

RECORDS RETENTION POLICY

Document Change/Review History			
Version	Date	Comments	Generated by
2.0	29.05.2018	Updated in line with GDPR requirements	Helen Kingdon (HLK)
2.1	May 2019	No changes made	HLK
2.2	August 2020	Retention period for personnel and pension records amended	HLK

RECORDS RETENTION POLICY

Following good Information Governance procedures, the Data Protection Act 1998 and the General Data Protection Regulation 2018, St Leonard's Practice seeks to ensure that personal data is not kept for longer than necessary for the purpose of which it was processed.

How long is data kept?

Different types of data are kept for different periods depending on what they were originally used for. The table below defines at what point the data is reviewed before a decision is taken on whether to continue storing or to shred the information. The Practice use the NHS Code of Practice Part 2 Second Edition as its guidance and follows this.

Record	Retention period (years)	Comments	Action at end of retention period
<i>Accident reports</i>	10	Where litigation has been commenced, keep as advised by legal representatives.	Review and if no longer needed, destroy
<i>Accounts</i> - Annual (Final - one set only)	Permanent	CQC required period is 30 years	Review and if no longer needed, destroy
<i>Accounts</i> 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.	6		Review and if no longer needed, destroy
<i>Bills, receipts and cleared cheques</i>	6		Review and if no longer needed, destroy
<i>Buildings and engineering</i>		The general principle to be followed in	

works, Inclusive of major projects abandoned or deferred - town and country planning matters and all formal contract documents (e.g. Executed agreements, conditions of contract, specifications, "as built" record drawings and documents on the appointment and conditions of engagement of private buildings and engineering consultants.		regard to these records is that they should be preserved for the life of the buildings and installations to which they refer.	
Building records (mortgage, transfers, disposal etc)	Permanent		
Buildings and Premises – general maintenance records	3 years		Review and if no longer needed, destroy
Cash Books	6	The Limitation Act, 1980	Review and if no longer needed, destroy
CCTV Images	31 days	Unless retention otherwise justified	Review and if no longer needed, destroy
Clinical Audit records	5		Review and if no longer needed, destroy
Clinical Protocols	25		Review and consider transfer to a place of deposit
Clinical System patient records	Permanent	See NHS Digital on records retention and handling patient information: https://digital.nhs.uk/codes-of-practice-handling-information	See NHS Digital on records retention and handling patient information: https://digital.nhs.uk/codes-of-practice-handling-information

			practice-handling-information
Complaints	10	Where litigations has been commenced, keep as advised by legal representatives	Review and if no longer needed, destroy
Computerised records	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) – see link below		Review and if no longer needed, destroy
Contracts	6	The Limitation Act, 1980	Review and if no longer needed, destroy
Death Certificates and death Records	2		Review and if no longer needed, destroy
Diaries (office)	1		Review and if no longer needed, destroy
Employment Records – see <i>Personnel files and Payroll records below</i>			

<i>Equipment maintenance records</i>	3		Review and if no longer needed, destroy
<i>Electrical Testing records</i>	3		Review and if no longer needed, destroy
<i>Fire safety Records</i>	5		Review and if no longer needed, destroy
<i>Freedom of Information Act Requests</i>	3		Review and if no longer needed, destroy
<i>Fridge Temperature Records</i>	1		Review and if no longer needed, destroy
<i>Funding data</i>	6		Review and if no longer needed, destroy
<i>GMS 1 forms</i>	3	Stored for six months and then shredded. They are scanned onto the patients record.	Review and if no longer needed, destroy
<i>HMRC Information</i>	7		
<i>Insurance certificates</i>	40		Review and if no longer needed, destroy
<i>Job advertisements</i>	1		Review and if no longer needed, destroy
<i>Job applications and descriptions</i> (following termination of employment)	3		Review and if no longer needed, destroy
<i>Job applications and interview records of unsuccessful candidates</i>	1		Review and if no longer needed, destroy

Medical gas storage, transport and safety	3		Review and if no longer needed, destroy
Minutes of Meetings	1		Review and if no longer needed, destroy
Out of Hours Records	3	Where these are held as part of the clinical system the longer period of retention relating to clinical system records applies.	Review and if no longer needed, destroy
Paper Patient Records	20	20 years after last recording. 10 years after death. For patients treated under the Mental Health Act retain for 30 years after last recording.	Return to PCSE for safe storage/destruction under their protocols
Patient Surveys	2		Review and if no longer needed, destroy
Payroll / PAYE records	10	For superannuation purposes authorities may wish to retain such records until the subject reaches benefit age. Retain for 10 years after termination of employment	Review and if no longer needed, destroy Retain pension records indefinitely
Personnel files (e.g. Personal files, letters of appointment, contracts references & related correspondence)	10	Keep for 6 years after subject of file leaves service, or until subject's 70 th birthday, whichever is the later. Only the summary needs to be kept to age 70; remainder of file can be destroyed 6 years after subject leaves service.	Review and if no longer needed, destroy Retain pension records indefinitely
Personnel records of disciplinary matters		Retain them in the file even after they become "inactive". Once staff member leaves, terms above apply	

<i>PGDs</i>	8	The same rules apply to PGD records as to all other patient records. For adults, all PGD documentation must be kept for 8 years, and for children until the child is 25 years old, or 8 years after a child's death. In addition to patient records relating to PGD, local arrangements should be in place to retain the master copies of the PGD, lists of authorised practitioners and records of version numbers.	
<i>Policies, strategies and operating procedures including business plans</i>	Life of organisation plus 6 years	Current version and all previous versions to be retained for the lifetime of the organisation plus 6 years	Review and consider transfer to Place of Deposit.
<i>Policies and Procedures (general operating policies)</i>	3 years	Current version and all previous versions to be retained for a minimum 3 year period. 5 years recommended	Review and if no longer needed, destroy
<i>Purchasing orders excluding medical devices and medical equipment</i>	18 months		Review and if no longer needed, destroy
<i>Purchasing orders - medical devices and medical equipment</i>	11 years		Review and if no longer needed, destroy

RA Forms for Smartcards	6 years after an individual leaves the service or their 70th birthday	To comply with the Registration Authority Department requirement to keep RA forms for a minimum retention period of 6 years after an individual leaves service, at which time a summary of the file must be kept until the individual's 70th birthday, or 6 years after the individual leaves the service whichever is the longer).	
Risk assessments	3	Retain three years and ensure that subsequent risk assessments are available	Review and if no longer needed, destroy
Rotas and staff duty rosters	4	4 complete years following the year to which they relate	Review and if no longer needed, destroy
Significant Event records	3	Including those to be notified to the CQC	Review and if no longer needed, destroy
Superannuation Forms (SD55)	10		Review and if no longer needed, destroy
VAT Records	6	Complete years following the end of a VAT period	Review and if no longer needed, destroy
Water Safety records	5		Review and if no longer needed, destroy