

Appendix A: NSS Document Retention Schedules

1 Communications			
BCS Reference – Level 2	Record Type	Retention Period	Authorised to Dispose
Conferences	Lectures given by staff at other conferences	Permanent	
	Organised by NSS – conference proceedings	Permanent	
	Organised by NSS – routine paperwork	Destroy after conference	
	Other conferences attended by staff		
Publications	Annual Report	Permanent	
Media	Press releases	7 years	
	Press cuttings	1 year	
	Press conference reports	3 years	
	Correspondence with branches of the media	7 years	
Image Library	Photographs	Consider for permanent preservation (Corporate and publicity photographs, those not used for patient care purposes)	