For Action by: Health Authorities - Chief Executives
NHS Trust - Chief Executives

Action required See paragraph(s): 6, 7, 8, 9, 18, 45

For Information to: See Attached List

Sender: Mr John Morgan, Director, Health Information Management & Technology Division, NHS Directorate, National Assembly for Wales, Cathays Park, Cardiff, CF10 3NQ

National Assembly contact(s): Nia Watkins, Programme Co-ordinator: Data Quality and Health Records Management, Health Information & Technology Division 2, NHS Directorate, Cathays Park, CF10 3NQ, 029 2082 3640 - email: nia.watkins@wales.gsi.gov.uk

Enclosure(s): Appendix A – C
A Welsh Language version of this circular will follow as soon as it is available
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Dear Colleague,

Summary

1. The primary function of this Circular is to improve the management of NHS healthcare records in NHS Trusts and Health Authorities. The Circular:-

- sets out the legal obligations for all NHS bodies to keep proper records;
- explains the actions needed from Chief Executives and other managers to fulfil these obligations, which include;
  - NHS organisations to draw up a records management strategy.
  - Such strategies should be drawn up and agreed by April 2002.
  - Each NHS organisation should identify a specific senior manager responsible for co-ordinating, publicising and monitoring implementation of the records management strategy and details of the named manager should be sent to the National Assembly for Wales.
  - NHS Trusts and Health Authorities should develop action plans for effective records management services for all staff groups, record types and media.
  - Records management services and controls should be included in NHS Trust and Health Authority IM&T strategies
  - Organisations should be working towards ensuring that these principles and standards within this circular are applied in all areas of record keeping
- provides guidelines on good practice;
- explains the requirements to select records for permanent preservation;
- lists suggested minimum periods for retention of NHS records, and indicates where further information may be found.

2. This circular replaces circulars WHC(89)60 ‘HSM: Preservation, retention, & destruction of records: Responsibilities of DHA's under the public records acts’, WHC(94)23 ‘Retention of maternity records - Revision of WHC (89)60’ and WHC(94)59 ‘Preservation, retention and destruction of health records’, which are cancelled.
What Records are Covered in this Circular

3. NHS Records are public records, as defined in the First Schedule of the Public Records Act 1958 (Appendix A, para. 1.4 of this circular includes an illustrative list of types of records covered). This circular does not cover GP health records, guidance for which is set out in WHC(99)7 ‘Preservation, Retention & Destruction of GP General Medical Services Records Reating to Patients’ (replacing FHSL 42/94 or FHS forms, which are covered in EC2/68). The good practice described here, however, is as relevant to the management of GP records as it is to those of Health Authorities and NHS Trusts.

Background

The importance of sound records management practices in the NHS

4. Records management is most effective when it commands commitment from senior managers and is regarded as a professional activity requiring specific expertise.

5. Records are a valuable resource because of the information they contain. That information is only usable if it is correctly recorded in the first place, is regularly up-dated, and is easily accessible when it is needed. Information is essential to the delivery of high quality evidence-based health care on a day-to-day basis and an effective records management service ensures that such information is properly managed and is available:

- to support patient care and continuity of care;
- to support day to day business which underpins delivery of care;
- to support evidence based clinical practice;
- to support sound administrative and managerial decision making, as part of the knowledge base for NHS services;
- to meet legal requirements, including requests from patients under access to health records legislation;
- to assist clinical and other audits;
- to facilitate multi-professional working;
- to support improvements in clinical effectiveness through research and also support archival functions by taking account of the historical importance of material and the needs of future research;
• whenever, and wherever there is a justified need for information, and in whatever media it is required.

Key Objectives

6. NHS Trusts and Health Authorities should draw up a records management strategy, identifying the resources needed to ensure that records of all types (administrative as well as clinical) are:

• properly controlled;

• readily accessible and available for use, and eventually;

• archived or otherwise disposed of.

7. Such strategies may already be in place, otherwise they should be drawn up and agreed by April 2002 (when this circular is due for review), with implementation well in hand by April 2003, including arrangements to monitor progress and compliance.

8. Each NHS organisation should identify a specific senior manager responsible for co-ordinating, publicising and monitoring implementation of the records management strategy. The name, title and contact details of the named manager should be sent to Nia Watkins, Programme Co-ordinator: Data Quality and Health Records Management, Health Information Management & Technology Division, NHS Directorate, National Assembly for Wales, Cathays Park, Cardiff CF10 3NQ, Tel 029 2082 3640 or email nia.watkins@wales.gsi.gov.uk, by 31st December 2000 so that progress can be monitored and future contact relating to Health Record Management in Wales can be made. Consideration should also be given to including records management in formal audits.

9. The National Assembly for Wales will be working towards ensuring that an all-Wales development of health records management services is in line with the national strategy for information management and that NHS Trusts and Health Authorities develop action plans for effective records management services for all staff groups, record types and media.
Legal Obligations and Good Practice

10. All NHS records are public records under the terms of the Public Records Act 1958 S.3(1)-(2). Chief Executives and senior managers of all NHS organisations are personally accountable for records management within their organisation and have a duty to make arrangements for the safe-keeping of those records under the overall supervision of the Keeper of Public Records. The Department of Health is the liaison point between them and the Public Record Office (PRO) whose responsibility includes permanent preservation.

11. Other legal obligations exist (see below and Appendix A) in respect of particular classes of records, especially those containing personal information. The guidance in this circular and its appendices will help managers to appreciate and carry out their obligations for all types of records within their care.

Issues to be Addressed

12. The 1995 Audit Commission report, ‘Setting The Record Straight - A Study of Hospital Health Records’, criticised the poor standard of NHS record keeping and strongly recommended that corrective action should be taken. The key issues to be addressed are the:

- legacy of low priority given to records management and related facilities;
- lack of awareness of the importance of good record keeping;
- lack of information sharing between professions and work units;
- tendency to treat records as personal rather than corporate assets;
- lack of co-ordination between paper and electronic information strategies;
- need to maintain confidentiality whilst legitimately freeing information.

13. This has given rise to a range of concerns e.g. the question of ‘What constitutes an adequate health record?’, an issue which will require further exhaustive consultation across the whole health sector.

14. The Caldicott ‘Review of Patient Identifiable Information’ also raised concerns about the management of NHS records. The Review, published in December 1997, is the report of a committee set up by the Chief Medical Officer for England to review all patient-identifiable information which passes between NHS
organisations, including to non-NHS bodies, for purposes other than direct care, medical research or in response to statutory requirements. All of the Committee's 16 recommendations were accepted by Ministers and a Caldicott Advisory Sub-Group is now overseeing this implementation in Wales.

15. In the main, the Committee was satisfied that the flows of information containing patient-information were justified but the Committee was concerned at the general lack of awareness of confidentiality and information security requirements throughout the NHS at all levels. The Committee was also concerned at the NHS's ability to limit access to patient information to those who truly need to know. Guidance based on their recommendations is due to be published during 1999. Elements of the guidance are referred to in this circular for the sake of completeness.

16. Additionally, the Caldicott Review recommended that ‘Guardians’ of patient information should be created to safeguard and govern the uses made of confidential patient information within NHS organisations. WHC (99)92 ‘Caldicott Guardians In the NHS’ calls for each Health Authority, Special Health Authority, NHS Trust and Local Health Groups to appoint a Caldicott Guardian, ideally at Board level, by no later than 14 June 1999. Records managers should liaise closely with their local Guardian to ensure that their records management strategy is in line with national and local guidance and protocols on confidentiality.

17. ‘Better Information - Better Health, Information Management and Technology for Health Care and Health Improvement in Wales, a Strategic Framework 1998-2005’ sets describes the wider health agenda as requiring the availability of information about health needs of the population, and the provision of better information for patients and the public about healthy living and service choice. Increasingly, information will be created, stored, and disseminated electronically as work progresses towards the implementation of Electronic Patient Records (EPR) and Electronic Health Records (EHR). The underlying principles for effective records management set out within this Circular apply equally to electronically held records.

18. Records management services and controls should be included in NHS Trust and Health Authority information management and technology strategies, which should themselves be prepared in the context of ‘Better Information - Better Health’. As the strategy evolves, the practical issues of access to records, security and training etc, will require consultation and further guidance.

19. Each of the three major initiatives noted above impacts on the management of records and new practice (and guidance on practice) will evolve in the light of these and other developments.
20. Health and administrative records are core resources for the NHS. They must be properly safeguarded and used efficiently, and all staff - managerial, administrative, professional and medical - must follow the appropriate guidelines and supporting corporate strategies. At the same time, it is important to ensure that resources and procedures for records management are proportionate and appropriate to each organisation.

21. Local Health Groups (LHGs) should operate in accordance with the strategy of their Health Authority in respect of all records which appertain to the business of the LHG.

Confidentiality and Data Protection

22. All NHS bodies and those carrying out functions on behalf of the NHS have a common law duty of confidence to patients and a duty to maintain professional ethical standards of confidentiality. Everyone working for or with the NHS who records, handles, stores, or otherwise comes across patient information has a personal common law duty of confidence to patients and to his or her employer. The duty of confidence continues even after the death of the patient, or after an employee or contractor has left the NHS.

23. In general, any personal information given or received in confidence for one purpose may not be used for a different purpose or passed to anyone else without the consent of the provider of the information. This duty of confidence is long established at common law. However, it is not an absolute duty and can be subject to an overriding public interest. Medical historical and epidemiological research is based on patient information. Usually, the information is anonymised so that individual patients cannot be identified. In such cases, the use of the information is generally accepted as being not incompatible with the duty of confidence. Where identifiable information is used, in the absence of consent (express or implied), it is necessary to consider whether any public interest in the research outweighs the duty of confidence, having regard to all the circumstances. Any research using patient records must first be approved by a Local Research Ethics Committee.

24. There are other statutory restrictions on the disclosure of information:-

- The NHS (Venereal Diseases) Regulations 1974 and the NHS Trusts (Venereal Diseases) Directions 1991, prevent the disclosure of any identifying information about a patient examined or treated for a sexually transmitted disease (including HIV and AIDS) other than to a medical practitioner (or to a person employed under the direction of a medical practitioner) in connection with and for the purpose of either the treatment of the patient and/or the prevention of the spread of the disease.
• The Human Fertilisation and Embryology Act 1990, as amended by the
  Human Fertilisation and Embryology (Disclosure of Information) Act
  1992, limits the circumstances in which information may be disclosed by
  centres licensed under the Act.

• The Abortion Regulations 1991 impose obligations on medical
  practitioners who carry out terminations of pregnancy to notify the Chief
  Medical Officer and to provide detailed information about the patient.
  The Chief Medical Officer may then only disclose that information in
  accordance with the provisions of the Regulations.

25. The Caldicott Committee recommended that NHS organisations should be held
  accountable, through clinical governance procedures, for continuously improving
  confidentiality and security procedures governing access to and storage of
  personal information.

  both computerised and certain manual personal data, establishes a set of principles
  with which users of personal information must comply. For instance, the fair and
  lawful processing of information; the collection and processing of information
  only for specific purposes; the obligation to ensure that information is accurate,
  and up-to-date, and retained in a form which identifies the subject only for as long
  as is necessary for the purpose. The Act imposes statutory restrictions on the use
  of personal information, including health information. Specific guidance will be
  issued once the necessary secondary legislation is passed.

27. The disclosure provisions of the Data Protection Act 1998 extend coverage to
  some records which are not subject to automated processing. Most of the
  provisions of the Access to Health Records Act have been replaced by broadly
  equivalent provisions in the new Act.

Available Guidance

28. ‘For The Record - Managing NHS Records’ (Appendix A - attached). These
  guidelines offer an overview of the key issues and solutions, and best practices for
  NHS teams to follow when preparing a records management strategy. It
  represents the joint National Assembly for Wales, Department of Health and
  Public Record Office view of how records should be administered and sets the
  standard required of the NHS.
For The Record - NHS Retention & Disposal Schedule’ (Appendix B - attached) updates the retention schedule previously issued with circular WHC(89)60, and has been approved by the Public Record Office. It sets out minimum retention periods for NHS records of all types, except for GP health records specifically excluded (see Exclusions), and indicates which are most likely to be appropriate for permanent retention in archives held on behalf of the nation. It also explains the reasoning behind the determination of minimum retention periods, including legal requirements, where relevant. Further comment on the retention schedule will be welcomed, and updates will be posted to a master schedule on the Department of Health's web site for NHS Records - www.doh.gov.uk/nhsexec/manrec.htm.

DGM(96)43, ‘The Protection and Use of Patient Information’, the National Assembly for Wales guidance on confidentiality. This guidance is being revised to take account of the provisions of the Data Protection Act 1998.


WHC (99)7, ‘Preservation, Retention and Destruction of GP General Medical Services Records Relating to Patients’ (Replacement for FHSL 42/95).

EC 2/68, ‘Disposal of Records which have lost their value’, which includes coverage of FHS forms, such as GP claims for payment of fees and allowances.

‘Better Information - Better Health: An Information Management and Technology for Health Care and Health Improvement in Wales – A Strategic Framework 1998 – 2005’, sets out plans for the development of Electronic Patient Records and Electronic Health Records, and for their implementation as part of the wider information strategy of the NHS.

The Health Archives Group's booklet: ‘Hospital Patient Case Records - A Guide To Their Retention and Disposal’, supplements the Department of Health's guidelines by providing practical advice about the selection processes of records disposal. This publication is a good example of professional archivists working to extend national guidance for use in specific circumstances.

WHC (95)24, ‘Health Service Use of Ionising Radiations’, gives specific advice on record keeping for procedures and treatments, such as X-Rays, which use ionising radiations.
37. Information on obtaining copies of the guidance listed above, and further professional advice on a range of topics can be obtained from Appendix C, a list of useful contacts.

**Future Developments**

38. These guidelines will be updated (or replaced) as necessary to keep pace with future developments arising from changes in the organisation and management of the NHS, the application of the Data Protection Act 1998, the Human Rights Act and the proposed Freedom of Information Act.

39. The proposed Freedom of Information Act is likely to lead to greater openness concerning NHS administrative records, but the disclosure of health records will continue to be restricted along the lines of the current legislative restrictions in particular by the common law of confidentiality and the Data Protection Act 1998.

**Structure and Content of Casenotes**

40. Principles of good practice for casenotes were set out in ‘Setting the Record Straight’ 1999, Audit Commission update.

41. These were derived from:-

- Professionals – Doctors, Nurses and other healthcare professionals.
- The Department of Health HSC (89) 20 / HSC 1999/053.
- Institute of Health Record Information and Management IHRIM (UK).

42. Organisations should be following these guidelines along with the principles set out in Appendix A to ensure that best practice is achieved across Wales.

43. The principles of good practice for casenotes:-

- The patient should be clearly identified and the casenotes should set out diagnosis, history, treatment, outcomes, results and care plans.
- Casenotes should be kept neat and tidy with legible entries signed and dated, preferably in black ink.
- Records should be kept up to date and filed in chronological order with the most recent on top.
- Casenote folders and the contents should have clear structure, which is agreed with users, and should be organised into sections.
There should be a policy determining which documents should remain in the casenotes after discharge (culling).

There should be one set of casenotes for each patient.

**Quality of Record Keeping**

44. The quality of record keeping can be further assessed using 17 Standards, which were produced from the above principles based upon good practice concerning legibility, patient identification, nursing records, diagnostic tests, structure, confidentiality and housekeeping of notes.

i) There are no loose sheets of paper in the casenotes
ii) There is a contents index or filing order
iii) There are section dividers
iv) There are multiple spines
v) The folder is marked confidential
vi) There is a patient identification or front sheet
vii) The notes appear to be tidy
viii) Test results are fixed to a proper mount sheet
ix) There are no personal details about the patient on the outside cover
x) The next stage of the patient’s treatment is clear
xi) There is a discharge summary or letter for the last episode
xii) The latest history sheet is legible
xiii) There is evidence of nursing care for the last episode
xiv) The latest page of nursing notes is legible
xv) The patients name is on papers relating to the last episode

45. Organisations should be working towards ensuring that these principles and standards along with those attached to this circular are applied in all areas of record keeping.

**The Way Forward**

46. The National Assembly for Wales is aware of the issues facing Health Record Managers throughout Wales and has appointed a Health Records Project Manager for Wales in recognition of that fact to support the development of health records management within Wales. The Health Record Project Manager (HRPM), Nia Watkins, will be carrying out a review throughout organisations in Wales in an effort to improve record keeping standards and processes as set out in this circular.
47. The HRPM will be working with Health Records Managers to encourage improvements in quality standards and sharing of best practice. Other work programmes towards standards for the structure and content of the health record are being undertaken simultaneously, the progress of which will be disseminated across Wales.

Associated Documentation

Appendix A : For the Record – Managing NHS Records: Department of Health Guidelines

Appendix B : For The Record – NHS Retention & Disposal Schedule (incorporating B1, Retention and Disposal Schedule; B2, Principles used in determining policy regarding the retention and storage of essential maternity records and B3, List of approved placed of deposit for public records.

Appendix C : List of useful contacts

Further Information

Further information regarding this circular or the associated documentation can be obtained from Nia Watkins, Programme Co-ordinator: Data Quality and Health Records Management, Tel: 029 2082 3640, Email: nia.watkins@wales.gsi.gov.uk.

Richard Phillips
Deputy Director
Health Information Management & Technology Division
Appendix A to Health Service Circular WHC (2000)71
(For The Record: Managing records in NHS Trusts & Health Authorities)

Appendix A

For The Record: Managing NHS Records

Department of Health Guidelines
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For The Record: Managing NHS Records - Department of Health Guidelines

1. INTRODUCTION

1.1 What to do about earlier circulars and guidance?

The last guidance was issued in 1989 as Welsh Health Circular WHC (89)60. It was due to be replaced in 1994 but was instead extended for a further period. That circular is now cancelled and copies should be destroyed. It has been superseded by WHC (2000) 71 and these new guidelines. Also superseded and cancelled is circular WHC (94)23, which recommended extended retention periods for maternity records. The revised and recommended retention periods are now incorporated in Appendix B, which also contains the statement of ‘Principles in determining policy on retention and storage of essential maternity records’, from the British Paediatric Association, the Royal College of Midwives, the Royal College of Obstetricians and Gynaecologists and the United Kingdom Central Council for Nursing, Midwifery and Health Visiting, which was issued with WHC(94)23.

Guidance on GP medical records is set out in WHC(99)7 (replacing FHSL 42/94). FHS forms, such as GP claims for payment of fees and allowances, continue to be covered by EC 2/68.

1.2 What do the new guidelines tell us?

The new guidelines go into greater detail than the previous circular did and cover good practice for managing all types of NHS records, their creation, use, and final disposal. They outline the current best practices in records management and are divided into sections for ease of reference.

1.3 Retaining and disposing of records

Appendix B, the NHS Retention and Disposal Schedule, sets out the minimum document retention periods based on legal and other requirements. It is important to stress that these are the minimum requirements and there may be circumstances where records could be kept for longer periods for specific purposes. The Appendix also covers how to arrange for the permanent preservation of historically important items. N.B. All of these guidelines have the approval of the Public Record Office and should be used in the context of this circular.

1.4 What sorts of records does it cover?

These guidelines apply to NHS records of all types, including:-

- Patient health records (Electronic or paper based; including those concerning all specialities, but excluding GP medical records). This includes private patients seen on NHS premises.
- Accident & Emergency, Birth, and all other Registers.
- Theatre Registers & Minor Operations (and other related) Registers.
- Administrative records (including e.g. personnel, estates, financial and accounting records; notes associated with complaint-handling).
- X-Ray and Imaging reports, output and images (but see also WHC (95)24, ‘Health Service Use of Ionising Radiations’, which gives specific advice on record keeping for procedures and treatments, such as X-Rays, which use ionising radiations).
- Photographs, slides, and other images.
- Microform (i.e. fiche/film).
- Audio and video tapes, cassettes, CD-ROM etc.
• Computer databases, output, and disks, etc, and all other electronic records.
• Material intended for short-term or transitory use, including notes and ‘spare copies’ of documents.

The guidance applies to any material which holds information gathered as part of your work in the NHS, and this list is not exhaustive. It is important to remember, that the ownership and copyright in these records as a rule is with the NHS Trust or Health Authority, not with any individual employee or contractor.
2. SHARED RESPONSIBILITY FOR NHS RECORDS

2.1 Public Records

All NHS records are public records under the terms of the Public Records Act 1958 S.3(1)-(2). The Act sets out broad responsibilities for everyone who works with such records, and provides for guidance and supervision by the Keeper of Public Records.

2.2 Statutory responsibility

The Secretary of State for Health, all Health Authorities, NHS Trusts and other NHS bodies have a statutory duty to make arrangements for the safe-keeping and eventual disposal of their records. This is carried out under the overall guidance and supervision of the Keeper of Public Records. The Keeper is answerable to Parliament via the Lord Chancellor.

In practice, the Public Record Office (PRO) advises the Department of Health's Departmental Record Officer (DRO) on how to manage Departmental and all types of NHS records. The DRO is the liaison point with the PRO and issues guidance for you to follow.

2.3 Managerial accountability and responsibility

Chief Executives and senior managers are personally accountable for the quality of records management within their organisations, and all line managers and supervisors must ensure that their staff, whether administrative or medical, are adequately trained and apply the appropriate guidelines. For example, Medical Records Officers who have lead responsibility for hospital patient case records and manage the ‘records library’ and other storage units where they are kept, must have an up-to-date knowledge of the laws and guidelines concerning confidentiality, data protection and access to patient information in particular. Caldicott Guardians, to be appointed in each NHS organisation by 31 March 1999, are responsible within their organisations for approving and ensuring that national and local guidelines and protocols on the handling and management of confidential personal information are in place.

2.4 Individual responsibility

In practice, you are responsible for any records which you create or use. This responsibility is established at, and defined by, the law. Furthermore, as an employee of the NHS, any records which you create are public records.

Everyone working for or with the NHS who records, handles, stores, or otherwise comes across information has a personal common law duty of confidence. The Data Protection Act 1998 now places statutory restrictions on the use of personal information, including health information.

Personal information (e.g. about a patient) processed/kept for any purpose should not be kept for longer than is necessary for that purpose. Patient information may not be passed on to others without the patient’s consent except as permitted under Sch 2 and 3 of the Data Protection Act 1998 or where applicable, under the common law where there is an overriding public interest. Further guidance on this often difficult issue can be obtained from the Department of Health’s guidance, DGM (96) 43 – ‘The Protection and Use of Patient Information’, and more will be issued as part of the implementation of the Caldicott Report on Patient-Identifiable Information (see WHC (99)92, ‘Implementing the recommendations of the Caldicott Report, and Caldicott Guardians’). WHC (99)92 will be updated to cover any new or altered restrictions arising from implementation of the Data Protection Act 1998.
The Audit Commission regularly monitors performance and has issued reports which strongly criticised record keeping in the NHS. Also, the Health Service Commissioner has a statutory right to obtain relevant records when investigating a complaint. If records are missing or inadequately maintained, the Commissioner will criticise that in his report.
3. BEST PRACTICES IN RECORDS MANAGEMENT

The Public Record Office has recently published a Records Management Standard which states that:

"A systematic and planned approach to the management of records within an organisation, from the moment they are created to their ultimate disposal, ensures that the organisation can control both the quality and the quantity of the information that it generates; it can maintain that information in a manner that effectively serves its needs, those of government and of the citizen; and it can dispose of the information efficiently when it is no longer required".


The full text of these standards is available in hard-copy from the Public Record Office (Kew, Richmond, Surrey, TW9 4DU. Tel: 0181-876-3444), or electronically via the Public Record Office Website on the Internet at http://www.pro.gov.uk.

These revised guidelines draw on advice from the PRO and the best practices followed by a wide range of organisations in the public and private sectors. They also take account of the findings of the Audit Commission's 1995 report: ‘Setting The Record Straight (A study of hospital medical records)’; and a recent efficiency scrutiny conducted by the Prime Ministers Efficiency Unit and the PRO. Further advice and information is available on request (see Appendix C for a list of useful contacts).

The guidelines provide:-

- A framework for consistent, coherent and compatible records management.
- A set of values with robust yet flexible (where appropriate) standards.
- Integration with other co-developing initiatives legal, organisational and technological.
- A reference point against which continual improvement and consultation can take place e.g. on what constitutes a definitive patient record.
4. SETTING THE NHS STANDARD

4.1 What are the general principles to follow?

Records are valuable because of the information they contain and that information is only usable if it is correctly and legibly recorded in the first place, is then kept up to date, and is easily accessible when needed. The following section, together with the details in Appendix B, ‘The NHS Retention and Disposal Schedule’, identifies the specific actions, managerial responsibilities, and minimum time periods for the effective management of records from creation, through day-to-day use, selection, storage, maintenance and finally, disposal.

4.2 Good record keeping ensures that:

• you can work with maximum efficiency without having to waste time hunting for information;
• there is an ‘audit trail’ which enables any record entry to be traced to a named individual at a given date/time with the secure knowledge that all alterations can be similarly traced;
• those coming after you can see what has been done, or not done, and why;
• any decisions made can be justified or reconsidered at a later date.

4.3 This is vitally important in cases such as:

• providing patient care;
• clinical liability;
• parliamentary accountability;
• purchasing and contract or service agreement management;
• financial accountability;
• disputes or legal action.

4.4 It is therefore vital that you always:

• record any important and relevant information, making sure that it is complete;
• ensure that it is legible so that it can easily be read and reproduced when required;
• put it where it can be found when needed;
• keep it up-to-date.
• if necessary, share information rather than copying it in order to reduce risks to confidentiality;
• suitably dispose of records as soon as possible (subject to national and local retention periods).
4.5 What needs to be done to achieve the best standards?

Managers in all work units (e.g. personnel, finance, medical records library, operating theatre, clinics, physiotherapy, occupational and speech therapy, orthodontics, Accident & Emergency, etc) need to ensure that staff are aware of the current rules on such issues as Data Protection and access to patient information. They should also be aware of the vital role that records play in delivering health care but, as the Audit Commission reports have shown, there is considerable room for improvement as many NHS units have failed to look after their records properly. This Circular and its appendices are targeted at helping to achieve these necessary improvements. Each unit should have a comprehensive records management programme which includes cost-effective management of non-current as well as active records, and which takes account of their unit's risk management strategy.

Senior managers must ensure that all staff are involved in this programme, which should encompass:-

- profile raising and publicity;
- appropriate resources including training;
- review of procedures and implementation plan for specific actions arising;
- monitoring individual and organisational compliance.

4.6 Roles and Responsibilities

The DRO can offer practical advice but it is likely that Chief Executives and senior managers will need to:-

4.7 Raise the profile of records management by:-

- nominating a local senior manager to take the lead responsibility;
- appointing a local records manager (accountable to the senior manager);
  - giving them both the appropriate cross-organisational authority to get things done;
  - determining their relationship with internal audit and management teams;
  - ensuring that they have the necessary competency;
- developing an organisational records management strategy;
- including records management in business unit objectives and plans;
- including progress reports in periodic reports to their Board.

4.8 The Records Manager will need to:-

- assess the current standard of record keeping;
- develop professional standards and co-ordinate and liaise with colleagues within the health sector to develop best practice;
- determine the various users' business needs;
- conduct a records audit (to identify what records collections already exist and why);
- categorise records series according to their subject matter, value, and rate of use;
- establish access controls.

4.8.1 Rationalise records collections by:-
• encouraging users to share records and the information they contain (but subject to Data Protection and agreed confidentiality guidelines);
• ensuring effective cross-referencing or merging (e.g. of all records for the same patient).

4.8.2 Then put the proper controls in place by:-

• ensuring local application of these guidelines and the accompanying retention and disposal schedule;
• producing local standards covering all types of records (both administrative and medical), in consultation with appropriate local bodies e.g. Community Health Councils (CHC) and ethics committees;
• promulgating the standards by issuing local guidelines.

4.8.3 Publicise and promote the local guidelines by (for example):-

• implementing a formal training programme to launch and support the guidelines;
• including records management in induction training and staff handbooks;
• staging awareness raising sessions using real examples to demonstrate the benefits;
• running a poster and flier campaign, and articles in house journals;
• speaking at team briefings and other meetings.

4.8.4 And finally, maintain standards by:-

• promoting quality through the professional skills and qualifications of key players;
• encouraging all staff to follow the procedures, guidance and best practice;
• monitoring performance through quality control and internal audits;
• identifying areas where improvements could be made;
• reporting performance standards to the Chief Executive, senior managers, and Board and also to other parties e.g. CHCs and the public at large.

4.9 Implementation should be proportionate and appropriate

This guidance will necessarily be applied differently according to the individual circumstances of each NHS Trust and Health Authority. For example, smaller NHS Trusts may find that the role of Records Manager is best performed as part of the duties of one or a number of existing managers. What is important is that:-

• senior management takes active responsibility for records management;
• the resources devoted to records management are adequate for the work to be done;
• legal obligations are met, and
• policies and procedures are carried out consistently and appropriately.
5. CREATING RECORDS

5.1 What is a record?

In the context of this guidance, a record is anything which contains information (in any media) which has been created or gathered as a result of any aspect of the work of NHS employees - including consultants, agency, or casual staff.

5.2 What is record registration?

Registration is a system which allocates a unique identifier (number or alphabetical prefix) to each item, and which records that sequentially in a 'register' or index. Registration in this sense is additional to that needed to meet legal obligations for registration with third parties, such as the Data Protection Act 1998.

5.3 What should be registered?

In accordance with long-standing national procedures, clinical records - including electronic ones such as the Electronic Patient Record (EPR) - are routinely created and registered for each patient when they first visit a clinician. In addition, Hospital Accident & Emergency Departments, Imaging & Pathology, and other units who receive direct referrals may have a separate registration system. A unique identifier, e.g. the NHS Number, is normally allocated to patients, but their name, address, date of birth, their General Practitioner's name, and other data are used as additional cross-checks.

Not every administrative record needs to be registered. The local records manager will need to determine, together with business managers and other interested parties such as the local Caldicott Guardian, which categories of record are important enough to warrant formal registration and to make this clear in the locally produced instructions. Registration will depend on the organisation's business need to maintain accountable records of particular activities, its information needs, how many records there are on that particular topic or in that series, and on any legal obligations for registration with third parties, such as the Data Protection Act 1998. Some examples of registered file series are personnel and appointments, payroll, finance, estates, Korner returns, and performance monitoring. With the development of Electronic Patient Records (EPR) and Electronic Health Records (EHR), there will be a need to identify every item which is patient related with the relevant NHS Number to provide the necessary links through all electronic records.

5.4 What is a suitable registration system?

You may already have a workable system (e.g. Patient Administration System - PAS; Hospital Information System - HIS; Electronic Patient Record - EPR) in place. In this case, the records manager will need to confirm that it continues to meet all business requirements, which must include its user friendliness and also satisfies any legal obligations for registration with third parties. Systems will need to be adapted to conform with these requirements. The organisation may decide to have more than one system, depending on the complexity of its records management requirements; there are no hard and fast rules. Note, however, that GP’s are currently obliged to maintain their clinical records required under paragraph 36 to Schedule 2 of the NHS (GMS) Regulations 1992, on specific forms provided by the Health Authority. They may supplement or duplicate (but not replace) those forms with data/records held on a computer.
Individual documents may be registered, but it is normal practice to create a file (folder, box-file, etc.) to hold all the documents on each subject, and to register the file(s) for each series.

5.5 **What are the best practices in registration?**

The best practice principles of registration are:-

- the file title must be unique;
- the reference identity assigned to each file must be unique;
- both must be relevant to and easily understood by all users;
- the identifier should be restricted to no more than four elements;
- each element should relate to a different hierarchical level of the file title;
- details should be recorded both on the file cover and in the register.

At a minimum the file description should identify:-

- its title;
- its registration identifier (e.g. number or prefix used in register);
- the date it was registered (opened);
- the date it is due to be closed and reviewed, destroyed, or archived.
6. USING RECORDS AND RECORD TRACKING SYSTEMS

6.1 The value of information

We all spend most of our working lives creating, collecting, and recording information - whether that is via a simple note of a telephone conversation, a large report, or personal data about a specific patient or their treatment - but each of these records is only as valuable as the information it contains, and that is only of value if it can be found when needed, and then used effectively. The NHS Executive encourages improvements in records management across the NHS, and each individual has a key role to play in maximising benefits to patient care through effective record keeping.

6.2 The importance of knowing where information can be found

Accurate recording and knowledge of the whereabouts of all records is essential if the information they contain is to be located quickly and efficiently. One of the main reasons why records get misplaced or lost is because their next destination is not recorded anywhere.

6.3 What information should be included?

Tracking mechanisms should record the following (minimum) information:

- the item reference number or other identifier;
- a description of the item (e.g. the file title);
- the person, unit or department, or place to whom it is being sent;
- the date of the transfer to them.

6.4 Manually operated tracking systems

Common methods for manually tracking the movements of active records include the use of:

- a paper register - a book, diary, or index card to record transfers;
- file ‘on loan’ (library-type) cards for each absent file, held in alphabetical or numeric order;
- file ‘absence’ or ‘tracer’ cards put in place of absent files.

Manual systems often suffer because they are rarely updated, quickly rendering such systems ineffective.

6.5 Electronically operated tracking systems

Automated methods of tracking include the use of:

- a computer database in place of paper/card index;
- bar code labels and readers linked to computers;
- workflow software to electronically track documents.
6.6 What are the advantages of an electronic tracking system?

An electronic system can drastically reduce the amount of paper generated, and therefore the volume of paper to be stored. Using an electronic tracking system rather than, for example, a card index can be more efficient - speeding up information retrieval times, reducing mis-filing, and the problems associated with the use of absence markers. Barcoding improves the speed and accuracy of recording file movements by replacing manual keying of data with automatic reading of barcodes. Portable, hand held, barcode readers can be particularly useful for large sites or stores. In all of these examples the biggest benefit lies in the automatic and immediate updating of the file movement database to record the latest information as it happens.

Such systems allow multiple users to access them at the same time via networked computers; and also provide readily accessible management information on file activity levels, quantities, file titles, and ‘bring forward’ on due date for destruction. None of these can easily be achieved manually.

6.7 What makes a successful system?

A well thought-out tracking system - manual or electronic - will meet all user needs and will be supported by adequate equipment. It will provide an up-to-date and easily accessible movement history and audit trail. The success of any tracking system depends on the people using it and therefore, all staff must be made aware of its importance and given adequate training and updating.
7. STORING PAPER RECORDS EFFICIENTLY

7.1 A matter of common sense

When a record is in constant or regular use, or is likely to be needed quickly, it makes sense to keep it within the business unit responsible for the related work. Storage equipment for current records will usually be adjacent to users i.e. their desk drawers or nearby cabinets, to enable information to be appropriately filed so that it can be retrieved when it is next required. Records must always be kept securely and when a room containing records is left unattended, it should be locked. A sensible balance should be achieved between the needs for security and accessibility.

Where a non-NHS agency or individual is contracted to carry out NHS functions, the contract must draw attention to obligations on confidentiality and to restrictions on the use of personal information, including those specified by the Data Protection Act 1998. The contract must require that patient information is treated and stored according to specified security standards, and is used only for purposes consistent with the terms of the contract. Action that will be taken in the event of confidence being breached (e.g. termination of contract) should be specified.

7.2 Making an informed choice

There is a wide range of suitable office filing equipment available. The following factors should be taken into account:-

- compliance with Health & Safety regulations (must be the top priority);
- security (especially for confidential material);
- the user's needs (must be a major consideration);
- type(s) of record to be stored;
- their size and quantities;
- usage and frequency of retrievals;
- ergonomics, suitability, space efficiency and price.

7.3 Let the business need determine it

As the business need for quick access to particular records reduces, it may be more efficient to move the less frequently used material out of expensive offices and into cheaper accommodation. This usually facilitates the use of more effective and space efficient storage options e.g. mobile racking or specially equipped warehouse-type units with automated retrieval.

7.4 Contracting-out information storage and retrieval

Off-site storage can be especially beneficial for less frequently used material, and private sector companies are capable of providing secure and efficient information storage and retrieval services for all types of record. In 1996/97 the joint scoping study by the Prime Minister's Efficiency Unit and the PRO concluded that such options should be routinely considered for all government records. It is an option which NHS units should also actively consider, especially as part of a Public Private Partnership Initiative.
8. NON-PAPER RECORDS

8.1 Microfilm, microfiche and digital scanners

Microfilm and fiche have been used for many years and Courts will accept them as evidence. Their use may continue and, whilst they can be operated in tandem with computers, there is a gradual move away from film/fiche in favour of computer storage of digital images captured through scanners. Both microfilm readers and computers can be linked to scanners to capture incoming paper mail, and to direct fax-in/out facilities.

Microfilming comes into its own as a relatively cost-efficient way to capture and store images of otherwise bulky or deteriorating archival material:-

- to minimise storage costs of materials which would otherwise face destruction;
- to make copies available for other uses (such as research) whilst safeguarding the original;
- to reduce the storage space occupied by low activity paper records.

It is common practice to make copies for office use, keeping the masters securely stored. Note that the provisions of the Data Protection Act 1998 on registration of records and restriction of disclosure, relate to microfilmed records as well as to other personal records.

There is considerable scope for reducing the costs by getting together with other NHS units to jointly commission the microfilming of records. It is worth noting that converting images into a digitised format (i.e. onto a computer, or CD-ROM etc) is cheaper from microfilm than it is from paper, so transfer onto film might be a good initial move.

Despite its relative cheapness, microfilming still costs money. There is little point in going through the time-consuming conversion process only to allow the microfilm to deteriorate. There are industry standards for both creation and storage and these should be implemented.

8.2 Visual records (Advice contributed by the Health Archives Group)

Many hospitals, and some other health bodies, have large collections of visual images - either as artistic images and still photographs (which may be prints, negatives, slides, transparencies, and electronic-readable images) or as moving images (film or video).

The teaching and historical value of medical photographs should be considered, especially where innovative procedures or unusual conditions are involved. Some of this material may be considered for permanent preservation and the advice of a local archivist should be sought.

In the case of photographs, the quality of image available from negatives or original prints should be considered and new prints may be made in cases where the original is deteriorating. In the case of moving images, advice may be sought from the Keeper of Documentary Films, National Film Archives (see Appendix C).

Photograph and film collections assembled by medical and other staff through their work within NHS organisations, should be regarded as Public Records and subject to these guidelines. Note that the provisions of the Data Protection Act 1998 on registration of records and restriction of disclosure, relate to photographs of identifiable individuals as well as to other personal records. Further information is provided in ‘Making and Using Visual and Audio Recordings of Patients’, General Medical Council, September 1997.
8.3 Information Technology

Increasingly, information technology is being introduced into the workplace. In some areas up to 85% of all documents are now produced electronically and this trend places new demands on managing records. For instance, if an electronic document is to be produced as evidence in court cases it will only be accepted if assurances can be given that the computer was not being misused and was operating properly at the time the record was produced. NHS Trusts and Health Authorities should take their own legal advice to ensure that their systems fully comply with current requirements, and in any case where they may have doubts. (See HSC 1998/153, ‘Using Electronic Records in Hospitals: Legal requirements and Good Practice’, which has not been released in Wales)

There is also an increase in the use of electronic transfer using intranets and NHS networks. Managers will need to address the implications for storage, security and training, etc. in the light of local implementation of such systems.

The principles of good records management practice described in these guidelines apply equally to records created electronically; the concern is the content or information and not the medium of delivery.

In some hospitals, X-Rays (including ultrasound, scanning, and other diagnostic imaging techniques) are captured and managed digitally. This is usually managed via a Picture Archiving Communications System (PACS), the functions of which include digital storage of images and reporting functions.

The EPR was piloted at Burton and Wirral hospitals. Others, including Bethlem & Maudsley, Horizon, and Winchester & Eastleigh NHS Trusts have since pioneered the concept of advanced EPR and Integrated Clinical Workstations (ICWS). There are plans to add on multi-media and voice activated facilities.

Further information about these and other developments is included in ‘Better Information – Better Health : Information Management & Technology for Health Care and Health Improvement in Wales’ and good practice guidelines are available in HSC1998/153 ‘Using Electronic Patient Records in Hospitals: Legal Requirements and Good Practice’, which has not been released in Wales.

Further advice is available from the NHS Executive Information Management Group or (from April 1999) the NHS Information Authority (NHSIA) - see the attached list of useful contacts in Appendix C.
9. SELECTION OF NHS RECORDS FOR PERMANENT PRESERVATION

All NHS records are public records under the terms of the Public Record Act 1958. Public records over 30 years old and selected for permanent preservation must be transferred to the PRO or kept in a place of deposit, appointed under S.4(1) of the 1958 Act. Guidance on selection is given in the introduction to ‘For The Record: NHS Retention and Disposal Schedule’ (Appendix B to this circular).

In general, records worthy of preservation from NHS Trusts and Health Authorities are appropriate for deposit in the nearest Local Authority Record Office which has been approved by the PRO. In a very few instances individual hospitals have made suitable arrangements and have themselves been appointed as places of deposit.

It should be kept in mind that the PRO expects the standards of storage and access to records in places of deposit to match those found in the PRO itself. The relevant standards are spelt out in the PRO's own guidance ‘Beyond the PRO: Public Records in Places of Deposit’. Free copies of this document, and information about the nearest or most appropriate place of deposit for the records of particular NHS institutions, can be obtained from the Head of Archive Inspection, The Public Record Office, Kew, Richmond, Surrey, TW9 4DU (Tel: 0181-392-5262). A list of approved places of deposit, with telephone and fax numbers, is included in Appendix B.

As the resource implications of being appointed as a Place of Deposit are likely to be significant, it is strongly recommended that anyone considering making an application should first contact the PRO Head of Archive Inspection at an early stage. It is highly unlikely that an application will succeed without a firm commitment to employ a professionally qualified archivist.
10. DISPOSING OF UNWANTED RECORDS (see also Section 9 on preservation)

10.1 How long should records be retained?

The length of the retention period depends upon the type of record and its importance to the business of the NHS Trust or Health Authority. The destruction of records is an irreversible act, whilst the cost of keeping them can be high and continuing. The Department's guidance ‘For The Record : NHS Retention & Disposal Schedule’ in Appendix B takes account of legal requirements and sets out the minimum retention periods for both clinical and administrative records. You have local discretion to keep material for longer, subject to local needs, affordability and, where records contain personal information, the requirements of the Data Protection Act 1998. The schedule may not be a complete list of everything you may come across and you may need to seek advice or consult outside. You will find a list of helpful contacts in Appendix C of this guidance, but you should first consult your local records manager.

10.2 Who makes the decision?

There are two principal options - to destroy or to dispose for example, by passing on to another organisation. As can be seen from Appendix B, some records have fixed retention periods (for example, invoices can safely be destroyed six years after receipt), whilst others will need more careful consideration. In many cases the staff on the section which ordinarily uses them will be able to decide. Operational managers are responsible for making sure that all records are periodically and routinely reviewed to decide what can be disposed of in the light of local and national guidance. A multi-disciplinary Health Record Committee and/or Health Records User Group, reporting as necessary to senior management, should be established to advise on local policy, particularly for the retention, archiving, or disposal of sensitive personal health records. Input from local practitioners should be a key element of a records management strategy.

10.3 What are the options for disposal?

Most NHS records are destroyed as soon as practicable after the expiry of the relevant minimum retention period, but there are other options for disposal. The destruction of records is an irreversible act, so it is vital to consider all the options and get the decision right. Disposal does not just mean destruction. It can also mean the transfer of records from (say) paper onto microfilm or computer; or from one user to another. It could involve depositing it with an organisation which wishes to carry on using it e.g. a hospital or Local Authority Record Office, the PRO or another bona fide research body, for example a university or established research institute recognised by the Local Research Ethics Committee. Advice about these options (and the implications of the Public Record Act) is available from the PRO and others - see the attached list of useful contacts at Appendix C - and in the introduction to Appendix B.
10.4 What are the rules on destruction?

Most NHS records, even administrative ones, contain sensitive or confidential information. It is therefore vital that confidentiality is safeguarded at every stage and that the method used to destroy such records is fully effective and secures their complete illegibility. Normally, this will involve shredding, pulping, or incineration. This can be done on site, or via an approved contractor, but it is the responsibility of the NHS Trust or Health Authority to satisfy itself that the methods used throughout the process provide adequate safeguards against accidental loss, or disclosure of their contents. It is recommended that a brief description be kept of everything that has been destroyed, when, and by whom and where a contractor is used, they should be required to sign confidentiality undertakings and to produce written certification as proof of destruction.

11. KEEPING POLICIES UNDER REVIEW

Circumstances and priorities change and it is important that all policies and procedures are regularly reviewed to ensure that they continue to reflect best practice, and the legal and business needs of the organisation. A number of developments, e.g. Caldicott, Data Protection, and extension of information technology into EPR and EHR, have already been identified as drivers for the evolution of records management practice. As the practical implications are identified, this guidance will be updated to reflect the latest position.
Appendix B to Health Service Circular WHC (2000) 71
(For The Record: Managing records in NHS Trusts & Health Authorities)

Appendix B

For The Record: NHS Retention & Disposal Schedule

Contents:

B1  -  Retention and Disposal Schedule
B2  -  Principles to be used in determining policy regarding the retention and storage of essential maternity records
B3  -  List of approved places of deposit for public records
Introduction

The destruction of records is an irreversible act, while the cost of preserving records worthy of permanent preservation is high and continuing. The criteria which follow are intended to give guidance on how long records should be kept for business purposes and on the identification of records of permanent value.

In each NHS Trust and Health Authority, records managers must ensure that records no longer required for business use are reviewed as soon as practicable under the criteria set out below so that ill-considered destruction is avoided. This schedule identifies minimum retention periods. The review will determine whether records are to be selected for permanent preservation, destroyed or retained by the NHS Trust or Health Authority for research or litigation purposes.

Whenever the schedule is used, the guidelines listed below should be followed:

i. Local business requirements/instructions must be considered before activating retention periods in this schedule.

ii. Decisions should also be considered in the light of the need to preserve records, whose use cannot be anticipated fully at the present time, but which may be of value to future generations.

iii. Recommended minimum retention periods should be calculated from the end of the calendar or accounting year following the last entry on the document.

iv. Where the period of retention column is marked with an asterisk (*), the documents described must be considered for permanent preservation and the advice of the chief archivist of an appropriate place of deposit¹ obtained.

v. The selection of files for permanent preservation is partly informed by precedent (the establishment of a continuity of selection) and partly by the historical context of the subject (the informed identification of a selection). General rules should be drawn up locally, using the profile of material which has already been selected, and the history of the institution or organisation (including pioneering treatments and examples of excellence) within the context of its service to the local and wider communities.

vi. The provisions of the Data Protection Act 1998 must also be complied with.

¹ Places of deposit for public records

A list of these approved places of deposit, with telephone and fax numbers which were fully up-to-date in the autumn of 1998, is attached as Appendix B3. In cases where there is any doubt about the most appropriate place of deposit, advice should be sought from Archive Inspection Services, Public Record Office, Kew TW9 4DU (tel: 0181 392 5262; fax: 0181 392 5284).
vii. The Department is considering a proposal to establish a national selection policy. This policy could identify regions in which records of a specialism would have precedence in selection for permanent preservation because of a history of regional excellence or innovation in a particular discipline.

The schedule does not seek to cater for all eventualities: the responsible records managers need to consider whether exceptional circumstances (e.g. events of local or national significance reflected in the records) require the long-term preservation of the records.

It is intended that the Retention Schedule will be regularly updated to reflect and incorporate new and additional records series. In support of this we welcome comments on any aspect of this retention schedule.

Records selected for permanent preservation should be transferred to the relevant place of deposit for public records appointed by the Keeper of Public Records, exercising powers under S.4(1) of the 1958 Public Records Act which have been delegated to her by the Lord Chancellor. In most cases the appropriate place of deposit is the nearest Local Authority Record Office, although in a very few cases a hospital has been appointed as a place of deposit for its own records.

**Note on authorities for suggested retention periods:**

Many of the retention periods set out below are carried forward unchanged from the previous circular on this topic WHC(89)60 and its predecessors. The periods recommended thus reflect long-standing good practice, and established thinking about the usefulness of the records for business and periods during which the records support necessary accountability. In the case of some records, especially ledgers, some contracts and certain financial records, statutory authorities apply; where this is known to be the case, the relevant legislation or regulation is mentioned in the Notes column of the table.

Comments and suggestions on the retention schedule should be addressed to:-

The Departmental Record Officer  
Department of Health  
Premier Buildings  
Brunswick Street  
Nelson  
Lancashire BB9 0HU  
Tel: 0113 25 45000/ 47311
<table>
<thead>
<tr>
<th>Record Type/Sub Type</th>
<th>Retention Period (Years)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abortion - Certificate A (Form HSA1) and Certificate B (Emergency Abortion)</td>
<td>3</td>
<td>Abortion Regulations 1991, Statutory Instrument No. 499</td>
</tr>
<tr>
<td>Accident Forms</td>
<td></td>
<td>See Litigation dossiers</td>
</tr>
<tr>
<td>Accident Register (RIDDOR)</td>
<td>3</td>
<td>Reporting of injuries, diseases and dangerous occurrences regulations, reg. 7; Social Security (Claims and Payments) Regulations, reg. 25</td>
</tr>
<tr>
<td>Accident &amp; Emergency Registers</td>
<td></td>
<td>Local decisions should be made with regard to the permanent preservation of these records, in consultation with relevant health professionals and places of deposit.</td>
</tr>
<tr>
<td>Accounts - Annual (Final - one set only)</td>
<td>Permanent</td>
<td></td>
</tr>
<tr>
<td>Accounts – Cost</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Accounts - Working Papers</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Accounts - Minor records (pass books; paying-in slips; cheque counterfoils; cancelled/discharged cheques (other than cheques bearing printed receipts - See Receipts); accounts of petty cash expenditure; travelling and subsistence accounts; minor vouchers; duplicate receipt books; income records; laundry lists and receipts.)</td>
<td>2</td>
<td>From completion of the audit</td>
</tr>
<tr>
<td>Admission books</td>
<td></td>
<td>Local decisions should be made with regard to the permanent preservation of these records, in consultation with relevant health professionals and places of deposit.</td>
</tr>
<tr>
<td>Advance Letters</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Advice Notes</td>
<td>1.5</td>
<td></td>
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<td>Agendas</td>
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<td>See Meeting Papers</td>
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<tr>
<td>Agreements</td>
<td></td>
<td>See Contracts</td>
</tr>
<tr>
<td>Approval Files (Contracts)</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Approved Suppliers Lists</td>
<td>11</td>
<td>Consumer Protection Act 1987</td>
</tr>
<tr>
<td>Audit Records - original documents</td>
<td>2</td>
<td>From completion of the audit</td>
</tr>
<tr>
<td>Audit Reports (including Management Letters, VFM reports and system/final accounts memorandum)</td>
<td>2</td>
<td>After formal clearance by Statutory Auditor</td>
</tr>
</tbody>
</table>

37
<table>
<thead>
<tr>
<th>Record Type/Sub Type</th>
<th>Retention Period (Years)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bank Statements</td>
<td>2</td>
<td>From completion of the audits</td>
</tr>
<tr>
<td>Benefactions</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Bills, receipts and cleared cheques</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Birth registers (i.e. register of births kept by the hospital)</td>
<td></td>
<td>Local decisions should be made with regard to the permanent preservation of these records, in consultation with relevant health professionals and places of deposit.</td>
</tr>
<tr>
<td>Budgets</td>
<td>2</td>
<td>From completion of the audit</td>
</tr>
<tr>
<td>Buildings and engineering works, inclusive of major projects abandoned or deferred - key records, (e.g. Final accounts, surveys, site plans, bills of quantities)</td>
<td>Permanent</td>
<td></td>
</tr>
<tr>
<td>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, &quot;as built&quot; record drawings and documents on the appointment and conditions of engagement of private buildings and engineering consultants.)</td>
<td>*</td>
<td>The general principle to be followed in regard to these records is that they should be preserved for the life of the buildings and installations to which they refer.</td>
</tr>
<tr>
<td>Buildings - papers relating to occupation (but not Health &amp; Safety information)</td>
<td>3</td>
<td>After occupation ceases. Construction Design Management Regulations 1994</td>
</tr>
<tr>
<td>Capital Invoices</td>
<td>2</td>
<td>From completion of the audit</td>
</tr>
<tr>
<td>Complaints</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complaints</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complaints</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Record Type/Sub Type</td>
<td>Retention Period (Years)</td>
<td>Notes</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>--------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Computerised records</td>
<td></td>
<td>The recommended minimum retention periods apply to both paper and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>computerised records, though extra care needs to be taken to</td>
</tr>
<tr>
<td></td>
<td></td>
<td>prevent corruption or deterioration of the data. Re-recording/migration</td>
</tr>
<tr>
<td></td>
<td></td>
<td>of data will also need to be considered as equipment and software</td>
</tr>
<tr>
<td></td>
<td></td>
<td>become obsolete. For guidance, See the Public Record Office guidance,</td>
</tr>
<tr>
<td>Contracts - non sealed (property) on termination</td>
<td>6</td>
<td>The Limitation Act, 1980</td>
</tr>
<tr>
<td>Contracts - non sealed (other) on termination</td>
<td>6</td>
<td>The Limitation Act, 1980</td>
</tr>
<tr>
<td>Contracts - sealed</td>
<td>*</td>
<td>Contracts under seal and associated records should be kept for a</td>
</tr>
<tr>
<td></td>
<td></td>
<td>minimum of 15 years</td>
</tr>
<tr>
<td>Cost accounts</td>
<td></td>
<td>See Accounts</td>
</tr>
<tr>
<td>Creditor Payments</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>CVs for non-executive directors (successful)</td>
<td>5</td>
<td>Following term of office</td>
</tr>
<tr>
<td>CVs for non-executive directors (unsuccessful applicants)</td>
<td>2</td>
<td>Following term of office</td>
</tr>
<tr>
<td>Day Files</td>
<td>0.5</td>
<td></td>
</tr>
<tr>
<td>Death registers (i.e. register of deaths kept by the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>hospital)</td>
<td></td>
<td>Local decisions should be made with regard to the permanent</td>
</tr>
<tr>
<td></td>
<td></td>
<td>preservation of these records, in consultation with relevant</td>
</tr>
<tr>
<td></td>
<td></td>
<td>health professionals and places of deposit.</td>
</tr>
<tr>
<td>Debtors' records - cleared</td>
<td>2</td>
<td>From completion of the audit</td>
</tr>
<tr>
<td>Debtors' records - uncleared</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Deeds of Title</td>
<td>Permanent</td>
<td></td>
</tr>
<tr>
<td>Delivery Notes</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>Demand Notes</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Diaries - office - on completion</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Discharge books (i.e. register of those discharged by</td>
<td></td>
<td>Local decisions should be made with regard to the permanent</td>
</tr>
<tr>
<td>the hospital)</td>
<td></td>
<td>preservation of these records, in consultation with relevant</td>
</tr>
<tr>
<td></td>
<td></td>
<td>health professionals and places of deposit.</td>
</tr>
<tr>
<td>Drawings</td>
<td></td>
<td>See Plans and Buildings</td>
</tr>
<tr>
<td>Record Type/Sub Type</td>
<td>Retention Period (Years)</td>
<td>Notes</td>
</tr>
<tr>
<td>----------------------</td>
<td>--------------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Engineering works</td>
<td></td>
<td>See Plans and Buildings</td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
<td>See Products - Liability</td>
</tr>
<tr>
<td>Establishment records - major (e.g. Personal files, letters of appointment, contracts references &amp; related correspondence)</td>
<td>6</td>
<td>Keep for 6 years after subject of file leaves service, or until subject's 70th birthday, whichever is the later. Only the summary needs to be kept to age 70; remainder of file can be destroyed 6 years after subject leaves service.</td>
</tr>
<tr>
<td>Establishment records - minor (e.g. attendance books, annual leave records, duty rosters, clock cards, timesheets)</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Estimates: including supporting calculations and statistics</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Expense Claims</td>
<td>2</td>
<td>From completion of the audit</td>
</tr>
<tr>
<td>Financial records</td>
<td></td>
<td>See under individual headings. However, once the period of retention for audit purposes is complete (2 years from completion of the audit), documents not required for permanent preservation may be destroyed provided a properly compiled microfilm record is retained for the remainder of the prescribed period, embodying a suitable certificate by the treasurer as to its accuracy and completeness. This does not apply to forms SD55 (ADP) and SD 55J</td>
</tr>
<tr>
<td>Forms – Surgical Appliances - AP1, 2, 3, and 4</td>
<td>2</td>
<td>From completion of the audit</td>
</tr>
<tr>
<td>Forms – Superannuation - SD55 (ADP) and SD55J (copies)</td>
<td>10</td>
<td>Originals are sent to NHS Pensions Agency</td>
</tr>
<tr>
<td>Funding Data</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>FWH - Personal Record of Hours Actually Worked</td>
<td>0.5</td>
<td></td>
</tr>
<tr>
<td>Health records - personal/patients</td>
<td>*</td>
<td>See Hospital patient case records</td>
</tr>
<tr>
<td>History of Authority or Predecessors, its organisation and procedures</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>History of Hospitals</td>
<td>*</td>
<td></td>
</tr>
</tbody>
</table>
| Hospital patient case records (individual) | The retention periods which are listed below reflect minimum requirements of clinical need. Personal health records may be required as evidence in legal actions; the minimum retention periods take account of this requirement. It is not necessary to keep every piece of paper received in connection with patients. NHS Trusts and Health Authorities should determine, in consultation with their health professionals, which elements should be considered as a permanent part of the record, and which should be transient and discarded as their value ceases. Before any destruction takes place, ensure that:

(a) there is consultation with the relevant health professional body or records committee and actions clearly minuted;  
(b) any other local clinical need is considered; and  
(c) the value of the records for long-term research purposes has been assessed, in consultation with an appropriate place of deposit. |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>N.B. This retention schedule does not cover GP medical records. Guidance on their retention can be found in HSC 1998/217 and ECL 2/68, both of which remain current at the time of issue of this circular. Any reference to &quot;conclusion of treatment&quot; in the following recommended minimum retention periods, should be taken to include all follow-up checks and action in connection with the treatment.</td>
<td></td>
</tr>
<tr>
<td>- pre-1948 records</td>
<td>Should by now have been transferred for permanent preservation or destroyed. Any pre-1948 records which still exist should be considered for permanent preservation, undergoing an appraisal procedure as described in the box above.</td>
</tr>
<tr>
<td>- Children and young people</td>
<td>Until the patient's 25th birthday, or 26th if young person was 17 at conclusion of treatment; or 8 years after patient's death if death occurred before 18th birthday.</td>
</tr>
<tr>
<td>- Donor records</td>
<td>11 years post transplantation. Committee on Microbiological Safety of Blood and Tissues for Transplantation (MSBT); guidance issued in 1996.</td>
</tr>
<tr>
<td>- Maternity (all obstetric and midwifery records including those of episodes of maternity care that end in stillbirth or where the child later dies)</td>
<td>25 years - see Appendix B2 for additional guidance on retention and storage of maternity records previously issued with WHC(94)23</td>
</tr>
<tr>
<td>- Mentally disordered persons (within the meaning of the Mental Health Act 1983)</td>
<td>20 years after no further treatment considered necessary; or 8 years after the patient's death if patient died while still receiving treatment.</td>
</tr>
<tr>
<td>Category</td>
<td>Duration after Treatment</td>
</tr>
<tr>
<td>-----------------------------------</td>
<td>--------------------------</td>
</tr>
<tr>
<td>Oncology</td>
<td>8 years after conclusion of treatment, especially when surgery only involved. Consideration may wish to be given to BFCO(96)3 issued by the Royal College of Radiologists which recommends permanent retention on a computer database when patients have been given chemotherapy and radiotherapy.</td>
</tr>
<tr>
<td>Patients involved in clinical trials</td>
<td>15 years after conclusion of treatment. EEC Note for Guidance: Good Clinical Practice for Trials on Medicinal Products in the European Community, section 3.17 (see – Pharmacology &amp; Toxicology 1990, 67, 361-372.)</td>
</tr>
<tr>
<td>General (not covered above)</td>
<td>8 years after conclusion of treatment.</td>
</tr>
</tbody>
</table>

### Notes on preservation of patient records for historical purposes

1. In the light of the latest trends in medical and historical research, it may be appropriate to select some of these records for permanent preservation. Selection should be performed in consultation with health professionals, and archivists from an appropriate place of deposit. If records are to be sampled, specialist advice should be sought from the same health professionals and archivists. If a NHS Trust or Health Authority has taken on a leading role in the development of specialised treatments, then the patient records relating to these treatments may be especially worthy of permanent preservation.

2. If a whole run of patient records is not considered worthy of permanent preservation but nevertheless contains some material of research value, then the option of presenting these records to local record offices and other institutions under S.3(6) of the Public Records Act 1958 should be considered. Advice on the presentation procedure may be obtained from the PRO’s Archive Inspection Services.

3. If a whole run of patient records is considered worthy of permanent preservation but there is a lack of space in the relevant place of deposit to store these records, it may be appropriate to make a microfilm copy and then destroy the paper originals. Microfilms should be produced in accordance with the British and International Standard BS ISO 6199: 1991, copies of which can be purchased from the British Standards Institute.

### Notes on the destruction of confidential patient records

1. Destruction of confidential records must ensure that their confidentiality is fully maintained. Normally destruction should be by incineration or shredding. Where this service is provided by a contractor it is the responsibility of the NHS Trust or Health Authority to satisfy itself that the methods used throughout all stages including transport to the destruction site provide satisfactory safeguards against accidental loss or disclosure.
<table>
<thead>
<tr>
<th>Record Type/Sub Type</th>
<th>Retention Period (Years)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hospital Services</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Indexes</td>
<td>Lifetime</td>
<td>Registry lists may describe public records marked for permanent preservation, or contain the record of management of public records. They should in these cases be retained permanently. File-lists and document lists, where public records or their management are not covered, should be retained until they have no further administrative use.</td>
</tr>
<tr>
<td>Income and expenditure journals</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Industrial Relations (not routine staff matters)</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Inspection Reports - e.g. Boilers, lifts etc.</td>
<td>Lifetime</td>
<td>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 installations beyond their operational lives, records of this kind should be retained indefinitely.</td>
</tr>
<tr>
<td>Inventories (not in current use) of items having a life of less than 5 years</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>Invoices</td>
<td>6</td>
<td>The Limitation Act, 1980</td>
</tr>
<tr>
<td>Job Advertisements</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Job Applications (following termination of employment)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Job Descriptions (following termination of employment)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Korner Records</td>
<td></td>
<td>See Patient Activity Data</td>
</tr>
<tr>
<td>Record Type/Sub Type</td>
<td>Retention Period (Years)</td>
<td>Notes</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>--------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Laboratory records</td>
<td></td>
<td>Local decisions should be made with regard to the permanent preservation of these records, in consultation with relevant health professionals and places of deposit.</td>
</tr>
<tr>
<td>Land Surveys/Registers</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Laundry Lists and Receipts</td>
<td>2</td>
<td>From completion of the audit</td>
</tr>
<tr>
<td>Leases</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Leavers Dossiers (provided summary retained)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Ledgers</td>
<td>6</td>
<td>The Limitation Act, 1980</td>
</tr>
<tr>
<td>Letters of appointment</td>
<td></td>
<td>See Establishment records - major</td>
</tr>
<tr>
<td>Litigation Dossiers (complaints including accident reports)</td>
<td>10</td>
<td>Where a legal action has been commenced, keep as advised by legal representatives.</td>
</tr>
<tr>
<td>Maintenance contracts - routine</td>
<td></td>
<td>See contracts</td>
</tr>
<tr>
<td>Manuals - operating</td>
<td>Lifetime</td>
<td>See Inspection reports</td>
</tr>
<tr>
<td>Manuals - policy and procedure</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Maps</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Maternity records</td>
<td></td>
<td>See Hospital patient case records</td>
</tr>
<tr>
<td>Medical records</td>
<td></td>
<td>See Hospital patient case records</td>
</tr>
<tr>
<td>Meeting Papers - committees, sub-committees, predecessors (Master copies)</td>
<td>Permanent</td>
<td></td>
</tr>
<tr>
<td>Midwifery records</td>
<td></td>
<td>See Hospital patient case records - Maternity records</td>
</tr>
<tr>
<td>Minutes of the NHS Trust or Health Authority, major committees and sub-committees - signed</td>
<td>Permanent</td>
<td></td>
</tr>
<tr>
<td>Record Type/Sub Type</td>
<td>Retention Period (Years)</td>
<td>Notes</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>--------------------------</td>
<td>--------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Minutes - reference copies</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Mortgage documents (acquisition, transfer and disposal)</td>
<td>Permanent</td>
<td>As a general rule, it may be appropriate for only the current nominal roll and the immediately preceding roll to be kept.</td>
</tr>
<tr>
<td>Nominal Rolls</td>
<td>6 (max.)</td>
<td></td>
</tr>
<tr>
<td>Non-Exchequer funds records</td>
<td></td>
<td>Although technically exempt from the Public Records Acts, it would be appropriate for authorities to treat these records as if they were not so exempt. See Income and expenditure journals, etc.</td>
</tr>
<tr>
<td>Nurses Training Records</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>Obstetric records</td>
<td></td>
<td>See Hospital patient case records - Maternity records</td>
</tr>
<tr>
<td>Operating Theatre registers</td>
<td></td>
<td>Local decisions should be made with regard to the permanent preservation of these records, in consultation with relevant health professionals and places of deposit.</td>
</tr>
<tr>
<td>Patient Activity Data</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Pay Roll - full-time medical staff</td>
<td>6</td>
<td>For superannuation purposes authorities may wish to retain such records until the subject reaches benefit age.</td>
</tr>
<tr>
<td>Pay Roll - other staff</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>PAYE Records</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Personnel Files</td>
<td></td>
<td>See Establishment records - major</td>
</tr>
<tr>
<td>Pharmacy records</td>
<td></td>
<td>Local decisions should be made with regard to the permanent preservation of these records, in consultation with relevant health professionals and places of deposit.</td>
</tr>
<tr>
<td>Record Type/Sub Type</td>
<td>Retention Period (Years)</td>
<td>Notes</td>
</tr>
<tr>
<td>----------------------------------------------------------</td>
<td>--------------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>Photographs</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Plans – Building (As Built)</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Plans – Building (Detailed)</td>
<td>Lifetime</td>
<td>See Inspection reports</td>
</tr>
<tr>
<td>Plans – Engineering</td>
<td>Lifetime</td>
<td>See Inspection reports</td>
</tr>
<tr>
<td>Press Cuttings</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Private patient records admitted under section 58 of the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Health Service Act 1977 or section 5 of the</td>
<td></td>
<td></td>
</tr>
<tr>
<td>National Health Service Act 1946.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>See Inspection reports</td>
</tr>
<tr>
<td>Products - Liability</td>
<td>11</td>
<td>Consumer Protection Act 1987</td>
</tr>
<tr>
<td>Project Files (over £100,000) on termination</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Project Files (less than £100,000) on termination</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Project Team Files - summary retained</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Property Acquisitions Dossiers</td>
<td>Permanent</td>
<td></td>
</tr>
<tr>
<td>Property Disposal Dossiers</td>
<td>Permanent</td>
<td></td>
</tr>
<tr>
<td>Quality Assurance Records</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Receipt for registered and recorded delivery mail</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>Receipts</td>
<td>6</td>
<td>The Limitation Act, 1980</td>
</tr>
<tr>
<td>Record of custody and transfer of keys</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>Reports (major)</td>
<td>Permanent</td>
<td></td>
</tr>
<tr>
<td>Requisitions</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>Research and Development (Scientific, Technological and</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Medical)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Record Type/Sub Type</td>
<td>Retention Period (Years)</td>
<td>Notes</td>
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<td>-------------------------------------------------</td>
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<td>-----------------------------</td>
</tr>
<tr>
<td>Salaries</td>
<td></td>
<td>See Wages</td>
</tr>
<tr>
<td>SD55(ADP) and SD55J</td>
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<td>See Forms</td>
</tr>
<tr>
<td>Serious Incident Files</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Site Files</td>
<td></td>
<td>See Contracts</td>
</tr>
<tr>
<td>Software licences</td>
<td>Lifetime</td>
<td></td>
</tr>
<tr>
<td>Specifications</td>
<td>6</td>
<td>The Limitation Act, 1980</td>
</tr>
<tr>
<td>Staff Records</td>
<td></td>
<td>See Establishment records - major</td>
</tr>
<tr>
<td>Stock Control Reports</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>Stores Records - major (stores ledgers etc.)</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Stores Records - minor (requisitions, issue notes, transfer vouchers, goods received books etc.)</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>Structure Plans (LA's)</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Study Leave Applications</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>Subject Files</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Superannuation Accounts</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Superannuation Registers</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Supplies records - minor (e.g. invitations to tender and inadmissable tenders, routine papers relating to catering and demands for furniture, equipment, stationery and other supplies)</td>
<td>1.5</td>
<td></td>
</tr>
<tr>
<td>Surgical Appliances - Forms</td>
<td></td>
<td>See Forms</td>
</tr>
<tr>
<td>Record Type/Sub Type</td>
<td>Retention Period (Years)</td>
<td>Notes</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>--------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Surveys - building and engineering works</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Tax Forms</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>Tenders (successful)</td>
<td></td>
<td>See Contracts</td>
</tr>
<tr>
<td>Tenders (unsuccessful)</td>
<td>6</td>
<td>The Limitation Act, 1980</td>
</tr>
<tr>
<td>Time Sheets</td>
<td></td>
<td>See Establishment Records - minor</td>
</tr>
<tr>
<td>Title Deeds</td>
<td></td>
<td>See Deeds of Title</td>
</tr>
<tr>
<td>Trusts Administered by RHAs - Terms of Permanent</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trust documents without permanent relevance</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>VAT Records</td>
<td>6</td>
<td>In some instances, a shorter period may be allowed but agreement must be obtained from Customs &amp; Excise - see Appendix C for contact details</td>
</tr>
<tr>
<td>Wages/Salary Records</td>
<td>10</td>
<td>For superannuation purposes authorities may wish to retain such records until the subject reaches benefit age.</td>
</tr>
<tr>
<td>Ward registers</td>
<td></td>
<td>Local decisions should be made with regard to the permanent preservation of these records, in consultation with relevant health professionals and places of deposit.</td>
</tr>
<tr>
<td>X-ray films (including other image formats for all imaging modalities)</td>
<td></td>
<td>Local decisions should be made with regard to the preservation of these records, which are considered to be of transitory nature</td>
</tr>
<tr>
<td>X-ray registers</td>
<td></td>
<td>Local decisions should be made with regard to the permanent preservation of these records, in consultation with relevant health professionals and places of deposit.</td>
</tr>
<tr>
<td>Record Type/Sub Type</td>
<td>Retention Period (Years)</td>
<td>Notes</td>
</tr>
<tr>
<td>---------------------------------------------</td>
<td>--------------------------</td>
<td>--------------------------------------------</td>
</tr>
<tr>
<td>X-ray reports (including reports for all imaging modalities)</td>
<td></td>
<td>To be considered as a permanent part of the patient record - See Hospital patient case records</td>
</tr>
</tbody>
</table>
Principles to be used in determining policy regarding the retention and storage of essential maternity records.

1. All essential maternity records should be retained. ‘Essential’ maternity records mean those records relating to the care of a mother and baby during pregnancy, labour and the puerperium.

2. Records that should be retained are those which will, or may, be necessary for further professional use. ‘Professional use’ means necessary to the care to be given to the woman during her reproductive life, and/or her baby, or necessary for any investigation that may ensue under the Congenital Disabilities (Civil Liabilities) Act 1976, or any other litigation related to the care of the woman and/or her baby.

3. Local level decision making with administrators on behalf of the health authority must include proper professional representation when agreeing policy about essential maternity records. ‘Proper professional’ in this context should mean a senior medical practitioner(s) concerned in the direct clinical provision of maternity and neonatal services and a senior practising midwife.

4. Local policy should clearly specify particular records to be retained AND include detail regarding transfer of records, and needs for the final collation of the records for storage. For example, the necessity for inclusion of community midwifery records.

5. Policy should also determine details of the mechanisms for return and collation for storage, of those records which are held by mothers themselves, during pregnancy and the puerperium.

List of maternity records to be retained

6. Maternity Records retained should include the following:-

   6.1 documents recording booking data and pre-pregnancy records where appropriate;

   6.2 documentation recording subsequent antenatal visits and examinations;

   6.3 antenatal in-patient records;
6.4 clinical test results including ultrasonic scans, alpha-feto protein and chorionic villus sampling;

6.5 blood test reports;

6.6 all intrapartum records to include, initial assessment, partograph and associated records including cardiotocographs;

6.7 drug prescription and administration records;

6.8 post-natal records including documents relating to the care of mother and baby, in both hospital and community settings.
B3 - List of approved places of deposit for public records

PUBLIC RECORD OFFICE: LIST OF APPROVED PLACES OF DEPOSIT

Addenbrooke's Hospital Archives Office
c/o Administration, Board Room Suite, Addenbrooke's Hospital, Hills Road, Cambridge, England, CB2 2QQ

Head of Repository: P RUNDLE, Honorary Archivist
Phone No: As Archive                                      Fax No: As Archive

General enquiries: Phone No: 01223 245 151 Ext 3516        Fax No:

Anglesey County Record Office
Shirehall, Llangefni, Ynys Mon, Wales, LL77 7TW

Head of Repository: Anne VENABLES, Archivist
Phone No: 01248 752 563                                      Fax No: 01248 752 080

General enquiries: Phone No: 01248 752 080                   Fax No: 01248 752 080

Barnet Archives

Head of Repository: J CORDEN, Archivist
Phone No: 0181 202 5625 Ext 55                             Fax No: 0181 359 2876

General enquiries: Phone No: 0181 359 2876                 Fax No: 0181 359 2876

Barnsley Archive Service
Central Library, Shambles Street, Barnsley, South Yorkshire, England, S70 2JF

Head of Repository: L WHITWORTH-COX, Archives and Local Studies Officer
Phone No: As Archive                                      Fax No: As Archive

General enquiries: Phone No: 01226 773950773 938          Fax No: 01226 773950773 938
E-mail address: Archives@barnsley.ac.uk

Bath City Record Office
Guildhall, Bath, Avon, England, BA1 5AW

Head of Repository: C JOHNSTON, City Archivist
Phone No: 01225 477 000 Ext 2421                             Fax No: 01225 448 646

General enquiries: Phone No: 01225 477421                   Fax No: 01225 477421

Bedfordshire Record Office
County Hall, Bedford, Bedfordshire, England, MK42 9AP

Head of Repository: Chris PICKFORD, County Archivist
Phone No: 01234 228 833 Ext 2833                            Fax No: 01234 228 619

General enquiries: Phone No: 01234 228833/363222           Fax No: 01234 228 854

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Berkshire Record Office
Shire Hall, Shinfield Park, Reading, Berkshire, England, RG2 9XD

Head of Repository: Peter DURRANT, County Archivist
Phone No: 01734 233 180 Fax No: 01734 233 203
General enquiries: Phone No: 0118 923 3182 Fax No: 0118 923 3181
E-mail address: Record.Office@berkshire.gov.uk

Berwick upon Tweed Record Office
Council Offices, Wallace Green, Berwick upon Tweed, England, TD15 1ED

Head of Repository: LA BANKIER, Borough Archivist
Phone No: 01289 330 044 Ext 230 Fax No: 01289 330 540
General enquiries: Phone No: 01289 330 044 Ext 275 Fax No: 01289 330 540
E-mail address: Archives@berwickc.demon.co.uk

Bethlem Royal Hospital Archives & Museum Service
The Bethlem Royal Hospital, Monks Orchard Road, Beckenham, Kent, England, BR3 3BX

Head of Repository: Patricia ALLDERIDGE, Archivist & Curator
Phone No: 0181 776 4227 Fax No: As Archive
General enquiries: Phone No: 0181 776 4307 Fax No: 0181 777 1668

Bexley Libraries and Museums Department
Hall Place, Bourne Road, Bexley, England, DA5 1PQ

Head of Repository: Stuart BLIGH, Local Studies Manager
Phone No: 01322 526 574 Fax No: 01322 522 921
General enquiries: Phone No: 01322 526 574 Ext 217/8 Fax No: 01322 522 921
E-mail address: Bexlibs@dial.pipex.com

Birmingham Central Library
Archives division, Chamberlain Square, Birmingham, West Midlands, England, B3 3HQ

Head of Repository: NW KINGSLEY, Head of Local Studies & History
Phone No: 0121 235 3586 Fax No: 0121 233 4458
General enquiries: Phone No: 0121 303 4217 Fax No: 0121 212 9397

Bolton Archive & Local Studies Service
Central Library, Civic Centre, Le Mans Crescent, Bolton, England, BL1 1SE

Head of Repository: T CAMPBELL, Archivist
Phone No: 01204 22311 Ext 2179 Fax No: 01204 363 224
General enquiries: Phone No: 01204 22311 Ext 2179 Fax No: 01204 363 224
**Borthwick Institute of Historical Research**  
St Anthony's Hall, Peasholme Green, York, North Yorkshire, England, YO1 2PW

Head of Repository: D SMITH, Director  
Phone No: As Archive  
Fax No: As Archive

General enquiries: Phone No: 01904 642 315  
Fax No: 01904 633284

**Boston Municipal Buildings**  
West Street, Boston, Lincolnshire, England, PE21 8QR

Head of Repository: Director of Administration & Legal Services  
Phone No: 01205 357 400  
Fax No: 01205 364 604

General enquiries: Phone No: 01205 357 400  
Fax No: 01205 364 604

**Brent Archives**  
Cricklewood Library, 152 Olive Road, London, England, NW2 6UY

Head of Repository: Finbarr WHOOLEY, Library Manager  
Phone No:  
Fax No: 0181 450 0744

General enquiries: Phone No: 0181 937 3540  
Fax No: 0181 450 5211

**Bristol City Record Office**  
B Bond Warehouse, Smeaton Road, Bristol, England, BS1 6XN

Head of Repository: John WILLIAMS, City Archivist  
Phone No: 0117 922 5692  
Fax No: 0117 922 4236

General enquiries: Phone No: 0117 922 5692  
Fax No: 0117 922 4236

**Bromley Archives Section**  
Central Library, High Street Bromley, London, England, BR1 1EX

Head of Repository: Elizabeth SILVERTHORNE, Archivist  
Phone No: 0181 460 9955  
Fax No: 0181 313 9975

E-mail:  
E-mail address:Bromley.Cen.Lib@cityscape.co.u39

General enquiries: Phone No: 0181 460 9955 Ext 261/2  
Fax No: 0181 313 0475

**Buckinghamshire Record Office**  
County Offices, Aylesbury, Buckinghamshire, England, HP20 1UA

Head of Repository: Roger BETTERIDGE, County Archivist  
Phone No: 01296 382 587  
Fax No: 01296 382 405

General enquiries: Phone No: 01296 382 587  
Fax No: 01296 382 405

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Burton Library  
Riverside, High Street, Burton on Trent, Staffordshire, England, DE14 1AH  
Head of Repository: Martin SANDERS, Archivist in Charge  
Phone No: 01283 543 271                                      Fax No: 01283 510 938  
General enquiries: Phone No: 01283 239556                    Fax No: 01283 239571

Bury Archive Service  
1st Floor, Derby Hall Annex, Edwin Street, Bury, England, BL9 0AS  
Head of Repository: Kevin MULLEY, Archivist  
Phone No: 0161 797 6697                                      Fax No:  
General enquiries: Phone No: 0161 797 6697                    Fax No: 0161 253 5915  
E-mail address: information@bury.gov.uk

Caernarfon Record Office  
Gwynedd Council Offices, Shirehall, Caernarfon, Gwynedd, Wales, LL55 1SH  
Head of Repository: Ann RHYDDERCH, Principal Archivist & Heritage Officer  
Phone No: 01286 679 087                                      Fax No: 01286 679 637  
General enquiries: Phone No: 01286 679 095                    Fax No: 01286 679 637  
E-mail address: AnnRhyyerch@gwynedd.gov.uk

Cambridgeshire Record Office  
Grammar School Walk, Huntingdon, Cambridgeshire, England, PE18 6LF  
Head of Repository: Alan AKEROYD, Senior Archivist  
Phone No: 01480 425 842                                      Fax No: 01480 459 563  
General enquiries: Phone No: 01480 425 842                    Fax No: 01480 459 563  
E-mail address: county.records.hunts@camcnty.g54

Cambridgeshire Record Office  
Shire Hall, Castle Hill, Cambridge, Cambridgeshire, England, CB3 0AP  
Head of Repository: Elizabeth STAZICKER, County Archivist  
Phone No: 01223 717 281                                      Fax No: 01223 717 201  
General enquiries: Phone No: 01223 717 281                    Fax No: 01223 717 201  
E-mail address: county.records.Cambridge@camcn53

Camden Local Studies and Archives Centre  
Holborn Library, 32 - 38 Theobalds Road, London, England, WC1X 8PA  
Head of Repository: RG KNIGHT, Local Studies Manager  
Phone No: 0171 413 6342                                      Fax No: As Archive
Carmarthenshire Archive Service  
County Hall, Carmarthen, Wales, SA31 1JP

Head of Repository: John DAVIES, County Archivist  
Phone No: 01267 224 184  
Fax No:

General enquiries: Phone No: 01267 224 184  
Fax No: 01267 230 848

Centre for Kentish Studies  
County Hall, Maidstone, Kent, England, ME14 1XQ

Head of Repository: Patricia ROWSBY, County Archivist  
Phone No: 01622 694 267  
Fax No:

General enquiries: Phone No: 01622 694 363  
Fax No: 01622 694 379

Ceredigion Archives  
County Offices, Marine Terrace, Aberystwyth, Cardiganshire, Wales, SY23 2DE

Head of Repository: Helen PALMER, Archivist  
Phone No: 01970 633 697/8  
Fax No:

General enquiries: Phone No: 01970 633 697/8  
Fax No:

Cheshire Record Office  
Duke Street, Chester, Cheshire, England, CH1 1RL

Head of Repository: J PEPLER, Principal Archivist  
Phone No: 01244 602 574  
Fax No: 01244 603 812

E-mail address: recordoffice@cheshire.cc.btx4055

Chester City Record Office  
Town Hall, Chester, England, CH1 2HJ

Head of Repository: Jacqui HALEWOOD, Public Services Co-ordinator  
Phone No: As Archive  
Fax No: As Archive

E-mail address: j.gregson@chestercc.gov.uk93

Colchester and North East Essex Branch  
Stanwell House, Stanwell Street, Colchester, Essex, England, CO2 7DL

Head of Repository: P COVERLEY, Branch Archivist  
Phone No: 01206 572 099  
Fax No: 01206 574 541

General enquiries: Phone No: 01206 572099  
Fax No: 01206 574541
Cornwall Record Office
County Hall, Truro, Cornwall, England, TR1 3AY

Head of Repository: Christine NORTH, County Archivist
Phone No: 01872 323 127 Fax No: 01872 70340

General enquiries: Phone No: 01872 73698/323127 Fax No: 01872 270340

Corporation of London Records Office
PO Box 270, Guildhall, London, England, EC2P 2EJ

Head of Repository: James SEWELL, City Archivist
Phone No: As Archive Fax No: As Archive

General enquiries: Phone No: 0171 332 1862/3 Fax No: 0171 600 3384
E-mail address: Manuscripts.Guildhall@ms.corpo94

Coventry City Record Office
Mandela House, Bayley Lane, Coventry, West Midlands, England, CV1 5RG

Head of Repository: Roger VAUGHAN, City Archivist
Phone No: 01203 832 421 Fax No: 01203832421

General enquiries: Phone No: 01203 832 418 Fax No: 01203832421

Croydon Archives Service
Central Library, Katharine Street, Croydon, Surrey, England, CR9 1ET

Head of Repository: Oliver HARRIS, Archivist
Phone No: As Archive Fax No: As Archive

General enquiries: Phone No: 0181 760 5400 Ext 1112 Fax No: 0181 253 1012
E-mail address: dparr@library.croydon.gov.uk108

Cumbria Record Office
140 Duke Street, Barrow-in-Furness, Cumbria, England, LA14 1XW

Head of Repository: A JONES, Area Archivist
Phone No: 01229 831 269 Fax No:

General enquiries: Phone No: 01229 831 269 Fax No: 01229 870 234

Cumbria Record Office
County Offices, Kendal, Cumbria, England, LA9 4RQ

Head of Repository: Anne ROWE, Assistant County Archivist
Phone No: 01539 814 330 Fax No:
Cumbria Record Office  
Scotch Street, Whitehaven, England, CA28 7BJ  
Head of Repository: Jim GRISENTHWAITE, County Archivist  
Phone No: 01228 607 285  
Fax No: 01228 607 299  
E-mail:  
General enquiries: Phone No: 01946 852 920  
Fax No: 01946 852 919  
E-mail address:whrec@dial.pipex.com199

Cumbria Record Office  
The Castle, Carlisle, Cumbria, England, CA3 8UR  
Head of Repository: Jim GRISENTHWAITE, County Archivist  
Phone No: 01228 607 285  
Fax No: 01228 607 299

Denbighshire Record Office  
Clwyd Street, Ruthin, Denbighshire, Wales, LL15 1HP  
Head of Repository: Kevin MATTHIAS, County Archivist  
Phone No: 01824 705 532  
Fax No: 01824 705 180

Derbyshire Record Office (Derby)  
County Council, 29 St Mary's Gate, Derby, Derbyshire, England, DE1 2NP  
Head of Repository: Margaret O'SULLIVAN, County and Diocesan Archivist  
Phone No: 01629 580 000 Ext 35201  
Fax No: 01629 585 347

General enquiries: Phone No: 01629 580 000 Ext35201  
Fax No: 01629 585347  

Derbyshire Record Office (Matlock)  
Education Department, County Hall, Matlock, Derbyshire, England, DE4 3AG  
Head of Repository: Margaret O'SULLIVAN, County and Diocesan Archivist  
Phone No: 01629 580 000 Ext 35201  
Fax No: 01629 585 347
Devon Record Office  
County Offices, Castle Street, Exeter, Devon, England, EX4 3PQ

Head of Repository: John DRAISEY, County Archivist  
Phone No: 01392 384 253  
Fax No: 01392 384 250

General enquiries: Phone No: 01392 384 253  
Fax No: 01392 384 256

Doncaster Archives  
King Edward Road, Balby, Doncaster, South Yorkshire, England, DN4 0NA

Head of Repository: B BARBER, Principal Archivist  
Phone No: As Archive  
Fax No: As Archive

General enquiries: Phone No: 01302 859 811  
Fax No:

Dorset Record Office  
Bridport Road, Dorchester, Dorset, England, DT1 1RP

E-mail address: archives@dorset-cc.gov.uk

Head of Repository: H JAQUES, County Archivist  
Phone No: 01305 250 550  
Fax No: 01305 224 839

General enquiries: Phone No: 01305 250 550  
Fax No: 01305 257184

Dudley Archives & Local History Service  
Mount Pleasant Street, Coseley, Dudley, West Midlands, England, WV14 9JR

Head of Repository: K ATKINS, Archivist  
Phone No: As Archive  
Fax No: As Archive

General enquiries: Phone No: 01384812770  
Fax No: 01384 812770

E-mail address: archives@vin1.dudley.gov.uk

Durham Record Office  
County Hall, Durham, England, DH1 5UL

Head of Repository: Jennifer GILL, County Archivist  
Phone No: 0191 383 3474  
Fax No:

General enquiries: Phone No: 0191 383 3253/3474  
Fax No: 0191 383 4500

East Riding Record Office  
County Hall, Beverley, Humberside, England, HU17 9BA

Head of Repository: K HOLT, County Archivist
East Sussex Record Office
The Maltings, Castle Precincts, Lewes, East Sussex, England, BN7 1YT

Head of Repository: C DAVEY, County Archivist
Phone No: 01273 482 347  Fax No: 01273 482 341

General enquiries: Phone No: 01273482349  Fax No: 01273 482 341

Essex Record Office
County Hall, Chelmsford, Essex, England, CM1 1LX

Head of Repository: Ken HALL, County & Hon. Diocesan Archivist
Phone No:01245 430 067  Fax No: 01245 430 085

General enquiries: Phone No: 01245 430 067  Fax No: 01245 430085
E-mail address:ero.enquiry@essexcc.gov.uk

Essex Record Office
Southend Branch, Central Library, Victoria Avenue, Southend-on-Sea, England, SS2 6EX

Head of Repository: Jennifer BUTLER, Branch Archivist
Phone No: 01702 612 621 Ext 215  Fax No: As Archive

General enquiries: Phone No: 01702464278  Fax No: 01702 464253

Flintshire Record Office
The Old Rectory, Hawarden, Flintshire, Wales, CH5 3NR

Head of Repository: Rowland WILLIAMS, County Archivist
Phone No: 01244 532 414  Fax No: 01244 538 344

General enquiries: Phone No: 01244 532 364  Fax No: 01244 538 344

Gateshead Libraries & Arts Service
Central Library, Prince Consort Road, Gateshead, Tyne & Wear, England, NE8 4LN

Head of Repository: E CARNAFFIN, Local Studies Librarian
Phone No: As Archive  Fax No: As Archive

General enquiries: Phone No: 0191 477 3478  Fax No: 0191 477 7454
E-mail address:local@gateslib.demon.co.uk

Glamorgan Record Office
County Hall, Cathays Park, Cardiff, Wales, CF1 3NE
Gwent Record Office

Gloucestershire Record Office
Clarence Row, Alvin Street, Gloucester, Gloucestershire, England, GL1 3DW

Head of Repository: D SMITH, County & Diocesan Archivist
Phone No: 01452 426 979
Fax No: 01452 521 468

Greater Manchester County Record Office
56 Marshall Street, New Cross, Manchester, England, M4 5FU

Head of Repository: Maureen PATCH, County Archivist
Phone No:0161 832 5284
Fax No: 0161 839 3808
E-mail address:archives@gmrcro.u-net.com

Greenwich Local History & Archives Library
'Woodlands', 90 Mycenae Road, Blackheath, London, England, SE3 7SE

Head of Repository: Julian WATSON, Local Studies Librarian
Phone No: As Archive
Fax No: As Archive

General enquiries: Phone No: 0181 858 4631
Fax No: 0181 293 4721

Guildford Muniment Room
Castle Arch, Guildford, Surrey, England, GU1 3SX

Head of Repository: M MACKEY, Archivist-in-Charge
Phone No: 01483 573 942
Fax No:

General enquiries: Phone No: 01483 573 942
Fax No:

Guildhall Library

Head of Repository: Stephen FREETH, Keeper of Manuscripts
Phone No: As Archive
Fax No: As Archive

General enquiries: Phone No: 0171 332 1862/3
Fax No: 0171 600 3384
E-mail address: Manuscripts.Guildhall@ms.corpo

Gwent Record Office
County Hall, Cwmbran, Gwent, Wales, NP4 2XH

Head of Repository: David RIMMER, County Archivist
Phone No: 01633 832 266
Fax No: 01633 838 225
General enquiries: Phone No: 01633 644 886
E-mail address: 113057.2173@compuserve.com

Hackney Archives Department
Rose Lipman Library, De Beauvoir Road, London, England, N1 5SQ

Head of Repository: David MANDER, Archivist
Phone No: As Archive
Fax No: 0171 241 2886
General enquiries: Phone No: 0171 241 2886
Fax No: 0171 241 6688
E-mail address: archives@hackney.gov.uk

Hammersmith and Fulham Archives
The Lilla Huset, 191 Talgarth Road, London, England, W6 8BJ

Head of Repository: Jane KIMBER, Borough Archivist
Phone No: 0181 748 3020 x3850
General enquiries: Phone No: 0181 741 5159
Fax No: 0181 741 4882
E-mail address: archives@hackney.gov.uk

Hampshire Record Office
Sussex Street, Winchester, England, SO23 8TH

Head of Repository: Rosemary DUNHILL, County Archivist
Phone No: 01962 846 154
Fax No: 01962 878 681
General enquiries: Phone No: 01962 846 154
Fax No: 01962 878 681
E-mail address: sadeax@hants.gov.uk

Hereford Record Office
The Old Barracks, Harold Street, Hereford, England, HR1 2QX

Head of Repository: D HUBBARD, Assistant County Archivist
Phone No: 01432 265 441
Fax No: 01432 265 441
General enquiries: Phone No: 01432 265 441
Fax No: 01432 265 441

Hertfordshire Central Library
St Albans, Hertfordshire, England,

Head of Repository: John COX, Honorary Archivist
Phone No: 01727 860 000
Fax No: 01727 860 000

Hertfordshire Record Office
County Hall, Hertford, Hertfordshire, England, SG13 8DE

Head of Repository: Kate THOMPSON, County Archivist
Phone No: 01992 555 105
Fax No: 01992 556 622
E-mail address: iris.white@hertscc.gov.uk

General enquiries: Phone No: 01992 555 105
Fax No: 01992 555113

Hull City Record Office
79 Lowgate, Kingston upon Hull, Humberside, England, HU1 1HN

Head of Repository: Geoffrey OXLEY, Archivist
Phone No: 01482 595 110
Fax No: As Archive
General enquiries: Phone No:01482 595 102/615110
Fax No: 01482 613091

Hythe Town Archives
Town Council Offices, Stade Street, Hythe, Kent, England, CT21 6BG

Head of Repository: M SHAW, Hythe Town Archivist
Phone No: 01303 266 153
Fax No:
General enquiries: Phone No: 01303 266 152
Fax No:

Isle of Wight County Record Office
26 Hillside, Newport, Isle of Wight, England, PO30 2EB

Head of Repository: Richard SMOUT, County Archivist
Phone No: 01983 823 821
Fax No: As Archive
General enquiries: Phone No: 01983 823 820/1
Fax No: 01983 823820

King's Lynn Borough Archives
The Old Gaol House, Saturday Market Place, King's Lynn, Norfolk, England, PE30 5DQ

Head of Repository: Susan MADDOCK, Senior Archivist
Phone No: As Archive
Fax No: As Archive
General enquiries: Phone No: 01553 763 044
Fax No: 01553 777 281

Kingston Museum & Heritage Service
North Kingston Centre, Richmond Road, Kingston upon Thames, Surrey, England, KT2 5PE

Head of Repository: Jill LAMB, Assistant Archivist
Phone No: As Archive
Fax No: As Archive
General enquiries: Phone No: 0181 547 6753
Fax No: 0181 547 6747

Knowsley Archives
Knowsley Central Library, Derby Road, Huyton, Merseyside, England, L36 9UJ
Head of Repository: Eileen HUME, Archivist  
Phone No: As Archive  
Fax No: As Archive  
General enquiries: Phone No: 0151 443 3740  
Fax No: 0151 489 9405

**Lambeth Archives Department**  
Minet Library, 52 Knatchbull Road, London, England, SE5 9QY

Head of Repository: Jon NEWMAN, Archivist  
Phone No: As Archive  
Fax No: As Archive  
General enquiries: Phone No: 0171 926 6076  
Fax No: 0171 926 6080

**Lancashire Record Office**  
Bow Lane, Preston, England, PR1 2RE

Head of Repository: Bruce JACKSON, County Archivist  
Phone No: 01772 263 039  
Fax No: 01772 263 050

General enquiries: Phone No: 01772 263 039/254 868  
Fax No: 01772 263 050

E-mail address: lancsrecords@treas.lancscc.gov78

**Leicestershire Record Office**  
Long Street, Wigston Magna, Leicester, England, LE18 2AH

Head of Repository: Carl HARRISON, County Archivist  
Phone No: 0116 257 1080  
Fax No: 0116 257 1120

General enquiries: Phone No: 0116 257 1080  
Fax No: 0116 257 1120

E-mail address: local.studies@lewisham.gov.uk122

**Lewisham Local Studies Centre**  

Head of Repository: Jean WAIT, Archivist  
Phone No: As Archive  
Fax No: As Archive  
General enquiries: Phone No: 0181 297 0682  
Fax No: 0181 297 1169

E-mail address: local.studies@lewisham.gov.uk122

**Lichfield Joint Record Office**  

Head of Repository: Martin SANDERS, Archivist in Charge  
Phone No: 01543 256 787  
Fax No: 01543 411 138

General enquiries: Phone No: 01543 510 720  
Fax No: 01543 411 138

**Lincolnshire Archives**  
St Rumbold Street, Lincoln, England, LN2 5AB

Head of Repository: Gershom KNIGHT, County Archivist  
Phone No: 01522 525 158  
Fax No: 01522 530 047
Liverpool City Record Office
William Brown Street, Liverpool, England, L3 8EW

Head of Repository: David STOKER, Principal Archives Officer
Phone No: 0151 225 5409  
Fax No: As Archive
E-mail: archives@lincsdoc.demon.co.uk

London Metropolitan Archives
40 Northampton Road, London, England, EC1R 0HB

Head of Repository: Deborah JENKINS, Head Archivist
Phone No: 0171 332 3820  
Fax No: 0171 833 9136
E-mail: LMA@ms.corpoflondon.gov.uk

Manchester City Archives Department
Local Studies Unit, Central Library, St Peter's Square, Manchester, England, M2 5PD

Head of Repository: Ann HEATH, Principal Archivist
Phone No: 0161 234 1980  
Fax No: 0161 234 1963
E-mail: archives@mcrl.poptel.org.uk

Merioneth Archives
Cae Penarlag, Dolgellau, Gwynedd, Wales, LL40 2YB

Head of Repository: Einion Wyn, THOMAS, Area Archivist
Phone No: 01341 424 443  
Fax No: As Archive
E-mail: archives@lincsdoc.demon.co.uk

Merseyside Record Office
4th Floor, Cunard Buildings, Pier Head, Liverpool, England, L3 1EG

Head of Repository: David STOKER, Archivist-in-charge
Phone No: 0151 236 8038  
Fax No: 0151 236 5827
E-mail: archives@lincsdoc.demon.co.uk

National Library of Wales
Department of Manuscripts & Records, Aberystwyth, Dyfed, Wales, SY23 3BU

Head of Repository: Gwyn JENKINS, Keeper of Manuscripts & Records
Phone No: 0151 207 1342  
Fax No: As Archive
E-mail: archives@lincsdoc.demon.co.uk
General enquiries: Phone No: 01970 623 816   Fax No: 01970 625 713
E-mail address: ymh.lc@llgc.org.uk

National Museums & Galleries on Merseyside

Head of Repository: J Gordon Read, Curator of Archives
Phone No: 0151 478 4418     Fax No: 0151 478 4590

General enquiries: Phone No: 0151 478 4418   Fax No: 0151 478 4590

Newham Local Studies Library

Head of Repository: Christopher Woodley, Local Studies Librarian
Phone No: As Archive     Fax No: As Archive

General enquiries: Phone No: 0181 557 8856     Fax No: 0181 503 1525
E-mail address: norfrec.nro@norfolk.gov.uk

Norfolk Record Office
Gildengate House, Anglia Square, Upper Green Lane, Norwich, England, NR3 1AX

Head of Repository: John Alban, County Archivist
Phone No: 01603 761 349     Fax No: 01603 761 885

General enquiries: Phone No: 01603 761 349     Fax No: 01603 761 885
E-mail address: norfrec.nro@norfolk.gov.uk

North Devon Record Office
Library and Record Office, Tuly Street, Barnstaple, Devon, England, EX32 7EJ

Head of Repository: T Wormleighton, Senior Archivist
Phone No: 01271 388 608     Fax No:

General enquiries: Phone No: 01271 388 608     Fax No: 01271 388 608

North Yorkshire County Record Office
Malpas Road, Northallerton, North Yorkshire, England, DL7 8TB

Head of Repository: Michael Ashcroft, County Archivist
Phone No: 01609 777 585     Fax No:

General enquiries: Phone No: 01609 777 585     Fax No: 01609 777 078

Northamptonshire County Record Office
Wootton Hall Park, Northamton, England, NN4 9BQ

Head of Repository: Rachel Watson, County Archivist
Phone No:     Fax No:
North-East Lincolnshire Archives
Town Hall Square, Grimsby, Humberside, England, DN31 1HX

Head of Repository: J WILSON, Area Archivist
Phone No: 01472 353 481

General enquiries: Phone No: 01472 353 481

Northumberland Record Office
Melton Park, North Gosforth, Newcastle upon Tyne, England, NE3 5QX

Head of Repository: Sue WOOD, Heritage Centre Officer
Phone No: 0191 236 2680

General enquiries: Phone No: 0191 236 2680

Nottinghamshire Archives
County House, Castle Meadow Road, Nottingham, England, NG2 1AG

Head of Repository: Adrian HENSTOCK, County Archivist
Phone No: 0115 958 1634

General enquiries: Phone No: 0115 958 1634 / 950 4524

Oldham Archives Service
Local Studies Library, 84 Union Street, Oldham, England, OL1 1DN

Head of Repository: Paul SILLITOE, Archives Officer
Phone No: 0161 911 4654

General enquiries: Phone No: 0161 911 4654

Oxfordshire Archives
County Hall, New Road, Oxford, Oxfordshire, England, OX1 1ND

Head of Repository: Carl BOARDMAN, County Archivist
Phone No: 01865 810 203

General enquiries: Phone No: 01865 810 203

Oxfordshire Health Archives
Warneford Hospital, Warneford Lane, Oxford, England, OX3 7JX

Head of Repository: Elizabeth BOARDMAN, Archivist
Pembrokeshire Record Office
The Castle, Haverfordwest, Pembrokeshire, Wales, SA61 2EF

Head of Repository: John OWEN, County Archivist
Phone No: 01437 763 707

General enquiries: Phone No: 01437 763 707

Portsmouth City Records Office
Museum Road, Portsmouth, Hampshire, England, PO1 2LJ

Head of Repository: SE QUAIL, Museums and Records Officer
Phone No: 01705 827 261
E-mail address: portmus@compuserve.com

General enquiries: Phone No: 01705 827 261
E-mail address: portmus@compuserve.com

Powys County Archives Office
County Offices, Llandrindod Wells, Powys, Wales, LD1 5LG

Head of Repository: Gordon REID, County Archivist
Phone No: 01597 826 086
E-mail address: gordon@powys.gov.uk

General enquiries: Phone No: 01597 826 088
E-mail address: archives@powys.gov.uk

Rochdale Library Service
Central Library, The Esplanade, Rochdale, England, OL16 1AQ

Head of Repository: Pamela GODMAN, Local Studies Officer
Phone No: 01706 864 915

General enquiries: Phone No: 01706 47474 Ext 4915

Rochester upon Medway City Archives
Civic Centre, Strood, Rochester, Kent, England, ME2 4AW

Head of Repository: Simon DIXON, City Archivist
Phone No: 01634 732 714

General enquiries: Phone No: 01634 732 714
E-mail address: archives@gateway.rochester.gov.uk
Rotherham Archives & Local Studies Section
The Brian O’Malley Central Library, Rotherham, South Yorkshire, England, S65 1JH

Head of Repository: A MUNFORD, Archivist
Phone No: 01709 382 121 x3616  Fax No: As Archive

General enquiries: Phone No: 01709 382 616/382 121  Fax No: 01709 823 650
E-mail address: archives@rotherham.gov.uk

Royal College of Physicians of London
11 St Andrews Place, Regent's Park, London, England, NW1 4LE

Head of Repository: Geoffrey YEO, Archivist  Fax No: As Archive

General enquiries: Phone No: 0171 935 1174  Fax No: 0171 487 5218

Royal College of Surgeons of England

Head of Repository: CM CRAIG, Acting Librarian  Fax No: As Archive

General enquiries: Phone No: 0171 405 3474  Fax No: 0171 405 4438
E-mail address: library@rcseng.ac.uk

Royal Free Hospital Archives Centre

Head of Repository: Lynne AMIDON, Archivist
Phone No: 0171 794 0692  Fax No: As Archive

General enquiries: Phone No: 0171 794 0692  Fax No:

Royal London Hospital Archives
Archives and Museum, Royal London Hospital, Whitechapel, London, England, E1 1BB

Head of Repository: R EVANS, Archivist
Phone No: As Archive  Fax No: As Archive

General enquiries: Phone No: 0171 377 7000 Ext 3364  Fax No: 0171 377 7677

Salford City Archives Service
658/662 Liverpool Road, Irlam, Manchester, England, M44 5AD

Head of Repository: Anthony CROSS, Archivist
Phone No: 0161 775 5643  Fax No:

General enquiries: Phone No: 0161 775 5643  Fax No:

Sandwell Community History & Archives Service
Smethwick Community Library, High Street, Smethwick, Warley, England, B66 1AB
Head of Repository: C. HARRINGTON, Archivist
Phone No: As Archive                                              Fax No: As Archive

General enquiries: Phone No: 0121 558 2561                      Fax No: 0121 555 6064

Shakespeare Birthplace Trust Records Office
Henley Street, Stratford-upon-Avon, Warwickshire, England, CV37 6QW

Head of Repository: R BEARMAN, Senior Archivist
Phone No: As Archive                                              Fax No: As Archive

General enquiries: Phone No: 01789 204 016                      Fax No: 01789 414773
E-mail address: records@shakespeare.org.uk

Sheffield Archives
52 Shoreham Street, Sheffield, South Yorkshire, England, S1 4SP

Head of Repository: Margaret TURNER, Principal Archivist
Phone No: As Archive                                              Fax No: As Archive

General enquiries: Phone No: 0114 273 4756                      Fax No: 0114 273 5009

Shropshire Records and Research Centre
Castle Gates, Shrewsbury, England, SY1 2AQ

Head of Repository: Mary MCKENZIE, Head of Records and Research
Phone No: 01743 255 350                                          Fax No: 01743 255 355

General enquiries: Phone No: 01743 255 350                      Fax No: 01743 255 355
E-mail address: mmckenzie@shropshire-cc.gov.uk

Somerset Archive and Record Service
Obridge Road, Taunton, Somerset, England, TA2 7PU

Head of Repository: Adam GREEN, County Archivist
Phone No: 01823 278 805                                          Fax No: 01823 325 402

General enquiries: Phone No: 01823 337 600                      Fax No: 01823 325 402
E-mail address: Somerset_Archives@compuserve.com

Southampton City Record Office
Civic Centre, Southampton, Hampshire, England, SO14 7LY

Head of Repository: S WOOLGAR, Archives Services Manager
Phone No: 01703 223 855 x2251                                    Fax No:

General enquiries: Phone No: 01703 832 251/223855               Fax No:01703 336305
E-mail address: e.whale@southampton.gov.uk

St Bartholomew's Hospital
West Smithfield, London, England, EC1A 7BE

Head of Repository: Marianne HILL, Archivist
Phone No: 0171 601 8152 Fax No: 0171 601 7899

General enquires: Phone No: 0171 601 8152 Fax No: 0171 601 7899

Staffordshire Record Office
County Buildings, Eastgate Street, Stafford, Staffordshire, England, ST16 2LZ

Head of Repository: DMA RANDALL, Head of Archive Services
Phone No: 01785 278 371 Fax No:

General enquires: Phone No: 01785 278 380 Fax No: 01785 278 384

Stockport Archive Service
Central Library, Wellington Road South, Stockport, England, SK1 3RS

Head of Repository: M MYERSCOUGH, Archivist
Phone No: 0161 474 4530 Fax No: 0161 474 7750

General enquires: Phone No:0161 474 4530 Fax No: 0161 474 7750
E-mail address: stockport.cenlibrary@dial.pipe45

Suffolk Record Office, Bury St Edmunds Branch
77 Raingate Street, Bury St Edmunds, Suffolk, England, IP33 2AR

Head of Repository: Gwyn THOMAS, Senior Area Archivist
Phone No: 01284 352 350 Fax No: 01284 352 355
E-mail address: gwyn.thomas@libher.suffolkcc.g24

General enquires: Phone No: 01284 352 350 Fax No: 01284 352 355
E-mail address: gwyn.thomas@libher.suffolkcc.g24

Suffolk Record Office, Ipswich Branch
Gatacre Road, Ipswich, Suffolk, England, IP1 2LQ

Head of Repository: David JONES, Area Archivist
Phone No: 01473 584 534 Fax No: 01473 584 533
E-mail address: gwyn.thomas@libher.suffolkcc.g24

General enquires: Phone No: 01473 584 541 Fax No: 01473 584 533
E-mail address: gwyn.thomas@libher.suffolkcc.g24

Suffolk Record Office, Lowestoft Branch
Central Library, Clapham Road, Lowestoft, Suffolk, England, NR32 1DR

Head of Repository: Kate CHANTRY, Area Archivist
Phone No: 01502 405 362 Fax No: 01502 405 350
General enquiries: Phone No: 01502 405 357     Fax No: 01502 405 350
E-mail address: gwyn.thomas@libher.suffolkcc.g26

Surrey Record Office
County Hall, Penrhyn Road, Kingston upon Thames, Surrey, England, KT1 2DN

Head of Repository: David ROBINSON, County Archivist
Phone No: 0181 541 9051

General enquiries: Phone No: 0181 541 9065
Fax No: 0181 541 9606
E-mail address: shs@dial.pipex.com27

Sutton Heritage Service Archives Section
Central Library, St Nicholas Way, Sutton, Surrey, England, SM1 1EA

Head of Repository: Kathleen SHAWCROSS, Archivist
Phone No: As Archive

General enquiries: Phone No: 0181 770 4745
Fax No: 0181 770 4777
E-mail address: sutton.heritage@dial.pipex.com154

Tameside Archive Service
Tameside Local Studies Library, Stalybridge Library, Trinity Street, Stalybridge, England, SK15 2BN

Head of Repository: Helen MACKIE, Archivist
Phone No: 0161 338 2708

General enquiries: Phone No: 0161 338 2708/3831
Fax No: 0161 303 8289
E-mail address: tamelocal@dial.pipex.com46

Teeside Archives
Exchange House, 6 Marton Road, Middlesborough, Cleveland, England, TS1 1DB

Head of Repository: D TYRELL, County Archivist
Phone No: 01642 248 321

General enquiries: Phone No: 01642 248 321
Fax No: 0121 471 4691
E-mail address: tamelocal@dial.pipex.com46

University of Birmingham Library
Edgbaston, Birmingham, England, B15 2TT

Head of Repository: Christine PENNEY, University Archivist
Phone No: As Archive

General enquiries: Phone No: 0121 414 5838
Fax No: 0121 471 4691
E-mail address: tamelocal@dial.pipex.com46

University of Durham Library
Archives & Special Collections, 5 The College, Durham, England, DH1 3EQ

Head of Repository: Archivist
Phone No: 0191 374 3610

General enquiries: Phone No: 0191 374 3610
Fax No: 0191 374 7481
Walsall Local History Centre
Essex Street, Walsall, West Midlands, England, WS2 7AS

Head of Repository: C LATIMER, Archivist
Phone No: As Archive
General enquiries: Phone No: 01922 721 305
E-mail address: chrislatimer@walsplsm.demon.co155
Fax No: 01922634954

Warwickshire County Record Office
Priory Park, Cape Road, Warwick, Warwickshire, England, CV34 4JS

Head of Repository: Christopher JEENS, County Archivist
Phone No: 01926 412 735
General enquiries: Phone No: 01926 412 735
E-mail address: warwickshire.archives@dial.pip88
Fax No: 01926 412 509

West Devon Record Office
Unit 3, Clare Place, Coxside, Plymouth, Devon, England, PL4 0JW

Head of Repository: Paul BROUGHT, Senior Assistant Archivist
Phone No: 01752 385 940
General enquiries: Phone No: 01752 305 940
E-mail address: PBrough@devon-cc.gov.uk63
Fax No: 01752 223 939

West Glamorgan Archive Service
County Hall, Oystermouth Road, Swansea, Wales, SA1 3SN

Head of Repository: Susan BECKLEY, County Archivist
Phone No: 01792 636 589
General enquiries: Phone No: 01792 636 589
E-mail address: recordsoffice@westsussex.gov.u87
Fax No: 01792 636 340

West Sussex Record Office
County Hall, Chichester, West Sussex, England, PO19 1RN

Head of Repository: Richard CHILDS, County & Diocesan Archivist
Phone No: 01243 533 911
General enquiries: Phone No: 01243 533 911
E-mail address: recordsoffice@westsussex.gov.u87
Fax No: 01243 777 952

West Yorkshire Archive Service, Bradford
15 Canal Road, Bradford, West Yorkshire, England, BD1 4AT

Head of Repository: D JAMES, District Archivist
Phone No: 01274 731 931
Fax No: 01274 734 013
General enquiries: Phone No: 01274 731 931 Fax No: 01274 734 013
E-mail address: archives@wyasbrad.demon.co.uk

West Yorkshire Archive Service, Calderdale
Calderdale Central Library, Northgate House, Northgate, Halifax, England, HX1 1UN

Head of Repository: District Archivist
Phone No: 01422 357 257 Ext 2636 Fax No: 01422 349 458
E-mail address: calderdale@wyashq.demon.co.uk

General enquiries: Phone No: 01422 392 636 Fax No: 01422 341 083
E-mail address: archives@wyasbrad.demon.co.uk

West Yorkshire Archive Service, Kirklees
Central Library, Princess Alexandra Walk, Huddersfield, West Yorkshire, England, HDI 2SU

Head of Repository: J BURHOUSE, District Archivist
Phone No: 01484 513 808 Ext 207 Fax No:
E-mail address: enq@wyashq.demon.co.uk

General enquiries: Phone No: 01484 221 966 Fax No: 01484 518361
E-mail address: calderdale@wyashq.demon.co.uk

West Yorkshire Archive Service, Leeds
Chapeltown Road, Sheepscar, Leeds, West Yorkshire, England, LS7 3AP

Head of Repository: William CONNOR, District Archivist
Phone No: 0113 262 8839 Fax No: 0113 262 4707
E-mail address: enq@wyashq.demon.co.uk

General enquiries: Phone No: 0113 262 8339 Fax No: 0113 262 4707
E-mail address: enq@wyashq.demon.co.uk

West Yorkshire Archive Service, Wakefield
Registry of Deeds, Newstead Road, Wakefield, West Yorkshire, England, WF1 2DE

Head of Repository: Ruth HARRIS, Principal District Archivist
Phone No: 01924 295 982 Fax No: 01924 201 651
E-mail address: enq@wyashq.demon.co.uk

General enquiries: Phone No: 01924 305 980 Fax No: 01924 305 983
E-mail address: enq@wyashq.demon.co.uk

Wirral Archives
Information Services, Birkenhead Central Library, Borough Road, Birkenhead, England, L41 2XB

Head of Repository: D THOMPSON, Archivist
Phone No: 0151 652 6107 Fax No: As Archive
E-mail address: enq@wyashq.demon.co.uk

General enquiries: Phone No: 0151 652 6106/7/8 Fax No: 0151 653 7320
E-mail address: enq@wyashq.demon.co.uk

Wigan Record Office
Town Hall, Leigh, Wigan, England, WN7 2DY

Head of Repository: Tom THACKRAY, Archivist
Wiltshire Record Office
County Hall, Trowbridge, Wiltshire, England, BA14 8JG

Head of Repository: JN D'ARCY, Principal Archivist
Phone No: 01225 713 138
Fax No: 01225 713715

General enquiries: Phone No: 01225 713 136
Fax No: 01225 713715

Wolverhampton Borough Archives
Central Library, Snow Hill, Wolverhampton, West Midlands, England, WV1 3AX

Head of Repository: Caroline SAMPSON, Borough Archivist
Phone No: As Archive
Fax No: As Archive

General enquiries: Phone No: 01902552480
Fax No: 01902 552 481

Worcester Record Office
Spetchley Road, Worcester, England, WR5 2NP

Head of Repository: A WHERRY, County Archivist
Phone No: 01905 766 351
Fax No:01905 766 363

General enquiries: Phone No: 01905 763 763 Ext 6350
Fax No: 01905 763 000

Tyne and Wear Archives Service
Blandford House, Blandford Square, Newcastle-upon-Tyne, England, NE1 4JA

Head of Repository: Elizabeth REES, Chief Archivist
Phone No: As Archive
Fax No: As Archive

General enquiries: Phone No: 0191 232 6789
Fax No: 0191 230 2614

York City Archives
Art Gallery Building, Exhibition Square, York, North Yorkshire, England, YO1 2EW

Head of Repository: Rita FREEDMAN, City Archivist
Phone No: 01904 551 879
Fax No: 01904 654 981

General enquiries: Phone No: 01904 551 878/9
Fax No:01904 551 877
Appendix C to Health Service Circular WHC (00) 71
(For The Record: Managing records in NHS Trusts & Health Authorities)

Appendix C : List of useful contacts

The Departmental Record Office - concerning issues covered in this guidance, or wider records management issues and electronic administrative records - Department of Health, Departmental Record Office, Premier Buildings, Brunswick Street, Nelson, Lancs, BB9 OHU Tel: 0113 254 5000  Fax: 0113 254 7332

The Public Record Office - concerning long-term archiving of selected material; and liaison with local/County Council Archivists - Dr David Leitch, Head of Archival Inspection Services, Public Record Office, Kew, Richmond, Surrey, TW9 4DU Tel: 0181 392 5262 Fax: 0181 392 5284  Internet Website: www.pro.gov.uk

The Institute of Health Record Information & Management (IHRIM) - professional association for all NHS Medical Records Managers, Clinical Coding Managers, and NHS Archivists - for practical advice and contacts. IHRIM Secretary, 115 Willoughby Road, Boston, Lincs, PE21 9HR. Tel and Fax: 01205-368870 (office hours only).

The Health Archives Group (HAG) - professional association for all NHS Archivists. Contact Jonathan Evans (Chair), Archivist, Royal London Hospital, Whitechapel, London E1 1BB Tel: 0171 377 7608 Fax: 0171 377 7413, or via PRO (Phillip Clayton-Gore).

Standing Conference On National & University Libraries (SCONUL) - for information, practical advice, and contacts concerning the use of NHS records for research purposes. Contact via PRO (Dr David Leitch)

Other Department of Health & NHS Executive contacts

HP4B - policy on confidentiality and data protection issues. Louis Rieunier/Pat Nicholls, Room 425 Wellington House, 133-155 Waterloo Road, London SE1 8UG Tel: 0171 972 4915

NUR - concerning compilation and maintenance of nursing records. Simon Old, Room.4W51, Quarry House, Quarry Hill, Leeds, LS2 7UE Tel: 0113 2546065

PC-GMS2 - concerning general practitioner (GP) records. Steve Rowlands, Room.7E01, Quarry House, Quarry Hill, Leeds, LS2 7UE Tel: 0113 2545192

CA-QC(CI) - concerning day-to-day confidentiality issues within the NHS. Phil Walker, Room 3E44, Quarry house, Quarry Hill, Leeds, LS2 7UE Tel: 0113 2546090 Fax: 0113 254614
For information about the NHS IM&T Strategy and other electronic records issues:—

**NHS Executive Information Management Group (IMG)**

for general information concerning electronic records / NHS IM&T Strategy:
**IMG-A3**, Dr Peter Drury, Room 1N08 Quarry House, Quarry Hill, Leeds, LS2 7UE, Tel. 0113 2546256

for information concerning the Electronic Patient Record (EPR) project:
**IMG-A3**, Sean Brennan, Dr Bill Dodd, Room 1N35C Quarry House, Quarry Hill, Leeds, LS2 7UE, Tel. 0113 2546247

for guidance concerning legal admissibility, and security:
**IMG-E**, Alastair Donaldson, IMC, 15 Frederick Road, Birmingham B15 1JD, Tel: 0121 625 1992, Ext 228, Fax: 0121 625 1999

**Additional useful contacts**

Data Protection Registrar, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Tel: 01625 545700

General Medical Council, 178 Great Portland Street, London, W1N 6JE Tel: 0171 580 7642 Fax: 0171 915 3641

United Kingdom Central Council for Nursing, Midwifery and Health Visiting, 23 Portland Place, London, W1N 3AF Tel: 0171 637 7181 Fax: 0171 436 2924

Medical Defence Union Ltd.,
London Office: 3 Devonshire Place, London, W1N 2EA Tel: 0171 486 6181 Fax: 0171 935 5503
Manchester Office: 192 Altrincham Road, Manchester, M22 4RZ Tel: 0161 428 1234 Fax: 0161 491 3301

Historical Manuscripts Commission(HMC), Quality House, Quality Court, Chancery Lane, London WC2A 1HP Tel: 0171 242 1198 Fax: 0171 831 3550

Keeper of Documentary Films, National Film and Television Archive, British Film Institute Collections Department, 21 Stephen Street, London W1P 2LN Tel: 0171 255 1444 Fax: 0171 580 7503

Customs and Excise, NHS Admin Team, Dorset House, Stamford Street, London, SE1 9PY Tel: 0171 202 4008 Fax: 0171 202 4505
Publications

Circulars

Copies of Department of Health/NHS circulars may be obtained from:

Department of Health  
PO Box 410  
Wetherby  
LS23 7LN

Fax 0990 210 266

More recent circulars are also available on the Department of Health website at  
http://www.doh.gov.uk/coinh.htm

Other Publications

"Beyond the PRO: Public Records in Places of Deposit" - copies can be obtained from:-

Public Record Office  
Archive Inspection Services  
Kew  
Richmond  
Surrey TW9 4DU

Tel: 0181 392 5262  
Fax: 0181 392 5284

"Hospital Patient Case Records - A Guide to Their Retention and Disposal" - copies of this Health Archives Group booklet can be obtained from:-

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Tel</th>
<th>Fax</th>
</tr>
</thead>
</table>
| Jonathan Evans        | Health Archives Group  
 c/o Royal London Hospital  
 Whitechapel  
 London E1 1BB | 0171 377 7608     | 0171 377 7413     |
| Julia Sheppard        | Contemporary Medical Archives Centre  
 Wellcome Institute for the History of Medicine  
 183 Euston Road  
 London NW1 2BE | 0171 611 8482     | 0171 611 8703     |
| Marion Rea            | St Bartholomew's Hospital  
 Archives and Museum  
 Bart's Hospital  
 West Smithfield  
 London EC1A 7BE     | 0171 601 8152     | No fax available |
Other useful information

The Hospital Records Database - a computerised database of information about hospital records which have been transferred to local authority or other record offices, or which are administered by health authority archivists. This is a joint project of the Wellcome Institute for the History of Medicine and the Public Record Office. For further information please contact Julia Sheppard at the Wellcome Institute (see above for contact details) or Reader and Information Services at the PRO, Tel: 0181 876 3444