

RECORDS MANAGEMENT CODE OF PRACTICE: PART II

**SUMMARY OF DESTRUCTION PERIODS FOR RECORDS
WHICH ARE NOT FOR PERMANENT PRESERVATION
(AS DETAILED IN RECORDS MANAGEMENT CODE OF PRACTICE: SECTION 4)**

| | NUMBER AND CLASS OF DOCUMENTS | PERIOD AFTER WHICH DOCUMENTS MAY BE DESTROYED |
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| 1. | Salaries and wages records, i.e. employees pay cards and personal pay records (except those for part-time doctors and dentists employed by RHA's and HA's which should not be destroyed) | Ten years after the termination of employment |
| 2. | Copies of forms SD55 (ADP) and AD55J (originals are sent to Health Services Superannuation Branch of the Department) | Ten years after the end of the financial year to which they relate |
| 3. | Principal Ledger Records: including such documents as cash books, ledgers, income and expenditure journals, etc. | Six years after the end of the financial year to which they relate |
| 4. | Bills, receipts and cleared cheques | Six years after the end of the financial year to which they relate |
| 5. | Documents, other than those of permanent relevance in relation to trust funds and the terms of any trusts administered by health authorities | Six years after the end of the financial year to which the trust monies became finally spent, or the gift in kind was accepted |
| 6. | Major establishments records: including personal files, letters of appointment, contracts references and related correspondence and records of sick leave (except for those part-time doctors and dentists employed by RHA's and HA's which should not be destroyed) | Six years after the officer leaves the service of the hospital or on the date on which the officer would reach the age of 70, whichever is the later, provided that if an adequate summary of the personal and health record is kept for this period the main records may be destroyed ten years after the officer leaves the service of the hospital |
| 7. | Wages / salary records | 10 years after termination of employment |
| 8. | Estimates: including supporting calculations and statistics | Three years after the end of the financial year to which they relate |

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| 9. | Cost accounts prepared in accordance with the directions of the Secretary of State or at the request of the Department | Three years after the end of the financial year to which they relate |
| 10. | Audit records (e.g. organisational audits, records audits, system audits) – internal and external in any format (paper, electronic, etc.) | Two years from the date of completion of the audit |
| 11. | Accounts – minor records (pass books, paying-in slips, cheque counterfoils, cancelled/ discharged cheques [for cheques bearing printed receipts, see Receipts], accounts of petty cash expenditure, travel and subsistence accounts, minor vouchers, duplicate receipt books, income records, laundry lists and receipts) Stores, equipment and buildings | Two years from completion of audit |
| 12. | Engineers inspection reports on boilers, lifts, etc. | Lifetime of Installation |
| 13. | Major stores records; stores ledgers and equivalents | Six year after the end of the financial year to which they relate |
| 14. | Minor Supplies Records: including invitations to tender and inadmissible tenders, routine papers relating to catering and demands for furniture, equipment, stationery and other supplies | Eighteen months after the end of the financial year to which they relate |
| 15. | Records (other than those of permanent value) relating to capital and other building works or improvements, including plans and specifications prepared for temporary purposes and papers relating to them | Eighteen months after the end of the financial year to which they ceased to be effective |
| 16. | Inventories of furniture, medical and surgical equipment not held on store charge and with a minimum life of 5 years | Keep until next inventory |
| 17. | Activity records, input documents which supplement but do not replace health records | Ten years after treatment date |
| 18. | Health and Safety Documentation COSHH | 3 years 40 years |

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| | RIDDOR Accident/Incident Forms/Reports | 10 years 10 years |
| 19 | Diaries | 3 years – any patient information would need to be transferred to the record |
| 20 | Ward Report Book | 8 years |

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| 21 | Obstetric records Maternity (all obstetric and midwifery records, including those of episodes of maternity care that end in stillbirth or where the child later dies) | Twenty five years; or 8 years after the death of the child (but not the mother) if sooner 25 years after the birth of the last child |
| 22 | Records relating to children and young people | Until patient's 25 th birthday or 26 th if entry made when young person was 17; or 8 years after death of patient if sooner |
| 23. | Records relating to mentally disordered people within the meaning of the Mental Health Act 1959 | Twenty years after no further treatment considered necessary; or 8 years after patient's death if sooner |
| 24 | Records relating to intrauterine coil devices Contraception and Sexual health records | Twenty years after removal of device 8 years (in adults) or until 25 th birthday in child (age 26 if entry made when young person was 17), or 8 years after death. NB the longest license period for a contraceptive device is 10 years |
| 25 | All other personal health records | 8 years after the end of treatment |