# Records with mandatory retention periods

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| **TYPE OF RECORD**  | **RETENTION START**  | **RETENTION PERIOD**  | **DERIVATION** **(LEGISLATION)**  | **ACTION AT END OF** **RETENTION** **PERIOD**  | **RESPONSIBLE** **MANAGER**  |
| CCTV images  | Retain for 28 days  | recycled  | Data Protection (1998)  | Act  | Erase permanently  |  Practice Manager |
| Complaints -Correspondence, investigation, outcomes   | Complaint received   | * 10 years from completion of action
* Files closed annually & kept for 6 years following closure

See also litigation dossiers  |  |  | Destroy Under Confidential Conditions (DUCC) (DUCC) (DUCC)  | Practice Manager  |
| Freedom of Information Requests  |   | 3 years after full disclosure;10 years if information is redacted or the information requested is not disclosed  | Information Commissioner  | Destroy Under Confidential Conditions (DUCC)  | Practice Manager |

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| Requests for access to records, other than Freedom of Information or subject access requests  | Request received  | 6 years after last action on record  | ICO  | Destroy Under Confidential Conditions (DUCC)  | Practice Manager |

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| Subject access requests (DPA and AHR)– records of requests  | Request received  | 3 years after last action  | ICO  | Destroy Under Confidential Conditions (DUCC)  | Practice Manager |

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| GP records, including medical records relating to HM Armed Forces or those serving a period of imprisonment  | Treatment    | 30 years   |     | Destroy Under Confidential Conditions (DUCC)    | Practice Manager |
| Records relating to children and young people (including pediatric, vaccination and community child health service records) –  | Treatment  | until the patient’s 25th birthday or 26th if an entry was made when the young person was17; or 10 years after death of a patient if sooner  |   | Destroy Under Confidential Conditions (DUCC)   | Practice Manager |

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| Maternity records  | Treatment  | 25 years after last live birth  |   |  |  | Destroy Under Confidential Conditions (DUCC) (DUCC)  | Practice Manager |
| **OTHER RECORDS RELATING TO HEALTHCARE**  |  |  |  |
| Occupational Health Records (Staff)  | Incident  | 3 years unless litigation ensues (see litigation)  |   |  | Destroy Under Confidential Conditions (DUCC)  | Practice Manager |

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| Records of Destruction of Health Records (case-notes) and other health related records contained in this retention schedule  | Records destroyed  | 30 years  |   | Destroy Under Confidential Conditions (DUCC)  | Practice Manager |
| Patient/Client, Clinical/Medical Case Records not covered in other categories  | Treatment  | 8 years after conclusion of treatment  |   | Destroy Under Confidential Conditions (DUCC)  | Practice Manager |