



As at March 2013

Retention and Disposal Schedule

(adapted from Good Management, Good Records, DHSSPS, 2012)

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WORK AREA – Accident / Incidents / Untoward Events

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
A1	Accident Register	10 Years		Determined on review
A2	Record sheets/book, Forms, Reports	10 years from the occurrence or last entry or until the 25 th birthday whichever is the later.		Destroy
A3	All Adverse Incidents	10 years normal review process Files should be reviewed in accordance with the principles in part 1. Where an incident has resulted in litigation being commenced, records should be managed as per GMGR Section I1 (page 13) Where an incident has resulted in any form of disciplinary procedure the personnel records should be managed as per GMGR Section L12 (pge 30). Independent contractors should seek their own legal advice.		Determined on review
A4	Homicide/'serious untoward incident' records	30 years		Determined 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A5	Emergency Plans/Major Incident Plans/Business Continuity Plans	8 years after the plan is superseded or where it has been put into action 8 years after the event.		Determined 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.		Determined on review

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
A7	(RIDOR) register	3 years from the occurrence	<u>Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997</u>	Destroy

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	The National Archives – Records Management Retention Scheduling – Complaints Records	Destroy
B1	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 proceeding the personnel records should be managed as per GMGR Section L12.</p> <p>Where more than one retention period applies the longest of them should be used.</p>	The National Archives – Records Management Retention Scheduling – Complaints Records	When the retention period has expired, PRONI to determine on review.
B3	Returns made to the Department (CH8 statistics)	<p>3 years from submission to the Department.</p> <p>To be retained for 6 years by the Department</p>		Destroy

WORK AREA – Contracts / Service Level Agreements

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
C1	Approval files	15 years		Determined on review
C2	Approval files (contracts)	6 years after end of the year the contract expired		Destroy
C3	Approved suppliers lists	11 years	<p><u>Consumer Protection (Northern Ireland) Order 1987</u></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
C4	Contracts – non sealed (property) on termination	6 years from date of practical completion	<u>The Limitation (Northern Ireland) Order 1989</u>	Destroy
C5	Contracts – non sealed (other) on termination	6 years after termination of contract	<u>The Limitation (Northern Ireland) Order 1989</u>	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. When they reach 15 years old they should be reviewed and PRONI invited to examine them		Determined on review

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
C7	Contractor Applications to provide general practitioner, Dental, Ophthalmic & Pharmaceutical services)	6 years after end of contract for approvals 6 years for non-approvals		Destroy
C8	Contractor Records - Ophthalmic Opticians - Dentists - Pharmacists, Pharmacy Premises - General Practitioners	N/A to NIPEC		
C9	Contractors on call rotas managed by HSCB	N/A to NIPEC		
C10	GP retirements/moved away	N/A to NIPEC		
C11	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
C12	Tenders (successful)	Tender period plus 6 years limitation period	<u>The Limitation (Northern Ireland) Order 1989</u>	Destroy
	Tenders (unsuccessful)	6 years	<u>The Limitation (Northern Ireland) Order 1989</u>	Destroy

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	Forms – surgical appliances – AP1, 2, 3 and 4	N/A to NIPEC		
D3	Daily checking of crash trolleys	N/A to NIPEC		
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
D5	Inventories (not in current use) of items having a life of less than 5 years	1.5 years or if in book form 1.5 years after the last entry		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
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		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 J22 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	Destroy

WORK AREA – Estates

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
E1	Biomedical engineering- sterilix endoscopic disinfectant daily water cycle test – sterilix endoscopic disinfectant daily water purge test, nynhydrin test	N/A to NIPEC		
E2	Buildings and engineering works, inclusive of major projects abandoned or deferred – key records, eg. Final accounts, surveys, site plans, bills of quantities	N/A to NIPEC		
E3	Buildings and engineering works, inclusive of major projects abandoned or deferred – town and country planning matters and all formal contract documents	N/A to NIPEC		
E4	Buildings – papers relating to occupation (but not Health and Safety information) of the building	Review 3 years after occupation ceases		Determined on review
E5	Deeds of Title/Title deed	N/A to NIPEC		
E6	Environmental Cleanliness Audits Health and Safety Audits	10 years		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
E7	Fire training records	5 years		Destroy
E8	Fire Officers Register	5 years		Destroy
E9	Fire Inspections	5 years		Destroy
E10	Health and Safety Information / documentation	Until cancelled or superseded		Destroy
E11	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
E12	Land surveys/registers	30 years		Destroy
E13	Leases, the grant of leases, easements, licences and other rights over property. Tenancy agreements, tenants lists relating to the renting of the organisations flats to doctors and nurses employed by the organisation	Retain for the lifetime of the ownership of any right over the property	<u>The Limitation (Northern Ireland) Order 1989</u>	Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
	Leasing a property from another owner	12 years after the lease expires	<u>The Limitation (Northern Ireland) Order 1989</u>	Destroy
E14	Maintenance contracts - routine	6 years from end of contract		Destroy
E15	Maintenance requisition books/job docket	6 years after last entry in the book		Destroy
E16	Manuals operating/maintenance	Lifetime of equipment		Destroy
E17	Maps	Retain permanently		The Public Record Office of NI should be invited to review these records. If they decide not to preserve them the records should be destroyed.
E18	Plans: Building (as built) Drawings (architect signed not copies) Engineering works	Lifetime of building		The Public Record Office of NI should be invited to review these records. If they decide not to preserve them the records should be destroyed.

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
E19	Property Acquisitions Dossiers	N/A to NIPEC		
E20	Property Disposal Dossiers	N/A to NIPEC		
E21	Records relating to the security of the estate (see also GMGR Section D9, and GMGR Section J23 security of records)	5 years		Destroy
E22	Site files	Lifetime of site		Destroy
E23	Specifications (eg. Equipment, services)	6 years		Review if issues (eg. HSE) are outstanding
E24	Structure plans (organisational charts) ie. the structure of the building plans	Lifetime of Building – then review		Determined on review
E25	Surveys – building and engineering work	Lifetime of building or installation		Destroy
E26	Visitors books (other than those specifically required in legislation)	3 years	National Archives – retention scheduling press and public relations records	Determined on review
	Reception desk rotas			Destroy

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.

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.	2 years (from completion of the audit)		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)	<u>The Limitation (Northern Ireland) Order 1989</u>	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)	30 years		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 asset is disposed of		Destroy
	Depreciation registers – records relating to the calculation of annual depreciation	6 years after the asset or last one in the register is disposed of		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
F5	Audit records – original documents (eg. Organisational Audits, Records Audits, Systems Audits) – Internal & External in any format (paper, electronic etc)	3 years from the date of completion of the audit	http://www.nationalarchives.gov.uk/documents/information-management/sched_internal_audit.pdf	Destroy
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	http://www.nationalarchives.gov.uk/documents/information-management/sched_internal_audit.pdf	Destroy
F7	Benefactions/Endowments/ Trust Fund			
	Documents relating to benefactions, special donations and memorials of any sort covered by HSC legislation	5 years after the end of the financial year in which the Trust monies become finally spent or the gift in kind was accepted.		Destroy
	Documents relating to benefactions, special donations and memorials of any sort covered by HSC legislation, where the fund/capital/interest remains permanent	The records should be permanently retained by the organisation		Retain permanently
F8	Bills, receipts and cleared cheques Authority to deduct forms, deposit details and meter readings	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
F9	Primary Care HSC prescriptions received by the BSO	N/A to NIPEC		
F10	Business Case Documentation	5 years after completion of project or handover of facility in terms of larger projects (see also GMGR Section J41)		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		Destroy
F13	Capital Charges Data	2 years from completion of the audit		Destroy
F14	Capital Paid Invoices	6 years following the end of the financial year to which they relate	<u>The Limitation (Northern Ireland) Order 1989</u>	Destroy
F15	Cash Books	6 years following the end of the financial year to which they relate	<u>The Limitation (Northern Ireland) Order 1989</u>	Destroy
F16	Cash Sheets	6 years following the end of the financial year to which they relate	<u>The Limitation (Northern Ireland) Order 1989</u>	Destroy
F17	Clients Financial Records	N/A to NIPEC		
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	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	www.nationalarchives.gov.uk/documents/information-management/sched_accounting.pdf	Destroy
	Adhoc statements	1 year	www.nationalarchives.gov.uk/documents/information-management/sched_accounting.pdf	Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
F25	Formula records for calculating employee variation of hours	1 year after entry		Destroy
F26	Fraud Report papers used in the course of a fraud investigation – theft, fraud, misappropriation irrecoverable debts and overpayments, write-offs, recovery of debt, wavering of debt	6 years after the audit where the matter was resolved internally, otherwise 10 years after the action/investigation is completed	Addendum to DAO (DFP) 08/07	Destroy
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	<u>The Limitation (Northern Ireland) Order 1989</u>	Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
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)	N/A to NIPEC		
F34	Non-exchequer funds records (ie. funding received by the organisation that does not directly relate to patient care, eg. Charitable funds)	N/A to NIPEC		
F35	Patient monies (ie. smaller sums of donated money)	N/A to NIPEC		
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		Determined on Review
F39	Receipt for registered and recorded delivery mail	See GMGR Section F1		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
F40	Receipts	6 years after end of financial year to which they relate	<u>The Limitation (Northern Ireland) Order 1989</u>	Destroy
F41	Requisitions	2 years		Destroy
F42	VAT records	6 years following the end of the financial year to which they relate		Destroy
F43	Value for money (VFM)			
	Reports created or instigated internally in the organisation	6 years following the end of the financial year to which the papers relate		Determined on review
	Reporting on financial exercises, reviews monitoring	6 years following the end of the financial year to which the papers relate		Determined on review

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)	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
H4	Records documenting the development and establishment of ICT systems management policies and procedures	See GMGR section J34 and GMGR Section J39		Determined 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

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
H6	Records relating to the monitoring of Display Screens and related workstations in the workplace	3 years		Destroy
	Eyesight tests	See GMGR Section L32		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
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	5 years		Destroy
	Management of all networks	7 years		Destroy
H10	Telecommunications management	6 years		Destroy

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 (ie. 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 Part1) 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	When the organisation's retention period has expired, PRONI should be asked to 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)	N/A to NIPEC		
I3	Family health Service Appeals Authority tribunals and case files	N/A to NIPEC		

WORK AREA – Organisation

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
J1	Agendas and minutes of Trust/HSCB/Agency/Departmental Board 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		Determined on review
J4	Meetings and minutes papers (other, including reference copies of major committees)	2years		Destroy
J5	Advance letters (eg. DH guidance)	6 years		Destroy
J6	Ambulance Administrator Records (ie. records containing non-clinical details only, eg. Records of journeys)	2 years from the end of the year to which they relate		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
J7	Annual/Corporate Reports (Background papers)	3 years		Destroy
	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	<p>Assembly Questions (AQ), Parliamentary Questions (PQ), MLA/MP enquiries</p> <p>These documents include all information provided by the organisation in response to a AQ/PQ (eg. background note to the Minister or the Minister may amend the response) all of which may not be used in the response and therefore it will not be in the public domain</p>	5 years		Permanently preserve electronic, review paper

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
J9	Business Plans including Health and Wellbeing Investment Plans (HWIPs) and Trust Delivery Plans (TDPs) Strategic Plans	20 years		Destroy PRONI should be added to the circulation list and a copy of each published HWIP/TDP sent to them
J10	Close Circuit TV images	N/A to NIPEC		
J11	Commissioning decisions	6 years	Copyright, Designs and Patents Act 1988	Destroy
	Appeal documentation	6 years from date of appeal decision		Destroy under confidential conditions
	Decision documentation	6 years from date of decision		Destroy under confidential conditions
J12	Contact details	1 year after details change or no longer required		Destroy
J13	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
J14	<p>Correspondence and other papers of minor or ephemeral importance not covered elsewhere, eg.</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
J15	Data input forms (where the data/information has been input to a computer system)	2 years		Destroy
J16	Departmental Enquiries	10 years - Normal Review Process		Determined on review
J17	Diaries			
	Chief Executive	Review 5 years following the calendar year to which they relate		Destroy
J18	Diaries which contain details of staff travelling	6 years following the calendar year to which they relate		Destroy
J19	Diaries – professional, eg. health visitors, district nurses, social workers and Allied Health Professionals	N/A to NIPEC		
J20	Diaries (office)	1 year after the end of the calendar year to which they refer		Destroy
J21	Records Management			
	Disposal Schedules/Indexes (documents describing public records marked for permanent preservation or containing the management of public records) background papers	Review at 10 years	Public Records Act (Northern Ireland) 1923 http://www.nationalarchives.gov.uk/documents/information-management/sched_info_management.pdf	Determined on review

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
	Disposal Schedules (Actual Signed Schedule) or indexes	Permanent		A copy is permanently retained in the organisation and a copy should be sent to PRONI
	Registry lists of public records marked for permanent preservation, or containing the record of management of public records	30 years		Retain
	File lists and document lists where public records or their management are not covered	30 years	http://www.nationalarchives.gov.uk/documents/information-management/sched_info_management.pdf	Determined on review
	Review Lists	5 years		Destroy
	Lists, certificates, docket books or databases of records destroyed	Retain permanently		Retain
	Records relating to the transfer and retrieval from and to off-site storage	2 years		Destroy
	Records relating to contracts with storage providers	6 years from the end of the contract		Destroy
	Disaster planning records	Until superseded		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
	Information surveys record audits and registry inspections	5 years		Destroy
	Public Access Requests	See GMGR Section J28 Freedom of Information Requests	FOI model retention schedule	Destroy
	Records relating to the control of record keeping systems	When the system is superseded	http://www.nationalarchives.gov.uk/documents/information-management/sched_info_management.pdf	Destroy
	Documentation of record series	Preserve permanently for series from which records have been transferred to PRONI. Destroy when all records in the series have been destroyed		Destroy
	General administrative records, including routine correspondence relating to the provision of information management services	2 years		Destroy
	Security of records	5 years		Destroy
J22	Documents more than 100 years old	Any records currently held should be referred for a special PRONI Review		Special review by PRONI

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
J23	Equality and good relations: documents created or used specifically for the purposes of meeting statutory duties placed on public bodies regarding the promotion of equality and good relations, inc. Equality Schemes and background documents; documents relating to the equality-screening of policies and Equality Impact Assessments; annual statements to the Equality Commission on the implementation of the duties; equality training plans and materials	7 years		Determined on review
J24	Garden Parties and Public Functions	5 years		Destroy
J25	Honours	N/A to NIPEC		
	Awards and Prizes	7 years		Destroy
J26	Hospitality			
	Gifts and Hospitality registers including the offers of gifts	6 years	DFP Guidance on the Acceptance and Provision of Gifts and Hospitality http://www.dfpni.gov.uk/dfp-guidance-on-the-acceptance-and-provision-of-gifts-and-hospitality-sept10.pdf	Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
	Catering forms	6 years		Destroy
	Guidance on the provision and acceptance of gifts	See GMGR Section J31	HSS(F) 49/2009 Gifts and Hospitality	Destroy
J27	Records of incoming mail	3 years		Destroy
J28	Information Access Requests and Responses			
	Data Protection Act and Access to Health Records – Subject Access requests – record of requests	3 years after last action		Destroy
	Policy and procedures for handling Freedom of Information (FOI) Requests. Case records which lead to the development of precedents and best practice.	5 years after the policy or procedures have been superseded	http://www.nationalarchives.gov.uk/documents/information-management/sched_info_management.pdf	Destroy
	FOI and Environmental Information Request case file records, detailing the FOI request, the consideration of possible exemptions and subsequent appeals	3 years after last action	http://www.nationalarchives.gov.uk/documents/information-management/sched_info_management.pdf	Destroy
	Details of access decisions taken and any redacted versions of documents released	This information may be required for longer as it could be considered current until superseded by a subsequent decision. Retain 10 years	http://www.nationalarchives.gov.uk/documents/information-management/sched_info_management.pdf	Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
	Monitoring records. Statistical data about the number of requests and outcomes	10 years	http://www.nationalarchives.gov.uk/documents/information-management/sched_info_management.pdf	Destroy
	Records relating to Data Sharing arrangements between organisations including Data Access Agreements	7 years		Destroy
J29	Inquiries under Inquiries Act 2005	N/A to NIPEC		
J30	Governance and quality assurance/controls records			
	Annual report on the discharge of delegated Statutory functions and corporate parenting report	3 years		Destroy
	Quality assurance records (eg. Healthcare Commission, Audit Commission, King's Fund Organisational Audit, Investors in People, NIMDTA)	15 years		Destroy
	Controls Assurance Standards	5 years		Destroy
	Controls Assurance Exercise Documents	2 years		Destroy
	Assessment of performance against Controls Assurance Standards	5 years		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
	Liaison between organisations relating to governance	5 years		Destroy
	Monitoring of performance by the Department	5 years		Destroy
	Records relating to internal organisational, team standards	5 years		Destroy
	Risk registers	5 years after cancelled or superseded		Destroy
	Accountable Officer Records			
	<ul style="list-style-type: none"> Declaration and self assessment 	5 years		Destroy
	<ul style="list-style-type: none"> Records of auditing and monitoring 	5 years from formal approval of the audit		Destroy
	<ul style="list-style-type: none"> Occurrence reports 	10 years		Destroy
	<ul style="list-style-type: none"> Records of concern and the assessment and investigation of concerns 	See GMGR Section A2-A4 and GMGR Section A6		Destroy
	<ul style="list-style-type: none"> Local Intelligence Network Records 	Review the records (see Part 1 for guidance) after 10 years to consider whether the records should be destroyed or retained up to the death or end of working life of any individual concerned		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
J31	Guidance and Circulars			
	Received by organisations (eg. from the Department)	Until cancelled or superseded		Destroy
	Creator' background papers	See GMGR Section J39		Destroy
J32	Legislation			
	Actual sealed copy		Paragraph 9.1.4 of OFMDFM's Handbook on Subordinate Legislation advises the original of a Statutory Rule is retained permanently by the Department in a secure place. The DHSSPS Departmental Records Officer has approved that all Statutory Rules and Sealed Directions should be sent to PRONI.	Transferred to PRONI within 3 months
	Background papers			
	Primary legislation	Permanent Preservation		Determined on Review
	Subordinate legislation	Review 20 years. Papers should be considered for destruction if the legislation has been superseded		Determined on Review
	Administrative records associated with the legislation process	5 years after closure		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
J33	Mailing lists	1 year after list changes or no longer applicable		Destroy
J34	Manuals – policy and procedure (administrative and clinical, strategy documents)	10 years after life of the system (or superseded) to which the policies or procedures refer		Determined on review
J35	Ministerial Records	N/A to NIPEC		
J36	Organisational Charts	2 years after cancelled or superseded		Destroy
J37	Patient/customer information leaflets	6 years after the leaflet has been superseded		Destroy
J38	Patient/client/customer surveys	2 years		Destroy
J39	Policy, procedures and guidelines (development background papers including cross border initiatives)	Until policy or procedures are revised. Review at change/revision and or first and second review procedures. Libraries will retain a copy as reference.		Determined on review
J40	Press and Public Relations Records			
	Events, exhibitions and fairs	2 years		Destroy
	Media Briefing	7 years		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
	Official briefings – responses Briefing requests and their responses from private offices, select and standing committees	See GMGR Section J35 Pass to the Departmental Information Manager at the end of a Minister’s tenure in office. The DIM should transfer all electronic records to PRONI and request PRONI to review any paper records.	The National Archives Guidance of the Management of Private Office Papers	Permanently preserve electronic, paper to be determined by DIM and PRONI
	Photographs Image library records	1 year or sooner if no longer required	National Archives Records Management Retention Scheduling Press and Public Relations Records http://www.nationalarchives.gov.uk/documents/information-management/sched_press.pdf	Destroy
	Press conference reports	3 years	http://www.nationalarchives.gov.uk/documents/information-management/sched_press.pdf	Destroy
	Reports on media/public relations, correspondence with media, press reports	7 years	http://www.nationalarchives.gov.uk/documents/information-management/sched_press.pdf	Determined on review
	Press cuttings (paper)	1 year	http://www.nationalarchives.gov.uk/documents/information-management/sched_press.pdf	Destroy
	Press Cuttings (electronic copies)	28 Days	http://www.nationalarchives.gov.uk/documents/information-management/sched_press.pdf	Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
	Press Releases	7 years	http://www.nationalarchives.gov.uk/documents/information-management/sched_press.pdf	Destroy
	Speeches and interviews – preparation and delivery of speeches and interviews on behalf of ministers, permanent secretary and chief executives as well as other officials	Pass to the Departmental Information Manager at the end of a Minister’s tenure in office. The DIM should transfer all electronic records to PRONI and request PRONI to review any paper records.		Permanently preserve electronic, review paper
J41	Project Initiation Documents and supporting documentation including business cases	10 years after completion of the project	Records Management Retention Scheduling – Project Records http://www.nationalarchives.gov.uk/documents/information-management/sched_projects.pdf	Determined on review
J42	European Projects	15 years	Article 90 of the Council Regulations (EC) No 1083/2006 requires that supporting documents regarding expenditure and audit should be kept available for a period of seven years following the closure of the programme	Determined on review
Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action

J43	Project board files (excluding estates)			
	Project files (over £100,000 on termination, including abandoned or deferred projects)	Review – 6 years after project completed	http://www.nationalarchives.gov.uk/documents/information-management/sched_projects.pdf	Determined on review
	Project files (less than £100,000 on termination include)	Review – 2 years after project completed	http://www.nationalarchives.gov.uk/documents/information-management/sched_projects.pdf	Destroy
J44	Project Team files			
	Project files (over £100,000 on termination, including abandoned or deferred projects)	Review - 6 years after project completed or abandoned	http://www.nationalarchives.gov.uk/documents/information-management/sched_projects.pdf	Determined on Review
	Project Team files (less than £100,000) on termination, including abandoned or deferred projects	Review - 2 years after project completed or abandoned	http://www.nationalarchives.gov.uk/documents/information-management/sched_projects.pdf	Destroy
J45	Project team files (summary retained)	3 years		Destroy
J46	Publications internal, corporate identity, translations	When superseded See GMGR Section J37 for patient/customer information publications		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/	Final Action
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Ref	Record Type	Minimum Retention Period	Derivation	Final Action
J47	Publication Scheme background papers relating to the development of the Publication Scheme	10 years Close when Publication Scheme finalised		Destroy
J48	Finalised Publication Scheme	Permanently within the Board/Trust/Agency		Retain permanently
J49	Records related to recognised chartermarks, standards, models eg. investors in people	Until standard or chartermark has been reassessed or 10 years		Destroy
J50	Requests for access to records, other than Freedom of Information or subject access requests	6 years after last action		Destroy
J51	Phone Message Books	2 years NB Any clinical information should be transferred to the patient health record		Destroy
J52	Record of custody and transfer of keys	6 years		Destroy
J53	Register of Board members' and Senior Managers' interests	6 years after the person leaves the organisation		Transfer to PRONI
J54	Registered Staff Lists	1 year		Destroy
J55	Reports (major)	30 years		Transfer to PRONI
Ref	Record Type	Minimum Retention Period	Relevant Legislation/	Final Action

			Derivation	
J56	Research and development records (scientific, technology, medical and other)	N/A to NIPEC		
J57	Clinical Trials of Investigational Medicinal Products (CTIMPs)	N/A to NIPEC		
J58	Research and development (organisation) ie. all the organisation's records associated with research and development and not individual trial records or information on patients.	N/A to NIPEC		
J59	Security Pass	Retain current only		Destroy
J60	Security policy covering the correct handling and safekeeping of Disclosure Information in line with Access NI (See also GMGR Section L1)	See GMGR Section J39	Access NI Code of Practice http://www.dojni.gov.uk/accessni	Destroy
J61	Stock Control reports Stock Orders and Non Stock Orders	2 years following the end of the financial year to which they relate		Destroy
J62	Stores records – major (stores ledgers etc)	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
J63	Stores records – minor (requisitions, issue notes, transfer vouchers, goods received, books etc)	2 years following the end of the financial year to which they relate		Destroy
J64	Supplies records – minor (eg. invitations to tender and inadmissible tenders, routine papers relating to catering and demands for furniture, equipment, stationery and other supplies)	2 years following the end of the financial year to which they relate		Destroy
J65	Training evaluation - general feedback provided at the end of training by the trainee	2 years		Destroy
J66	Training materials – manuals, videos, photographs created for the purposes of training clinical staff	Retained for as long as required for training purposes		Destroy
J67	Training Plans	2 years		Destroy
J68	Trust documents without permanent relevance/not otherwise mentioned	6 years		Destroy
J69	Unpublished material of the history of the organisation or its predecessors, the organisation and procedures.	10 years - Normal Review Process		Determined on review

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
J70	Hospital (trust) services, ie. service that the Trust provides eg. catering, hotel services	10 years		Destroy

WORK AREA – Personnel

This section covers the information held on individuals, commonly called Personnel Files. The records held in Personnel Files cover six broad areas:

Employment and career; Health; Pay; Pension; Welfare; and Security.

All six areas of information may not be held on one central file but may be retained as separate collections. The retention of the records should follow these guidelines regardless of how or on what medium the records are held. Personal files of Chief Executives, Directors should always be transferred to PRONI.

Where a type of record has not been named specifically it may be possible to determine which category it best fits.

A previous retention period of until “age 72” for records required for pension purposes has been increased and such records should now be kept for 100 years from birth. Organisations are free to seek their own legal advice where there are cases of doubt. A personnel record can be kept longer than the recommended retention period if this is in accordance with legal advice. These retention periods are based on the guidance issued by the National Archives and endorsed by Cabinet Office. Medical Staff records and Agency locum staff records should be treated as personnel and retained accordingly.

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
L1	Access NI checks with effect from April 2008 (see Glossary)			
	Original information and all copies (see also GMGR Section J60)	Until final decision about the applicants suitability is determined. This should not exceed 6 months. Access NI will approve the retention of the disclosures for a longer period in exceptional circumstances and where there is a requirement to retain so that the RQIA can have access to fulfil its statutory duties.	Access NI Code of Practice in accordance with section 122(2) of the Police Act 1997 Explanatory Guide to the Code	Destroy immediately by shredding, pulping or burning

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
	<p>A record should be kept on the personnel file of:</p> <ul style="list-style-type: none"> • The date of the disclosure • The name of the subject of the disclosure • The type of the disclosure namely, whether it is the Basic, Standard or Enhanced type • The position which the disclosure was applied for • The unique number that was issued by Access NI for that Disclosure; and • The recruitment decision taken 	<p>Age 100</p> <p>The records should be signed and dated by a person of sufficient authority and seniority who could represent the organisation in court</p>	<p>http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf</p>	<p>Destroy immediately by shredding, pulping or burning</p>
L2	Annual/Assessment/Appraisal or summary of performance			
	Reports	5 years	<p>http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf</p>	<p>Destroy</p> <p>Personal files of Chief Executive, Directors should be transferred to PRONI. All other files destroyed.</p>

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
	Chief Executive/Directors Annual/Assessment Reports	Retain permanently in personal file	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy Personal files of Chief Executive, Directors should be transferred to PRONI. All other files destroyed.
	Assessment Report where appeal or legal proceedings are underway	5 years from the result of the appeal	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy Personal files of Chief Executive, Directors should be transferred to PRONI. All other files destroyed.
	Report of Appeal	5 years	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy Personal files of Chief Executive, Directors should be transferred to PRONI. All other files destroyed.

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
	Reports for last 5 years of service	Age 72	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy Personal files of Chief Executive, Directors should be transferred to PRONI. All other files destroyed.
	Assessment/ Performance Appraisal Interview/meeting Sheet	5 years	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy Personal files of Chief Executive, Directors should be transferred to PRONI. All other files destroyed.
	Assessment of Board Members (by Chairman)	7 years		Destroy
L3	Annual leave			
	Cards (held by individual members of staff)	2 years	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
	Annual leave records	2 years	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy
	Copy of Annual leave entitlement	As part of the contract of employment until age 100	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy
L4	Attendance Book/Register	2 years		Destroy
L5	Career Summary – consolidated record of whole career, location details	Until age 100	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Personal files of Chief Executives, Directors should be transferred to PRONI. All other files destroyed.
	Career development	See GMGR Section L53	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Personal files of Chief Executives, Directors should be transferred to PRONI. All other files destroyed.
L6	Change of address	Until age 100	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Personal files of Chief Executives, Directors should be transferred to PRONI. All other files destroyed.

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
L7	Change of grade notification	Until age 100	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Personal files of Chief Executives, Directors should be transferred to PRONI. All other files destroyed.
L8	Commendations	Until age 100		Personal files of Chief Executives, Directors should be transferred to PRONI. All other files destroyed.
L9	Consultants, senior staff (records relating to the recruitment of)	N/A to NIPEC		
L10	CVs for non-executive directors			
	Successful	Review 5 years following term of office		Determined on review
	Unsuccessful applicants	2 years following application		Destroy
L11	Decree absolutes	Return originals to provider, retain copy until age 100	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
L12	Disciplinary Records – papers relating to disciplinary action which has resulted in any change to terms and conditions of service, salary, performance pay or allowances	Until age 100		Destroy
L13	Duty rosters clock cards, time sheets, Flexi sheets			
	Duty rosters clock cards, time sheets	2 years	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy
	Organisation or departmental duty rosters, not the ones held on the individual's record	4 years after the year to which they relate	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy
	Time Sheets (relating to a group or Department eg. Ward where the timesheets are kept as a tool to manage resources, staffing levels)	6 months	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy
	Timesheets (for individual members of staff)	2 years after the year to which they relate NB Timesheets (for all individuals including locum doctors) held on the personnel record are minor records – retain for 2 years	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
L14	Employee Welfare Reports and Papers	6 years after last entry	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy
L15	Exposure monitoring records	6 years from the date the record was made	Control of Substances Hazardous to Health Regulations 2002 (reg. 10(5))	Destroy
L16	Health declaration	Until age 100	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Personal files of Chief Executives, Directors should be transferred to PRONI. All other files destroyed.
L17	Health referrals – including Medical Reports from doctors and consultants and any correspondence with the Occupational Health Service	Until age 100	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Personal files of Chief Executives, Directors should be transferred to PRONI. All other files destroyed.
L18	History records of pay scales	Permanent		Retain permanently
L19	HRMS	Refer to individual record types in this section		Destroy
L20	Income Tax form P45	Until age 100		Destroy
L21	Industrial relations (not routine staff matters), including industrial tribunals	10 years - Normal Review Process		Determined on review

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
L22	Interview documentation	1 year	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy
L23	Job advertisements	1 year		Destroy
L24	Job applications successful (following termination of employment)	3 years		Destroy
L25	Job applications – unsuccessful			
	Documents	1 year		Destroy
	Interview Documentation	3 years		Destroy
	Note confirming that a PECS check was carried out and offer of appointment withdrawn	3 years		Destroy
	Equality Monitoring returns	3 years		Destroy
L26	Job descriptions (following termination of employment)	3 years		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
L27	Leavers dossiers (provided a summary retained)	6 years after subject leaves the service		Destroy Personal files of Chief Executive, Directors should be transferred to PRONI. All other files destroyed
	Leavers dossiers Summary (retained on file)	Age 100		Destroy Personal files of Chief Executive, Directors should be transferred to PRONI. All other files destroyed
L28	Letter of appointment/contracts	Life of file – Age 100	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Personal files of Chief Executives, Directors should be transferred to PRONI. All other files destroyed
L29	Marriage certificates	Return originals to provider Retain copy until age 100		Destroy
L30	Medical/Self certificates unrelated to Industrial Injury (see also GMGR Section L33)	4 years	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
L31	Nurse training records (from hospital-based nurse training schools prior to the introduction of academic-based training)	30 years		Destroy
L32	Overpayment documentation	6 years after repayment or write-off		Destroy
	Performance Pay	7 years		Destroy
	Special Bonus Papers	7 years		Destroy
	Third party client/advances in lieu of pay	6 years after repayment		Destroy
	Eyesight test documents	Retain currently only		Destroy
L33	Papers relating to any injury on duty	Until Age 100	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy
L34	Part-time/Job sharer/Term time applications, decisions	Until age 100	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Personal files of Chief Executives, Directors should be transferred to PRONI. All other files destroyed

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
L35	Personal Payroll History: <ul style="list-style-type: none"> • Records of pay • Performance pay • Overtime pay • Allowances (incl deputising and substitution) • Pay enhancements • Taxable allowances • Payment for untaken leave • Reduced pay • No Pay • Maternity leave • Complete Sickness Absence Record 	Until Age 100	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy
L36	Pension Forms (all)			
	Pension forms that relate to monies received, monies owed, payments made and administration of the HSC Pension Scheme	7 years	http://www.hmrc.gov.uk/manuals/rpsmmanual/rpsm12300020.htm	Destroy
	Pensions estimates/awards	7 years	http://www.hmrc.gov.uk/manuals/rpsmmanual/rpsm12300020.htm	Destroy
L37	Qualifications and References	Until age 100	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
L38	Resignation/termination/ retirement letters	Until age 100	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy
L39	Return to Work Interviews	4 years		Destroy
L40	Security Personnel Files	5 years after leaving (if at normal retirement age) or 10 years after leaving (if before normal retirement age)	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy Personal files of Chief Executives, Directors should be transferred to PRONI. All other files destroyed
L41	Special Leave			
	Application for special leave/study leave – Paid	7 years	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	
	Application for special leave/study leave – Unpaid	Age 100	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	
	Unpaid Leave periods (maternity leave etc.)	Age 100	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
L42	Staff car parking permits	3 years		Destroy
L43	Staff photographs – held in personal file	Until age 100		Disposal method of Personal file
L44	Statutory maternity and statutory sick pay documents	6 years		Destroy
	Temporary variation forms	3 years after employment has ended		Destroy
	Trade Union Schedules	1 year after employment has ended		Destroy
	Salary requests from bank/building society pay details	1 year only		Destroy
L45	Substances Hazardous to Health Records			
	Monitoring exposure of employees to substances hazardous to health record	Where the record is representative of the personal exposures of identifiable employees for at 40 years or in any other case for at least 5 years from the date of the last entry made in it	Control of Substances Hazardous to Health Regulations (NI) 2003 (reg. 10(5))	Destroy
	Health surveillance records of employees who are, or are liable to be exposed to a substance hazardous to health	40 years from the date of the last entry made in it	Control of Substances Hazardous to Health Regulations (NI) 2003 (reg. 10(5))	Destroy
L46	Superannuation			
	Accounts	10 years	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
	Added voluntary contributions	Age 100	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy
	Added years	Age 100	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy
	Registers	10 years	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy
	Death benefit nomination and revocation forms	Until age 100 Return originals to provider	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy
	Death certificates	Retain copy until Age 100 Return originals to provider	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy
L47	Tax forms – change of tax code	7 years		Destroy
L48	Training plans	2 years		Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
L49	Training records – all staff	Age 72 or 6 years after employment has ended whichever is the later. For independent contractors the minimum retention should be the duration of employment plus 3 years, although it is recommended the duration fo employment plus 6 years		Destroy
L50	Transport (staff pool car documentation)	3 years unless litigation ensues		Destroy
L51	Wages/Salary records			
	Bank details – current only	6 years after employment has ended		Destroy
	Category analysis print outs	2 years after employment has ended		Destroy
	Clock cards and time sheets	2 years after employment has ended		Destroy
	Computer payroll printout	7years after employment has ended		Destroy
	Cumulative adjustment forms	2 years after employment has ended		Destroy
	Payment analysis print outs	2 years after employment has ended		Destroy
L52	Working Time Directive opt out forms	3 years after the opt out has been rescinded or has ceased to apply	http://www.nationalarchives.gov.uk/documents/information-management/sched_personnel.pdf	Destroy

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
L53	<p>Workforce planning</p> <p>Records documenting the assessment, development, planning, management and analysis of workforce requirements and the identification and evaluation of options for meeting these requirements</p>	10 years		Destroy

WORK AREA – Statistics

Ref	Record Type	Minimum Retention Period	Relevant Legislation/ Derivation	Final Action
Q1	Statistics (including Korner returns) contract minimum data set, regional annual statistical returns required by the Department, payment activity data	3 years from submission to Department To be retained for 6 years by the Department		Destroy
	Data input forms (where the data/information has been input to a computer system	2 years		Destroy