

# RECORDS RETENTION POLICY

## Saville Medical Group

Following good Information Governance procedures, the Data Protection Act 1998 and the General Data Protection Regulation 2018, the Practice seeks to ensure that personal data is not kept for longer than necessary for the purpose for 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 Surgery uses the NHS Code of Practice Part 2 Second Edition as its guidance and follows this.

Record	Retention period (years)	Comments
<b>Accident reports</b>	10	Where litigation has been commenced, keep as advised by legal representatives.
<b>Accounts</b> - Annual (Final - one set only)	Permanent	CQC required period is 30 years
<b>Accounts</b> 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.

<b><i>Bills, receipts and cleared cheques</i></b>	6	
<b><i>Buildings and engineering works,</i></b> 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.		The general principle to be followed in regard to these records is that they should be preserved for the life of the buildings and installations to which they refer.
<b><i>Building records</i></b> (mortgage, transfers, disposal etc)	Permanent	Review and if no longer needed, destroy.
<b><i>Buildings and Premises – general maintenance records</i></b>	3 years	
<b><i>Cash Books</i></b>	6	The Limitation Act, 1980
<b><i>CCTV Images</i></b>	31 days	Unless retention otherwise justified
<b><i>Clinical Audit records</i></b>	5	Review and if no longer needed, destroy.
<b><i>Clinical System patient records</i></b>	Permanent	Retain indefinitely for the foreseeable future
<b><i>Complaints</i></b>	10	Where litigations has been commenced, keep as advised by legal representatives
<b><i>Computerised records</i></b>		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
<b><i>Contracts</i></b>	6	The Limitation Act, 1980
<b><i>Death Certificates and death Records</i></b>	2	
<b><i>Diaries</i></b> (office)	1	Review and if no longer needed, destroy.

<b>Employment Records – see Personnel files and Payroll records below</b>		
<b>Equipment maintenance records</b>	3	Review and if no longer needed, destroy.
<b>Electrical Testing records</b>	3	Review and if no longer needed, destroy.
<b>Fire safety Records</b>	5	Review and if no longer needed, destroy.
<b>Freedom of Information Act Requests</b>	3	Review and if no longer needed, destroy.
<b>Fridge Temperature Records</b>	1	Review and if no longer needed, destroy.
<b>Funding data</b>	6	Review and if no longer needed, destroy.
<b>Insurance certificates</b>	40	
<b>Job advertisements</b>	1	Review and if no longer needed, destroy.
<b>Job applications and descriptions</b> (following termination of employment)	3	
<b>Medical gas storage, transport and safety</b>	3	Review and if no longer needed, destroy.
<b>Minutes of Meetings</b>	1	Review and if no longer needed, destroy.
<b>Out of Hours Records</b>	3	Where these are held as part of the clinical system the longer period of retention relating to clinical system records applies.
<b>Paper Patient Records</b>	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.
<b>Payroll / PAYE records</b>	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
<b>Personnel files</b> (e.g. Personal files, letters of appointment, contracts references & related correspondence)	6	For former staff, keep for 6 years after subject of file leaves service, or until subject's 70 <sup>th</sup> 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.

<b><i>Policies and Procedures (general operating policies)</i></b>	3 years	Current version and all previous versions to be retained for a minimum 3 year period. 5 years recommended
<b><i>Purchasing orders excluding medical devices and medical equipment</i></b>	18 months	Review and if no longer needed, destroy.
<b><i>Purchasing orders - medical devices and medical equipment</i></b>	11 years	
<b><i>Risk assessments</i></b>	3	Retain three years and ensure that subsequent risk assessments are available
<b><i>Rotas and staff duty rosters</i></b>	4	4 complete years following the year to which they relate
<b><i>Significant Event records</i></b>	3	Including those to be notified to the CQC
<b><i>Superannuation Forms (SD55)</i></b>	10	
<b><i>VAT Records</i></b>	6	Complete years following the end of a VAT period
<b><i>Water Safety records</i></b>	5	