

Queenscourt Hospice - Retention periods for

This document sets out how records should be considered for deletion; how such records once identified for deletion should be deleted and the necessary audit trail to be kept for Information Governance purposes.

The guidance and procedure take into account the 'Records Management Code of Practice for Health and Social Care 2020' publication by the Information Governance Alliance: Appendix Three.

DOCUMENTS	IGA Guidance	Minimum Retention Period	Final Action
Administrative (Corporate and Organisational)			
Accident forms		10 years	Destroy under confidential conditions
Accident register (RIDDOR) records		10 years	Destroy under confidential conditions
Agendae of board meetings and associated papers (Masters)	<i>20 years or before as soon as practically possible</i>	Permanent preservation can be held as hard copies or electronic format but must be capable of being reproduced in hard copy form (ICSA - Sept 2016)	Review and consider transfer to a place of deposit
Building and engineering works records	<i>Life time of building or disposal of asset plus 6 years</i>	Permanent preservation	Review and consider transfer to a place of deposit
Complaints including correspondence, investigation and outcomes	<i>10 years after closure of incident</i>	10 years from completion	Review and if no longer needed destroy under confidential conditions
CCTV	<i>Recorded material should be stored in a way that maintains the integrity of the information. This is to ensure that the rights of individuals recorded by surveillance systems are protected and that the information can be used effectively for its intended purpose.</i>	For as long as it takes to review and use for any purpose, such as the detection of theft	Deleted automatically on a monthly rolling schedule. Data required to meet legal obligations may be downloaded to disc.
Diaries (office)		1 year after the end of the calendar year to which they refer	Destroy under confidential conditions
Data Protection Impact Assessments (DPIAs)	<i>6 years</i>	Should be kept for the life of the activity to which it relates, plus 6 years after that activity ends. If DPIA was one-off then 6 years from completion	Review and destroy if no longer required
Drawings – plans and buildings (architect signed not copies)	<i>Life time of building or disposal of asset plus 6 years</i>	Lifetime of the building to which they relate	Review and destroy
Equipment – records of non fixed equipment including specifications, test records, maintenance records and logs	<i>Starts when equipment decommissioned and retained for 11 years</i>	11 years	Retain for 11 years
Fraud case files	<i>6 years after case closure</i>	6 years after case closure	
Freedom of Information (FOI) request and responses to any associated correspondence	<i>6 years following closure of appeal</i>	3 years following closure of appeal	
FOI requests where there has been a subsequent appeal	<i>3 years following closure of appeal</i>	6 years following closure of appeal	
Incident forms (not serious)	<i>10 years</i>	10 years	Review and if no longer needed destroy under confidential conditions
Incident forms (serious)	<i>20 years</i>	20 years	Review and consider transfer to a place of deposit
Inspection reports – lifts, boilers etc	<i>Lifetime of installation</i>	Lifetime of installation	Retain for 11 years
Insurance Policies	<i>60 years</i>	60 years	Destroy under confidential conditions
Land surveys etc	<i>Life time of building or disposal of asset plus 6 years</i>	Permanent preservation	Review and consider transfer to a place of deposit
Litigation records	<i>10 years following closure of case</i>	10 years following closure of case	Review and consider transfer to a place of deposit
Operating manuals		Lifetime of equipment	
Maintenance contracts/leases	<i>12 years</i>	12 years from end termination of leases	Destroy under confidential conditions
Medical Device alerts		Retain until updated or withdrawn (check MRHA website)	
Patient Information leaflets	<i>6 years</i>	6 years	Review and consider transfer to a place of deposit
Patient property books	<i>End of year to which they related and retain for 2 years</i>	2 years	Destroy under confidential conditions after 2 years
Photographic collections of service locations and events and activities	<i>Retain for not more than 20 years after close of collection</i>	Review individually	Photographic collections should be reviewed individually and transferred to a safe place of deposit for permanent preservation and historical referencing
Policies, strategies and operating procedures including business plans	<i>Life of organisation plus 6 years</i>		Review and consider transfer to a place of deposit
Requests for access to records/Subject Access Requests		3 years after last action	Review and if no longer needed destroy under confidential conditions
Risk Register	<i>Life of organisation plus 6 years</i>	Lifetime of organisation plus 6 years	Retention begins from date of approval until superseded. If retention period reaches 20 years from the date of approval, then consider transfer to PoD.
Signing Sheets for Policies being read		Two years	To be scanned onto xdrive
Statistics (including MDS/activity etc)		Permanent preservation	

Subject Access Request where there has been a subsequent appeal		6 years after last action	Review and if no longer needed destroy under confidential conditions
Ward Diaries	<i>Clinical diaries: 2 years</i>	2 years after the end of the calendar year to which they refer	Destroy under confidential conditions after 2 years
Website	6 years	6 years	Review and consider transfer to a place of deposit
Financial			
Accounts (annual) one copy signed	20 years	Permanent preservation	Review and consider transfer to a place of deposit
Audit records – external		2 years after formal completion by statutory audit.	Destroy under confidential conditions
BACS records		6 years after year end	Destroy under confidential conditions
Bank statements		2 years from completion of audit	Destroy under confidential conditions
Benefactions (records of)	<i>8 years after end of financial year</i>	5 years after end of financial year in which the monies became spent or the gift accepted. Where the Benefaction	Review and consider transfer to a place of deposit
Bills, receipts and cleared cheques	6 years	6 years	Destroy under confidential conditions
Budgets (including working papers)		2 years from completion of audit	Destroy under confidential conditions
Cash books / cash sheets		6 years after end of financial year to which they relate	Destroy under confidential conditions
Contracts - financial	15 years	Permanent preservation	Do not destroy
Creditor payments		3 years after end of financial year to which they relate	Destroy under confidential conditions
Debtors records – cleared	<i>2 years from close of financial year</i>	2 years from completion of audit	Destroy under confidential conditions
Debtors records – not cleared	<i>6 years from close of financial year</i>	6 years from close of financial year	Destroy under confidential conditions
Demand notes		6 years after end of financial year to which they relate	Destroy under confidential conditions
Donations	<i>6 years from close of financial year</i>	Paper - 12 months Electronic - 6 years from close of financial year. Harlequin electronic records - under review	
Expense claims including travel and subsistence claims (note: masters held by pay agent)	<i>6 years after close of financial year</i>	6 years after end of financial year to which they relate	Destroy under confidential conditions (by pay agent)
Invoices		6 years after end of financial year to which they relate	Destroy under confidential conditions
Minor accounting records – (pass books, paying in slips, counterfoils, petty cash accounts, travel accounts, income records etc)	<i>Financial records of transactions - 6 years from end of financial year</i>	2 years from completion of audit	Destroy under confidential conditions
PAYE records (note: held by pay agent)		6 years after termination of employment	Destroy under confidential conditions
Superannuation forms (note: held by pay agent)		10 years (originals held by pensions agency)	Destroy under confidential conditions
Tax forms (note: held by pay agent)		6 years	Destroy under confidential conditions
VAT records		6 years after end of financial year to which they relate	Destroy under confidential conditions
Wage/salary records (not SVL's) (note: held by pay agent)	<i>10 years after close of financial year</i>	10 years after termination of employment	Destroy under confidential conditions
Information Management and Technology			
Software licenses		Lifetime of software	Destroy under confidential conditions
Human Resources			
Duty rosters	6 years	6 years	Destroy under confidential conditions
Industrial Tribunal case records	<i>10 years following close of financial year</i>	10 years	Review and consider transfer to a place of deposit
Job advertisements		1 year	Destroy
Occupational health records - staff	<i>Keep until 75th birthday or 6 years after staff member leaves</i>	Keep until 75th birthday or 6 years after staff member leaves	Destroy under confidential conditions
Staff records	<i>Keep until 75th birthday</i>	Keep until 75th birthday or 6 years after staff member leaves	
Staff training records	<i>Clinical training retain until 75th birthday or 6 years after leaving. Statutory and mandatory training to be kept for 10 years after training complete</i>	Clinical training retain until 75th birthday or 6 years after leaving. Statutory and mandatory training to be kept for 10 years after training complete	Review and consider transfer to a place of deposit
Time sheets	2 years	2 years	Review and destroy if no longer needed after 2 years
Purchasing/Supplies			
Delivery notes		2 years after end of financial year to which they relate	Destroy
Stores records – minor eg requisitions/store order forms etc)		18 months	Destroy
Tender documents (successful)		Tender period plus 6 year limitation period	Destroy under confidential conditions
Tenders (unsuccessful)		6 years	Destroy under confidential conditions
Health Records			

Clinical audit records	<i>After 5 years review and destroy if no longer needed</i>	5 years	Destroy under confidential conditions after 5 years
Controlled drug destruction records	2 years	2 years	Destroy under confidential conditions
Controlled drug requisitions, order books and registers		2 yrs from date of last entry but if it contains records of destruction of CDs (including patient returns and out of date stock) then keep for 7 yrs	Destroy under confidential conditions
Controlled drugs invoices		6 years	Destroy under confidential conditions
Death - cause of death certificate counterfoil	2 years	2 years	Destroy under confidential conditions after 2 years
Drug requisitions	<i>Review and if no longer need destroy</i>	Current year plus 1 year.	Destroy under confidential conditions after current year plus 1 year
Electronic records relating to patients	<i>Where the electronic system has the capacity to destroy records in line with the retention schedule, and where a metadata stub can remain demonstrating that a record has been destroyed, then the Code should be followed in the same way for electronic records as for paper records (see Item 1) with a log being kept of the records destroyed. If the system does not have this capacity, then once the records have reached the end of their retention periods they should be inaccessible to users of the system and upon decommissioning, the system (along with audit trails) should be retained for the retention period of the last entry related to the schedule.</i>	Where held on computer – may be held in loadable disk form as backed up hard copy. Following death, records are retained indefinitely on epr sever.	HCAS/SystemOne does not have this capacity to delete records. Once the records have reached the end of their retention periods they are made inaccessible to users, except administrators.
FP10, TTO's		To be kept as part of patient health record and retained.	Destroy in line with retention period for patient records
Pathology reports	8 years in patient record	Scanned in to Systm One as part of patient health record and retained. Paper copy to be held for 3 months.	Paper copy destroyed under confidential conditions after 3 months. Electronic copy forms part of patient record and is retained in line with electronic patient retention schedule
Referrals not accepted	2 years from beginning of date of rejection	2 years	Held on SystmOne. Record made inaccessible to users after 2 years.
Stock drug delivery notes	<i>Review and if no longer need destroy</i>	3 months	Destroy under confidential conditions after 3 months
Written patient/client records	8 years	Eight years following the death of a patient/client. Where the whereabouts or condition is unknown, the records will be held for 100 years after the person's date of birth.	Destroy under confidential conditions.
x-ray films		Not retained by Queenscourt. Returned to Radiology.	
x-ray reports		To be kept as part of patient health record and retained.	