Shifa Medical PracticeRecords Retention Policy

**Document Control**

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**B. Document Details**

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| **Classification:** |
| **Author and Role:** | Dr Rashid |
| **Organisation:** | Shifa Medical Practice |
| **Document Reference:** |  |
| **Current Version Number:** | 1 |
| **Current Document Approved By:** | Dr Rashid |
| **Date Approved:** | 01/04/2019 |

**C. Document Revision and Approval History**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Date** | **Version Created By:** | **Version Approved By:** | **Comments** |
| 1 | 01/04/2019 | Zahid Karim | Dr Rashid | Next Review date 01/04/2020 |
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| Record | Retention period(years) | Comments |
| Accident reports | 10 | Where litigation has been commenced, keep as advised by legal representatives. |
| AccountsMinor 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 |  |
| Bills, receipts and cleared cheques | 6 |  |
| Buildings 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, "as built" record drawings and documents on the appointment and conditions of engagement of private buildings and engineering consultants. |  | The general principle to be followed in regard tothese records is that they should be preserved forthe life of the buildings and installations to whichthey refer. |
| Building records(mortgage, transfers, disposal etc) | Permanent |  |
| Cash Books | 6 | The Limitation Act, 1980 |
| Clinical Audit records | 5 |  |
| Clinical System patient records | Permanent | Retain indefinitely for the foreseeable future |
| Complaints | 10 | Where litigations has been commenced, keep asadvised by legal representatives. |
| Computerised records | The recommended minimum retention periods apply to both paper andcomputerised records, though extra care needs to be taken to preventcorruption or deterioration of the data. Re-recording / migration of datawill also need to be considered as equipment andsoftware become obsolete. For guidance, see the Public Record Officeguidance, Management and Appraisal of Electronic Records (1998) –see link below | |
| Contracts | 6 | The Limitation Act, 1980 |
| Death Certificates and death Records | 2 |  |
| Diaries (office) | 1 |  |
| Employment Records – see Personnel files and Payroll records below |  |  |
| Freedom of Information Act Requests | 3 |  |
| Fridge Temperature Records | 1 |  |
| Funding data | 1 |  |
| Insurance certificates | 40 |  |
| Job advertisements | 1 |  |
| Job applications and descriptions(following termination of employment) | 3 |  |
| Minutes of Meetings | 1 |  |
| Out of Hours Records | 3 | Where these are held as part of the clinical systemthe longer period of retention relating to clinicalsystem records applies. |
| Paper Patient Records | 20 | 20 years after last recording. 10 years after death.For patients treated under the Mental Health Actretain for 30 years after last recording. |
| Payroll / PAYE records | 10 | For superannuation purposes authorities may wishto retain such records until the subject reachesbenefit age. Retain for 10 years after terminationof employment |
| Personnel files(e.g. Personal files, letters of appointment, contracts references & related correspondence) | 6 | Keep for 6 years after subject of file leavesservice, or until subject's 70th birthday, whicheveris the later. Only the summary needs to be kept toage 70; remainder of file can be destroyed 6 yearsafter subject leaves service |
| Significant Event records | 3 |  |
| Superannuation Forms (SD55) | 10 |  |
| VAT Records | 6 | Complete years following the end of a VAT period |