.

Records for long term preservation

8.1 Records for long term preservation, e.g. investigatory decisions, inquiry reports, significant records concerning government issues should be passed to the Corporate Records Manager for appraisal and possible transfer to The National Archives for continuing retention and storage or [approved Places of Deposit](#).

Information not listed on the Corporate Records Retention Schedule

9.1 Occasionally documents and information held by a department may not be listed on the Corporate Records Retention and Disposal Schedule. This may be because the information does not constitute a corporate record (for example, ephemeral or

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transitory information). Alternatively, it may be because the record is indeed on the schedule, but using different terminology or a wider term (e.g. petty cash records ought to be retained in line with ‘records of financial transactions’)

9.2 In some cases, the documents / information may constitute a clinical record. This Corporate Records Retention Schedule is for Corporate Records only, for guidance the retention of clinical records please refer to the guidance within the [NHS Records Management Code of Practice 2021](#) and the NHSE Primary Care Services Records Retention Schedule 2021

9.3 Identification documentation (ID) is not listed on the Corporate Records Retention and Disposal Schedule as a standalone record. This is because the appropriate retention will depend on the purpose for which the ID was collected. For example, ID collected to verify identity as part of a subject access request should be retained alongside the subject access request record for the recommended retention period. ID collected as evidence of right to work must be retained in line with the minimum retention period for an Employee / Staff record. For further advice please contact the [Corporate Records Management Team](#).

9.4 Many staff will keep personal or informal notes or notebooks as part of their day to day activities. If any critical or important information is captured in personal notes, those notes must be captured and saved centrally. Those working during incidents such as the COVID-19 response and keeping physical notes should ensure that incident related information is recorded in a dedicated book which can be safeguarded.

9.5 If you feel that you hold corporate records that are not covered by the Corporate Records Retention and Disposal Schedule, please contact the [Corporate Records Management Team](#).

Associated documentation

Further Records Management Guidance and information can be found in the Document and Records Management Policy and associated guidance found on [our intranet pages here](#).

Specific relevant guidance relating to this schedule includes:

[Declaring a record on the Collaboration drives](#).

[Disposal of Records guidance](#)

Relevant Legislation and Statutory Codes

11.1 Legislation:

- Public Records Act 1958
- Local Government Act 1972
- Local Government Act 1974
- Limitation Act 1980
- Local Government (Access to Information) Act 1985
- Access to Health Records Act 1990
- Local Government (Wales) Act 1994
- Data Protection Act 2018
- The UK General Data Protection Regulation (UK GDPR)

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- Freedom of Information Act 2000
- Health and Social Care Act 2012
- Inquiries Act (2005)
- Management of Records Code of Practice ([BS 10025:2021](#))

11.2 Statutory codes:

The [Lord Chancellor's Code of Practice on Records Management \(made under Section 46 of the Freedom of Information Act 2000\)](#)

The [NHS Records Management Code of Practice, 2021](#)

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Corporate Records Retention and Disposal Schedule

Record Description	Recommended Minimum Retention	Trigger Point	Derivation	Final Action
1. Audit and Risk				
1.1 Audit Reports	6 years	Date of the report	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
1.2 Non-Clinical Quality Assurance Records - includes: - Assessment correspondence and documentation with Foundation Trusts / Evidence of Assessment Decisions (e.g. QSIR College Records of Assessment Results) - Submissions (e.g. Care Quality Commission, Foundation Trust) - successful and unsuccessful - Compliance Certificates - Discretionary Requirements - Enforcement Undertakings - Assessment documentation (e.g. records detailing Trusts going into / out of special measures and Challenged Providers) - Statutory dissolution / Transfer Orders - Regulatory returns from licensed providers of NHS services (e.g. self-certifications and declarations) - Financial submissions of licensed independent providers of NHS commissioner requested services - Financial submissions of licensed NHS controlled providers - Internal analyses, reports, and communications relating to licensed independent providers of NHS commissioner requested services - Internal analyses, reports, and communications relating to licensed NHS controlled providers	12 years	Date of assurance report	NHS Records Management Code of Practice 2021 (pg. 74)	Review, Archive or Destroy under confidential conditions
1.3 Clinical Audit Records	5 years	Date of audit	NHS Records Management Code of Practice 2021 (pg. 61)	Review, Archive or Destroy under confidential conditions
1.4 Risk Registers	6 years	Until superseded	NHS Records Management Code of Practice 2021 (pg.75)	Review, Archive or Destroy under confidential conditions
1.5 Independent Investigations (e.g. mental health homicides)	20 years	Closure of investigation	NHS Records Management Code of Practice 2021 (pg.74)	Review and consider transfer to a place of deposit
1.6 Independent Provider Monitoring - Applications for an NHS provider licence	6 years	The date a licence application is rejected or the date a live licence is revoked	NHS England	Review, Archive or Destroy under confidential conditions
1.7 Independent Provider Monitoring - Applications for an NHS controlled provider licence	6 years	The date a licence application is rejected or the date a live licence is revoked	NHS England	Review, Archive or Destroy under confidential conditions

Record Description	Recommended Minimum Retention	Trigger Point	Derivation	Final Action
2. CCTV				
2.1 CCTV images	31 days	Date of images	ICO CCTV Code of Practice 2017 (pg.20)	Review, Archive or Destroy under confidential conditions
3. Commissioning				
3.1 Commissioning decisions (including appeal and decision documentation)	6 years	Date of appeal / decision	NHS England	Review, Archive or Destroy under confidential conditions
3.2 List of approved suppliers	15 years	Date of the latest version	NHS Records Management Code of Practice 2021	Review, Archive or Destroy under confidential conditions
3.3 Tender Documentation (unsuccessful)	6 years	Award of tender	NHS Records Management Code of Practice 2021 (pg. 80)	Review, Archive or Destroy under confidential conditions
3.4 Tender Documentation (successful)	6 years	End of contract	NHS Records Management Code of Practice 2021 (pg. 80)	Review, Archive or Destroy under confidential conditions
3.5 Procurement Documentation, including Business Cases / Clarification Questions / ITQs / Statement of Work / Project Costings / Innovation Service Project file (includes application pack, approval evidence, ongoing updates)	6 years	End of financial year to which the record relates	NHS Records Management Code of Practice 2021 (pg. 80)	Review, Archive or Destroy under confidential conditions
3.6 Contracts sealed or unsealed	6 years	Termination of contract	NHS Records Management Code of Practice 2021 (pg. 80)	Review, Archive or Destroy under confidential conditions
3.7 Contracts - financial approval files	15 years	Termination of contract	NHS Records Management Code of Practice (pg. 80)	Review, Archive or Destroy under confidential conditions
3.8 Independent Review Panel file which includes: patient continuing healthcare information in order to make a decision on eligibility for funding made by the relevant CCG, minutes with regards to the decision made by the Panel	6 years	End of financial year	NHS England	Review, Archive or Destroy under confidential conditions
4. Complaints				
4.1 Complaints Records (including correspondence, investigation and outcomes)	10 years	Date of file closure	NHS Records Management Code of Practice 2021 (pg. 86)	Review, Archive or Destroy under confidential conditions
5. Emergency Preparedness, Resilience and Response (EPRR)				

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Record Description	Recommended Minimum Retention	Trigger Point	Derivation	Final Action
5.1 Decision Log, Pocket Log Book, On Call Log Book, Incident-related documents including Debrief Records/Lessons Identified and documents of potential legal interest i.e. major/critical/business continuity/serious incident logs from predecessor organisations, documents presented in court/to coroners, plans, communications, organisational structures and other documents that could fit into this category. Format of records - mixture of paper and electronic.	30 years	Date of last action	NHS England	Review, Archive or Destroy under confidential conditions
5.2 Decision Log, Pocket Book, On Call Log, Log Book, post-exercise reports/Lessons Identified. Format of records - mixture of paper and electronic.	10 years	Date of last action	NHS England	Review, Archive or Destroy under confidential conditions
5.3 Decision Log, Pocket Book, On Call Log, Log Book, on-call-related documents including handover records, reviews/Lessons Identified and documents of potential legal interest i.e. event logs from predecessor organisations, documents presented in court/to coroners, plans, communications, organisational structures and other documents that could fit into this category. Format of records - mixture of paper and electronic.	10 years	Date of last action	NHS England	Review, Archive or Destroy under confidential conditions
5.4 Incident Response Plans, Business Continuity Plans, EPRR Guidance, Standard Operating Procedures, Policy, Strategy, EPRR Core Standards Assurance reviews and reports. Format of records - electronic.	30 years	Date of last action	NHS England	Review, Archive or Destroy under confidential conditions
5.5 Information Sharing Protocols and Memorandum of Understanding, Mutual Aid Agreements, Service Level Agreements. Format of records -mixture of paper and electronic.	10 years	Date of last action	NHS England	Review, Archive or Destroy under confidential conditions
5.6 Local Health Resilience Partnerships and sub-groups- minutes, papers, action logs, Risk Registers. Format of records - electronic.	30 years	Date of last action	NHS England	Review, Archive or Destroy under confidential conditions
5.7 Ambient voice recording, telephone recording in relation to incident coordination centre. Format of records - electronic.	30 years	Date of last action	NHS England	Review, Archive or Destroy under confidential conditions
6. Estates				
6.1 Building plans and records of major building work	6 years	Lifetime of the building or disposal of the asset	NHS Records Management Code of Practice 2021 (pg. 81)	Review and consider transfer to a place of deposit

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Record Description	Recommended Minimum Retention	Trigger Point	Derivation	Final Action
6.2 Records of minor building work	6 years	Completion of the work	NHS Records Management Code of Practice 2021 (pg. 82)	Review, Archive or Destroy under confidential conditions
7. Finance				
7.1 Finance – Accounting				
7.1.1 Records of financial transactions, including: Invoices Statement Receipts Expense claims Budget forecasting Financial analysis Grant documents for mergers / acquisitions Timesheets / Staff Rotas	6 years	End of financial year	NHS Records Management Code of Practice 2021 (pg. 84)	Review, Archive or Destroy under confidential conditions
7.1.2 Final annual accounts report	20 years	Date of creation	NHS Records Management Code of Practice 2021 (pg.84)	Transfer to place of deposit.
7.2 Finance – Counter Fraud				
7.2.1 Report papers used in the course of a fraud investigation – proven or unproven	6 years	Completion of investigation / legal proceedings	NHS Records Management Code of Practice 2021 (pg. 86)	Review, Archive or Destroy under confidential conditions
7.2.2 Report papers used in the course of a fraud investigation - where fraud is not proven	6 years	Completion of investigation / legal proceedings	NHS Counter Fraud Authority	Review, Archive or Destroy under confidential conditions
7.3 Finance – Pay & Pensions				
7.3.1 Records of superannuation paid to staff	10 years	End of financial year	NHS Records Management Code of Practice (pg. 85)	Review, Archive or Destroy under confidential conditions
7.3.2 Records of salaries paid to staff	10 years	End of financial year	NHS Records Management Code of Practice (pg. 85)	Review, Archive or Destroy under confidential conditions
7.3.3 Death Benefit Nomination and Revocation Forms	Keep until employee's 100 th birthday	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
7.3.4 Personal payroll history, including record of pay, performance pay, overtime pay, allowances, pay enhancements, other taxable allowances, payment for untaken leave, reduced pay, no pay, maternity leave.	Keep until employee's 100 th birthday	Date of employee leaving	NHS Records Management Code of Practice 2021 (pg. 78)	Review, Archive or Destroy under confidential conditions

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7.3.5 Pensions estimates and awards (Please note: The NHS Pension Agency will routinely keep pension information until the employee's 100th birthday, but employers such as NHSE / NHSI must retain pension records until the 75th birthday in line with the staff record)	Keep until employee's 75th birthday	Date of employee leaving	NHS Records Management Code of Practice 2021 (pg. 78) The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
7.3.6 Central Employee Payroll Records, including: Full name and date of birth. National Insurance Number. Pensionable pay at leaving. Reckonable service for pension purposes (and actual service where this is different, together with reasons for the difference). Reason for leaving and new employer's name (where known). Amount and destination of any transfer value paid. Amount of any refund of NHS Pension Scheme contributions. Amount and date of any Contributions Equivalent Premium paid. All other papers relating to pensionability not listed above (e.g. papers about pensionability of other employment (including war service); extension of service papers; papers about widower's, widower's, children's and other dependant's pension; correspondence with the Cabinet Office, other departments and pension administrators, or the officer and his/her representatives (MP's, union or others) about pension matters.	Keep until employee's 100 th birthday	Date of employee leaving	NHS Records Management Code of Practice 2021 (pg. 78) The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
7.3.7 Added years	Keep until employee's 75th birthday	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
7.3.8 Additional voluntary Contributions (ABC)	Keep until employee's 75th birthday	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
7.3.9 Complete sick absence record showing dates and causes of sick leave [as recorded on ESR, does not include copies of sick notes]	Keep until employee's 75th birthday or 6 years after employee leaving date	Date of employee leaving	NHS Records Management Code of Practice 2021 (pg. 77)	Review, Archive or Destroy under confidential conditions if no longer needed
8 Governance				
8.1 Annual Publications, including: Annual Plans / Annual Plan reviews	20 years	Date of publication / finalisation	NHS Records Management Code of Practice 2021	Review and consider transfer to a Place of Deposit

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8.2 Annual Report and Accounts	20 years	Date of publication / finalisation	NHS Records Management Code of Practice 2021 (pg. 84)	Review and consider transfer to a Place of Deposit
8.3 Consolidated Report to Parliament	20 years	Date of publication / finalisation	NHS Records Management Code of Practice 2021	Review and consider transfer to a Place of Deposit
8.4 Standard Operating Procedures (SOPs)	10 years	Date of publication / finalisation	NHS Records Management Code of Practice 2021	Review and consider transfer to a Place of Deposit
8.5 Policies, strategies and operation procedures - including business plans	Lifetime of organisation + 6 years	Date of publication / finalisation	NHS Records Management Code of Practice 2021 (pg.75)	Review and consider transfer to a place of deposit
8.6 Strategies	10 years	Date of publication / finalisation	NHS Records Management Code of Practice 2021	Review and consider transfer to a Place of Deposit
8.7 Published Guidance and Procedures	20 years	Date of publication / finalisation	NHS Records Management Code of Practice 2021	Review and consider transfer to a Place of Deposit
8.8 Merger Pack	10 years	Date of publication / finalisation		Review and consider transfer to a Place of Deposit
8.9 Improvement Plans	20 years	Date of publication / finalisation	NHS Records Management Code of Practice 2021	Review and consider transfer to a Place of Deposit
8.10 Rules of Procedure	20 years	Date of publication / finalisation	NHS Records Management Code of Practice 2021	Review and consider transfer to a Place of Deposit
8.11 Roll Out Plans for NHS Trusts	20 years	Date of publication / finalisation	NHS Records Management Code of Practice 2021	Review and consider transfer to a Place of Deposit
8.12 Foundation Trust and Trust Governors Register	20 years	Date last updated	NHS Improvement	Review and consider transfer to a Place of Deposit
8.13 National Tariff / Pricing Guidance	20 years	Date of publication / finalisation	NHS Improvement	Review and consider transfer to a Place of Deposit
8.14 Gifts and Hospitality	6 years	Date of gift / hospitality	NHS England	Review, Archive or Destroy under confidential conditions
8.15 General Notification of Interests / Conflicts of Interest Register	6 years	Date last updated	NHS England	Review, Archive or Destroy under confidential conditions
8.16 Annual Reports	20 years	Date of Report	NHS England	Review and consider transfer to place of deposit.
8.17 Performance Reports	10 years	Date of report	NHS England	Review, Archive or Destroy under confidential conditions
8.18 Incidents (not serious)	10 years	Date of incident	NHS Records Management Code of Practice 2021 (pg. 74)	Review, Archive or Destroy under confidential conditions

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8.19 Serious Untoward Incident Reports / Files	20 years	Date of incident	NHS Records Management Code of Practice 2021 (pg. 73)	Review and consider transfer to a place of deposit
8.19 Meeting Minutes - Executive / Board Level	20 years	Date of meeting	NHS Records Management Code of Practice 2021 (pg. 72)	Review and consider transfer to a place of deposit
8.20 Meeting Minutes - Below Executive / Board Level	6 years	Date of minutes	NHS Records Management Code of Practice 2021	Review, Archive or Destroy under confidential conditions
8.21 Terms of Reference - Executive / Board Level	20 years	When group ceases to meet	Public Records Act 1958	Transfer to place of deposit.
8.22 Terms of Reference - Below Executive / Board Level	6 years	When group ceases to meet	NHS England	Review, Archive or Destroy under confidential conditions
9 Health and Safety				
9.1 Accident Books (BI 510) and completed Accident Record forms	10 years	Date of last action	NHS England	Review, Archive or Destroy under confidential conditions
9.2 Copies of Reporting of Injuries, Diseases and Dangerous Occurrences Register (RIDDOR) report forms	12 years	Date of accident report	NHS England	Review, Archive or Destroy under confidential conditions
9.3 Equipment Inspection, Reporting & Maintenance Records, including: Completed Ladders and Stepladders inspection forms Fire alarm and detection system test & maintenance records Inspection and testing of electrical equipment Gas equipment and boiler maintenance records Personal protective equipment issue records Fire evacuation drills Completed Office H&S Inspection Reports	Lifetime of the Installation	Retention begins at the END of the installation period.	NHS Records Management Code of Practice (pg. 81)	Review, Archive or Destroy under confidential conditions Building inspection records need to comply with the Construction (Design and Management) Regulations 2015.
9.4 LOLER examination reports for lifts	20 years	Date of report	NHS England	Review, Archive or Destroy under confidential conditions
9.5 Model Risk Assessment (this covers assessments required under several codes of regulations. Each office must have a copy detailing their local arrangements)	10 years	Date of risk assessment	NHS England	Review, Archive or Destroy under confidential conditions
9.6 Fire certificate	20 years	Date of certificate	NHS England	Review, Archive or Destroy under confidential conditions
9.7 Fixed electrical installation inspections	20 years	Date of inspection	NHS England	Review, Archive or Destroy under confidential conditions

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9.8 Water Sanitation documentation	10 years	Date of occupation ceases	NHS England	Review, Archive or Destroy under confidential conditions
9.9 Water coolers Sanitation	10 years	Date of sanitation check	NHS England	Review, Archive or Destroy under confidential conditions
9.10 Completed Risk Assessments for new or Expectant Mothers	6 years	Date of employee leaving	NHS England	Review, Archive or Destroy under confidential conditions
9.11 Completed H&S Audits for Out stationed staff	6 years	Date of employee leaving	NHS England	Review, Archive or Destroy under confidential conditions
9.12 Fire evacuation drills	3 years	Date of fire evacuation drill	NHS England	Review, Archive or Destroy under confidential conditions
9.13 Completed Office H&S Audit Reports	10 years	Date of report	NHS England	Review, Archive or Destroy under confidential conditions
10 Human Resources				
10.1 Employee / Staff Central Record (includes records for National Directors, Non - Executive Directors, Trust Chairs, Trustees) Including but not limited to contract of employment, changes to terms and conditions, evidence of right to work, security checks and recruitment documentation, job adverts, application forms, job evaluation paperwork, public appointment assessors records, details of work related injuries, details of any exposure to hazardous materials, professional and stat / mand training records, details of special and / or unpaid leave periods, e.g. maternity / paternity / adoption leave)	Keep until employee's 75th birthday	End of contract of employment	NHS Records Management Code of Practice 2021 (p.78)	Create staff record summary and transfer all relevant information, then review or destroy main file
10.2 Employee / Staff Record - Line Management Records (e.g. sick notes, annual leave records, PDR / appraisal / objective monitoring documentation)	6 years	End of contract of employment	NHS Records Management Code of Practice 2021 (p.78)	Review, Archive or Destroy under confidential conditions
10.3 Employee / Staff Record - Summary Record Where a summary is made it must contain as a minimum: a summary of the employment history with dates; pension information including eligibility; details of any work related injury; records of any exposure to hazardous materials (including Lead (Control of Lead at Work Regulations 1980), Asbestos (Control of Asbestos at Work Regulations 1996), Compressed Air (Work in Compressed Air Regulations 1996), Radiation (Ionising Radiation Regulations 1985)); professional training history and professional qualifications related to the delivery of care; list of	Keep until employee's 75th birthday	End of contract of employment	NHS Records Management Code of Practice 2021 (p.78)	Review and consider transfer to a place of deposit

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buildings where the member of staff worked and the dates worked in each location				
10.4 Employee / Staff - Occupational Health Reports	Keep until employee's 75th birthday	Date of employee leaving	NHS Records Management Code of Practice 2021 (pg.77)	Review, Archive or Destroy under confidential conditions
10.5 Employee / Staff - Occupational Health Report of Staff member under health surveillance	Keep until employee's 75th birthday	Date of employee leaving	NHS Records Management Code of Practice 2021 (pg.77)	Review, Archive or Destroy under confidential conditions
10.6 Employee / Staff - Occupational Health Report of Staff member under health surveillance where they have been subject to radiation doses	50 years from the date of last entry, or until employee's 75th birthday, whichever is longer	Date of employee leaving	NHS Records Management Code of Practice 2021 (pg.77)	Review, Archive or Destroy under confidential conditions
10.7 Grievance and / or Disciplinary Case Records	6 years	Closure of investigation and appeal process	NHS Records Management Code of Practice 2021 (pg.79)	Review, Archive or Destroy under confidential conditions
10.8 Employee / Staff Records - Individual Pension Records (Please note: The NHS Pension Agency will routinely keep pension information until the employee's 100th birthday, but employers such as NHSE / NHSI must retain pension records until the 75th birthday in line with the staff record)	Keep until employee's 75th birthday	Date of employee leaving	NHS Records Management Code of Practice 2021	Review, Archive or Destroy under confidential conditions
10.9 Clinical Training Records	Keep until employee's 75th birthday	Date of employee leaving	NHS Records Management Code of Practice 2021 (pg. 79)	Review, Archive or Destroy under confidential conditions
10.10 Statutory and Mandatory Training Records	10 years	Completion of training	NHS Records Management Code of Practice 2021 (pg. 79)	Review, Archive or Destroy under confidential conditions
10.11 Training Records (other, not listed elsewhere in this document)	6 years	Completion of training	NHS Records Management Code of Practice 2021 (pg. 79)	Review, Archive or Destroy under confidential conditions
10.12 Programme evaluation and feedback	6 years	Date of record	NHS Improvement	Review, Archive or Destroy under confidential conditions

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Record Description	Recommended Minimum Retention	Trigger Point	Derivation	Final Action
10.13 Applications – unsuccessful	1 year	Notification of unsuccessful application	NHS England	Review, Archive or Destroy under confidential conditions
10.14 Bringing Back Staff Programme application forms	6 years	Date of application	NHS England	Review, Archive or Destroy under confidential conditions
10.15 Clinical Entrepreneurs Programme application information i.e. application forms, CV and references, video responses to interview questions, recommendation letters	6 years	Date individual leaves the programme	NHS England	Review, Archive or Destroy under confidential conditions
10.16 Clinical Entrepreneurs Programme analysis / scoring of applications	1 year	Date of application	NHS England	Review, Archive or Destroy under confidential conditions
10.17 Clinical Entrepreneurs Programme - Expressions of interest for training	1 year	Date of communication	NHS England	Review, Archive or Destroy under confidential conditions
11 ICT				
11.1 Disaster recovery plans	6 years	Until superseded	NHS England Keep in line with policies	Review, Archive or Destroy under confidential conditions
11.2 Documentation relating to computer programmes written in-house	6 years	End of use of programme	NHS England	Review, Archive or Destroy under confidential conditions
11.3 Software licences	Lifetime of software	Retention begins at the end of the lifetime of the software.	NHS Records Management Code of Practice 2021 (pg. 87)	Review, Archive or Destroy under confidential conditions
11.4 IT Equipment Specifications	6 years	Date of specification	NHS England	Review, Archive or Destroy under confidential conditions
12 Information Governance				
12.1 Data Protection Impact Assessment (DPIA)	6 years	Should be kept from life of the activity to which it relates + 6 years; if relating to a one-off activity then 6 years from completion	NHS Records Management Code of Practice 2021 (pg. 73)	Review, Archive or Destroy under confidential conditions
12.2 Data Processing Agreement	6 years	End of processing	NHS Records Management Code of Practice 2021 (pg. 80)	Review, Archive or Destroy under confidential conditions
13 Legal				
13.1 Litigation dossiers - records/documents relating to any form of litigation / legal advice / legal documents	10 years	Closure of litigation	NHS Records Management Code of Practice 2021 (pg. 87)	Review and consider transfer to a Place of Deposit
13.2 Whistle Blowing records	6 months Immediately	Closure of substantiated investigation Closure of unsubstantiated investigation	Public Interest Disclosure Act 1998 (Recommended IAPP practice)	Review, Archive or Destroy under confidential conditions
13.3 Coroner's Letters	20 years	Date of letter	NHS Improvement	Review, Archive or Destroy under confidential conditions

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Record Description	Recommended Minimum Retention	Trigger Point	Derivation	Final Action
13.4 Recorded conversations – which may be needed later for clinical negligence or other legal purposes	6 years	Date of recording	NHS Records Management Code of Practice 2021 (pg. 66)	Review, Archive or Destroy under confidential conditions
14 Performer List – Currently under review with the business area, for advice and guidance concerning performer list records contact see guidance published on the GMC website , or contact Corporate Records Management				
15 Projects / Programmes				
15.1 Project / Programme Records, including: Issue and Decision Logs Presentations Quarterly Reports Quarterly Reviews Reporting / Reports Planning documents	10 years	Date of completion of the project	NHS Records Management Code of Practice 2021	Review, Archive or Destroy under confidential conditions
15.2 Feasibility Studies	10 years	Date of issue	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
16 Public / Media / Staff Relations				
16.1 Correspondence with branches of the media	7 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
16.2 Reports on media / public relations	7 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
16.3 Press releases	6 years	Date of the press release	NHS Records Management Code of Practice 2021(pg.76)	Review and consider transfer to a place of deposit
16.4 Formal / Statutory / Public Consultations e.g future of the provision of services or National Tariff	6 years	Date of last action	NHS Records Management Code of Practice 2021 (pg. 76)	Review and consider transfer to a place of deposit
16.5 Internal marketing and communications	6 years	Publication date	NHS Records Management Code of Practice 2021(pg. 76)	Review and consider transfer to a place of deposit
16.6 Surveys (patient / staff) - individual responses and analysis - reports	1 year 10 years	Completion of survey	NHS Records Management Code of Practice 2021(pg. 74)	Review, Archive or Destroy under confidential conditions, Retention of report may be extended for trend analysis if justified by the organisation.
16.7 Public facing website	6 years	When superseded / or at significant change / refresh	NHS Records Management Code of Practice 2021 (pg. 76)	Review and consider transfer to a place of deposit
16.8 Organisation Intranet	6 years	When superseded / or at significant change / refresh	NHS Records Management Code of Practice 2021 (pg. 76)	Review and consider transfer to a place of deposit

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Record Description	Recommended Minimum Retention	Trigger Point	Derivation	Final Action
16.9 Information Requests - Freedom of Information / Subject Access Requests / Access to Health Records Requests - requests and responses and any associated correspondence	3 years	Date of disclosure of information	NHS Records Management Code of Practice 2021 (pg. 86)	Review, Archive or Destroy under confidential conditions
16.10 Information Requests - Freedom of Information / Subject Access Requests / Access to Health Records Requests - where there has been an appeal.	6 years	Date of disclosure of information	NHS Records Management Code of Practice 2021 (pg. 86)	Review, Archive or Destroy under confidential conditions
16.11 Photographic Collections – service locations, events and activities	Up to 20 years	When superseded / or at significant change / refresh	NHS Records Management Code of Practice 2021 (pg. 82)	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.
17 Records Management				
17.1 Classification schemes	7 years	Date of classification scheme	NHS England	Review, Archive or Destroy under confidential conditions
17.2 Indexes	7 years	Date of last action	NHS Records Management Code of Practice 2021 (pg. 37)	Retain permanently
17.3 Disposal certificates	7 years	Date of certificate	NHS England	Review, Archive or Destroy under confidential conditions
18 Special Events				
18.1 Visitors book	3 years	Date of last action	NHS England	Review, Archive or Destroy under confidential conditions
18.2 Briefings / Directions - Parliamentary Questions / MP enquires / Department of Health & Social Care	10 years	Date of closure of file	NHS England	Review, Archive or Destroy under confidential conditions
18.3 Special Events - Reports (minor)	7 years	Date of report	NHS England	Review, Archive or Destroy under confidential conditions
18.4 Special Events - Reports (major)	20 years	Date of Report	NHS England	Review, Archive or Destroy under confidential conditions
18.5 Event Registration Records	3 years	Date of event		Review, Archive or Destroy under confidential conditions
19. Leadership Academy				
19.1 Practical information (cohort choice, food allergies etc)	2 years	Date of collection	NHS England	Review, Archive or Destroy under confidential conditions
19.2 Eligibility criteria, personal information, employment information & education attainment, protected characteristics, T&Cs and uploaded documentation on enrolment	6 years	Date of collection	NHS England	Review, Archive or Destroy under confidential conditions
19.3 Historical programme information (Unique identifier, name, contact details & programmes undertaken)/ anonymised statistical data	Not more than 20 years	Date of collection	NHS Records Management Code of Practice 2021	Review, Archive or Destroy under confidential conditions
19.4 Expressions of Interest Forms	1 year	Beginning of next Academic year	NHS England	Review, Archive or Destroy under confidential conditions.
20. Public Health				
20.1 Screening, including cervical records (Cytology Records – variety held – see list in next column)	10 years - For child screening treat as a child health	Date of last action	NHS Records Management Code of Practice 2021 (pg. 64)	Review and if no longer needed destroy

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Record Description	Recommended Minimum Retention	Trigger Point	Derivation	Final Action
	record and retain until 25th birthday or 10 years after the child has been screened whichever is the longer. Where cancer is detected, 30 years or 8 years after the patient has died			
20.2 Screening – children	10 years or 25th birthday - treat as a child health record and retain for either 10 years or up to 25 th birthday, whichever is the LONGER.	Date of last action	NHS Records Management Code of Practice 2021 (pg. 64)	Review and if no longer needed destroy

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