# 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 |