

Disposal Schedule

A. Work Area - Accident / Incidents / Untoward Events

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
A1	Accident Register	10 Years (see also A3)		Determine on Review
A2	Record sheets/book, Forms, Reports	10 years from the occurrence or last entry or until the patient's 25 th birthday whichever is the later. (see also A3)		Destroy
A3	Adverse Incidents	10 years normal review process..	SECCOR-85-2010	Determine on Review
		Where the adverse incident relates to blood the records should be kept for 15 years.	Blood Safety and Quality Regulations(BSQR) 2005 http://www.legislation.gov.uk/uksi/2005/50/contents/made http://www.legislation.gov.uk/uksi/2005/1098/contents/made http://www.legislation.gov.uk/uksi/2005/2898/contents/made	Determine on Review
		Where the adverse incident refers to organ donation through to transplantation see G98	https://www.hta.gov.uk/faqs/organ-donation-and-transplant-faqs http://www.legislation.gov.uk/uksi/2007/1523/pdfs/uksi_20071523_en.pdf	Determine on Review
		Where the incident has resulted in litigation the records relating to the litigation should be managed as per GMGR Section I1.		Determine on Review

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
		<p>Where the incident has resulted in any form of disciplinary proceedings the personnel records should be managed as per GMGR Section L13</p> <p>Independent contractors should seek their own legal advice.</p>		Determine on Review
		<p>NIAIC Adverse Incident Investigation/advice and guidance – 10 years after closure of investigation/ issue of advice or guidance</p>		
A4	Homicide/'serious untoward incident' records	30 years		Determine on Review
A5	Emergency Plans /Major Incident Plans/business continuity plans	8 years after the plan is superseded or where it has been put into action 8 years after the event.		Determine on Review
A6	Record sheets/book, Forms, Reports (where litigation has commenced)	Where a legal action has commenced, records should be managed as per GMGR Section I1.		Determine on Review
A7	(RIDDOR) register	3 years from the occurrence.	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997	Destroy

B. Work Area - Complaints

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
B1	Enquiries which do not give rise to formal complaints	3 years	www.nationalarchives.gov.uk/documents/sched_complaints.pdf	Destroy
B2	Correspondence, investigation and outcomes	<p>Review 10 years from completion of the action. Files should be reviewed in accordance with the principles in part 1.</p> <p>No less than 15 years for complaints dealt with under the Residential Family Centres Regulations (NI) 2007</p> <p>Where the complaint has resulted in litigation the records relating to the litigation should be managed as per GMGR Section I1.</p> <p>Where the complaint has resulted in any form of disciplinary proceedings the personnel records should be managed as per GMGR Section L15.</p> <p>Where more than one retention period applies the longest of them should be used.</p>	www.nationalarchives.gov.uk/documents/sched_complaints.pdf	Determine on review.
B3	Complaints investigated under the Representations Procedure (Children) Regulations (NI) 1996 in respect of:	These records are the records relating to the investigation of the complaint which should be kept separate from the case record. The case record should however contain a note that a complaint under the regulations was made, a broad outline on the nature of the complaint, its outcome, and where the investigation records are retained.	Representations Procedure (Children) Regulations (NI) 1996	Determine on review.
	A looked after child	75 years from date of birth of the child to whom it relates or, if the child dies before age 18, then for a period of 15 years beginning with the date of his/her death.	Representations Procedure (Children) Regulations (NI) 1996	Determine on review.

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
	A Child in Need	20 years after closure of case.	Representations Procedure (Children) Regulations (NI) 1996	Determine on review.
	Child Protection	75 years after closure or 15 years after death of child if child dies before attaining the age of 18.	Representations Procedure (Children) Regulations (NI) 1996	Determine on review.
B4	Returns made to the Department (CH8 statistics)	See GMGR Section Q1.		Destroy

C. Work Area - Contracts / Service Level Agreements

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
C1	Approval files	15 years		Determine on Review
C2	Approval files (contracts)	6 years after end of the year the contract expired		Destroy
C3	Approved suppliers lists	An active document updated regularly - 11 years following each update	Consumer Protection (Northern Ireland) Order 1987 Where the records are potentially relevant to the issue of proceedings by an organisation legislation requires retention of 10 years. However an extra year has been added to allow time for any proceedings to be served against an organisation.	Destroy
C4	Contracts – non sealed (property) on termination	6 years from date of practical completion	The Limitation (Northern Ireland) Order 1989	Destroy
C5	Contracts – non sealed (other) on termination	6 years after termination of contract	The Limitation (Northern Ireland) Order 1989	Destroy
C6	Contracts (including capital works contracts) – sealed (and associated records)	Contracts under seal and associated records should be kept for a minimum of 15 years after the issue of the certificate of making good defects. When they reach 15 years old they should be reviewed and PRONI invited to examine them.		Determine on Review
C7	Contractual arrangements with hospitals or other bodies outside the HSC including papers relating to financial settlements made under the contract	6 years after end of financial year to which they relate		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
C8	Contract operation and monitoring	Records should be maintained for the same length of time as the contract (see		Destroy
C9	Contractor Applications to provide general practitioner, Dental, Ophthalmic & Pharmaceutical services	6 years after end of contract for approvals 6 years for non-approvals.		Destroy
C10	Contractor Records			
	Ophthalmic Opticians	See GMGR Section G80		Destroy
	Dentists	See GMGR Section G29 - G33		Destroy
	Pharmacists, Pharmacy Premises	See GMGR Section M		Destroy
	General Practitioners	See GMGR Section G48		Destroy
C11	Contractors On – Call Rotas managed by HSCB	6 years		Destroy
C12	GP retirements/moved away	6 years after individual leaves service, at which time a summary of the file must be kept until the individual's 70th birthday or 6 years after the individual leaves the service whichever is the longer		Destroy
C13	Tenders			
	successful	Tender period plus 6 year limitation period	The Limitation (Northern Ireland) Order 1989	Destroy
	unsuccessful	6 years after the end of the financial year to which they relate (7 years)	The Limitation (Northern Ireland) Order 1989	Destroy

D. Work Area - Equipment

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
D1	Records of equipment/instruments (fixed and un-fixed) including installation, specification, maintenance records and logs, records of service inspections, test records, Calibration Certificates products liability, procurement, use, modification and supply records relevant to production of products (diagnostics) or equipment, and disposal records.	Lifetime of the equipment plus 11 years	Consumer Protection (NI) Order 1987 Where the records are potentially relevant to the issue of proceedings by an organisation legislation requires retention of 10 years. However an extra year has been added to allow time for any proceedings to be served against an organisation.	Destroy
D2	Daily checking of Crash Trolleys	This is a check for accounting purposes, only current and previous record require to be held. If a record of Equipment used in treatment, it may need to be kept for 11 years in line with period for litigation. (see GMGR Section D1) If check shows action required this needs to be recorded and kept for 11 years as above.		Destroy
D3	Forms – Surgical Appliances – AP1, 2, 3 and 4	5 years from completion of audit (see also GMGR Section G19)		Destroy
D4	Internal requests for supplies equipment.	Once approved the record will either fall into a buying order, inventory, delivery notice or approval file. The records should be placed in the appropriate file and retained for the documented period. Administrative records not appropriate for other files - retain for the current year plus 1.		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
D5	Inventories (not in current use) of items having a life of less than 5 years	1 ¹ / ₂ years or if in book form 1 ¹ / ₂ years after the last entry		Destroy
D6	Inventories of plant, vehicles and permanent or fixed equipment	Permanent		Retain permanently within organisation
D7	Inventories of furniture, medical and surgical equipment not held on store charge having a minimum of life of 5 years	Until Revised and replaced		Destroy
D8	Medical device/equipment alerts	Until reviewed or withdrawn by Northern Ireland Adverse Incident Advice Centre (NIAIC) (check MHRA website)	www.mhra.gov.uk	Destroy
D9	Records relating to the security of the systems (see also GMGR Section H5 and (GMGR Section J20 security of the records))	Decommissioning of the system plus 5 years	Approved Disposal Schedules http://www.bangor.ac.uk/ar/ro/recordsmanagement/InformationCommunicationTechnologyICTSystemsManagement-RecordsRetentionSchedule.php.en	Destroy
D10	Vehicles Records relating to the purchase, maintenance, fuel logs, movement records, servicing, insurance and disposal.	Retain for the lifetime plus one year post disposal		Destroy

E. Work Area - Estates

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
E1	<p>Biomedical Engineering</p> <p>Sterilix Endoscopic Disinfector daily water cycle test</p> <p>Sterilix Endoscopic Disinfector daily water purge test, nynhydrin test</p>	11 years	<p>Consumer Protection (Northern Ireland) Order 1987</p> <p>Where the records are potentially relevant to the issue of proceedings by an organisation legislation requires retention of 10 years. However an extra year has been added to allow time for any proceedings to be served. against an organisation,</p>	Destroy
E2	Buildings and engineering works, inclusive of major projects abandoned or deferred – key records, related to planning, construction and design(e.g. final accounts, surveys, site plans, bills of quantities).	30 years		Determine on Review
E3	Buildings and engineering works, inclusive of major projects abandoned or deferred – town and country planning matters and all formal contract documents relating to post completion of the construction(e.g. executed agreements, conditions of contract, specifications, “as built” record drawings and documents on the appointment and conditions of engagement of private buildings and engineering consultants.	Retain permanently		Retain permanently within organisation
E4	Buildings – papers relating to occupation (but not Health and Safety information) of the building	Review 3 years after occupation ceases		Determine on Review

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
E5	<p>Carbon Reduction Scheme</p> <p>Records relating to your first Footprint Report</p> <p>Records relating to your first Annual Report</p> <p>Records of what determined your position in the Performance League Table for the first year of the CRC scheme in which you take part.</p> <p>All other records</p>	<p>Retain for the whole time you are part of the Carbon Reduction Scheme</p> <p>Retain for the whole time you are part of the Carbon Reduction Scheme</p> <p>Retain for the whole time you are part of the Carbon Reduction Scheme</p> <p>Papers must be held for 7 years after the end of the Phase to which they relate.</p>	<p>https://crc.environment-agency.gov.uk/crcregistry/web/login?execution=e1s1</p>	Destroy
E6	Deeds of Title/Title Deeds	<p>Permanent Retain while the organisation has ownership of the building unless a Land Registry certificate has been issued, in which case the deeds should be placed in an archive.</p> <p>If there is no Land Registry certificate, the deeds should pass on with the sale of the building.</p>		Retain permanently within organisation
E7	Environmental Cleanliness Audits	10 years		Destroy
E8	Fire training records	5 years		Destroy
E9	Fire Officers Register	5 years		Destroy
E10	Fire Inspections	5 years		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
E11	Health and Safety Audits Health and Safety Information / documentation	10 years Until cancelled or superseded		Destroy
E12	Inspection/Insurance reports – e.g. boilers. Lifts etc	Lifetime of an installation. Normally retain for the lifetime of an installation. However, it is necessary to assess whether obligations incurred during the lifetime may not be invoked until afterwards, in which case a judgement must be made. If there is any measurable risk of a liability in respect of installation beyond their operational lives, records of this kind should be retained indefinitely.		Destroy
E13	Land surveys/registers	30 years		Destroy
E14	Leases, the grant of leases, easements, licences and other rights over property.	Retain for the lifetime of the ownership of any right over the property	The Limitation (Northern Ireland) Order 1989	Destroy
	Leasing a property from another owner	12 years after the lease expires	The Limitation (Northern Ireland) Order 1989	Destroy
E15	Maintenance contracts - routine	6 years from end of contract		Destroy
E16	Maintenance requisition books/job docketts	6 years after last entry in the book		Destroy
E17	Manuals operating/maintenance	Lifetime of equipment		Destroy
E18	Maps	Retain permanently		Permanent Preservation within the Organisation.
E19	Plans	Lifetime of Building		Determine on

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
	Building (as built), Drawings (architect signed not copies) Engineering works			Review
E120	Property Acquisition Dossiers	Retain for the lifetime of ownership of the property		Determine on Review
E21	Property Disposal Dossiers	30 years		Determine on Review
E22	Records relating to the security of the estate (see also GMGR Section D9, and GMGR Section J20 security of the records)	5 years		Destroy
E23	Refrigerator temperature records	5 years		Destroy
E24	Site files	Lifetime of site		Destroy
E25	Specifications (e.g. equipment, services)	6 years		Determine on Review
E26	Structure plans (organisational charts) i.e. the structure of the building plans	Lifetime of Building – then review		Determine on Review
E27	Surveys – building and engineering works	Lifetime of building or installation		Destroy
E28	Security Control Systems	6 months	The DPA does not prescribe any specific minimum or maximum retention periods which apply to all systems or footage. Retention should reflect the organisation's purposes for recording information.	Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
			<p>The retention period should be informed by the purpose for which the information is collected and how long it is needed to achieve this purpose. It should not be kept for longer than is necessary, and should be the shortest period necessary to serve your own purpose.</p>	
	Access Control Swipecard System	6 months	<p>The DPA does not prescribe any specific minimum or maximum retention periods which apply to all systems or footage. Retention should reflect the organisation's purposes for recording information. The retention period should be informed by the purpose for which the information is collected and how long it is needed to achieve this purpose. It should not be kept for longer than is necessary, and should be the shortest period necessary to serve your own purpose.</p>	Destroy
	Close Circuit TV Images	<p>The DPA does not prescribe any specific minimum or maximum retention periods which apply to all systems or footage. Retention should reflect the organisation's purposes for recording information. The retention period should be informed by the purpose for which the information is collected and how long it is needed to achieve this purpose. It should not be kept for longer than is necessary, and should be the shortest period necessary to serve your own purpose.</p>	<p>Information Commissioner's Code of Conduct https://ico.org.uk/media/for-organisations/documents/1542/cctv-code-of-practice.pdf</p>	<p>Destroy Erase permanently</p>
	Reception desk Rotas / Security Rotas	3 years		Destroy
	Visitors / Contractors Books (other than those specifically required in legislation)	3 years	<p>National Archives - Retention Scheduling Press and Public Relations Records</p>	Determine on Review

F. Work Area - Finance

Where a publicly funded organisation has been the subject of an investigation which has led to significant criticism or prosecution, the relevant records should be retained for at least 10 years from the date of conclusion of the investigation. [Addendum to DAO \(DFP\) 08/07](#).

Any records pertaining to European Union(EU) funding must, by EC Regulation, be retained for at least seven years after EU Programme spend has been completed.

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
F1	Accounts			
	a. Minor Records Pass-books, bank statements of accounts, pay-in slips, lodgement slips counterfoils, cancelled and discharged cheques, (for cheques bearing printed receipts, see Receipts), cheque counterfoils, accounts of petty cash expenditure, travelling and subsistence accounts, minor vouchers including duplicate receipt books, income records, receipt for registered and recorded delivery mail, forms used in connection with the supply of surgical appliances, laundry lists and receipts.	6 years after the end of the financial year to which they relate (7 years)		Destroy
	b. Working Papers	3 years (from completion of the audit)		Destroy
	c. Debtors records – cleared	2 years (from completion of the audit)		Destroy
	d. Debtors records - uncleared	6 years (from completion of the audit)	The Limitation (Northern Ireland) Order 1989	Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
	e. Cost Accounts	3 years after end of financial year to which they relate		Destroy
F2	Advice notes [Delivery statement, or note advising what is in a package, or what is coming: They are usually received in advance of the invoice].	2 years		Destroy
F3	Annual Accounts (final one set only)	6 years plus current year	In line with the Department of Finance and Personnel	A copy of the final published accounts should be sent to The Public Record Office of Northern Ireland
F4	Asset Management			
	Asset registers – assets/equipment registers, records	6 years after the end of the financial year in which the asset is disposed of		Destroy
	Depreciation registers – records relating to the calculation of annual depreciation	6 years after the end of the financial year in which the asset or last one in the register is disposed of		Destroy
	Department's records in relation to the full disposal of a legal interest in a property asset	7 years after the disposal of the asset		Destroy
F5	Audit records – original documents (e.g. Organisational Audits, Records Audits, Systems Audits) – Internal & External in any format (paper, electronic etc)	3 years from the date of completion of the audit	The National Archives Internal Audit Records retention Schedule	Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
F6	Audit reports (including management letters, Value for Money Reports and system/final accounts memorandum) internal and external	6 years after formal clearance by Statutory Auditor	The National Archives Internal Audit Records retention Schedule	Destroy
F7	Benefactions/Endowments/Trust Fund			
	Documents relating to benefactions, special donations and memorials of any sort covered by HSC Legislation.	6 years after the end of the financial year in which the Trust monies become finally spent		Destroy
	Documents relating to benefactions, special donations and memorials of any sort covered by HSC Legislation, where the fund/capital/interest, remains permanent.	Retain - permanently		Retain Permanently within the organisation.
F8	Bills, receipts and cleared cheques	6 years after the end of the financial year to which they relate (7 years)		Destroy
F9	Primary Care HSC Prescriptions received by the BSO	6 years		Destroy
F10	Business Case Documentation	6 years plus current year	In line with the Department of Finance and Personnel	Destroy
F11	Budgets (including working papers, reports, virements and journals)	2 years from completion of audit		Destroy
F12	Buying orders for Goods and Services	6 years after the end of the financial year to which they relate (7 years)		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
F13	Capital Charges Data	6 years after the end of the financial year to which they relate (7 years)		Destroy
F14	Capital Paid Invoices	6 years following the end of the financial year to which they relate (7 years)	The Limitation (Northern Ireland) Order 1989	Destroy
F15	Cash Books	6 years following the end of the financial year to which they relate (7 years)	The Limitation (Northern Ireland) Order 1989	Destroy
F16	Cash Sheets	6 years following the end of the financial year to which they relate (7 years)	The Limitation (Northern Ireland) Order 1989	Destroy
F17	Clients Financial Records			
	Documents relating to the Trust Management of the finances of individuals admitted to residential or nursing homes or their own home.	6 years following the settlement of the accounts to which they relate (7 years)		Destroy
	Deeds and Correspondence relating to the transfer of property, the purchase disposal and leasing of property and the acquisition, transfer and disposal of mortgages.	See GMGR Section F33 and retain as advised by legal advisor		Determine on Review
	Correspondence with legal department and solicitors	It should be noted that financial records are usually held for 6 years after the close of the financial year to which they relate. As all the bills are cleared and the remaining monies paid back to the family or solicitor after the client's death, it would be wise to retain all financial records for 6 years after that date.		Destroy
F18	Creditor payments	6 years after end of financial year to which they relate		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
F19	Delivery notes	2 years following the end of the financial year to which they relate		Destroy
F20	Demand notes	6 years following the end of the financial year to which they relate		Destroy
F21	Estimates including supporting calculations and statistics	3 years following the end of the financial year to which they relate		Destroy
F22	Expense claims including travel and subsistence claims – claims and authorisation	6 years following the end of the financial year to which they relate		Destroy
F23	Excess Fares	6 years after payment ceases		Destroy
F24	Finance Statements			
	Statements /summaries /reconciliations prepared for inclusion in quarterly/annual reports	6 years following the end of the financial year to which they relate	http://www.nationalarchives.gov.uk/documents/information-management/sched_accounting.pdf	Destroy
	Periodic financial statements prepared for management on a regular basis	Destroy when cumulated into quarterly/annual reports	http://www.nationalarchives.gov.uk/documents/information-management/sched_accounting.pdf	Destroy
	Adhoc statements	1 year	http://www.nationalarchives.gov.uk/documents/information-management/sched_accounting.pdf	Destroy
F25	Formula records for calculating employee variation of hours	1 year after entry		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
F26	Fraud Report and papers used in the course of a Fraud investigation – theft, fraud, misappropriation irrecoverable debts and overpayments, write – offs. Recovery of debt, wavering of debt.	10 years after the action/investigation is completed	Addendum to DAO (DFP) 08/07	Determined on review
F27	Funding data (including monitoring)	6 years following the end of the financial year to which they relate Any records pertaining to European Union(EU) funding must, by EC Regulation, be retained for at least seven years after EU Programme spend has been completed		Destroy
F28	General Medical Services payments	6 years after year end		Destroy
F29	Income and expenditure journals	6 years following the end of the financial year to which they relate		Destroy
F30	Invoices	6 years following the end of the financial year to which they relate	The Limitation (Northern Ireland) Order 1989	Destroy
F31	Ledger Records: including such documents as ledgers, income and expenditure journals, nominal rolls.	6 years following the end of the last financial year to which they relate		Destroy
F32	Monitoring of Financial records	6 years following the end of the last financial year to which they relate		Destroy
F33	Mortgage documents (acquisition, transfer and disposal)	6 years after repayment		Determine on Review

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
F34	Non-exchequer funds records (i.e. funding received by the organisation that does not directly relate to patient care e.g. charitable funds)	6 years from the end of the financial year in which they are made	Part 8 of the Charities Act (NI) 2008	Although technically exempt from the Public Records Act, it would be appropriate for authorities to treat these records as if they were not exempt. Destroy
F35	Patient Monies (i.e. smaller sums of donated money)	6 years		Destroy
F36	PAYE records	6 years after termination of employment		Destroy
F37	Payments	6 years after the end of the financial year to which they relate		Destroy
F38	Private Finance Initiative (PFI)	30 years		Determine on Review
F39	Procurement of Consultants	6 years after the end of the financial year (following closure of last part)	The National Archives – Records Management retention scheduling Accounting Records	Destroy
F40	Receipt for registered and recorded delivery mail	see GMGR Section F1		Destroy
F41	Receipts	6 years after end of financial year to which they relate	The Limitation (Northern Ireland) Order 1989	Destroy
F42	Requisitions	2 years (organisations may wish to review before destruction)		Destroy
F43	VAT records	6 years following the end of the financial year to which they relate		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
F44	Value for money (VFM)			
	Reports created or instigated internally in the organisation.	6 years following the end of the tax year to which the papers relate		Determine on Review
	Reporting on financial exercises, reviews monitoring.	6 years following the end of the tax year to which the papers relate		Determine on Review


G. Work Area - Health Acute and Community

These records are patient focused increasingly multi-disciplinary in nature, and could be created by any Health Care Professional e.g. Nursing, Medicine, or Allied Health Professional working either in community or acute settings.

A patient record is a collection of documents that provide an account of each episode in a patient's clinical history where they visited, sought treatment, or received care.

It can be made up of many components such as: Referral letters; Patient Personal Measurements Chart; Sleep Charts; Temperature, Pulse and Respiration charts; Weight Charts; Blood Pressure Chart; Health history; Laboratory and radiologic reports; Kardexes Notes by consultants; Examination findings; diagnosis etc.

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G1	Abortion	Records to be maintained within the Primary or Secondary Patient Care Record and retained for the period of time appropriate to that record.		Destroy
G2	Accident and Emergency			
	A&E records (where these are stored separately from the main patient record)	Retain for the period of time appropriate to the patient/specialty, e.g. children's records see GMGR Section G18, for mentally disordered persons see GMGR Section G66.		Destroy See GMGR Section G18 for children's records and GMGR Section G66 for mentally disordered persons' records
	Accident and Emergency Registers	8 years after the year to which they relate		Determine on Review
G3	Admission Books	8 years after last entry		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G4	Ambulance records –patient identifiable component (including paramedic records made on behalf of the Ambulance Service)	10 years (applies to ALL Ambulance Clinical Records) NB Where a patient is transferred to the care of another HSC organisation all relevant clinical information must be transferred to the patients' health record held at that organisation)		Destroy
G5	Angiography tapes and disks	8 years		Destroy
G6	Asylum seekers and refugees	Retain for the period of time appropriate to the patient/specialty, e.g. children's records see GMGR Section G18, for mentally disordered persons see GMGR Section G66.		Destroy
G7	Audio tapes of calls requesting care/help	Retain taped calls for 3 years providing all relevant clinical information has been transferred to the appropriate patient record. Where the information is NOT transferred into a health record, the tapes should be retained for 10 years.	The Limitation (Northern Ireland) Order 1989 	Destroy
G8	Audiology records	Retain for the period of time appropriate to the patient/specialty, e.g. children's records see GMGR Section G18, for mentally disordered persons see GMGR Section G66.	General Medical Council guidance on making and using visual and audio recordings of patients, can be found at: http://www.gmc-uk.org/guidance/current/library/making_audiovisual.asp#12	Destroy See GMGR Section G18 for children's records and GMGR Section G66 for mentally disordered persons' records
G9	Birth Notification (to Child Health Department)	Retain until the patient's 25th birthday or 26th if young person was 17 at conclusion of treatment, or 8 years after death.		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G10	Birth notification sheets	10 years		Special Review by PRONI
G11	Birth registers (i.e. register of births kept by the hospital)	Lists sent to GRO on a monthly basis. 1 year		Determine on Review
G12	Body Release Forms maintained as part of the patient record	Retain for the period of time appropriate to the patient/specialty, e.g. children's records see GMGR Section G18, for mentally disordered persons see GMGR Section G66.		As per the final action for the patient record
G13	Cervical screening slides	10 years		Destroy
G14	Chaplaincy records	3 months		Destroy
	Baptismal, Blessing, naming records, memorial cards / books	75 years		Transfer to PRONI
G15	Child and family guidance	Retain for the period of time appropriate to the patient/specialty, e.g. children's records see GMGR Section G18, for mentally disordered persons see GMGR Section G66.		Destroy See GMGR Section G18 for children's records and GMGR Section G66 for mentally disordered persons' records

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G16	Child Health Records (notification of Visitors/New Entrants either from abroad, or from within the UK from Airports, the Home Office Immigration Centre and the Housing Executive.)	<p>Database of notifications is recorded on both NIMATs and the CHS</p> <p>Where a health visitor visits the child the record of the visit should become part of the patient's record and retained until their 25th birthday or 26th birthday if an entry was made when the patient was 17 or 10 years after the patient's death if patient died while in the care of the organisation. This also applies to any other information that relates to patient care recorded by the health visitor for these purposes. Other information should be retained for a period of 2 years from the end of the year to which it relates.</p>		Destroy
G17	Child Health System – Electronic system record	100 years		Determine on Review
G18	Children and Young people (Health Records) including school health records but see GMGR Section G77 for children's oncology records	<p>Until the patient's 25th birthday or 26th if young person was 17 at conclusion of treatment or 8 years after last entry, if longer, or 8 years after death if death occurred before 18th birthday.</p> <p>In cases where the child grows into adulthood and maintains a need for treatment in the HSC WITHOUT A BREAK OF 8 years, then the record continues into adulthood and should be kept until 8 years after the last treatment or 8 years after death.</p> <p>If the illness or death could have potential relevance to adult conditions or have genetic implications for the family of the deceased, the advice of clinicians should be sought as whether to retain records for longer period.</p>		Determine on Review

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G19	Clinical audit records	5 years		Destroy
G20	Clinical Protocol (GP, in-house)	25 years		Destroy
G21	Clinical psychology	20 years		Destroy
G22	Consent Forms	Retain as part of the patient clinical record.		Destroy
G23	Contraception and sexual health records	See Family Planning GMGR Section G44		Destroy
G24	Crash Trolleys – record that a check on the trolley has been completed and any subsequent action	See D2		Destroy
G25	Death Registers (i.e. register of deaths kept by the hospital)	Lists sent to GRO on a monthly basis 2 years		Destroy
G26	Discharge books (i.e. register of those discharged by the hospital)	8 years after last entry		Determine on Review

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G27	DNA (health records for patients who did not attend for appointments as out-patients)	<p>Where there is a letter or correspondence informing the healthcare professional/organisation that has referred the client/patient/service user that the person did not attend and that no further appointment has been given, retain for 2 years after the decision is made.</p> <p>Where there is no letter or correspondence informing the healthcare professional/organisation that has referred the client/patient/service user that the person did not attend and that no further appointment has been given, retain for the period of time appropriate to the patient/specialty, e.g. children's records see GMGR Section G18, for mentally disordered persons see GMGR Section G66.</p>		<p>Destroy</p> <p>See GMGR Section G18 for children's records and GMGR Section G66 for mentally disordered persons' records</p>
G28	Death Certificate Stubs	1 year from the last stub		Destroy
G29	Dental, and orthodontic records (see GMGR Section G104 - G107 for X-Rays)			
	Community Dental Service	<p>11 years (Adults); or Until the patient's 25th birthday or 26th if young person was 17 at conclusion of treatment or 11 years after last entry, if longer, or 8 years after death if death occurred before 18th birthday</p> <p>Up to a maximum period of 30 years retention.:</p>	<p>http://www.dentalprotection.org/uk/publications/regulations/record-keeping-in-the-uk</p>	Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
	Hospital Dental Records	8 years (Adult); or	http://www.dentalprotection.org/uk/publications/regulations/record-keeping-in-the-uk	Determine on Review
		Children and young people – Retain until the patient's 25 th birthday or 26 th if young person was 17 at conclusion of treatment or 8 years after death. If the illness or death could have potential relevance to adult conditions or have genetic implications, the advice of clinicians should be sought as to whether to retain the records for a longer period Up to a maximum period of 30 years retention.	http://www.dentalprotection.org/uk/publications/regulations/record-keeping-in-the-uk	Determine on Review
G30	Dental records of a serving prisoner	11 years after release from prison		Destroy
G31	General Dental Services Patient records	6 years	General Dental Services Regulations (Northern Ireland) 1993 as amended by the General Dental Service (Amendment) Regulations (Northern Ireland) 2008 http://www.legislation.gov.uk/nisr/2008/395/contents/made	Destroy
G32	Orthodontic Records	6 years	General Dental Services Regulations (Northern Ireland) 1993 as amended by the General Dental Service (Amendment) Regulations (Northern Ireland) 2008 http://www.legislation.gov.uk/nisr/2008/395/contents/made	Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G33	Dental and Epidemiological surveys	Review after 30 years		Determine on Review
G34	De-registered patients records	Records for de-registered patients, which are received by the HSCB, should be retained for at least 10 years. After the retention period has elapsed a decision must be taken by the HSCB as to whether to destroy the records or retain them further.		Destroy
G35	Diagnostic Image Data (for diagnostic imaging undertaken in the private sector under contract to the HSC or private providers treating patients on behalf of the HSC).	Retain for the life of the National Diagnostic Imaging Services Contract and then return the data to the HSC after which the retention period in this retention schedule will apply.	National Diagnostic Imaging Services Contract; Records Management: NHS Code of Practice	Destroy
G36	District nursing records	Retain for the period of time appropriate to the patient/specialty, e.g. children's records see GMGR Section G18, for mentally disordered persons see GMGR Section G66.		Destroy See GMGR Section G18 for children's records and GMGR Section G66 for mentally disordered persons' records
G37	Discharge nursing team assessments of patients' homes and nursing homes. NB The documents should be part of the patient record as they relate to the discharge of the patient.	Retain for the period of time appropriate to the patient/specialty, e.g. children's records see GMGR Section G18, for mentally disordered persons see GMGR Section G66.		Destroy See GMGR Section G18 for children's records and GMGR Section G66 for mentally disordered persons' records
G38	Donor Breast Milk Bank			

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
	Donor Milk Batch	30 years	Para 1.2.71 National Institute for Health and Clinical Excellence Donor breast milk banks: the operation of donor milk bank services February 2010	Destroy
	Donor Milk used	30 years	Para 1.2.74 National Institute for Health and Clinical Excellence Donor breast milk banks: the operation of donor milk bank services February 2010	Destroy
G39	Drug trials, records	see GMGR Section J56 and GMGR Section J57		see GMGR Section J57 and GMGR Section J58
G40	Duplicate patient record notification forms	2 years after the decision of whether or not to merge unless there is a business need to retain for longer.		Destroy
G41	Electronic Patient Clinical Records System (including the Audit Trails) developed prior to 2009	When decommissioned retain in accessible format, including the audit trail for the retention period of the last record it contains		Destroy
	Electronic Patient Clinical Records System (including the Audit Trails) developed since 2009	Records should be deleted from the system in accordance with the appropriate speciality		Destroy
G42	Electrocardiogram (ECG) Records	8 years, FOR children's records see GMGR Section G18, NB Each chart should be labelled with the patient's name and unique identifier. Any over-sized charts could then be stored separately where a report is written into the health records.		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G43	Endoscopy Records including: Sterilix Endoscopic Disinfectant Traceability Strips, Traceability Stickers for PEG/Stents (Endoscopy)	Retain for standard retention periods i.e. 8 years for adults and in the case of children and young people retain until the patient's 25th birthday or 26th if young person was 17 at conclusion of treatment, or 8 years after death. If the illness or death could have potential relevance to adult conditions or have genetic implications, the advice of clinicians should be sought as to whether to retain the records for a longer period.		Destroy
G44	Family Planning (also Contraception and sexual health records)	For records of adults – retain for 10 years after last entry. For clients under 18 – retain until 25th birthday or for 10 years after last entry, whichever is the longer i.e. records for clients aged 16-17 should be retained for 10 years and records for clients under 16 should be retained until age 25 (i.e. still retained for at least 10 years). Records of deceased persons should be retained for 8 years after death.	Clinical Standards Committee, Faculty of Sexual and Reproductive Healthcare (FSRH) of the Royal College of Obstetricians and Gynaecologists NB The longest license period for a contraceptive device is 10 years www.bashh-organisations.org/communities/aga/servicespec/guidance-retention-disposal-notes-0606pdf	Determine on Review

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G45	<p>Forensic medicine records (including pathology, toxicology, haematology, dentistry, DNA testing, post mortems forming part of the Coroner's report, and human tissue kept as part of the forensic record)</p> <p>See also Human tissue see GMGR Section G55, Post mortem reports see GMGR Section K.</p>	<p>For post-mortem records which form part of the Coroner's report, approval should be sought from the coroner for a copy of the report to be incorporated in the patient's notes, which should then be kept in line with the specialty, and then reviewed.</p> <p>All other records retain for 30 years.</p>	<p>The Royal College of Pathologists - The retention and storage of Pathological records & specimens 5th Edition, 2015</p> <p>guidance from The Royal College of Pathologists and the Institute of Biomedical Science:</p> <p>http://www.rcpath.org/resources/pdf/g031_retentionstorageofrecords_oct06.pdf</p> <p>http://www.rcpath.org/resources/pdf/g031retentionstorageaugust09.pdf</p>	Destroy
G46	Genetic records	30 years from date of last attendance.	<p>The Royal College of Pathologists endorses the Code of Practice and Guidance of the Advisory Committee on Genetic Testing (1997) and its recommendations on storage, archiving and disposal of specimens and records related to human testing services (genetics) offered and supplied direct to the public.</p> <p>Those who intend to offer such services should follow its guidance.</p>	Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G47	<p>Genito Urinary Medicine (GUM)</p> <p>Includes sexual health records</p>	<p>For records of adults - retain for 10 years after last entry.</p> <p>For clients under 18 - retain until 25th birthday or for 10 years after last entry, whichever is the longer i.e. records for clients aged 16-17 should be retained for 10 years and records for clients under 16 should be retained until age 25 (i.e. still retained for at least 10 years).</p> <p>Records of deceased persons should be retained for 8 years after death.</p>	<p>Clinical Standards Committee, Faculty of Sexual and Reproductive Healthcare (FSRH) of the Royal College of Obstetricians and Gynaecologists</p> <p>See also Guidance on the Retention and Disposal of Hospital Notes, British Association for Sexual Health and HIV (BASHH)</p> <p>http://www.bashh.org/documents/1062/1062.pdf</p>	Destroy
G48	GP Medical Records		<p>http://www.bma.org.uk/ethics/health_records/retentionrecords.jsp</p>	
	GP Medical Records	<p>GP Medical Records should be returned to the HSCB when:</p> <ul style="list-style-type: none"> • a patient dies • the person is no longer a patient of the GP <p>GP Records should be held by the HSCB other than the records listed below for 10 years after death or after the patient has permanently left the country unless the patient remains in the European Union.</p> <p>In the case of a child if the illness or death could have potential relevance to adult conditions or have genetic implications for the family of the deceased, the advice of clinicians should be sought as to whether to retain the records for a longer period.</p>	<p>The Health & Personal Social Services (General Medical Services Contracts) Regulations (NI) 2004, S.R. 2004 No.140</p>	Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
	GP Medical Records - Maternity records	25 years after last live birth	The Health & Personal Social Services (General Medical Services Contracts) Regulations (NI) 2004, S.R. 2004 No.140 Congenital Disabilities (Civil Liability) Act 1976, Consumer Protection (Northern Ireland) Order 1987	Destroy
	GP Medical Records - Records relating to persons receiving treatment for a mental disorder within the meaning of the Mental Health (NI) Order 1986	<p>20 years after the date of the last contact; or 10 years after patient's death if sooner.</p> <p>NB GPs may wish to keep mental health records for up to 30 years before review. They must be kept as complete records for the first 20 years but records may then be summarised and kept in summary format for the additional 10-year period.</p>	The Health & Personal Social Services (General Medical Services Contracts) Regulations (NI) 2004, S.R. 2004 No.140 Royal College of Psychiatrists	Destroy
G49	GP Medical Records, relating to HM Armed Forces. This refers to GP records of serving military personnel that were in existence prior to them enlisting.	<p>GP Medical Records should be returned to the HSCB when a patient becomes a member of HM Armed Forces. The medical records should be marked "not for destruction" within the HSCB.</p> <p>The Ministry of Defence (MoD) retains a copy of the records relating to service medical history. The patient may request a copy of these under the Data Protection Act (DPA), and may, if they choose, give them to their GP. GPs should also receive summary records when ex-Service personnel register with them.</p> <p>What GPs do with them then is a matter for their professional judgement, taking into account clinical need and DPA requirements – they should not, for example, retain information that is not relevant to their clinical care of the patient.</p>		Not to be destroyed.

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
	GP Medical Records, relating to HM Armed Forces. This refers to GP records of serving military personnel that were in existence prior to them enlisting and held by HSCB.	These records should not be destroyed, however if the HSCB is notified of the death of such a patient the “not for destruction” marking should be removed and the records retained for 10 years after death.		Destroy
G50	GP Electronic Patient Record including those serving a period of imprisonment and Out of Hours Services	GPs must not destroy or delete their electronic patient records for the foreseeable future, unless and until such times as these records are transferrable in their entirety (including the audit trail) between clinical systems and from a GP system to the HSCB/BSO.	Good Practice Guidelines for General Practice Electronic Patient Records (version4)	Not to be destroyed Retain Permanently
G51	GP Medical Records of those serving a prison sentence of more than 2 years, in existence prior to their imprisonment	<p>GP Medical Records relating to those serving a prison sentence of more than two years should be sent to the HSCB</p> <p>The HSCB should mark the records “not for destruction”.</p> <p>If the HSCB is notified of the death of such a patient the “not for destruction” marking should be removed and the records retained in the same way as for any other deceased patient.</p>		Destroy
G52	Health Visitor / School Health Records (These are Nursing Records and relevant Safeguarding and Looked After children Information will be contained within Social Worker record.)	<p>Retain until the patient’s 25th birthday or 26th if young person was 17 at conclusion of treatment, or 8 years after death.</p> <p>10 years for all other cases</p>		Destroy
G53	Hospital acquired infection records	6 years		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G54	Human fertilisation records, including embryology records	<p>Treatment Centres</p> <p>The following retention periods apply to data held by clinics as established by HFEA General Directions 0012 version 1.</p> <ol style="list-style-type: none"> 1. Where it is known that a birth has resulted from treatment – 30 years after the child's birth. 2. Where it is known that no birth has resulted from treatment – 30 years after conclusion of treatment. 3. Where the outcome of treatment is unknown – 50 years after the information was first recorded. 	<p>HFEA Data Protection Policy Version 2 February 2009</p> <p>Directions given under the Human Fertilisation and Embryology Act 1990, 24 January 1992 (this Act is subject to review by the Government:</p> <p>http://www.hfea.gov.uk/docs/2009-09-07_General_directions_0012_-_Record_retention.pdf</p>	Determine on Review
	Human fertilisation records, including embryology records	<p>Storage centres</p> <p>Where gametes, etc have been used in research, records must be kept for at least, 50 years after the information was first recorded</p>	This applies to centres in respect of information which they are directed to record and maintain under a treatment/storage licence.	Determine on Review
	Human fertilisation records, including embryology records	<p>Research centre</p> <p>(a) the total number of embryos or human admixed embryos created, used or disposed of during the research project;</p> <p>(b) the results of the research project; and</p> <p>(c) the conclusions drawn from the research project.</p>	<p>Such Records are to be kept for 3 years from the date of final report of results/conclusions to Human Fertilisation and Embryology Authority (HFEA).</p> <p>Where a research project involves the derivation of stem cells for human application, a record of the information specified must be retained for a period of at least 30 years from the date the final report of any research project is submitted to the Authority.</p>	Determine on Review

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G55	Human tissue (within the meaning of the Human Tissue Act 2004) (see Forensic medicine above)	<p>For post mortem records which form part of the Coroner's report, approval should be sought from the Coroner for a copy of the report to be incorporated in the patient's notes, which should then be kept in line with the specialty, and then reviewed.</p> <p>All other records retain for 30 years.</p>	Human tissue (within the meaning of the Human Tissue Act 2004)	Destroy
G56	<p>Immunisation and vaccination records – This information is held in Health Visitor and GP records for preschool children and also on the Child Health System.</p> <p>When a child goes to school and receives immunisations at school these are only recorded on the Child Health System, and not in GP records. GPs may also record information about immunisations for travel for people of all ages, in their own records which is not recorded on the Child Health System.</p>	<p>For children and young people – retain until the patient's 25th birthday or 26th if the young person was 17 at conclusion of treatment.</p> <p>All others retain for 10 years after conclusion of treatment.</p>		Destroy
G57	Intensive Care Unit charts	<p>Retain for the period of time appropriate to the patient/specialty, e.g. children's records see GMGR Section G18, for mentally disordered persons see GMGR Section G66.</p>		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G58	Joint replacement records	<p>10 years</p> <p>For joint replacement surgery the revision of a primary replacement may be required after 10 years and there is a need to identify which prosthesis was used originally. There is only a need to retain the minimum of notes with specific information about the original prosthesis for the full 10 years.</p>	<p>http://www.njrcentre.org.uk</p> <p>Consumer Protection (NI) Order 1987 and Article 8(3) The Limitation (Northern Ireland) Order 1989</p>	Destroy
G59	<p>Learning difficulties – (records of patients with)</p> <p>NB Specific Learning Difficulty is where a person finds one particular thing difficult but manages well in everything else.</p>	Retain for the period of time appropriate to the patient/specialty, e.g. children’s records see GMGR Section G18, for mentally disordered persons see GMGR Section G66.	Royal College of Psychiatrists	<p>Destroy</p> <p>See GMGR Section G18 for children’s records and GMGR Section G66 for mentally disordered persons’ records</p>
G60	<p>Learning Disabilities</p> <p>NB A general learning disability is not a mental illness – it is a life-long condition, which can vary in degree from mild to profound.</p>	Retain for the period of time appropriate to the patient/specialty, e.g. children’s records see GMGR Section G18, for mentally disordered persons see GMGR Section G66.	Royal College of Psychiatrists	<p>Destroy</p> <p>See GMGR Section G198 for children’s records and GMGR Section G686 for mentally disordered persons’ records</p>

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G61	Medical Records of those serving a period of imprisonment	<p>Records wherever they are held other than the records listed below retain for 10 years after the death or after the patient has permanently left the country unless the patient remains in the European Union.</p> <p>In the case of a child if the illness or death could have potential relevance to adult conditions or have genetic implications for the family of the deceased, the advice of clinicians should be sought as to whether to retain the records for a longer period.</p> <p>Maternity records – 25 years after last live birth</p> <p>Where the prisoner was suffering from a mental health disorder within the meaning of the Mental Health (NI) Order 1986, 20 years after the date of the last contact; or 10 years after patient's death if sooner.</p>		Destroy
G62	<p>Hospice Care</p> <p>(For Example Macmillan Marie Curie, NI Hospice, The Palliative and End of Life Care patient records– community and acute)</p>	<p>Organisations regulated under The Independent Health Care Regulations (Northern Ireland) 2005 see GMGR Section O16</p> <p>Otherwise retain for the period of time appropriate to the patient/specialty, e.g. children's records see GMGR Section G18.</p>		<p>Destroy</p> <p>See GMGR Section G18 for children's records and GMGR Section G66 for mentally disordered persons' records</p>
G63	Maternity (all obstetric and midwifery records including those of episodes of maternity care that end in still birth or where the child later dies).	<p>25 years after last entry or update.</p> <p>Where the baby receives donor milk the baby's record should be kept for 30 years.</p>	<p>Para 1.2.74 National Institute for Health and Clinical Excellence Donor breast milk banks: the operation of donor milk bank services February 2010</p>	Determine on Review

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G64	Mammography screening			
	Mammograms & Reports	Normal packet – 9 years after date of final attendance Screen detected cancers – Indefinitely Interval cancers – Indefinitely Interesting cases – Indefinitely Retention periods should be calculated from the end of the calendar year following the conclusion of treatment or the last entry in the record.	BFCR (06)4 Royal College of Radiologists	Destroy
	Research cases	15 years after date of final attendance Retention periods should be calculated from the end of the calendar year following the conclusion of treatment or the last entry in the record.	BFCR (06)4 Royal College of Radiologists	Destroy
	Age Trial Cases	9 years after date of final attendance Retention periods should be calculated from the end of the calendar year following the conclusion of treatment or the last entry in the record.	BFCR (06)4 Royal College of Radiologists	Destroy
	Deaths	9 years after final attendance Retention periods should be calculated from the end of the calendar year following the conclusion of treatment or the last entry in the record.	BFCR (06)4 Royal College of Radiologists	Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G65	Medical illustrations	See photographs GMGR Section G90 retain for the period of time appropriate to the patient/specialty, e.g. children's records see GMGR Section G18, for mentally disordered persons see GMGR Section G66.		<p>Destroy</p> <p>See GMGR Section G18 for children's records and GMGR Section G66 for mentally disordered persons' records</p>
G66	<p><u>Mental Health Records</u></p> <p>Mentally disordered persons (within the meaning of the Mental Health (Northern Ireland) Order 1986)</p>	<p>20 years after no further treatment considered necessary; or 8 years after the patient's death if the patient died while still receiving treatment</p> <p>With regard to the selection of records for medical research purposes, PRONI advises that medical staff should recommend records for permanent preservation. Decisions should be based on the medical research potential of the records, e.g. on the different forms of mental disorder (genetic or otherwise) and on the different treatments.</p> <p>When the records come to the end of their retention period, they must be reviewed and not automatically destroyed. Such a review should take into account any genetic implications of the patient's illness. If it is decided to retain the records, they should be subject to regular review.</p>		<p>Transfer to PRONI all files for each Census Year ¹ beginning with 1951 and in addition all files related to:</p> <p>a) suicide cases or where the cause of death was uncertain;</p> <p>b) cases which have already been the subject of medical research by doctors or record drug trials;</p> <p>c) cases of medical research potential;</p> <p>d) social worker's reports</p>

¹ Examples: An inpatient in 1983, treated at the outpatient clinic and discharged on the 10/5/90. The file was closed on the 10/5/90. GMGR requires the record to be retained for 20 years after discharge. The record kept until 10/5/10. 2010 is not a census year so the record was destroyed.

An inpatient in 1953 remained there until death on 10/06/03. and the file was closed. GMGR requires the record to be retained for 8 years after death. The record would be kept until 20th June 2011. 2011 is a census year so the record should be transferred to PRONI.

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
				<p>and related records (e.g. personal “life testimonies” by patients – retained because of their social historical content);</p> <p>e) criminal mentally disordered offender cases where the person is convicted of a serious crime e.g. homicide; and</p> <p>f) mentally disordered offender cases where the person has been transferred to the following high secure or medium secure units:</p> <p>Ashworth Hospital;</p> <p>Broadmoor Hospital;</p> <p>Carstairs Hospital;</p> <p>Rampton Hospital;</p> <p>Shannon Clinic,</p> <p>Knockbracken.</p>
	Mental Health Records – Child & Adolescent (includes clinical psychology records) not listed elsewhere in this schedule.	20 years from the date of last contact, or until their 25th/26th birthday, whichever is the longer period. Retention period for records of deceased persons is 8 years after death.		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G67	Microfilm/microfiche records relating to patient care	Retain for the period of time appropriate to the patient/specialty, e.g. children's records see GMGR Section G18, for mentally disordered persons see GMGR Section G66.	See GMGR Part 1 Guide to preservation Microfilming 2000	Determine on Review See GMGR Section G18 for children's records and GMGR Section G66 for mentally disordered persons' records
G68	Midwifery records	See (Maternity) GMGR Section G63 25 years after the entry or update	Midwives rules and standards (NMC 2012) (rule 6). http://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/midwives-rules-and-standards-plain-final.pdf	Destroy
G769	Mortuary registers (where they exist in paper format)	30 years	The Royal College of Pathologists. The Royal College of Pathologists - The retention and storage of Pathological records & specimens (4th Edition, 2009)	Destroy
G70	Music therapy records	Retain for the period of time appropriate to the patient/specialty, e.g. children's records see GMGR Section G18, for mentally disordered persons see GMGR Section G66.		Destroy See GMGR Section G18 for children's records and GMGR Section G66 for mentally disordered persons' records
G71	Neonatal screening records	25 years		Destroy
G72	Nicotine Replacement Therapy (dispensed as smoking cessation aid)	2 years unless there are clinical indications to keep them for longer		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G73	Northern Ireland Electronic Care Record	8 clear years after last activity		Destroy
G74	Notifiable diseases book	6 years		Destroy
G75	Occupational therapy records	Retain for the period of time appropriate to the patient/specialty, e.g. children's records see GMGR Section G18, for mentally disordered persons see GMGR Section G66.		Destroy See GMGR Section G18 for children's records and GMGR Section G66 for mentally disordered persons' records
G76	Occupationally Related Diseases e.g. asbestosis, pneumoconiosis, byssinosis)	10 years after date of last entry in the record	British Thoracic Society's Occupational and Environmental Lung Disease Specialist Advisory Group	Destroy
G77	Oncology (All records where the patient has had treatment for oncology, otherwise retain the records as per the appropriate classification)			
	Paediatric Oncology Records where condition was diagnosed prior to the 18th birthday	Until 65th birthday	BFCO (06)2 issued by the Royal College of Radiologists with the support of the Joint Council for Clinical Oncology	Determine on Review
	All other oncology records	50 years or 8 years after death.	BFCO (06)2 issued by the Royal College of Radiologists with the support of the Joint Council for Clinical Oncology	Determine on Review
G78	Operating Theatre Lists	4 years; 48 hours for prints taken from computer records		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G79	Operating theatre registers	8 years after the year to which they relate		Destroy
G80	Ophthalmic Screening and General Ophthalmic Services (GOS)	A contractor shall keep a proper record in respect of each patient to whom he provides general ophthalmic services, giving appropriate details of sight testing, for 7 years from and including the date of the last recorded sight test "... but it is recommended for best practice, in line with the professional bodies, that GOS records are retained for 12 years"	Paragraph 7 Schedule 1 Health and Personal Services General Ophthalmic Services Regulations (NI) 2007 – S.R.2007 No.436 http://www.legislation.gov.uk/nisr/2007/436/contents/made	Destroy
G81	Orthoptic records	Retain for the period of time appropriate to the patient/specialty, e.g. children's records see GMGR Section G18, for mentally disordered persons see GMGR Section G66.	British and Irish Orthoptic society http://www.orthoptics.org.uk/orthoptists/Orthoptic_competency_standards.pdf	Destroy See GMGR Section G18 for children's records and GMGR Section G66 for mentally disordered persons' records
G82	Out-patient lists	2 years after the date to which they relate		Destroy
G83	Paediatric records	see Children and young people GMGR Section G18		Determine on Review
G84	Parent-held records (i.e. records for sick/ ill children being cared for at home by community teams NOT the records of newborn children. These records are HSC records that belong to clinical staff but which are held by the parent.	At the end of an episode of care the HSC organisation responsible for delivering that care and compiling the record of the care must make appropriate arrangements to retrieve parent-held records. The records should then be retained until the patient's 25th birthday, or 26th birthday if the young person was 17 at the conclusion of treatment, or 8 years after death.		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G85	Patient/Client Clinical/Medical Case Records (not covered in other categories)	8 years after conclusion of treatment		Determine on Review
G86	Patient Group Directions (PGDs) master copies, lists of authorised Practitioners, and records of version numbers	25 years		Destroy
G87	Patient-held records	At the end of an episode of care the HSC organisation responsible for delivering that care and compiling the record of the care must make appropriate arrangements to retrieve patient-held records. The records should then be retained for the period appropriate to the specialty.		Destroy
G88	Patients involved in clinical trials	15 years after conclusion of treatment.	See J 56	Determine on Review
G89	Photographs – (where the photograph refers to a particular patient it should be treated as part of the case health record) NB: In the context of GMGR a “photograph” is a print taken with a camera and retained in the patient record.	Retain for the period of time appropriate to the patient/specialty, e.g. children’s records see GMGR Section G18, for mentally disordered persons see GMGR Section G66. Unless there is a clinical or legal reason for retaining the digital image and a print is placed on the patient’s record, there is no requirement to retain the digital image.		Destroy See GMGR Section G18 for children’s records and GMGR Section G66 for mentally disordered persons’ records
G90	Physiotherapy records	Retain for the period of time appropriate to the patient/specialty, e.g. children’s records see GMGR Section G18, for mentally disordered persons see GMGR Section G66.		Destroy. See GMGR Section G18 for children’s records and GMGR Section G66 for mentally disordered persons’ records

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G91	Podiatry Records	Retain for the period of time appropriate to the patient/specialty, e.g. children's records see GMGR Section G18, for mentally disordered persons see GMGR Section G66.		Destroy See GMGR Section G18 for children's records and GMGR Section G66 for mentally disordered persons' records
G92	Pre 1948 Records	Records in this category may already have been destroyed or sent to PRONI for permanent preservation. Any records which still exist and do not fall within any other category should be referred for a special PRONI Review.		Special Review by PRONI
G93	Prison Health 24HR Nursing Handover Report	Retain for 1 year		Destroy
G94	Private patients records admitted to hospital under Article 31 of the Health and Social Services (Northern Ireland) Order 1972	Although technically exempt from the Public Records Act (Northern Ireland) 1923, it is appropriate to treat as if they were not exempt in which case retention periods relevant to the condition apply.		Destroy
G95	Radiation dose records for classified persons	50 years from the date of the last entry or age 75, whichever is the longer	Ionising Radiation Regulations (NI) 2000, SR 2000 No 375. (reg. 19(3)(a))	Destroy
G96	Record of patient's property handed in for safe keeping	6 years after the end of the financial year		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G97	Speech and Language	Retain for the period of time appropriate to the patient/specialty, e.g. children's records see GMGR Section G18, for mentally disordered persons see GMGR Section G66.		Destroy. See GMGR Section G18 for children's records and GMGR Section G66 for mentally disordered persons' records

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G98	<p>Transplant records – This includes records of the date and time of transportation of organs arriving or leaving centres. Records of Donor and Organ Characterisation, details of risk/benefit analyses and records relating to SAE or SARs must also be retained for 30 years</p> <p>Donor records (blood and tissue)</p> <p>Patient who has received an organ transplant</p> <p>Some information is held on HTA A and B forms which, when returned to NHSBT, will also be kept for 30 years.</p>	<p>The Regulations and the documentary framework require that traceability information is retained for 30 years from the date of retrieval of the organ..</p> <p>See also Pathology GMGR Section 'K'</p> <p>Precedent Cases should be transferred to PRONI.</p> <p>A serious adverse event (SAE) is defined in the Regulations as ‘any undesired and unexpected occurrence associated with any stage of the chain from donation to transplantation that might lead to the transmission of a communicable disease, to death or life-threatening, disabling or incapacitating conditions for patients or which results in, or prolongs, hospitalisation or morbidity’.</p>	<p>http://www.legislation.gov.uk/ukpga/2004/30/contents</p> <p>http://www.legislation.gov.uk/uksi/2007/1523/pdfs/uksi_20071523_en.pdf</p> <p>https://www.hta.gov.uk/faqs/organ-donation-and-transplant-faqs</p> <p>A serious adverse reaction (SAR) is defined in the Regulations as ‘an unintended response, including a communicable disease, in the living donor or in the recipient that might be associated with any stage of the chain from donation to transplantation that is fatal, life-threatening, disabling, incapacitating, or which results in, or prolongs, hospitalisation or morbidity’</p> <p>Some information is held on HTA A and B forms which, when returned to NHSBT, will also be kept for 30 years.</p> <p>Advisory Committee on the Safety of Blood, Tissues and Organs (SaBTO)</p>	Determine on Review

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G99	Trauma Files	See G66 Mental Health Records		Determine on Review
G100	Ultrasound records(e.g. vascular, obstetric)	Retain for the period of time appropriate to the patient/specialty, e.g. children's records see GMGR Section G18, for mentally disordered persons see GMGR Section G66.or 8 years after the patient's death if patient died while in the care of the Organisation.		Destroy
G101	<p>Video records/voice recordings/video-conferencing records/DVD records relating to patient care Includes:</p> <p>Telemedicine records Out of hours records (GP cover)</p> <p>NHS Direct records</p> <p>Clinical neurophysiology</p> <p>Clinical neurophysiology is a diagnostic specialty, which uses the investigations of electroencephalography (EEG), electromyography (EMG), nerve conduction studies (NCS), and evoked potentials (EPs) to assess function in the nervous system and assist in diagnosis, assessment of severity and monitoring of disease progression.</p>	<p>These records form part of the patient record.</p> <p>8 years subject to the following exceptions or where there is a specific statutory obligation to retain records for longer periods:</p> <p>Children and young people: Records must be kept until the patient's 25th birthday, or if the patient was 17 at the conclusion of treatment, until their 26th birthday, or until 8 years after the patient's death if sooner.</p> <p>Maternity: 25 years</p> <p>Mentally disordered persons: Records should be kept for 20 years after the date of last contact between patient/client/service user and any healthcare professional or 8 years after the patient's death if sooner.</p> <p>Cancer patients: See G77 The Royal College of Radiologists has recommended that such records be kept permanently where chemotherapy and/or radiotherapy was given.</p>		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G102	<p>Waiting List Information</p> <p>Letters and responses to and from clients/ patients/Service user asking if they wish to remain on a waiting list.</p>	<p>All information relating to the patient should be recorded in the patient record by the clinician and kept according to speciality.</p> <p>Boarding Cards/ Administrative records relating to the management of the list – retain until the patient receives the procedure or decides not to proceed.</p>		Destroy
G103	Waiting List	See Reference GMGR Section Q1 for returns sent to the Department. The actual list should be kept on a three year rolling cycle.		Destroy
G104	Ward Registers including daily bed returns	1 year		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G105	X-ray films (including other image formats for all imaging modalities/diagnostics)	<p>General Patient Records – 8 years after conclusion of treatment.</p> <p>Children & Young People – Until the patient’s 25th birthday, or if the patient was 17 at conclusion of treatment, until their 26th birthday or 8 years after the patient’s death if sooner.</p> <p>Maternity – 25 years after the birth of the child, including, still births.</p> <p>Clinical Trials – 15 years after completion of treatment.</p> <p>Litigation – Records should be reviewed 10 years after the file is closed. Once litigation has been notified (or a formal complaint received) images should be stored until 10 years after the files has been closed.</p> <p>Mental Health – 20 years after no further treatment considered necessary or 8 years after death.</p> <p>Oncology – see GMGR Section G77 Oncology Records.</p>	<p>BFCR(06)4 – Royal College of Radiologists Guidance from the Royal College of Radiologists regards “images and request information (to be) of a transitory nature” (para 2.1), but goes on to say: “It is now considered that best practice should move towards retention of image data for the same duration as report and request data” (para 2.2) and recommends that “the retention period for text and image data are equal and comply with the published retention schedules” (para 7.1):</p> <p>http://www.rcr.ac.uk/publications.aspx?PageID=310&PublicationID=234</p> <p>The Ionising Radiation (Medical Exposure) Regulations 2000</p>	Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
G106	X-Ray Referral/Request Cards	8 years providing there is a record in the patient's health record that a referral /request was made for an x-ray.	<p>Guidance from the Royal College of Radiologists regards "images and request information (to be) of a transitory nature" (Para 2.1) but goes on to say: "It is now considered that best practice should move towards retention of image data for the same duration as report and request data" (Para2.2) and recommends that "the retention period for text and image data are equal and comply with the published retention schedules"(para7.1):</p> <p>http://www.rcr.ac.uk/index.asp?PageID=310&PublicationID=234</p> <p>The Ionising Radiation (Medical Exposure) Regulations 2000</p>	Destroy
G107	X-ray registers	8 years	The Ionising Radiation (Medical Exposure) Regulations 2000	Destroy
G108	X-ray reports (including reports for all imaging modalities)	To be considered as a permanent part of the patient record.	The Ionising Radiation (Medical Exposure) Regulations 2000	As per the final action for the patient record

H. Work Area - ICT

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
H1	Software licences	Lifetime of software		Destroy
H2	Documentation relating to computer programmes written in-house.	Lifetime of software		Destroy
	Minor administrative records	Current plus 2 years		Destroy
H3	Products (liability)	see D1		Destroy
H4	Records documenting the development and establishment of ICT systems management policies and procedures.	See GMGR Section J33 and GMGR Section J39		Determine on Review
H5	Records documenting the security arrangements for ICT systems.	See GMGR Section D9	http://www.bangor.ac.uk/ar/ro/recordsmanagement/InformationCommunicationTechnologyICTSystemsManagement-RecordsRetentionSchedule.php.en	Destroy
H6	Records relating to the monitoring of Display Screens and related workstations in the workplace.	3 years		Destroy
	Eyesight Tests	See GMGR Section L37		Destroy
H7	Records documenting helpdesk services including faults reported, requests for technical and application support and action taken to resolve and assistance provided.	Last action plus 1 year		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
H8	Web Management	3 years		Destroy
H9	Records relating to the ongoing management, and changes to system support including user accounts, and monitoring use of systems.	7 years		Destroy
	<p>Audit logs of all networks and systems (Audit Logs are records of sequential activities maintained by the application or system)</p> <p>An audit trail consists of the log records identifying a particular transaction or event and is retained for the life of the record it relates to (see G 41)</p>	6 months		Destroy
H10	<p>Telecommunications records management</p> <p>Audiotapes/recordings of calls requesting assistance</p> <p>Helpline calls</p> <p>Message books/ logs of calls received</p>	<p>see G 7</p> <p>see G 7</p> <p>see J50</p>		Destroy

I. Work Area - Legal

Ref	Record Type	Minimum Retention Period	Relevant legislation / Derivation	Final Action
I1	Records/documents related to any form of litigation.	<p>6 years from the date of the last action on the file or settlement of the case whichever is the later and as advised by legal advisors. Specific legal advice should be sought from the organisation's legal advisors to determine whether the records should be retained further within the organisation.</p> <p>In cases where the proceedings relate to a minor (i.e anyone under the age of 18) records should be maintained until their 25th birthday.</p> <p>In cases involving a person under a disability (see definition in Part 1) records should be retained for a period of six years after the death of the individual concerned.</p>	HSC (SQSD) 05/10 Handling Clinical and Social Care Negligence and Personal Injury Claims	Determine on Review
	Database containing information on all claims (HSC (SQSD) 05/10 Para 39 refers).	50 years	HSC (SQSD) 05/10 Handling Clinical and Social Care Negligence and Personal Injury Claims	Destroy
I2	Police Statements (made in the context of Accident and Emergency episodes. Statements are requested by the Police to the A&E staff in relation to alleged injuries of or by patients coming through A&E).	10 years (congruent retention period as Incident Forms)		Destroy
I3	Family Health Service Appeals Authority tribunal and case files.	<p>Case files – 10 years</p> <p>Decision records – until individual's 80th birthday</p>		Destroy

J. Work Area - Organisation

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
J1	Agendas and Minutes of Trust/HSCB/Agency/Departmental Board/ Top Management Group (TMG) Meetings (Master Copies including associated papers)	20 years		Transfer to PRONI
J2	Agendas and minutes of major committees, sub-committees (master copies, including associated papers)	10 years - Normal Review Process		Transfer to PRONI
J3	Agendas, meeting papers, minutes– committees, sub committees, predecessors, professional staff/team meetings (Master Copies)	10 years - Normal Review Process		Determine on Review
J4	Meetings and minutes papers (other, including reference copies of major committees)	2 years		Destroy
J5	Advance letters (e.g. DH guidance)	6 years		Destroy
J6	Ambulance Administrator Records (i.e.) records containing non-clinical details only e.g. records of journeys.	2 years from the end of the year to which they relate.		Destroy
J7	Annual/Corporate Reports (Background papers)	3 years		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
	Annual/corporate reports (published report)	3 years		PRONI should be added to the circulation list and a copy of each published Annual / Corporate Report sent to them.
J8	Audit (see also F5,6,39) Audit Standards In house consultancy and advice Planning	10 years after closure of last part 5 years (after closure of last part) 6 years (after closure of last part)	Standing documentation and reference requirements Audit Strategy 3-5 years EQA every 5 years	Destroy Determine on review
J9	Business Plans, Corporate Plans and Strategic Plans.	20 years		Destroy PRONI should be added to the circulation list and a copy of each plan sent to them.
J10	Commissioning decisions			
	Appeal documentation	6 years from date of appeal decision		Destroy
	Decision documentation	6 years from date of decision		Destroy
J11	Contact details	1 year after details change or no longer required		Destroy
J12	Library Services			
	Copyright declaration forms	6 years	Copyright, Designs and Patents Act 1988	Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
	Acquisition, Catalogues Circulation Customer Services, Advice and Guidance	2 years		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
J13	<p>Correspondence and other papers of minor or ephemeral importance not covered elsewhere e.g.</p> <ul style="list-style-type: none"> • advertising matter • printing • covering letters • Compliments and appreciations • queries • reminders • letters making appointments • anonymous or unintelligible letters • drafts • duplicates of documents known to be preserved elsewhere (unless they have important minutes on them) indexes and registers compiled for temporary purposes • routine reports • punched cards, and <p>other documents which have ceased to be of value on settlement of the matter involved.</p>	3 years after the settlement of the matter to which it relates		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation / Derivation	Final Action
J14	Data Input Forms (where the data/information has been input to a computer system)	2 years		Destroy
J15	Departmental Enquiries	10 years - Normal Review Process		Determine on Review
J16	Diaries			
	Chief Executive or equivalent	Review 5 years following the calendar year to which they relate		Destroy
	Minister and Ministers private secretary	See GMGR Section J34		Destroy
J17	Diaries which contain details of staff travelling	6 years following the calendar year to which they relate		Destroy
J18	Diaries – professional e.g. health visitors, district nurses, social workers and Allied Health Professionals	2 years after the end of the year to which the diary relates. Patient specific information should be transferred to the patient record. Any notes made in the diary as an 'aide memoire' must also be transferred to the patient record as soon as possible.		Destroy
J19	Diaries (office)	1 year after the end of the calendar year to which they refer.		Destroy
J20	Records Management			
	Disposal			

