

RECORDS RETENTION POLICY

Thornfield Medical Group

Following good Information Governance procedures, the Data Protection Act 1998 and the General Data Protection Regulation 2018, the Practice seeks to ensure that personal data is not kept for longer than necessary for the purpose for which it was processed.

How long is data kept?

Different types of data are kept for different periods depending on what they were originally used for. The table below defines at what point the data is reviewed before a decision is taken on whether to continue storing or to shred the information. The Surgery uses the NHS Code of Practice Part 2 Second Edition as its guidance and follows this.

Record	Retention period (years)	Comments
Accident reports	10	Where litigation has been commenced, keep as advised by legal representatives.
Accounts- Annual (final one set only)	Permanent	CQC required period is 30 years
Accounts- Minor records (pass books; paying-in slips; cheques counterfoils; cancelled/discharged cheques; accounts of petty cash expenditure; travelling and subsistence accounts; minor vouchers; duplicate receipt books and income records.	6	Review and if no longer needed, destroy
Bills, receipts and cleared cheques	6	N/A
Building and engineering works Inclusive of major projects abandoned or deferred - town and country planning matters and all formal contract documents (e.g. Executed agreements, conditions of contract, specifications,	N/A	The general principle to be followed in regard to these records is that they should be preserved for the life of the buildings and installations to which they refer.

"as built" record drawings and documents on the appointment and conditions of engagement of private buildings and engineering consultants.		
Building records	Permanent	Review if no longer needed- destroy.
Buildings and premises general maintenance	3	N/A
Cash Books	6	The Limitation act 1980
CCTV images	31 days	Unless retention otherwise justified
Clinical audit records	5	
Clinical system patient records	Permanent	Retain indefinitely for the foreseeable future
Complaints	10	Where litigations has been commenced, keep as advised by legal representatives
Computerised records	The recommended minimum retention periods apply to both paper and computerised records, though extra care needs to be taken to prevent corruption or deterioration of the data. Re-recording / migration of data will also need to be considered as equipment and software become obsolete. For guidance, see the Public Record Office guidance, Management and Appraisal of Electronic Records (1998) – see link below Contracts 6 The Limitation Act, 1980	N/A
Contracts	6	The Limitation Act, 1980
Death certificates and records	2	N/A

Diaries	1	Review and if no longer needed- destroy
Employment records		N/A
Equipment maintenance records	3	Review and if no longer needed- destroy
Electrical testing records	3	Review and if no longer needed- destroy
Fire safety records	5	Review and if no longer needed- destroy
Freedom of information act requests	3	Review and if no longer needed- destroy
Fridge temperature records	1	Review and if no longer needed- destroy
Funding data	6	Review and if no longer needed- destroy
Insurance certificates	40	N/A
Job advertisement	1	Review and if no longer needed- destroy
Job applications and descriptions	3	N/A
Medical gas storage, transport and safety	3	Review and if no longer needed- destroy
Meeting minuets	1	Review and if no longer needed- destroy
Out of Hour records	3	Where these are held as part of the clinical system the longer period of retention relating to clinical system records applies.
Paper patient records	20	20 years after last recording. 10 years after death. For patients treated under the Mental Health Act retain for 30 years after last recording

Payroll	10	For superannuation purposes authorities may wish to retain such records until the subject reaches benefit age. Retain for 10 years after termination of employment
Personnel files	6	For former staff, keep for 6 years after subject of file leaves service, or until subject's 70th birthday, whichever is the later. Only the summary needs to be kept to age 70; remainder of file can be destroyed 6 years after subject leaves service.
Policies and procedures	3	Current version and all previous versions to be retained for a minimum 3 year period. 5 years recommended.
Purchasing orders excluding medical devices and equipment	18 months	Review and if no longer needed- destroy
Other purchasing orders	11	N/A
Risk assessment	3	Retain three years and ensure that subsequent risk assessments are available
Rotas	4	4 complete years following the year to which they relate
Significant event records	3	Including those to be notified to the CQC
Superannuation forms	10	N/A
VAT records	6	Complete years following the end of a VAT period
Water safety records	5	N/A