

**Public Health and Corporate Strategy & Performance Retention Schedule - Correct as of 29 June 2018.**

The Council makes every effort to publish its latest retention schedules, there may be occasions in which this document does not reflect current practice due to when it was published.

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
<b>Corporate Strategy and Performance</b>					
<b>A</b>	<b>Data Protection and Feedback</b>				
A1	Subject Access Request forms (SARs)	To allow the data protection coordinator to establish the nature of data protection requests and the identity of the applicant.	7 years	Data Protection Act	Deletion from electronic systems and confidential shredding
A2	Data Protection Breaches	To allow the data protection coordinator to report on data protection breaches	10 years	Data Protection Act	Deletion from electronic systems
A3	School SLA Data	Information relating to School SLAs	1 year from end of contract	None	Deletion from electronic systems
A4	School SLA Data	School visits and specific work	1 year from end of contract	None	Deletion from electronic systems
A5	Feedback System (Contact 360)	To log complaints, comments and compliments and record Investigating Officers responses	6 years	Feedback Policy and Performance Team guidance	Deletion from electronic systems
A6	Feedback items	Confidential items which can not be saved on the system	5 years	None	Deletion from electronic systems
A7	Data Protection Spot Checks	Spotchecks carried out by link officers	4 years	Data Protection Act	Deletion from electronic systems
A8	Deceased Information Requests (DIR)	Complete requests for information relating to deceased people	5 years	None	Deletion from electronic systems and confidential shredding
A9	Missing IT	investigations into missing IT	5 years	None	Electronic deletion after 5 years
A10	External requests	Requests made to external organisations	5 years	None	Electronic deletion after 5 years
A11	Data Protection Impact Assessments	Risk assessments considering the DP impacts of any new systems or change in the way we process data	6 years	Data Protection Act	Electronic deletion after 6 years
<b>B</b>	<b>Corporate Strategy and Intelligence</b>				
B1	School IMD- School Census records	To assist in OFSTED reporting	3 years	Best Value	Deletion from electronic systems
B2	Customer Insight project data	To carry out household/ postcode level analysis for projects	5 Years	None	Deletion from electronic systems
B3	Registered DataObs Users	List of registered Data Observatory website users	Rolling	None	Permanent preservation
B4	Consultation - postcodes of respondents	To determine the representativeness/profile of the sample/respondents	5 years	None	Deletion from electronic systems
B5	Equality Analysis	To assess any impacts of changes in service delivery/policy/financial decisions on those with protected characteristics	6 years	Equality Act 2010	Deletion from electronic systems
B6	East Riding Local Strategic Partnership Board meeting minutes	To oversee the strategic direction of the LSP	Permanent	N/A	Permanent retention
B7	LSP Public Sector Resource Advisory Group	To consider the resourcing implications of the delivery of the East Riding sustainable community plan	5 years	N/A	Deletion from electronic systems
B8	LSP Voluntary Sector Network	To provide executive level contact between East Riding Council and the voluntary and community sectors	5 years	N/A	Deletion from electronic systems
<b>C</b>	<b>Childrens Performance</b>				
C1	Child Event forms - Looked After Children	To track event changes in looked after children	Paper copies kept for 2 years	Council has responsibility to record details of children looked after	Paper copies shredded
C2	Child Event forms - Child Protection Register	To track details of children on the CPR	Paper copies kept for 2 years	Council has responsibility to record details of children on the child protection register	Paper copies shredded
C3	Statutory Collections	Statutory Return	6 years	Statutory Collections	Deletion from electronic systems
C4	Data Analyses	Analyses to support service improvement and performance management	5 years	None	Deletion from electronic systems
<b>D</b>	<b>Adults Performance</b>				
D1	Mandatory Collections	Mandatory Collections	6 years after end of financial year	Mandatory Collections	Deletion from electronic systems
D2	Monthly Adult Performance Data	Information on quarterly picture for Adult Services and ASCOF framework	1 year after end of financial year	None	Deletion from electronic systems
D3	Monthly Adult Performance Data	Shows completed and current work within teams for Senior managers as well as teams.	1 year after end of financial year	None	Deletion from electronic systems
D4	Adult Social Care Survey (Electronic)	National Survey Carried out for NHS Digital	6 years after end of financial year	None	Deletion from electronic systems
D5	Adult Social Care Survey (Questionnaires)	National Survey Carried out for NHS Digital	1 year after end of financial year	None	Paper copies shredded
D6	Adult Carers Survey (Electronic) - Biennial	National Survey Carried out for NHS Digital	6 years after end of financial year	None	Deletion from electronic systems
D7	Adult Carers Survey (Questionnaires) - Biennial	National Survey Carried out for NHS Digital	1 year after end of financial year	None	Paper copies shredded
D8	Quarterly Regional ADASS Collection	Quarterly performance data	6 years after end of financial year	None	Deletion from electronic systems
D9	Delayed Transfers of Care Collection - sign off validations	Weekly lists of patients who are delayed from several NHS Trusts/organisations	2 years after end of financial year	None	Deletion from electronic systems
D10	Workforce Data - attendance absence	Weekly return of absence by post type	2 years after end of financial year	None	Deletion from electronic systems
D11	Workforce Data - supervisions	Monthly return of supervisions by individual	2 years after end of financial year	None	Deletion from electronic systems
<b>E</b>	<b>Health &amp; Safety Records</b>				
E1	DSE Assessments	To show that all staff in P&P have been assessed for VDU use and record the findings.	12 months as reviewed annually	H& S at Work Act	Deletion

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<b>Public Health</b>					
<b>A</b>	<b>General</b>				
A1	Training and Development	To record training plans and Employee Development Records	As long as employee records are req	Contract	Confidential shredding. Permanent deletion from server.
A2	Management information	To facilitate the staff management function.	3 years	None	Confidential shredding. Permanent deletion from server.
<b>B</b>	<b>Public Health Services</b>				
B1	Clinical records for children and young people	Providing clinical records and information to support clinical management	Retain until the patient's 25th birthd	Health and Social Care act 2012	Confidential shredding. Permanent deletion from server.
B2	Hospital records not listed elsewhere	Providing clinical records and information to support clinical management	8 years after conclusion of treatment	Health and Social Care act 2012	Confidential shredding. Permanent deletion from server.
B3	Sexual Health	Providing clinical records and information to support commissioning & clinical management	For records of adults - retain for 10	Health and Social Care act 2012	Confidential shredding. Permanent deletion from server.
B4	Creutzfeldt-Jakob Disease	Recording infection by CJD	30 years from date of diagnosis, inclu	CJD Incidents panel	Confidential shredding. Permanent deletion from server.
B5	Dental epidemiological surveys	Providing information to support policy and service design	30 years	National Dental Public Health Epidemiology Programme	Confidential shredding. Permanent deletion from server.
B6	Clinical audit records	Providing review of current practice	5 years	Health and Social Care act 2012	Confidential shredding. Permanent deletion from server.
B7	Hospital Associated Infection Records	Service review and prevention of future infections	6 years	Health and Social Care act 2012	Confidential shredding. Permanent deletion from server.
B8	Smoking cessation records including nicotine replacement ther	Providing information about smoking cessation activity and prescription	2 years unless there are clinical indic	Health and Social Care act 2012	Confidential shredding. Permanent deletion from server.
B9	Homicide and "Serious Untoward Incident" Reports	Providing information about homicides and serious incidents	30 years	Health and Social Care act 2012	Confidential shredding. Permanent deletion from server.
B10	Notifiable Disease Book	Recording details of notifiable diseases	6 years	Under regulation 8 of the Local Authorities ( Public Health) regulations 2013	Confidential shredding. Permanent deletion from server.
B11	Data Collected in the Course of Research	Recording information collected in the course of researc	Retain for an appropriate period, to	Under regulation 8 of the Local Authorities ( Public Health) regulations 2013	Confidential shredding. Permanent deletion from server.
B12	Records of destruction of individual health records (case notes)	Recording of document destruction	Permanently	BS ISO 15489	Permanent preservation
B13	Contract documentation	To record contract information from third party suppliers (signed contract agreements, terms & conditions	Contract not under seal 6 years after	Internal Audit requirement	Confidential shredding
B14	Public Health Intelligence data sets	Data sets include: Health Intelligence, DPH Annual Report Data, JSNA CCG locality work, IPPC Environmental Proposals Data Requests, Lookups, Commissioning Support Information, Needs Assessment Work, NHS Digital Data	10-15 years	Health & Social Care Act 2012	Deletion from electronic systems by following standard NHS Digital Data Destruction policy
B15	Substance misuse service - associated data sets/information	DRD records, commissioned services documents, signed agreements, reports, meetings, protocols.	5 to 10 years	Health & Social Care Act 2012, Drug Related Death Review Protocol.	Confidential shredding as soon as scanned the paper version & Deletion from electronic systems
B16	Childrens Public Health Services	Contract documents and service specifications, contract Monitoring Reports, contract Monitoring Notes,Partnership Meeting Notes, Contract Data Project Group Notes, Notes & Related documents from PHE ; NCMP	5 to 15 years	Health & Social Care Act 2012 ; amended Public Health section 7A	Confidential shredding as soon as scanned the paper version & Deletion from electronic systems
B17	NHS Health Checks	Contracts with providers of NHS Health Check Service, quarterly review meeting minutes with providers	5 to 10 years	Health & Social Care Act 2012	Deletion from electronic systems by following standard NHS Digital Data Destruction policy
<b>C</b>	<b>Projects</b>				
C1	Project Work	To document projects (Project files, Review documentation)	10 years	None	Confidential shredding. Permanent deletion from server.
<b>D</b>	<b>Organisational Development</b>				
D1	Work placements	To record details of work placements and apprenticeship details	3 years	None	Confidential shredding. Permanent deletion from server.
D2	Events	To record event information (delegate lists, attendance lists)	3 years	None	Confidential shredding. Permanent deletion from server.
D3	Funding	To record details of funding claims	3 years	Internal Audit requirement	Confidential shredding. Permanent deletion from server.
D4	Contracts	To record details of contracts (signed agreements, terms & conditions)	Contract not under seal 6 years after	Internal Audit requirement	Confidential shredding. Permanent deletion from server.
<b>E</b>	<b>Financial Management</b>				
E1	Monthly budget monitoring	Reports that set out actual monthly revenue and expenditure against budget profiles	3 years	Common practise	Confidential shredding. Permanent deletion from server.
<b>F</b>	<b>Consultation with clients and the public</b>				
F1	Responses to consultation exercises	Records of responses to consultations carried out with clients and the public	Destroy after analysis, unless some fo	Guidance from Research group	Confidential shredding. Permanent deletion from server.

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F2	Consultation analysis	Analysis of responses to consultations carried out with clients and the public	5 years	Guidance from Research group	Confidential shredding. Permanent deletion from server.
<b>G</b>	<b>Benchmarking</b>				
G1	Benchmarking data	Data that compares performance against other organisations	5 years	Common practise	Confidential shredding. Permanent deletion from server.
<b>H</b>	<b>Health and Safety</b>				
H1	Health and Safety Inspections	Records of inspections of premises and equipment to ensure they are safe	6 years for all (to include monthly, q	Health and Safety at work etc Act	Confidential shredding. Permanent deletion from server.
H2	Accident reports	Records of all accidents on premises required to be recorded	Permanent	Health and Safety at work act etc	Permanent preservation
H3	First aid records	Certificates for all nominated First Aiders	Reviewed on staff change	Health and Safety at work act	Confidential shredding. Permanent deletion from server.
H4	Fire Warden Records	Details of training for all Fire Wardens	6 years for all (to include monthly, q	Health and Safety at work act	Confidential shredding. Permanent deletion from server.
<b>I</b>	<b>Human Resources</b>				
I1	Organisational Charts	Charts that set out staffing structure for a team/Service	Until staff structure changes	Common practise	Confidential shredding. Permanent deletion from server.
I2	Job outlines/job specifications	Descriptions of duties and responsibilities for individual posts	Until relevant job amended/deleted	Common practise	Confidential shredding. Permanent deletion from server.
I3	Recruitment Records	Recording the processes followed to select an individual for a post including application forms, scoring matrixes, interview notes	1 year	Common practise	Confidential shredding. Permanent deletion from server.
I4	Probationary reviews	Records of monthly review meetings during an employees probationary period	1 year after confirmed post/not conf	Common practise	Confidential shredding. Permanent deletion from server.
I5	Employee Development Reviews	Record discussions at employee development review meetings	1 year	Common practise	Confidential shredding. Permanent deletion from server.
I6	Training and development records	Records of training courses attended and learning agreements completed by employees	Until relevant job amended/deleted	Common practise	Confidential shredding. Permanent deletion from server.
I7	Employee absence records	Records of periods of absence by staff and records of review meetings held	1 year	Common practise	Confidential shredding. Permanent deletion from server.
I8	Disciplinary and Grievance investigations	Records of interview and findings in relation to investigations pursuant to the disciplinary and grievance procedures	Retain for currency of finding or if no	Common practise	Confidential shredding. Permanent deletion from server.
<b>J</b>	<b>Procurement</b>				
J1	Pre contract advice	The process of inviting expressions of interest	2 years after contract let/procurement	Common practise	Confidential shredding. Permanent deletion from server.
J2	Specification and Contract Development	Records of development of specification and related documentation	Contract not under seal 6 years after	Common practise	Confidential shredding. Permanent deletion from server.
J3	Evaluation of Tender	Documents recording evaluation of tenders submitted	Contract not under seal 6 years after	Common practise	Confidential shredding. Permanent deletion from server.
J4	Successful Tenders	Documentation submitted by successful tenderer	Contract not under seal 6 years after	Common practise	Confidential shredding. Permanent deletion from server.
J5	Unsuccessful tender documents	Documents submitted by unsuccessful tenderers	1 Year after start of contract	Common practise	Confidential shredding. Permanent deletion from server.
J6	Contracts	Written terms of agreement between Council and Contractor	3 years	Common practise	Confidential shredding. Permanent deletion from server.
<b>K</b>	<b>Service area documentation</b>				
K1	Records of service meetings	Records of meetings within service area i.e. team meetings, working groups etc	3 years	Common practise	Confidential shredding. Permanent deletion from server.
K2	Service area newsletters	Newsletters produced by services areas to provide information/advice to clients	1 year from update	Common practise	Confidential shredding. Permanent deletion from server.
K3	Service plan	Set out plans and strategies for service area	1 year from update	Common practise	Confidential shredding. Permanent deletion from server.
<b>L</b>	<b>General correspondence</b>				
L1	E mails not filed on specific file	E mail communications	1 year, if "junk" e mails destroy immediate	Common practise	Confidential shredding. Permanent deletion from server.
L2	General Correspondence	Correspondence received	5 years from last correspondence	Common practise	Confidential shredding. Permanent deletion from server.
L3	Complaints	Complaints and responses	5 years from last complaint (including	Common practise	Confidential shredding. Permanent deletion from server.