

Corporate Records Retention and Disposal Schedule

Corporate Records Management

NHS England and NHS Improvement Information Reader Box	
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1. Introduction

- 1.1 The NHS England and NHS Improvement Corporate Records Retention and Disposal Schedule identifies the main classifications of corporate records held by our organisations and provides appropriate retention rules for each.
- 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 and NHS Improvement 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 [Information Governance Alliance's Records Management Code of Practice for Health and Social Care 2016](#), 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 General Data Protection Regulations (the 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 Information Governance Alliance's Records Management Code of Practice for Health and Social Care 2016 is under review by NHSX, and it is expected that an updated Code of Practice will be published in due course. This joint NHS England and NHS Improvement Records Retention and Disposal Schedule will be updated in line with any changes in an updated Code of Practice.
- 1.5 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, a blanket hold on the disposal of all records has been implemented across NHS England and NHS Improvement. For further information on this legal hold, please contact the [Corporate Records Management Team](#).

2. 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. Demonstrating to requesters or the Information Commissioner that disposal decisions have been made and implemented following due process, will enable NHS England and NHS Improvement to defend legitimate records management activity from undue criticism under FOI.
- 2.2 Successful compliance with FOI legislation requires the highest standards of records management; records created in response to FOI enquiries serve as evidence of NHS England and NHS Improvement's compliance with its legal and statutory

obligations. These records could be subject to an FOI enquiry, like any other information NHS England and / or NHS Improvement hold and may come under external scrutiny. Such records may also form part of an evidential record in the event of a complaint to the Information Commissioner or an appeal to the First Tier Information Tribunal.

3. 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:

- 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. 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.

4. 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 and NHS Improvement 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 Digital records created by NHS England should be uploaded to the Corporate Electronic Records Management System (ERMS). When records are uploaded to the ERMS, retention is automatically applied.

4.3 Digital records created by NHS Improvement should be declared as records within ORIS, with the appropriate retention applied.

5. 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 and / or NHS Improvement'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 for disposal are destroyed, a disposal certificate should be completed and sent to the Corporate Records Management Team
- 5.3 Where records are held electronically within the ERMS (NHS England) and ORIS (NHS Improvement), 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 the system creates a disposal form.

6. 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 accordance with NHS England and NHS Improvement'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 a senior manager 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.

7. Retaining records or information beyond the retention period

- 7.1 In the majority of cases records will be disposed of when they reach their retention period. However, when assessing whether records or information is required to be retained for a longer period than that identified within the Corporate Records Retention and Disposal Schedule, consideration should be given to the holding of information for longer than necessary which incurs extra storage costs and leaves the organisation vulnerable to risks of theft, misuse, disclosure, legal discovery, and non-compliance fines.
- 7.2 Examples of when information may be required to be held for longer periods are where:
 - The information is subject to a request for information under access to information legislation, such as a Subject Access Request under the Data Protection Act 2018.
 - NHS England or NHS Improvement is subject to on-going legal action.
 - The information is subject to an investigation e.g. the Independent Inquiry into Child Sexual Abuse or the Infected Blood Inquiry.
 - There is greater public interest in an issue requiring long term preservation e.g. records pertaining to the establishment of NHS England or NHS Improvement.

- Changes are made to the regulatory or legislative framework affecting the retention of the records.

8. 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](#).

9. 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 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 [Information Governance Alliance's Records Management Code of Practice for Health and Social Care 2016](#).

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 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](#).

10. 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](#).

11. 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 General Data Protection Regulation
- Freedom of Information Act 2000
- Health and Social Care Act 2012

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 [Information Governance Alliance's Records Management Code of Practice for Health and Social Care 2016](#)

12. 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	12 years	Date of assurance report	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
1.3 Clinical Audit Records	5 years	Date of audit	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
1.4 Risk Registers	10 years	Until superseded		Review, Archive or Destroy under confidential conditions
1.5 Independent Investigations (e.g. mental health homicides)	20 years	Closure of investigation	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016 (Serious Untoward Incidents)	Review, Archive or Destroy under confidential conditions
2. CCTV				
2.1 CCTV images	31 days	Date of images	NHS England	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	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions

Record Description	Recommended Minimum Retention	Trigger Point	Derivation	Final Action
3.3 Tender Documentation (unsuccessful)	6 years	Award of tender	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
3.4 Tender Documentation (successful)	6 years	End of contract	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
3.5 Procurement Documentation, including Business Cases / Clarification Questions / ITQs / Statement of Work / Project Costings	6 years	End of financial year to which the record relates	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
3.6 Contracts sealed or unsealed	6 years	Termination of contract	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
3.7 Contracts - financial approval files	15 years	Termination of contract	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
4. Complaints				
4.1 Complaints Records (including correspondence, investigation and outcomes)	10 years	Date of file closure	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
5. Emergency Preparedness, Resilience and Response (EPRR)				
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	30 years	Date of last action	NHS England	Review, Archive or Destroy under confidential conditions

Record Description	Recommended Minimum Retention	Trigger Point	Derivation	Final Action
into this category. Format of records - mixture of paper and electronic.				
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	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
6.2 Records of minor building work	6 years	Completion of the work	Information Governance Alliance Records Management	Review, Archive or Destroy under confidential conditions

Record Description	Recommended Minimum Retention	Trigger Point	Derivation	Final Action
			Code of Practice for Health and Social Care 2016	
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	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
7.1.2 Final annual accounts report	20 years	Date of creation	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Transfer to place of deposit.
7.2 Finance – Counter Fraud				
7.2.1 Report papers used in the course of a fraud investigation - where fraud is proven	6 years	Completion of legal proceedings	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	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	3 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	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
7.3.2 Records of salaries paid to staff	10 years	End of financial year	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions

Record Description	Recommended Minimum Retention	Trigger Point	Derivation	Final Action
7.3.3 Death Benefit Nomination and Revocation Forms	Keep until employee's 75th 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 75th birthday	Date of employee leaving	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
7.3.5 Pensions estimates and awards	Keep until employee's 75th birthday	Date of employee leaving	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 75th birthday	Date of employee leaving	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	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
8 Governance				
8.1 Annual Publications, including: Annual Plans / Annual Plan reviews / Annual Report and Accounts	20 years	Date of publication / finalisation	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review and consider transfer to a Place of Deposit
8.2 Annual Report and Accounts	20 years	Date of publication / finalisation	Information Governance Alliance Records Management	Review and consider transfer to a Place of Deposit

Record Description	Recommended Minimum Retention	Trigger Point	Derivation	Final Action
			Code of Practice for Health and Social Care 2016	
8.3 Consolidated Report to Parliament	20 years	Date of publication / finalisation	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review and consider transfer to a Place of Deposit
8.4 Standard Operating Procedures (SOPs)	10 years	Date of publication / finalisation		Review and consider transfer to a Place of Deposit
8.5 Policies	10 years	Date of publication / finalisation		Review and consider transfer to a Place of Deposit
8.6 Strategies	10 years	Date of publication / finalisation		Review and consider transfer to a Place of Deposit
8.7 Published Guidance and Procedures	20 years	Date of publication / finalisation	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	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	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review and consider transfer to a Place of Deposit
8.10 Rules of Procedure	20 years	Date of publication / finalisation	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review and consider transfer to a Place of Deposit
8.11 Roll Out Plans for NHS Trusts	20 years	Date of publication / finalisation	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	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	10 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 Serious Untoward Incident Reports / Files	20 years	Date of incident	Information Governance Alliance Records Management Code of Practice for	Review, Archive or Destroy under confidential conditions

Record Description	Recommended Minimum Retention	Trigger Point	Derivation	Final Action
			Health and Social Care 2016	
8.19 Meeting Minutes - Executive / Board Level	20 years	Date of meeting	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review and consider transfer to a place of deposit
8.20 Meeting Minutes - Below Executive / Board Level	6 years	Date of minutes	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
8.21 Terms of Reference - Executive / Board Level	20 years	When superseded	Public Records Act 1958	Transfer to place of deposit.
8.22 Terms of Reference - Below Executive / Board Level	6 years	When superseded	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	12 years	Decommission of equipment		Review, Archive or Destroy under confidential conditions
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
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

Record Description	Recommended Minimum Retention	Trigger Point	Derivation	Final Action
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
<p>10 Human Resources</p>				
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)	6 years	End of contract of employment	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	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	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	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 buildings where the member of staff worked and the dates worked in each location	Keep until employee's 75th birthday	End of contract of employment	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review and consider transfer to a place of deposit

Record Description	Recommended Minimum Retention	Trigger Point	Derivation	Final Action
10.4 Employee / Staff - Occupational Health Reports	Keep until employee's 75th birthday	Date of employee leaving	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	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	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	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	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
10.7 Grievance and / or Disciplinary Case Records	6 years	Closure of investigation	The Chartered Institute of Personnel and Development	Review, Archive or Destroy under confidential conditions
10.8 Employee / Staff Records - Individual Pension Records	Keep until employee's 100th birthday	Date of employee leaving	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
10.9 Clinical Training Records	Keep until employee's 75th birthday	Date of employee leaving	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
10.10 Statutory and Mandatory Training Records	10 years	Completion of training	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
10.11 Training Records (other, not listed elsewhere in this document)	6 years	Completion of training	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	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
10.13 Applications – unsuccessful	1 year	Notification of unsuccessful application	NHS England	Review, Archive or Destroy under confidential conditions
11 ICT				
11.1 Disaster recovery plans	6 years	Until superseded	NHS England	Review, Archive or Destroy under confidential conditions

Record Description	Recommended Minimum Retention	Trigger Point	Derivation	Final Action
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	6 years	End of use of programme	NHS England	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	End of processing		Review, Archive or Destroy under confidential conditions
12.2 Data Processing Agreement	6 years	End of processing		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 England	Review, Archive or Destroy under confidential conditions
13.2 Whistle Blowing records	10 years	Closure of investigation	NHS Improvement	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
15 Performer List				
15.1 Case closed at triage - no further action.	40 years	Date performer is removed from the performer list	NHS England	Retain a summary of the action permanently. Review, Archive or Destroy remained under confidential conditions
15.2 Case referred to PAG - no further action	40 years	Date performer is removed from the performer list	NHS England	Retain a summary of the action permanently. Review, Archive or Destroy remained under confidential conditions
15.3 Case referred to PAG - further investigation / local action / watching brief	40 years	Date performer is removed from the performer list	NHS England	Retain a summary of the action permanently. Review, Archive or Destroy remained under confidential conditions

Record Description	Recommended Minimum Retention	Trigger Point	Derivation	Final Action
15.4 Case referred to PAG - onward referral to statutory / regulatory body	40 years	Date performer is removed from the performer list	NHS England	Retain a summary of the action permanently. Review, Archive or Destroy remained under confidential conditions
15.5 Case referred to PLDP by PAG - action taken up to but not including suspension / removal from performers list	40 years	Date performer is removed from the performer list	NHS England	Retain a summary of the action permanently. Review, then transfer to a Place of Deposit (do not destroy)
15.6 Case heard by PLDP - action taken including suspension / removal from performers list	40 years	Date performer is removed from the performer list	NHS England	Retain a summary of the action permanently. Review, then transfer to a Place of Deposit (do not destroy)
15.7 First tier tribunal including any appeal	40 years	Date performer is removed from the performer list	NHS England	Retain a summary of the action permanently. Review, then transfer to a Place of Deposit (do not destroy)
15.8 Summary Record	100 years	Date of closure of file	NHS England	Transfer to place of deposit.
15.9 Applications to join the Performer's List	40 years	Date performer is removed from the performer list	NHS England	Retain a summary of the action permanently. Review, then transfer to a Place of Deposit (do not destroy)
15.10 Medical Revalidation	12 years	End of second revalidation cycle	NHS England	Review, Archive or Destroy under confidential conditions
16 Projects / Programmes				

Record Description	Recommended Minimum Retention	Trigger Point	Derivation	Final Action
16.1 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	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
16.2 Feasibility Studies	10 years	Date of issue	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
17 Public / Media / Staff Relations				
17.1 Correspondence with branches of the media	7 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
17.2 Reports on media / public relations	7 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
17.3 Press releases	6 years	Date of the press release	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
17.4 Formal / Statutory / Public Consultations e.g future of the provision of services or National Tariff	6 years	Date of last action		Review, Archive or Destroy under confidential conditions
17.5 Internal marketing and communications	3 years	Publication date		Review, Archive or Destroy under confidential conditions
17.6 Surveys (patient / staff) - individual responses	Destroy individual survey responses once analysis is complete.	Completion of survey		Review and consider transfer to a place of deposit
17.7 Surveys (patient / staff) - analysis	Retain until report completed	Completion of survey		Review and consider transfer to a place of deposit
17.8 Surveys (patient / staff)- reports	10 years	Completion of survey		Review and consider transfer to a place of deposit
17.9 Public facing website	6 years	When superseded / or at significant change / refresh		Review and consider transfer to a place of deposit
17.10 Organisation Intranet	6 years	When superseded / or at significant change / refresh		Review and consider transfer to a place of deposit

Record Description	Recommended Minimum Retention	Trigger Point	Derivation	Final Action
17.11 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	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
17.12 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	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
18 Records Management				
18.1 Classification schemes	7 years	Date of classification scheme	NHS England	Review, Archive or Destroy under confidential conditions
18.2 Indexes	7 years	Date of last action	NHS England	Retain permanently
18.3 Disposal schedules	6 years	Date of schedule		Review, Archive or Destroy under confidential conditions
18.4 Disposal certificates	7 years	Date of certificate	NHS England	Review, Archive or Destroy under confidential conditions
19 Special Events				
19.1 Visitors book	3 years	Date of last action	NHS England	Review, Archive or Destroy under confidential conditions
19.2 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
19.3 Special Events - Reports (minor)	7 years	Date of report	NHS England	Review, Archive or Destroy under confidential conditions
19.4 Special Events - Reports (major)	20 years	Date of Report	NHS England	Review, Archive or Destroy under confidential conditions
19.5 Event Registration Records	3 years	Date of event		Review, Archive or Destroy under confidential conditions