

Corporate
Records
Retention &
Disposal
Schedule &
Guidance



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1. Introduction

- 1.1 The NHS England Corporate Records Retention and Disposal Schedule identifies the main classifications of records and information held by NHS England and provides retention rules for each. The records and information are represented in terms of NHS England functions and activities.
- 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 and to inform all of who is responsible for the management of what records and information. It also details how long records and information should be retained for and how to manage their storage and disposal.
- 1.3 This schedule is in line with the Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016 and The National Archives (TNA) guidelines for Public Records and follows their Model Retention Schedules, as adopted by other NHS organisations. It is also partly based on the recommendations contained in Government guidelines, and incorporates Retention of Documents requirements set out in delivery contracts held by NHS England
- 1.4 Use the Corporate Records Retention & Disposal Quick Reference Guide at **Appendix 1** as a guide to how long records should be kept. See examples in **Appendix 2** and the full Corporate Records Retention & Disposal Schedule at **Appendix 3**.

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 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's compliance with its legal obligations. These records could be subject to an FOI enquiry, like any other information NHS England holds, 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 or nationally, or
 - 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 both paper and electronic

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 external data storage organisation for 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.
- 4.2 In terms of electronic records, these should be uploaded to the Corporate Electronic Records Management System (ERMS). When records are uploaded to the ERMS, retention is automatically applied.

5. Record Disposal

- 5.1 When records identified for disposal are destroyed, if the records are paper based, a register of these records needs to be kept. This can be noted on the relevant Archive Corporate Records Inventory, held locally within Directorates/Areas, a copy of which should be sent to the Records Management Team on a monthly/quarterly basis to be included in the NHS England Register. See contact details below.
- 5.2 Where records are held electronically within the ERMS, 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's Corporate Records Retention and Disposal Schedule and Records Management Guidance – Destroying 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 Records Manager and completion of a Certificate of Records Destruction. See the Destroying 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 & 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.
- NHS England is subject to on-going legal action.
- The information is subject to an investigation e.g. the Independent Inquiry into Child Sexual Abuse
- There is greater public interest in an issue requiring long term preservation e.g. records pertaining to the establishment of NHS England.
- Changes are made to the regulatory or legislative framework.

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 Records Manager for appraisal and possible transfer to The National Archives for continuing retention and storage or [National Archives approved Places of Deposit](#).

9. Associated documentation

- 9.1 Further Records Management Guidance and information can be found in the Records Management Policy and associated guidance found on NHS England's intranet.

10. Legislation and statutory codes used by TNA in recommending retention periods

10.1 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 1998
- Freedom of Information Act 2000
- Health and Social Care Act 2001

10.2 Statutory codes:

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

10.3 Code of Practice

Link to the [Information Governance Alliance Records Management Code of Practice](#)

Appendix 1

NHS England Corporate Records Retention and Disposal Schedule Quick Reference Guide		
NHS England Category	NHS England Retention Period	Notes
Audit and Risk	1, 2, 3, 6, 12 years, when superseded	
CCTV	1 year	
Commissioning	6 years	
Complaints	10 years	From date of appeal/decision
Contracts	1, 2, 6 and 12 years	
Emergency Preparedness, Resilience and Response	10 years and 30 years	New addition August 2016, following consultation with EPRR team.
External Contacts	3 years	
External Marketing	1, 3, 6, and 8 years	
Finance	1, 2, 6, 12 and 20 years	
Forms	2, 3 and 12 years	
Health and Safety	3, 6, 12 and 20 years	Unless indefinite legal requirement
HR	1, 2, 6, 12 and 20 years	
Images	5 years	
Internal Communications	3 years	
Manuals	3,6,10 years	Or superseded
Meetings	2, 6 and 20 years	If required
Performer and Appraisal	5, 10 and 100 years	New addition August 2016, following consultation with Performer and Appraisal team.
Policies	3 and 6 years	After superseded
Projects	2, 6 and 12 years	
Reports	3, 6, 8, 12 and 20 years	
Strategies	8 and 20 years	
Training	6 years	

Appendix 2 - Identifying the correct retention period for your records

Use the Corporate Records Retention & Disposal Schedule to identify your records using the **Category**, **Type** and **Description** columns.

View the **NHS England Minimum Retention Period** column to see how long the relevant records should be kept. Two examples are shown below:

Example 1 – Business and Delivery Plans

Draft NHS England Retention and Disposal Schedule 03.09.13 [Compatibility Mode] - Microsoft Excel

NHS England Category	NHS England Type	The National Archives Sub-Type	Description	NHS England Minimum Retention Period (calculate using current financial year + minimum retention period)	Derivation	Final Action
Reports			Subject Access Requests (DPA and MRP) records of requests	3 years after last action	Department of Health Records Management NHS Code of Practice Part 2 Annex D2: Business and Corporate (Non-Health) Records Retention Schedule	Review, Archive or Destroy under confidential conditions
Reports			Requests for access to information other than Freedom of Information or Subject Access Requests	6 years after last action	Department of Health Records Management NHS Code of Practice Part 2 Annex D2: Business and Corporate (Non-Health) Records Retention Schedule	Review, Archive or Destroy under confidential conditions
Reports			Parliamentary Questions/MP enquiries	10 Years	Department of Health Records Management NHS Code of Practice Part 2 Annex D2: Business and Corporate (Non-Health) Records Retention Schedule	Review, Archive or Destroy under confidential conditions
Reports	Special Events	-	Correspondence and papers	1 years	The National Archives	Review, Archive or Destroy under confidential conditions
Reports	Special Events	-	Report	1 years	The National Archives	Review, Archive or Destroy under confidential conditions
Reports			Reports (RMR)	20 years	Department of Health Records Management NHS Code of Practice Part 2 Annex D2: Business and Corporate (Non-Health) Records Retention Schedule	Review, Archive or Destroy under confidential conditions
Reports			Litigation decisions (complaints including accident/incident reports), Records/documents relating to outcome of litigation	10 years Where a legal action has commenced, keep as advised by legal representatives	Department of Health Records Management NHS Code of Practice Part 2 Annex D2: Business and Corporate (Non-Health) Records Retention Schedule	Review, Archive or Destroy under confidential conditions
Strategies	Corporate Planning & Reporting	-	Corporate Plan	1 years	NHS England	Review, Archive or Destroy under confidential conditions
Strategies	Corporate Planning & Reporting	-	Corporate Strategy	1 years	NHS England	Review, Archive or Destroy under confidential conditions
Strategies	Corporate Planning & Reporting	-	Business & Delivery Plan	1 years	NHS England	Review, Archive or Destroy under confidential conditions
Strategies	Understrategies	-	Programme/phase/strategies	1 years	NHS England	Review, Archive or Destroy under confidential conditions
Strategies	Understrategies	-	Working papers	1 years	NHS England	Review, Archive or Destroy under confidential conditions
Strategies			History of organization or predecessor, its organization and procedures (e.g. establishment order)	20 years	Department of Health Records Management NHS Code of Practice Part 2 Annex D2: Business and Corporate (Non-Health) Records Retention Schedule	Review, Archive or Destroy under confidential conditions
Sustainability Appraisal Reports	Other Legal Documents & Accreditation Evidence		Project File	Project lifetime	NHS England	Review, Archive or Destroy under confidential conditions
Training certificate of qualifications	Other Legal Documents & Accreditation Evidence		Personnel File	Employment Duration	The National Archives	Review, Archive or Destroy under confidential conditions
Training covers course	Other Legal Documents & Accreditation Evidence		GC forms	3 years	NHS England	Review, Archive or Destroy under confidential conditions
Web site - Sustainability policy	Other Legal Documents & Accreditation Evidence		NHS England Intranet	Current times	NHS England	Review, Archive or Destroy under confidential conditions

Example 2 – Minutes of meetings

Draft NHS England Retention and Disposal Schedule 03.09.13 [Compatibility Mode] - Microsoft Excel

Notes: 1) This schedule is based upon The National Archives guidance, the Department of Health Records Management NHS Code of Practice (Part 2) and aligned with NHS England categories. 2) For details of Retention and Disposal periods for Medical Records see Department of Health Records Management NHS Code of Practice (Part 2) Annex D1 Health Records Retention Schedule. * <http://www.nationalarchives.gov.uk/about/20-year-rule.htm#test>

NHS England Category	NHS England Type	The National Archives Sub-Type	Description	NHS England Minimum Retention Period (calculate using current financial year + minimum retention period)	Derivation	Final Action
Meetings	Boards and Committees	-	Terms of references	20 years	The National Archives (TNA)*	Review, Archive or Destroy under confidential conditions
Meetings	Boards and Committees	-	Membership lists and appointments (May contain personal information)	20 years	The National Archives (TNA)*	Review, Archive or Destroy under confidential conditions
Meetings	Boards and Committees	-	Meeting agendas and papers (except not held by team where secretariat notified)	20 years	The National Archives (TNA)*	Review, Archive or Destroy under confidential conditions
Meetings	Boards and Committees	-	Board, Board Advisory Groups and Sub-committees	20 years	The National Archives (TNA)*	Review, Archive or Destroy under confidential conditions
Meetings	Boards and Committees	-	Correspondence: Chair, Secretary, Members	20 years	The National Archives (TNA)*	Review, Archive or Destroy under confidential conditions
Meetings	Underpinnings	-	Terms of references	5 years	NRE England	Review, Archive or Destroy under confidential conditions
Meetings	Underpinnings	-	Correspondence	5 years	NRE England	Review, Archive or Destroy under confidential conditions
Meetings	Underpinnings	-	Minutes of meetings and related papers, including those of the Audit Committee	5 years	NRE England	Review, Archive or Destroy under confidential conditions
Meetings	Underpinnings	-	Working papers	5 years	NRE England	Review, Archive or Destroy under confidential conditions
Meetings	Underpinnings	-	Minutes of meetings and related papers, including those of the Audit Committee	5 years	NRE England	Review, Archive or Destroy under confidential conditions
Meetings	Underpinnings	-	Other meeting agendas, papers and minutes	8 years	Department of Health Records Management NHS Code of Practice Part 2 Annex D2: Policies and Corporate (Non-Medical) Records Retention Schedule	Review, Archive or Destroy under confidential conditions
Meetings	Underpinnings	-	Office diaries	1 year after the end of the calendar year to which they refer	Department of Health Records Management NHS Code of Practice Part 2 Annex D2: Policies and Corporate (Non-Medical) Records Retention Schedule	Review, Archive or Destroy under confidential conditions
Office Evaluation Procedures	Other Legal Documents & Accreditation Evidence	-	At each office location	2 years	NRE England	Review, Archive or Destroy under confidential conditions
Office Goods and Service Contracts	Other Legal Documents & Accreditation Evidence	Facilities Manager (FM)	Leads: FM FMEs	Duration of the contract	NRE England	Review, Archive or Destroy under confidential conditions
Office Monitoring and Measurement	Other Legal Documents & Accreditation Evidence	-	FMA/Office Manager Files	3 years	NRE England	Review, Archive or Destroy under confidential conditions
Office Monitoring Spreadsheet	Other Legal Documents & Accreditation Evidence	-	Office Monitoring spreadsheet	3 years	NRE England	Review, Archive or Destroy under confidential conditions
Finance	Quality and Performance Management	-	Quality and Performance Management	5 years	NRE England	Review, Archive or Destroy under confidential conditions
Finance	Costs Policy (Outward Facing policy)	-	All policy records on outward facing policy	5 years	NRE England	Review, Archive or Destroy under confidential conditions
Finance	Health & Safety	-	Fine vaccination drills	3 years	NRE England	Review, Archive or Destroy under confidential conditions
Projects	Project Records	-	Project/programme proposals (a) approved (b) rejected or deferred	a) 10 years after completion of project b) 5 years after completion of project	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions

Retention Schedule Category Retention Summary Guidance

Appendix 3

Notes 1) This schedule is based upon The National Archives guidance, the Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016 and aligned with NHS England categories, 2) For details of Retention and Disposal periods for Medical Records see the Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016.

2.NHS England Category	3. NHS England Type	The National Archives Guidance Document	1.Description	NHS England Minimum Retention Period (calculate using current financial year + minimum retention period)	Trigger Points	Derivation	Final Action
Audit and Risk	Undertakings	11. Internal Audit Records	Terms of reference	3 years	Completion project/ programme	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Audit and Risk	Undertakings	11. Internal Audit Records	Programmes/plans/strategies	1 year	Completion project/ programme	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Audit and Risk	Undertakings	11. Internal Audit Records	Correspondence	3 years	Date of correspondence	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Audit and Risk	Record keeping	11. Internal Audit Records	Minutes of meetings and related papers, including those of the Audit Committee	3 years	Date of meeting	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Audit and Risk	Record keeping	11. Internal Audit Records	Working papers	3 years	Date of papers	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Audit and Risk	Other Records	11. Internal Audit Records	Internal audit guides	2 years	Date superceded	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Audit and Risk	Other Records	11. Internal Audit Records	Manuals and guides relating to departmental procedures	2 years	Date superceded	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Audit and Risk	Other Records	11. Internal Audit Records	Local auditing standards	2 years	Date superceded	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions

Audit and Risk	Disposal	11. Internal Audit Records	Annual reports to Accounting Office	3 years	Date of the report	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Audit and Risk	Reports	11. Internal Audit Records	Audit reports (including interim), where these have included the examination of long term contracts	6 years	Date of the report	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Audit and Risk	Reports	11. Internal Audit Records	Report papers used in the course of a fraud investigation	6 years	Completion of legal proceedings	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Audit and Risk	Reports	11. Internal Audit Records	Other audit reports (including interim)	3 years	Date of report	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Audit and Risk	Other Records	Not applicable	Quality Assurance (e.g. Healthcare Commission, Audit Commission, King's Fund Organisational Audit, Investors in People)	12 years	Date of assurance report	NHS England	Review, Archive or Destroy under confidential conditions
CCTV	CCTV	Not applicable	CCTV images	31 days	Date of images	NHS England	Review, Archive or Destroy under confidential conditions
Commissioning	Other Records	Not applicable	Commissioning decisions (including appeal and decision documentation)	6 years	Date of appeal / decision	NHS England	Review, Archive or Destroy under confidential conditions
Complaint Records	Other Legal Documents & Accreditation Evidence	7. Complaints records	Enquiries, Surveys	3 years	Date of survey/ enquiries	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Complaints	Complaints	7. Complaints records	Complaints in summary form e.g. registers and indexes	12 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Complaints	Complaints	7. Complaints records	Management of detailed responses (Correspondence, investigation and outcomes) on NHS England actions, policy or procedures.	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

Contractual Records	Amendments to contracts	5. Contractual records	Changes to requirements	6 years	Date of contract end	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Contractual Records	Amendments to contracts	5. Contractual records	Forms of variation	6 years	Date of contract end	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Contractual Records	Amendments to contracts	5. Contractual records	Extensions to contracts	6 years	Date of contract end	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Contractual Records	Policy matters	5. Contractual records	Policy on contracts, normally contained in a separate registered file series	2 years	Date of the latest version	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Contractual Records	Initial proposal	5. Contractual records	Initial proposals - end user requirement	6 years	Date of the latest version	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Contractual Records	Initial proposal	5. Contractual records	List of approved suppliers	11 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
Contractual Records	Initial proposal	5. Contractual records	Statements of Interest	1 year	Date of last paper	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Contractual Records	Initial proposal	5. Contractual records	Draft specification	11 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
Contractual Records	Initial proposal	5. Contractual records	Agreed specification	6 years	Date of contract end	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Contractual Records	Initial proposal	5. Contractual records	Evaluation criteria	6 years	Date of contract end	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Contractual Records	Initial proposal	5. Contractual	Invitation to tender	6 years	Date of contract end	The National Archives (TNA)	Review, Archive or Destroy under

		records					confidential conditions
Contractual Records	Project Records	Not applicable	Contractors and Agreements (a) contracts under seal (b) other contracts (c) title deeds (d) correspondence	12 years	Date of contract end	NHS England	Review, Archive or Destroy under confidential conditions
Contractual Records	Project Records	Not applicable	Contractors (a) approved nominations (b) rejected nominations (c) approved list (d) removals/suspensions	12 years	Date of contract end	NHS England	Review, Archive or Destroy under confidential conditions
Contractual Records	Project Records	Not applicable	Tender Boards (a) records set of papers (b) other copies (c) working papers (d) minutes of meetings	12 years	Date of contract end	NHS England	Review, Archive or Destroy under confidential conditions
Contractual Records	Contract operation and monitoring	5. Contractual records	Reports from contractors	2 years	Date of contract end	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Contractual Records	Contract operation and monitoring	5. Contractual records	Schedules of works	2 years	Date of contract end	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Contractual Records	Contract operation and monitoring	5. Contractual records	Bills of quantity (building contracts)	16 years	Date of contract end	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Contractual Records	Contract operation and monitoring	5. Contractual records	Surveys and inspections – buildings (a) equipment & supplies (b) buildings	2 years	Date of last paper	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Contractual Records	Contract operation and monitoring	5. Contractual records	Records of complaints	6 years	Date of contract end	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Contractual Records	Contract operation and monitoring	5. Contractual records	Disputes over payment	6 years	Date of contract end	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Contractual Records	Contract operation and monitoring	5. Contractual records	Contracts - non sealed on termination	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

Contractual Records	Contract operation and monitoring	5. Contractual records	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
Contractual Records	Contract operation and monitoring	5. Contractual records	Contracts - financial approved suppliers information	11 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
Contractual Records	Contract operation and monitoring	5. Contractual records	Final accounts	6 years	Date of contract end	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Contractual Records	Contract operation and monitoring	5. Contractual records	Minutes and papers of meetings	2 years	Date of minutes	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Contractual Records	Tendering	5. Contractual records	Unsuccessful tender document	1 year	Date of last paper	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Contractual Records	Tendering	5. Contractual records	Successful tender document	6 years	Start date of contract	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Contractual Records	Tendering	5. Contractual records	Background information supplied by department	1 year	Date of last paper	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Contractual Records	Tendering	5. Contractual records	Interview panel – report and note of proceedings	1 year	End of contract	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Contractual Records	Tendering	5. Contractual records	Commissioning letter	1 year	End of contract	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Contractual Records	Tendering	5. Contractual records	Signed contract	6 years	Date of contract end	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions

Executive Meeting Minutes	Other Legal Documents & Accreditation Evidence	Executive Support Manager	Annual Executive Minutes	3 years	Date of minutes	NHS England	Review, Archive or Destroy under confidential conditions
External Contacts	Special Events	Not applicable	Visitors book	3 years	Date of last action	NHS England	Review, Archive or Destroy under confidential conditions
External Marketing	Internal Records	8. Press and public relations records	Correspondence with branches of the media	7 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
External Marketing	Internal Records	8. Press and public relations records	Reports on media / public relations	7 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
External Marketing	Media Relations	8. Press and public relations records	Press releases	7 years	Date of the press release	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
External Marketing	Media Relations	8. Press and public relations records	Press cuttings	1 month	Date of the press cuttings	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
External Marketing	Media Relations	8. Press and public relations records	Operational notes (e.g. notices to press about forthcoming events or conferences)	3 months	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
External Marketing	Media Relations	8. Press and public relations records	Press Conference Reports/Previews	3 years	Date of report	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
External Marketing	Media Relations	8. Press and public relations records	Press reports digests	7 years	Date of report	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
External Marketing	Media Relations	Not applicable	Public consultations e.g future of the provision of services	5 years	Date of last action	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions

Finance	Ledger Records	3. Accounting records	General & subsidiary ledgers produced for the purposes of preparing certified financial statements or published information	6 years	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Ledger Records	3. Accounting records	Cash books/sheets	6 years	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Ledger Records	3. Accounting records	Other ledgers (contracts, costs, purchases, etc)	2 years	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Ledger Records	3. Accounting records	Journals – prime records for the raising of charges	6 years	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Ledger Records	3. Accounting records	Journals – routine adjustments	2 years	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Ledger Records	3. Accounting records	Audit sheets – ledger posting	2 years	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Ledger Records	3. Accounting records	Year-end balances, reconciliations and variations to support ledger balances and published accounts	6 years	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Stores Records	3. Accounting records	Purchase order books/records	6 years	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Stores Records	3. Accounting records	Railway/courier consignment books/records	2 years	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Stores Records	3. Accounting records	Travel warrants	2 years	Date of expiry	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Stores Records	3. Accounting records	Requisition records	2 years	Date of requisition	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Stores Records	3. Accounting records	Goods inwards books/records	6 years	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions

Finance	Stores Records	3. Accounting records	Delivery dockets	2 years	Date of delivery	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Stores Records	3. Accounting records	Stock/stores control cards/sheets/records	2 years	Date of control card / sheet / record	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Stores Records	3. Accounting records	Stock/stores issues registers/records	2 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Stores Records	3. Accounting records	Stocktaking sheets/records, including inventories, stock reconciliations, stocktake reports	2 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Bank Account Records	3. Accounting records	Expenditure sheets	6 years	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Bank Account Records	3. Accounting records	Cash Books/sheets	6 years	Date of last action	The National Archives (TNA)/Limitation Act 1980	Review, Archive or Destroy under confidential conditions
Finance	Bank Account Records	3. Accounting records	Cost cards	2 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Bank Account Records	3. Accounting records	Costing records, dissection sheets, etc	2 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Bank Account Records	3. Accounting records	Creditors' history records lists/reports	6 years	Date of report	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Bank Account Records	3. Accounting records	Petty cash records/books/sheets	2 years	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Bank Account Records	3. Accounting records	Petty cash receipts	2 years	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Bank Account Records	3. Accounting records	Postal cash book/sheets; postage/courier account/cash records; register of postage expenditure; postage paid record;	2 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions

			postage books sheets				
Finance	Bank Account Records	Not applicable	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.
Finance	Bank Account Records	3. Accounting records	Summary cash books	2 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Bank Account Records	3. Accounting records	Statement of accounts outstanding; outstanding orders	2 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Bank Account Records	3. Accounting records	Statement of accounts – rendered/payable	2 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Bank Account Records	3. Accounting records	Copies of extracts and expenditure dissections	1 year	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Bank Account Records	3. Accounting records	Credit note books	2 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Bank Account Records	3. Accounting records	Credit notes	2 years	Date of credit note	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Bank Account Records	3. Accounting records	Debit note books	2 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Bank Account Records	3. Accounting records	Vouchers – claims for payment, purchase orders, requisition for goods and services, accounts payable invoices, etc	6 years	Date of vouchers	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Bank Account Records	3. Accounting records	Wages/salaries vouchers	6 years	Date of wages / salaries vouchers	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions

Finance	Bank Account Records	3. Accounting records	Copies of vouchers	1 year	Date of vouchers	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Bank Account Records	3. Accounting records	Voucher registers	2 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Bank Account Records	3. Accounting records	Voucher registration cards and payment cards	6 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Bank Account Records	3. Accounting records	Voucher summaries	1 year	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Bank Account Records	3. Accounting records	Advice/schedule of vouchers despatched; delivery advice	1 year	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Other Accountable Financial Records	3. Accounting records	Assets/equipment registers/records	6 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Other Accountable Financial Records	3. Accounting records	Records relating to the calculations of annual depreciation	6 years	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Other Accountable Financial Records	3. Accounting records	Statement/summaries prepared for inclusion in quarterly/annual reports	6 years	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Other Accountable Financial Records	3. Accounting records	Periodic financial statements prepared for management on a regular basis	2 years	Date of report	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Other Accountable Financial Records	3. Accounting records	Ad hoc statements	1 year	Date of statement	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Receipts and Revenue Records	3. Accounting records	Receipt books/butts; office copies of receipts – cashiers', cash register, fines and costs, sale of publications, general receipt books/butts/records	6 years	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Receipts and Revenue Records	3. Accounting records	Postal remittance books/records	6 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions

Finance	Receipts and Revenue Records	3. Accounting records	Receipt books/records for imposts (stamp duty, VAT receipt books, etc)	6 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Receipts and Revenue Records	3. Accounting records	Irregular remittance books	6 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Receipts and Revenue Records	3. Accounting records	Copies of forms	6 years	Date of form	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Receipts and Revenue Records	3. Accounting records	Reconciliation sheets	6 years	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Receipts and Revenue Records	3. Accounting records	Audit rolls	6 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Receipts and Revenue Records	3. Accounting records	Summaries/analysis records	6 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Receipts and Revenue Records	3. Accounting records	Reading books/sheets	6 years	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Receipts and Revenue Records	3. Accounting records	Handover books	6 years	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Receipts and Revenue Records	3. Accounting records	Copies of invoices and copies of source documents	2 years	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Receipts and Revenue Records	3. Accounting records	Records relating to unrecoverable revenue, debts and overpayments (register of debts written off, register of refunds, etc)	6 years	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Receipts and Revenue Records	3. Accounting records	Periodical revenue dissections	1 year	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Receipts and Revenue Records	3. Accounting records	Copies of invoices/debit notes rendered on debtors (debts not cleared, registers of invoices, debtors ledgers, etc)	6 years	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions

Finance	Receipts and Revenue Records	3. Accounting records	Debtors records cleared	2 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
Finance	Receipts and Revenue Records	3. Accounting records	Donations	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
Finance	Receipts and Revenue Records	3. Accounting records	Source documents/records used for raising of invoices/debit notes	6 years	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Receipts and Revenue Records	3. Accounting records	Revenue cash books/sheets/records; receipt cash books/sheets	12 years	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Receipts and Revenue Records	3. Accounting records	Daily revenue dissections	1 year	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Salaries and Related Records	3. Accounting records	Copies of salaries/wages payroll sheets	2 years	End of financial year	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Finance	Salaries and Related Records	3. Accounting records	Superannuation records	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
Finance	Salaries and Related Records	3. Accounting records	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
Forms		Not applicable	Data inputting forms (where the data/information has been input onto a computer system)	2 years	Date of data inputting form	NHS England	Review, Archive or Destroy under confidential conditions

Forms	Health & Safety	Not applicable	Accident Books (BI 510) and completed Accident Record forms	10 years	Date of last action	NHS England	Review, Archive or Destroy under confidential conditions
Forms	Health & Safety	Not applicable	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
Forms	Health & Safety	Not applicable	Completed Ladders and Stepladders inspection forms	3 years	Date of inspection form	NHS England	Review, Archive or Destroy under confidential conditions
Health and Safety	Health & Safety	Not applicable	LOLER thorough examination reports for lifts	20 years	Date of report	NHS England	Review, Archive or Destroy under confidential conditions
Health and Safety	Health & Safety	Not applicable	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
Health and Safety	Health & Safety	Not applicable	Fire certificate	20 years	Date of certificate	NHS England	Review, Archive or Destroy under confidential conditions
Health and Safety	Health & Safety	Not applicable	Fire alarm and detection system test & maintenance records	3 years	Date of record	NHS England	Review, Archive or Destroy under confidential conditions
Health and Safety	Health & Safety	Not applicable	Inspection and testing of electrical equipment	3 years	Date of inspection / testing	NHS England	Review, Archive or Destroy under confidential conditions
Health and Safety	Health & Safety	Not applicable	Fixed electrical installation inspections	20 years	Date of inspection	NHS England	Review, Archive or Destroy under confidential conditions
Health and Safety	Health & Safety	Not applicable	Gas equipment and boiler maintenance records	3 years	Date of maintenance record	NHS England	Review, Archive or Destroy under confidential conditions
Health and Safety	Health & Safety	Not applicable	Personal protective equipment issue records	3 years	Date of record	NHS England	Review, Archive or Destroy under confidential conditions
Health and Safety	Health & Safety	Not applicable	Water Sanitation documentation	10 years	Date of occupation ceases	NHS England	Review, Archive or Destroy under confidential

							conditions
Health and Safety	Health & Safety	Not applicable	Water coolers Sanitation	10 years	Date of sanitation check	NHS England	Review, Archive or Destroy under confidential conditions
Health and Safety	Health & Safety	Not applicable	Exposure monitoring records	5 years	Date of record	Control of Substances Hazardous to Health Regulations 2002 (reg. 10(5))	Review, Archive or Destroy under confidential conditions
HR	Health & Safety	Not applicable	Completed NHS England Accident/Incident Investigation Report forms	6 years	Date of report	NHS England	Review, Archive or Destroy under confidential conditions
HR	Health & Safety	Not applicable	Serious Incident reports / files	20 years	Date of incident	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
HR	Security	2. Employee personnel records	Security personnel files	5 years	Date of employee leaving	NHS England	Review, Archive or Destroy under confidential conditions
HR	Employment and career	Not applicable	Gifts and Hospitality	10 years	Date of gift / hospitality	NHS England	Review, Archive or Destroy under confidential conditions
HR	Employment and career	Not applicable	General Notification of Interests	10 years	Date of notification	NHS England	Review, Archive or Destroy under confidential conditions
HR	Employment and career	Not applicable	Job Evaluation Paperwork	6 years	Date of employee leaving	NHS England	Review, Archive or Destroy under confidential conditions
HR	Employment and career	Not applicable	Written particulars of employment	6 years	Date of employee leaving	NHS England	Review, Archive or Destroy under confidential conditions
HR	Employment and career	2. Employee personnel records	Contracts of employment, including the Certificate of Qualification or its equivalent and including the Senior Civil Service.	100 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions

HR	Employment and career	2. Employee personnel records	Changes to terms and conditions, including change of hours letters	100 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Employment and career	2. Employee personnel records	Job history – consolidated record of whole career and location details (paper or electronic)	20 years	Date of employee leaving	NHS England	Review, Archive or Destroy under confidential conditions
HR	Employment and career	2. Employee personnel records	Current address details	6 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Employment and career	2. Employee personnel records	Variation of hours – calculation formula for individual	Destroy after use	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Employment and career	2. Employee personnel records	Promotion, temporary promotion and/or substitution documentation	Destroy after summary written	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Employment and career	2. Employee personnel records	Working Time Directive opt-out form	3 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Employment and career	2. Employee personnel records	Record of previous service dates	100 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Employment and career	2. Employee personnel records	Previous service supporting papers	Destroy after records noted as appropriate	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Employment and career	2. Employee personnel records	Qualifications/references	6 years	Date of reference	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Employment and career	2. Employee personnel records	Transfer documents (OGD E18)	Destroy after summary noted and actioned	Date of summary	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Employment and career	2. Employee personnel records	Annual/Assessment reports or summary of performance marks where an open reporting system operates	6 years	Date of report	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Employment and career	2. Employee personnel records	Annual/Assessment reports for the last 5 years of service or summary of performance marks where an open reporting system operates	5 years	Date of report	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions

HR	Employment and career	2. Employee personnel records	Training history	6 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Employment and career	2. Employee personnel records	Travel and subsistence – claims and authorisation	6 years	Date of claim	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Employment and career	Not applicable	Job applications - internal	1 year	Date of application	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Employment and career	Not applicable	Recruitment, appointment and/or promotion board selection papers	1 year	Date of promotion board	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Employment and career	Not applicable	Evidence of right to work, security checks and recruitment documentation for the successful candidate, including job adverts and completed application forms.	6 years	Date of employee leaving - <i>NB check summary is made which is retained until 75th Birthday.</i>	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
HR	Employment and career	2. Employee personnel records	Annual leave records	2 years	Date of annual leave	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Employment and career	Not applicable	Bank/building society references	6 months	Date of reference	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Employment and career	Not applicable	Nominal Rolls	5 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Employment and career	Not applicable	Study leave	5 years	Date of study leave	NHS England	Review, Archive or Destroy under confidential conditions
HR	Health	Not applicable	Health declaration	100 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions

HR	Health	Not applicable	Health referrals, including medical reports from doctors and consultants, correspondence with the appointed medical adviser to the PCSPS (currently BMI Health Services and, previous to that body, the Occupational Health and Safety Agency Ltd, the Civil Service Occupational Health Service or the Medical Advisory Service (MAS)).	100 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Health	Not applicable	Papers relating to any injury on duty	100 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Health	Not applicable	Medical reports of those exposed to hazardous substances to health; including:	50 years	Date of last entry	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Health	Not applicable	Lead (Control of Lead at Work Regulations 1980)	50 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Health	Not applicable	Asbestos (Control of Asbestos at Work Regulations 1996)	50 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Health	Not applicable	Compressed Air (Work in Compressed Air Regulations 1996)	50 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Health	Not applicable	Radiation (Ionising Radiation Regulations 1985)	50 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Health	2. Employee personnel records	Medical/Self certificates – unrelated to industrial injury	6 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Health & Safety	Not applicable	First Aider training	10 years	Date of training	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Health & Safety	Not applicable	Completed DSE workstation self-assessment checklists	6 years	Date of employee leaving	NHS England	Review, Archive or Destroy under confidential conditions

HR	Health & Safety	Not applicable	Completed Staff H&S Induction Checklists	6 years	Date of employee leaving	NHS England	Review, Archive or Destroy under confidential conditions
HR	Health & Safety	Not applicable	Completed Risk Assessments for new or Expectant Mothers	6 years	Date of employee leaving	NHS England	Review, Archive or Destroy under confidential conditions
HR	Health & Safety	Not applicable	Completed H&S Audits for Out stationed staff	6 years	Date of employee leaving	NHS England	Review, Archive or Destroy under confidential conditions
HR	Pay and Pension	2. Employee personnel records	Bank details – current	6 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Pay and Pension	2. Employee personnel records	Death Benefit Nomination and Revocation Forms	100 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Pay and Pension	2. Employee personnel records	Death certificates	100 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Pay and Pension	Not applicable	Decree absolute	100 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Pay and Pension	Not applicable	Marriage certificate and documentation relating to civil registration	100 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Pay and Pension	2. Employee personnel records	Housing advance	6 years	Date of repayment	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Pay and Pension	Not applicable	Unpaid leave periods (maternity leave, etc)	100 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Pay and Pension	2. Employee personnel records	Statutory maternity pay documents	6 years	Date of end of maternity pay	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Pay and Pension	Not applicable	Other maternity pay documentation	18 months	Date of end of maternity pay	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions

HR	Pay and Pension	2. Employee personnel records	Overpayment documentation	6 years	Date of repayment	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Pay and Pension	Not applicable	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.	100 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Employment and career	Not applicable	Timesheets	2 years	Date of creation	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
HR	Pay and Pension	Not applicable	Pensions estimates and wards	100 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Pay and Pension	Not applicable	Records of: 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	100 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions

			pension matters.				
HR	Pay and Pension	Not applicable	Resignation, termination and/or retirement letters	100 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Pay and Pension	Not applicable	Added years	100 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Pay and Pension	Not applicable	Additional voluntary Contributions (ABC)	100 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Pay and Pension	2. Employee personnel records	Payroll input forms	6 years	Date of input form	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Pay and Pension	2. Employee personnel records	Bonus nominations	6 years	Date of nomination	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Pay and Pension	Not applicable	Complete sick absence record showing dates and causes of sick leave	72 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Pay and Pension	Not applicable	Statutory Sick Pay (SSP) forms	6 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential

							conditions
HR	Pay and Pension	Not applicable	Papers relating to disciplinary action which has resulted in any changes to terms and conditions of service, salary, performance pay or allowances.	72 years	Date of employee leaving	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Pay and Pension	2. Employee personnel records	Authorisation for deputising, substitution allowance and/or overtime/travel time claim	6 years	Date of overtime / travel form	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Pay and Pension	2. Employee personnel records	Advances for: Season tickets, Car parking, Bicycles, Christmas/holiday, Housing	6 years	Date of repayment	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
HR	Personal	2. Employee personnel records	Welfare Papers	6 years	Date of last action	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
ICT	General guidance on ICT	Not applicable	Record of location of relevant files	6 years	Date of record	NHS England	Review, Archive or Destroy under confidential conditions
ICT	General guidance on ICT	Not applicable	Documents and case files	6 years	Date of closure of file	NHS England	Review, Archive or Destroy under confidential conditions
ICT	General guidance on ICT	Not applicable	General records for management of ICT dept	6 years	Date of record	NHS England	Review, Archive or Destroy under confidential conditions
ICT	General guidance on ICT	Not applicable	Guidance for managing records management with NHS England	6 years	Date of latest version	NHS England	Review, Archive or Destroy under confidential conditions
ICT	General guidance on ICT	Not applicable	Records relating to developing and implementing ICT systems and policies	6 years	Date of policy	NHS England	Review, Archive or Destroy under confidential conditions
ICT	General guidance on ICT	Not applicable	Training material	6 years	Date of employee leaving	NHS England	Review, Archive or Destroy under confidential conditions
ICT	General guidance on ICT	Not applicable	Security of records	6 years	Date of record	NHS England	Review, Archive or Destroy under confidential conditions

ICT	General guidance on ICT	Not applicable	Lists, certificates, books, databases of record destroyed	20 years	Date of destruction certificate	Public Records Act 1958	Review, Archive or Destroy under confidential conditions
ICT	General guidance on ICT	Not applicable	Disaster recovery plans	6 years	Date of plan	NHS England	Review, Archive or Destroy under confidential conditions
ICT	General guidance on ICT	Not applicable	Documentation relating to computer programmes written in-house	6 years	End of use of programme	NHS England	Review, Archive or Destroy under confidential conditions
ICT	General guidance on ICT	Not applicable	Software licences	6 years	End of use of programme	NHS England	Review, Archive or Destroy under confidential conditions
ICT	Other Legal Documents & Accreditation Evidence	Not applicable	IT Equipment Specifications (IT Records)	2 years	Date of specification	NHS England	Review, Archive or Destroy under confidential conditions
Images	Internal Records	Not applicable	Image library records	5 years	Date of specification	NHS England	Review, Archive or Destroy under confidential conditions
Manuals	Internal Records	Not applicable	Patient information leaflets	6 years	End of use of programme	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
Manuals	Internal Records	Not applicable	Brochures and guides	3 years	Date of latest version	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Manuals	Internal Records	Not applicable	Policy & procedures	10 years	After the life of the system (or supercede) to which the policies or procedures refer.	NHS England	Review, Archive or Destroy under confidential conditions
Meetings	Boards and Committees	Not applicable	Terms of reference	20 years	Date of Terms of Reference	Public Records Act 1958	Transfer to place of deposit.
Meetings	Boards and Committees	Not applicable	Membership lists and appointments (May contain personal information)	20 years	Date of latest version	Public Records Act 1958	Transfer to place of deposit.

Meetings	Boards and Committees	Not applicable	Meeting agendas and papers (record set held by team where secretariat resides)	20 years	Date of meeting	Public Records Act 1958	Transfer to place of deposit.
Meetings	Boards and Committees	Not applicable	Board, Board Advisory Groups and Sub-committees	20 years	Date of board	Public Records Act 1958	Transfer to place of deposit.
Meetings	Boards and Committees	Not applicable	Correspondence: Chair, Secretary, Members	20 years	Date of correspondence	Public Records Act 1958	Transfer to place of deposit.
Meetings	Undertakings	Not applicable	Terms of reference	5 years	Date of Terms of Reference	NHS England	Review, Archive or Destroy under confidential conditions
Meetings	Undertakings	Not applicable	Correspondence	5 years	Date of correspondence	NHS England	Review, Archive or Destroy under confidential conditions
Meetings	Undertakings	Not applicable	Minutes of meetings and related papers, including those of the Audit Committee	5 years	Date of minutes	NHS England	Review, Archive or Destroy under confidential conditions
Meetings	Undertakings	Not applicable	Working papers	5 years	Date of papers	NHS England	Review, Archive or Destroy under confidential conditions
Meetings	Undertakings	Not applicable	Other meeting agendas, papers and minutes	2 years	Date of minutes	NHS England	Review, Archive or Destroy under confidential conditions
Meetings	Undertakings	Not applicable	Office diaries	2 years	End of calendar year to which they refer	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
Office Evacuation Procedures	Other Legal Documents & Accreditation Evidence	Not applicable	At each office location	2 years	Date of record	NHS England	Review, Archive or Destroy under confidential conditions
Office Goods and Service Contracts	Other Legal Documents & Accreditation Evidence	Not applicable	Leeds HQ FM file	5 years	Date of end of contract	NHS England	Review, Archive or Destroy under confidential conditions
Office Monitoring and Measurement Records	Other Legal Documents & Accreditation Evidence	Not applicable	FM/Office Manager Files	3 years	Date of closure of file	NHS England	Review, Archive or Destroy under confidential conditions

Office Monitoring Spreadsheet	Other Legal Documents & Accreditation Evidence	Not applicable	Office Monitoring spreadsheet	5 years	Date of last action	NHS England	Review, Archive or Destroy under confidential conditions
Policies	Quality and performance management	Not applicable	Quality and Performance Management	5 years	Date of last action	NHS England	Review, Archive or Destroy under confidential conditions
Policies	Core Policy (Outward facing policy)	Not applicable	All policy records on outward facing policy	5 years	Date of policy	NHS England	Review, Archive or Destroy under confidential conditions
Policies	Health & Safety	Not applicable	Fire evacuation drills	3 years	Date of fire evacuation drill	NHS England	Review, Archive or Destroy under confidential conditions
Projects	Project Records	6. Project records	Project / programme proposals - approvals	10 years	Date of completion of the project	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Projects	Project Records	6. Project records	Project / programme proposals - rejected or deferred	5 years	Date of completion of the project	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Projects	Project Records	6. Project records	Project Initiation Documents and supporting documentation (inc. business cases)	10 years	Date of completion of the project	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Projects	Project Records	6. Project records	Feasibility studies - reports	10 years	Date of issue	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Projects	Project Records	6. Project records	Feasibility studies - draft reports	2 years	Date of last report	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Projects	Project Records	6. Project records	Feasibility studies - working papers	2 years	Date of last paper	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions

Projects	Project Records	6. Project records	Feasibility studies - correspondence	5 years	Date of last paper	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Projects	Project Records	6. Project records	Plans and specifications (statements of requirements, operational requirements, technical plans, resource plans etc) - provisional	5 years	Date of completion of the project	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Projects	Project Records	6. Project records	Plans and specifications (statements of requirements, operational requirements, technical plans, resource plans etc) - final	10 years	Date of completion of the project	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Projects	Project Records	6. Project records	Plans and specifications (statements of requirements, operational requirements, technical plans, resource plans etc) - variations	10 years	Date of completion of the project	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Projects	Project Records	6. Project records	Maps, Plans, Drawings and Photographs - master set	10 years	Date of completion of the project	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Projects	Project Records	6. Project records	Maps, Plans, Drawings and Photographs - working copies	5 years	Date of completion of the project	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Projects	Project Records	6. Project records	Maps, Plans, Drawings and Photographs - other copies	5 years	Date of completion of the project	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Projects	Project Records	6. Project records	Financial documents including investment appraisals	6 years	Date of completion of the project	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Projects	Project Records	6. Project records	Equipment & supplies	6 years	Date of completion of the project	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Projects	Project Records	6. Project records	Project Boards, Assessments, meeting minutes and correspondence	5 years	Date of last paper	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Projects	Project Records	6. Project records	Reports (stage assessments, quality reviews, highlight reports, project reports, GANTT charts, etc) - interim	5 years	Date of completion of the project	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions

Projects	Project Records	6. Project records	Reports (stage assessments, quality reviews, highlight reports, project reports, GANTT charts, etc - final	5 years	Date of completion of the project	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Projects	Project Records	6. Project records	Reports (stage assessments, quality reviews, highlight reports, project reports, GANTT charts, etc - evaluation	5 years	Date of completion of the project	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Projects	Project Records	6. Project records	Reports (stage assessments, quality reviews, highlight reports, project reports, GANTT charts, etc) - drafts	End of project	Date of completion of the project	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Projects	Project Records	6. Project records	Product descriptions	5 years	Date of completion of the project	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Projects	Project Records	6. Project records	Project operating manuals	5 years	Date of completion of the project	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Reports	Statutory Returns	Not applicable	Reports to Central Government	7 years	Date of report	NHS England	Review, Archive or Destroy under confidential conditions
Reports	Corporate Planning & Reporting	Not applicable	Annual Reports	7 years	Date of report	NHS England	Review, Archive or Destroy under confidential conditions
Reports	Corporate Planning & Reporting	Not applicable	Policies & Procedures	7 years	Date of policy	NHS England	Review, Archive or Destroy under confidential conditions
Reports	Corporate Planning & Reporting	Not applicable	Policy Implementation and Development	7 years	Date of implementation	NHS England	Review, Archive or Destroy under confidential conditions
Reports	Corporate Planning & Reporting	Not applicable	Performance Reports	7 years	Date of report	NHS England	Review, Archive or Destroy under confidential conditions
Reports	Health & Safety	Not applicable	Completed Office H&S Inspection Reports	3 years	Date of report	NHS England	Review, Archive or Destroy under confidential conditions
Reports	Health & Safety	Not applicable	Completed Office H&S Audit Reports	10 years	Date of report	NHS England	Review, Archive or Destroy under confidential conditions

Reports	Records and Information Management Records	Not applicable	Classification schemes	7 years	Date of classification scheme	NHS England	Review, Archive or Destroy under confidential conditions
Reports	Records and Information Management Records	Not applicable	Indexes	7 years	Date of last action	NHS England	Review, Archive or Destroy under confidential conditions
Reports	Records and Information Management Records	Not applicable	Disposal schedules	Once superseded	Date of schedule	NHS England	Review, Archive or Destroy under confidential conditions
Reports	Records and Information Management Records	Not applicable	Disposal certificates	7 years	Date of certificate	NHS England	Review, Archive or Destroy under confidential conditions
Reports	Records and Information Management Records	Not applicable	Records relating to transfer of information to off-site storage	7 years	Date of transfer to off-site storage	NHS England	Review, Archive or Destroy under confidential conditions
Reports	Records and Information Management Records	Not applicable	Records relating to areas of on-site storage areas	7 years	Date of transfer to off-site storage	NHS England	Review, Archive or Destroy under confidential conditions
Reports	Records created by a public body fulfilling its obligations under the Freedom of Information Act 2000	Not applicable	Policy and procedures for handling FOI requests and other documents regarding the practical implementation of FOI	7 years	Date of policy	NHS England	Review, Archive or Destroy under confidential conditions
Reports	Records created by a public body fulfilling its obligations under the Freedom of Information Act 2000	Not applicable	NHS England Retention, Categorisation and Disposal Policy documents	7 years	Date of policy	NHS England	Review, Archive or Destroy under confidential conditions
Reports	Records created by a public body fulfilling its obligations under the Freedom of Information Act 2000	Not applicable	Case records which lead to the development of precedents and best practice	7 years	Date of closure of file	NHS England	Review, Archive or Destroy under confidential conditions
Reports	Records created by a public body fulfilling its obligations under the Freedom of Information Act 2000	Not applicable	Freedom of Information 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

Reports	Records created by a public body fulfilling its obligations under the Freedom of Information Act 2000	Not applicable	Freedom of Information 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
Reports	Records created by a public body fulfilling its obligations under the Freedom of Information Act 2000	Not applicable	Access Status Records (a) statistical data about the number of requests answered and their outcomes, details of decisions (b) details of access decisions taken about records especially any redacted versions of documents released	3 years	Date of last action	IGA Records Management Code of Practice 2015	Review, Archive or Destroy under confidential conditions
Reports	Records created by a public body fulfilling its obligations under the Freedom of Information Act 2000	Not applicable	Other records – where information subject to an FOI request is scheduled for destruction.	3 years	Date of disclosure of information	IGA Records Management Code of Practice 2015	Review, Archive or Destroy under confidential conditions
Reports	Records created by a public body fulfilling its obligations under the Data Protection Act 1998	Not applicable	Subject Access Requests and disclosure correspondence	3 years	Closure of request	IGA Records Management Code of Practice 2015	Review, Archive or Destroy under confidential conditions
Reports	Records created by a public body fulfilling its obligations under the Data Protection Act 1998	Not applicable	Request for access to records, other than SAR and FoI (AHRA and DPA)	6 years	Closure of request	IGA Records Management Code of Practice 2015	Review, Archive or Destroy under confidential conditions
Reports	Records created by a public body fulfilling its obligations under the Data Protection Act 1998	Not applicable	Subject access requests where there has been an appeal	6 years	Closure of appeal	IGA Records Management Code of Practice 2015	Review, Archive or Destroy under confidential conditions
Reports	Special Events	Not applicable	Parliamentary Questions/MP enquires	10 years	Date of closure of file	NHS England	Review, Archive or Destroy under confidential conditions
Reports	Special Events	Not applicable	Correspondence and papers	7 years	Date of correspondence	NHS England	Review, Archive or Destroy under confidential conditions
Reports	Special Events	Not applicable	Report	7 years	Date of report	NHS England	Review, Archive or Destroy under confidential conditions
Reports	Special Events	Not applicable	Reports (Major)	20 years	Date of report	NHS England	Review, Archive or Destroy under confidential conditions

Reports	Special Events	Not applicable	Litigation dossiers (complaints including accident/incident reports). Records/documents relating to any form of litigation	10 years	Review on advice from legal representative	NHS England	Review, Archive or Destroy under confidential conditions
Strategies	Corporate Planning & Reporting	Not applicable	Corporate Plans	7 years	Date of plan	NHS England	Review, Archive or Destroy under confidential conditions
Strategies	Corporate Planning & Reporting	Not applicable	Corporate Strategies	7 years	Date of strategy	NHS England	Review, Archive or Destroy under confidential conditions
Strategies	Corporate Planning & Reporting	Not applicable	Business & Delivery Plans	7 years	Date of plan	NHS England	Review, Archive or Destroy under confidential conditions
Strategies	Undertakings	Not applicable	Programmes/plans/strategies	7 years	Date of programme / plan / strategy	NHS England	Review, Archive or Destroy under confidential conditions
Strategies	Undertakings	Not applicable	Working papers	7 years	Date of papers	NHS England	Review, Archive or Destroy under confidential conditions
Strategies	Undertakings	Not applicable	History of organisation or predecessors, its organisation and procedures (e.g. establishment order)	20 years	Date of latest version	NHS England	Review, Archive or Destroy under confidential conditions
Sustainability Appraisal Reports	Other Legal Documents & Accreditation Evidence	6. Project records	Project File	10 years	Date of project closure	The National Archives (TNA)	Review, Archive or Destroy under confidential conditions
Training certificates of qualification	Other Legal Documents & Accreditation Evidence	2. Employee personnel records	Personnel File	100 years	Date of employee leaving - <i>NB check summary is made which is retained until 75th Birthday.</i>	The National Archives	Review, Archive or Destroy under confidential conditions
HR	Personal	Not applicable	Staff Record Summary	6 years	Date of employee leaving - only destroy when employee reaches 75th birthday.	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions

Web site – Sustainability policy	Other Legal Documents & Accreditation Evidence	Not applicable	NHS England Internet	6 years	Date of creation	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
Web site – Sustainability policy	Other Legal Documents & Accreditation Evidence	Not applicable	NHS England Intranet	6 years	Date of creation	Information Governance Alliance Records Management Code of Practice for Health and Social Care 2016	Review, Archive or Destroy under confidential conditions
Emergency Preparedness, Resilience and Response	Incidents (declared)	NA	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	Records Management NHS Code of Practice, Serious Incident Files, Pg 82	Review, Archive or Destroy under confidential conditions	Review, Archive or Destroy under confidential conditions
Emergency Preparedness, Resilience and Response	Exercise	NA	Decision Log, Pocket Book, On Call Log, Log Book, post-exercise reports/Lessons Identified. Format of records - mixture of paper and electronic.	Destroy 10 years after closure	Retention Guidelines for Local Authorities, Section 9.12	Review, Archive or Destroy under confidential conditions	Review, Archive or Destroy under confidential conditions
Emergency Preparedness, Resilience and Response	On Call (routine - non major incident)	NA	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.	Destroy 10 years after closure	Retention Guidelines for Local Authorities, Section 9.12	Review, Archive or Destroy under confidential conditions	Review, Archive or Destroy under confidential conditions

Emergency Preparedness, Resilience and Response	EPRR	NA	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	Records Management NHS Code of Practice, Serious Incident Files, Pg 82	Review, Archive or Destroy under confidential conditions	Review, Archive or Destroy under confidential conditions
Emergency Preparedness, Resilience and Response	EPRR	NA	Information Sharing Protocols and Memorandum of Understanding, Mutual Aid Agreements, Service Level Agreements. Format of records -mixture of paper and electronic.	Destroy 10 years after closure	Retention Guidelines for Local Authorities, Section 9.12	Review, Archive or Destroy under confidential conditions	Review, Archive or Destroy under confidential conditions
Emergency Preparedness, Resilience and Response	EPRR	NA	Local Health Resilience Partnerships and sub-groups- minutes, papers, action logs, Risk Registers. Format of records - electronic.	30 years	Records Management NHS Code of Practice, Serious Incident Files, Pg 82	Review, Archive or Destroy under confidential conditions	Review, Archive or Destroy under confidential conditions
Emergency Preparedness, Resilience and Response	Audio Recording	NA	Ambient voice recording, telephone recording in relation to incident coordination centre. Format of records - electronic.	30 years	Records Management NHS Code of Practice, Serious Incident Files, Pg 82	Review, Archive or Destroy under confidential conditions	Review, Archive or Destroy under confidential conditions
Performer and Appraisal	Personal	NA	Case closed at triage - no further action.	5 years (retain a summary of the action)	Date of closure of file	NHS England	Review, Archive or Destroy under confidential conditions
Performer and Appraisal	Personal	NA	Case referred to PAG - no further action	5 years (retain a summary of the action)	Date of closure of file	NHS England	Review, Archive or Destroy under confidential conditions
Performer and Appraisal	Personal	NA	Case referred to PAG - further investigation / local action / watching brief	10 years (retain a summary of the action)	Date of closure of file	NHS England	Review, Archive or Destroy under confidential conditions
Performer and Appraisal	Personal	NA	Case referred to PAG - onward referral o statutory / regulatory body	10 years (retain a summary of the action)	Date of closure of file	NHS England	Review, Archive or Destroy under confidential conditions
Performer and Appraisal	Personal	NA	Case referred to PLDP by PAG - action taken up to but not including suspension / removal from performers list	100 years (retain a summary of the action)	Date of closure of file	NHS England	Review, Archive or Destroy under confidential conditions
Performer and Appraisal	Personal	NA	Case heard by PLDP - action taken including suspension / removal from performers list	100 years (retain a summary of the action)	Date of closure of file	NHS England	Review, Archive or Destroy under confidential conditions

Performer and Appraisal	Personal	NA	First tier tribunal including any appeal	100 years (retain a summary of the action)	Date of closure of file	NHS England	Review, Archive or Destroy under confidential conditions
Performer and Appraisal	Personal	NA	Summary Record	100 years	Date of closure of file	NHS England	Review, Archive or Destroy under confidential conditions
Performer and Appraisal	Personal	NA	Medical Revalidation	Two revalidations cycles (10-12 years)	End of second cycle	NHS England	Review, Archive or Destroy under confidential conditions