

PUBLIC HEALTH (Function)

Reference	Description of Record	Point of Closure	Total Retention Period
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Autism Strategy (Activity)**Information relating to the development and creation of an Autism Strategy**

CAH	Autism Strategy	Data strategy superseded	3 years
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Children & Young People

CAH	Records relating to home safety equipment scheme	Date equipment fitted	6 years
CAH	Records relating to Healthy Start (provision of child vitamins)	End of financial year	20 years
CAH	Records relating to Healthy Start research project	End of research period	5 years
CAH	Records relating to Breastfeeding research	End of research period	5 years
CAH	Records relating to Breastfeeding Welcome scheme	When superceded	3 years
CAH	Records relating to UNICEF BFI Accreditation	August 2015 TBC	3 years
CAH	Records relating to Child weight management programme (including REACH records)	After 12 month follow up	20 years
CAH	National Child Measurement Programme	August each year	20 years
CAH	Records relating to Active Play initiative	End of financial year	5 years

Drug and Alcohol Services (Activity)**Information relating to drug and alcohol services**

CAH	Drug and alcohol misuse - service provider client records	Date of discharge from service or death	8 years
CAH	Drug and alcohol misuse - rehab and assessment client records	Date of discharge from service or death	8 years
CAH	Client records relating to Young People's Drug and Alcohol Service	Date of discharge from service	10 years or when client reaches 25 years of age
CAH	Records relating to home visits to clients	End of calendar year	1 year
CAH	Young People's drug and alcohol treatment records	Date of discharge from service	10 years or when client reaches 25 years of age
CAH	Mosaic	Date of discharge from service	10 years or when client reaches 25 years of age
CAH	Records relating to drug and alcohol related deaths	Case closure	8 years
CAH	Records relating to provision of controlled drugs through general practice	July of each year	7 years
CAH	Records relating to supervised consumption of controlled drugs through community pharmacies	July of each year	7 years
CAH	Records relating to provision of needle exchange services through community pharmacies	End of financial year	7 years
CAH	Records relating to provision of alcohol identification and brief advice services through community pharmacies	July of each year	8 years
CAH	Secondary Uses Service: Local (BNSSG / SW) Hospital data for admitted patient care, A&E and Outpatients	N/A	10 years from year end + 6 weeks (based on HES guidance)
CAH	Hospital Episodes Statistics (HES) National level hospital data for admitted patient care, A&E and Outpatients	N/A	10 years
CAH	Child health data including routine health examinations and tests and immunisations	N/A	Unknown - Assume 20 years from year end + 6 weeks (based on HES guidance)
CAH	Records relating to MARAC panels	After each MARAC panel	2 years
CAH	ONS derived Death data	N/A	For the years stipulated in the DSA (currently 1996-2018) and for the duration of the current DSA (until 31/05/2018) or renewed DSAs
CAH	Capita	Date of discharge from service	25 years

Emotional Health and Wellbeing (Activity)			
Information relating to emotional health and wellbeing services			
CAH	Records relating to Breakthrough mentees	Date of discharge from service or death	7 years for adults and 20 years for children
CAH	Records relating to Breakthrough mentors	Date employment ceases	7 years
CAH	Records relating to Choices4U service users	Date of discharge from service	7 years for adults and 20 years for children
CAH	Records relating to workforce development for CYP and Adult mental health	End of evaluation period	2years after date of training
CAH	Records relating to Wellbeing College	End of financial year	6 years after intervention period
Health and Wellbeing Strategy (Activity)			
Information relating to health and wellbeing strategy			
CAH	Public health strategic needs assessments	N/A	6 years
Health Inequalities (Activity)			
Information relating to health inequalities			
CAH	Health inequalities grants	End of evaluation period	5 years
Play Streets			
Information relating to Play Street Applications			
CAH	Play Streets	End of Play Street Event	2 Years
Health Protection and Emergency Planning (Activity)			
Information relating to health protection and emergency planning			
CAH	Investigation into infectious diseases	Year records created	6 years
CAH	Records relating to HCAs through national mandated surveillance	End of research period	6 years
CAH	Water fluoridation schemes	Termination of the scheme	20 years
CECR	Emergency Plans & procedures (Excluding Business Continuity & *COMAH & *REPPiR & *MAHP)	End of plan review	3 years
CECR	Emergency Planning Exercising & Training (Excluding Business Continuity & *COMAH & *REPPiR & *MAHP)	End of exercise and training	3 years
CECR	Emergency Planning Exercising & Training (Including Business Continuity) & *COMAH & *REPPiR & *MAHP)	End of exercise and training	3 years
CECR	Emergency Planning Exercising & Training (Excluding Business Continuity)	End of exercise and training	Permanent
CECR	Emergency Plans & procedures (Including Business Continuity)	End of plan review	3 years
CECR	Emergency Plans & procedures (Excluding Business Continuity)	End of plan review	Permanent
CECR	Incident Log and reports and actions	End of review of incident	Permanent
CECR	Post Exercise Review (Including reports & actions)	End of exercise	Permanent
CAH	Records relating to incident response	Date incident closes	3 years
CAH	Records relating to incident log	Date incident closes	Indefinitely
Healthcare Public Health Advice (Activity)			
Information relating to public health advice including to CCG			
CAH	Adults with HIV where the client is deceased	Date of decease	6 years
CAH	Adults with HIV where the client is living	Last contact	6 years
CAH	Provision of advice and information on health issues of concern to individuals and the community	Year records created	6 years
CAH	Publication of bathing water information	Year records created	1 year
Maternity Services (Activity)			
Information relating to maternity services			
CAH	Maternity (all obstetric and midwifery records including those of episodes of maternity care that end in stillbirth or where the child later dies)	Birth of last child	25 years
CAH	Vaccination and immunisation for children and young people	Date of vaccination or immunisation	25th birthday or 26th if the young person was 17 at conclusion of treatment
NHS Health Checks (Activity)			
Information relating to NHS health checks			
CAH	NHS health check patient survey responses	Date survey received	6 months paper Indefinite for SNAP
CAH	Records relating to Health Equity Audit	End of 5 year cycle	indefinite as a rolling programme
CAH	Records relating to NHS Health checks	End of 20 year cycle	indefinite as a rolling programme
Physical Activity, Nutrition and Obesity (Activity)			

Information relating to physical activity, nutrition and obesity			
CAH	Records relating to Walking to health	Date of leaving group	7 years
CAH	Records related to running groups	Date of leaving group	7 years
CAH	Records related to Exercise SG	Date of leaving group	7 years
CAH	Records related to Lifeshape	At end of Lifeshape membership (1 Year)	7 years for adults and for those who don't respond to a referral within 12 months, identifiable information will be deleted.
CAH	Records related to Exercise on Prescription	At end of EOP membership (1 Year)	7 years
CAH	Food Plan consultation	Date survey received	6 months paper Indefinite for SNAP
CAH	Records related to Active for Life (LAA, LPSA)	Schemes have ceased	10 years
Public Health Intelligence and Research (Activity)			
Information relating to public health intelligence and research			
CAH	Records relating to Diabetes Prevention initiative	Date questionnaire received	8 years
Sexual Health (Activity)			
Information relating to sexual health			
CAH	Records relating to provision of LARC by GPs	End of financial year	By 25th or 26th birthday for 12-17 year olds 8 years for 18 years plus
CAH	Records relating to provision of sexual health services by community pharmacies	End of financial year	By 25th or 26th birthday for 12-17 year olds 10 years for 18 years plus
CAH	Records relating to provision of sexual health service by non-contracted suppliers	End of financial year	8 years
Schools			
Information relating to Health In Schools			
CAH	Assist - year 8 smoking prevention programme	end of academic year 2018	Can be destroyed
CAH	Online Pupil Survey	contracted to have access for two years after each survey cycle.	Indefinite
Stop Smoking Services (Activity)			
Information relating to stop smoking services			
CAH	Smoking cessation (adults) - Episode and client details	End of 12 week quit period	7 years
CAH	Smoking cessation (under 18's) - Episode and client details	End of 12 week quit period	20 years
CAH	Records relating to smokefree maternity	9 months following delivery	20 years
CAH	Records relating to NRT vouchers (adults)	End of 12 week treatment period	10 years
CAH	Records relating to NRT vouchers (under 18's)	End of 12 week treatment period	20 years
CAH	Records relating to Quit manager reports and feedback	End of financial year plus 1 quarter	1 year
CAH	Records relating to department of health returns	End of quarter	7 years
Management			
CAH	Contracts (Sealed) (Bills of Quantities, Bonds, Plans & Warranties)	End of Contract	12 years
CAH	Contracts (Signed) (Bills of Quantities, Bonds, Plans & Warranties)	End of Contract	6 years

CAH	Quotation Records for Successful/Unsuccessful Contractors (Evaluation, Award, Amendments/Finalisation to Contract). Contracts £25k +	Award of Contract	*Permanent for electronic
CAH	Quotation Records for Successful/Unsuccessful Contractors (Evaluation, Award, Amendments/Finalisation to Contract). Contracts up to £25k	Award of Contract	*Permanent for electronic 6 years for paper
CAH	Tendering Records for Successful/Unsuccessful Contractors (OJEU Contract Notice, PQQ (Pre Qualification Questionnaire), Tender Evaluation, Award Decision Letter, Amendments/Finalisation to Contract etc)	Award of Contract	*Permanent
CAH	Tendering Records for Successful Contractors (OJEU Contract Notice, PQQ (Pre Qualification Questionnaire), Tender Evaluation, Award Decision Letter, Amendments/Finalisation to Contract etc)	Award of Contract	6 years (Signed Contract) 12 years (Sealed Contract)
CAH	Tendering Records for Unsuccessful Contractors (PQQ (Pre Qualification Questionnaires) Tender Evaluation Award Decision Letter)	Award of Contract	6 months
CAH	Training Records - Councillors	None	Indefinite
CAH	Training Records - Employees	None	Indefinite
CAH	Training Records - External Agency Customers	None	Indefinite
CAH	Complaints	End of reporting period (Quarterly/Annually)	10 years
CAH	Complaints (Children in the care of the local authority)		75 years
CAH	Adult Care Surveys	End of survey	2 years
CAH	Consultations	End of survey or should this be the end of the study/findings or implementation of project etc?	6 months (paper)
CAH	Agendas, minutes, action logs, decisions	End of financial year	6 years
CAH	Benchmarking	End of benchmarking cycle	6 years
CAH	Performance Reports	End of reporting period (quarterly/annually)	6 years
CAH	Agenda's & Minutes of Meetings (Partners, external agencies and projects)	End of calendar year	6 years
CAH	Chief Officers Management Team (Agenda's & Minutes)	End of calendar year	7 years
CAH	Project work, committee reports, background information and policy reviews	End of project or review	6 years
CAH	Records relating to secondary use of data for research projects	End of research period	5 years (20 years if child related)
CAH	Records relating to data collection for primary research	End of research period	5 years (20 years if child related)

For childrens records where we have no guidance (departmental decision), we have aligned with NCMP National guidance and have confirmed that 20 years would be suitable. For those with guidance, we will remain with the retention periods given.