

## 9 Public Health and Intelligence Services

<b>BCS Reference – Level 2</b>	<b>Record Type</b>	<b>Retention Period</b>	<b>Authorised to Dispose</b>
<b>National and Specialist Intelligence Services</b>	<b>Service Planning</b>		Director Public Health and Information Services
	Activity monitoring reports	6 years after end of agreement	
	Admission, transfer and treatment of patients – policy files	Permanent	
	Databases – demographic and epidemiological based on data supplier (including Social Care data) by NHS National Services Scotland, Information Services	(In accordance with general policies of NHS National Services Scotland, Information Services, and any specific terms and conditions imposed by them in relation to particular data sets)	If change or disposal required – Director Public Health and Information Services
	Databases – demographic and epidemiological based on survey data	(May be retained indefinitely if data quality and potential for future re-use justifies cost of migration / regeneration to new formats and platforms)	If disposal required – Director Public Health and Information Services
	Patient activity data	3 years	Director Public Health and Information Services
	Summary bed statistics	Permanent	
	Waiting list monitoring reports	6 years	Head of Programme
	Winter business plans	6 years	Director Public Health and Information Services
<b>National and Specialist Intelligence Services - Epidemiology and Statistics</b>	<b>Cancer Information</b>		
	Case Report forms for clinical trials	As per trail protocol, but normally 15 years after close of trial	Chief Investigator / Head of Programme
	Quality of Life Questionnaires for patients on clinical trails	As per trail protocol, but normally 15 years after close of trial	Chief Investigator / Head of Programme
	Trial Master File Documents	As per trial protocol, but normally 15 years after close of trial	Chief Investigator / Head of Programme
	Audit Reports and Regulatory Inspection Documents	As per Trail Master File	Chief Investigator / Head of

		Document, normally 15 years after close of trail	Programme
	Staff Training Records	5 years	Head of Group
	SMR6 paper records	3 months – Note: currently kept for 12 months in view of system (SOCRATES) IT issues	Director of Cancer Registration
	Audit Reports		
	Pathology, Oncology, Radiotherapy Prospective Audit source data on disk	Stored electronically	Director of Cancer Registration
	Dental Hospitals, Private Hospitals, Haematology and other paper cancer source records	3 months after processing	Director of Cancer Registration
	Genetic ad-hoc consent forms	3 years	Director of Cancer Registration
	Cancer Genetics Families paper records	Stored electronically	Director of Cancer Registration
	GRO Scotland files on CD	1 year	Director of Cancer Registration
	NHSCR reports	3 months after processing	Head of Group
	SORAG	5 years after end of project	
	Cancer Statistics ad-hocs	At least 5 years	Head of Programme
	Cancer Statistics – Disks containing confidential and non-confidential data relating to ad-hoc files	1 year	Head of Programme
	Confidentiality forms for the release of data	Permanent (scan and keep)	
	<b>Drugs Misuse</b>		
	SMR 24 Forms	2 years	Project Manager
	SMR 25 Forms	2 years	Project Manager
<b>National and Specialist Intelligence Services – Data Intelligence</b>	<b>Data Monitoring</b>		
	SMR Databases	Covered by corporate guidelines	Head of Group
	CEO Quarterly Performance Reports – SMR	2 years	Head of Group

	SE Quarterly Performance Reports – SMR	2 years	Head of Group
	<b>Reference Information Team</b>		
	Reference file (loc-a, cons-a) etc	3 years	
	DLG minutes / agenda	Permanent	
	QDV's	Permanent	
	Change control requests	Permanent	
	<b>Data Quality Assurance Team</b>		
	Project data files – electronic anonymised	Permanent	
	Project data files – electronic confidential	30 years	Head of Group
	Project data files – disk copies of hospital data	6 months after end of project	Head of Group
	Project reports – hospital level – anonymised	Permanent	
	Project reports – Scotland level – anonymised	Permanent	
	Project working papers	6 months after end of project	Head of Group
	Information requests – raw data	1 year	Head of Group
	Information requests – copy of dataset, programmes, etc – anonymised	30 years	Head of Group
	Information requests – final report / analyses – anonymised	30 years	Head of Group
	<b>Analyst Team</b>		
	Raw data	1 year	Head of Group
	Final dataset, programmes and communication	5 years	Head of Group
	Final reports	10 years	Head of Group
	<b>Shrugs / Scrugs</b>		
	Annual National Reports	Permanent	
	Client Reports	Permanent – Removed and Backed up after three years	
	Original Data Files	Permanent – Removed and Backed up after three years	
	Paper copies of data	Destroyed after one year	Head of Group
	Ad-hoc Analysis	Permanent	
	<b>NCDDP</b>		

	Risk and Issue Logs	Permanent	
	Working Group Documentation	Permanent	
	Progress Reports	Permanent	
	Project Plans	Permanent	
	Management Minutes and Agenda	Permanent	
	Programme Board Minutes and Agenda	Permanent	
	<b>Waiting Times Team</b>		
	Project documentation for New Ways, A&E, OPWL, NWTD, Patient Journey, Condition Specific, Dental Information, Diagnostics, Nurse & AHP, Procedure Recording, eSMR Waiting, Programme Board minutes	Permanent	
	Waiting Times policy, guidance, correspondence, reference and conference presentation documents	Permanent	
	Waiting Times Information Request responses	Permanent	
	Waiting Times contacts database	3 years – continually updated	Head of Programme
	<b>PTI</b>		
	Databases: PTI, QA, Finance	Permanent	
	Practice specific files	Permanent	
	Minutes of meetings	Permanent	
	PTI development	Permanent	
	Publications	Permanent	
	Correspondence – General	Permanent	
	<b>Scottish Birth Record</b>		
	Scottish birth records	Permanent	
	<b>CHI</b>		
	Monthly CHI downloads	Permanent	
	<b>Health Economics</b>		
	Email messages (electronic)	1 year	Head of Group
	Minutes of meetings (electronic + paper)	5 years	Head of Group

	Reports from projects (electronic + paper)	10 years	Head of Group
	Research papers (paper)	Varied depending on duration of study	Head of Group
	Questionnaires for studies (paper)	Duration of study + 2 years (for audit purposes)	Head of Group
	Data collected for studies (paper)	5 years	Head of Group
	<b>NSS Privacy Advisory Committee</b>		
	PAC Applications and Associated Papers (internal / external correspondence)	15 years	Head of Group
	PAC Index Book	Permanent	
	PAC Meeting Papers	Permanent	
	<b>SPIRE</b>	Defined in each SPIRE data extract request	Associate Director
<b>National and Specialist Intelligence Services – Healthcare Information</b>	Circulars in Workforce	Permanent	
	Reference files in Workforce	5 years	Head of Group
	Pay scale prints	3 years	Assistant Head of Group
	Census correspondence – ERBOD, NAMS, MEDMAN All now electronic	3 years	Assistant Head of Group
	Other correspondence: SNIP, NBS...	3 years	Assistant Head of Group
	Clinical Nurse Survey	3 years	Assistant Head of Group
	Parliamentary Questions and ad-hoc queries – electronic in Workforce	3 years	Head of Group
	Census files – electronic	Permanent	
	Disks and microfiches in Workforce	Permanent	
	Anthroplasty reports	5 years (now all on web)	Assistant Head of Group
	Clinical Governance Trust reports	5 years	Head of Group
	SFR returns / costs books	Permanent	
	SBID returns	5 years	Assistant Head of Group
	ISD (D) 5 GUM returns	2 years	Assistant Head of Group

	Abortion notifications	6 years	Head of Group
	Abortion Database	Permanent	Head of Group
	Record linkage ad-hocs	5 years after the project ends	Assistant Head of Group
	Record linkage – disks containing confidential and non-confidential material relating to ad-hoc files	1 year after the project ends	Assistant Head of Group
	A&E Waiting Times Survey	5 years	Head of Waiting Times Programme
	Fireworks Injuries Survey	3 years	Assistant Head of Group
	Notifiable disease reports	Permanent	
	NHS Complaints returns	Permanent	
	Ad-hoc files	5 years	Assistant Head of Group
	<b>Dental</b>		
	General Dental Service's data (electronic)	Permanent	
	General Dental Service's Annual Reports	Permanent	
	Community Dental Service's data (SMR13) (electronic)	Permanent	
	New Return: Community Dental Service's data (ISD[S]37) (electronic)	Permanent	
	<b>General Practice</b>		
	GP PRINCIPALS ▪ Electronic ▪ Paper	Permanent	
	GP NON-PRINCIPALS ▪ Electronic ▪ Paper	Permanent	
	COMM. NURSING SERVICES ▪ Electronic ▪ Paper	Permanent	
	CHIROPODY SERVICES ▪ Electronic ▪ Paper	Permanent	
	SPEECH THERAPY SERVICES	Permanent	

	<ul style="list-style-type: none"> <li>▪ Electronic</li> <li>▪ Paper</li> </ul>		
	<b>Pharmacy</b>		
	Databases:		
	1% sample covering Scottish Prescribing Information 1980-1990	Permanent	
	Total Scottish GP Prescribing 1991	Permanent	
	Total Scottish Health Board Prescribing	Permanent	
	Monthly data – detailed level, individual prescriber, chemists, drugs etc from 1993	Permanent	
	Monthly contractor payment data from 1992	Permanent	
	Paper:		
	GP budget reports – monthly from 1992	Permanent	
	Summaries of chemists payments from 1992	Permanent	
	Contractor Payment Schedules from 1995	Permanent	
	<b>Child Health</b>		
	Databases:		
	Pre-school – Children born from 1987	Permanent	
	School – Children born from 1980	Permanent	
	Immunisation – Children born from 1987	Permanent	
	Special Needs – Data from 1994 but holds some data on children born since 1975	Download of national system taken 4 times a year. Do not destroy	
	Cerebral Palsy – Children born between 1982 and 1998	Electronically held as SPSS file on ISD server. Discussion underway, regarding destroying paperwork and anonymising electronic file as soon as the child reaches 16. As present do not destroy	At present – not applicable
	<b>Evaluated Drug Information System (Evadis)</b>		

	Database:		
	Evadis from late 1970's	Permanent	
	Paper:		
	Evadis – supporting documentation	5 years. Manufacturers Price Lists retained for 12-19 months	eVADIS Team Manager
	Evadis – Manufacturers Price list	2 years	eVADIS Team Manager
	<b>Pharmacy Discount Surveys</b>		
	Database:		
	Pharmacy Discount Survey 1999 and 2000	Permanent	
	Paper:		
	Pharmacy Discount Survey 1999 and 2000 Pharmacy Discount Survey 2007 currently underway	All paperwork for surveys retained. Invoices and purchase statements collected as part of the survey are destroyed within a year of completion due to their commercial sensitivity	Assistant Head of Group
	<b>Ophthalmics</b>		
	Database:		
	OPTIX new 20021	Permanent	
	Paper:		
	Aggregate return by health board / PCT	Permanent	
	<b>ISD Business Areas</b>		
	PQ's (Parliamentary Questions) 10 years	10 years	Executive Co-ordinator
	Minutes	Permanent	
	Letters	5 years	Executive Co-ordinator
	Memos	5 years	Executive Co-ordinator
	Reports	5 years	Executive Co-ordinator
	Presentations	On going	Executive Co-ordinator
	ISD Authorised Car User Schedule	3 years	Executive Co-ordinator
	ISD New Car User Forms – CMV2	3 years	Executive Co-ordinator
	ISD Amendment Car User Forms – CMV3	3 years	Executive Co-ordinator



	ISD Conference Schedule – Core Budget	6 years after the financial year to which they relate	Executive Co-ordinator
	Purchase Order Requisitions	6 years after the financial year to which they relate	Executive Co-ordinator
	KPI's (Key Performance Indicators)		Executive Co-ordinator
	ISD Strategic Performance Review	6 years after the end of the period to which they refer	Director
	<b>ISD Customer Relations Group</b>		
	Information Requests – electronic	5 years	Head of CRG
	SPN Releases	7 years	Head of CRG
	Media Monitoring Alerts	Permanent	
	Library	As per Library holding rules	Library Manager
<b>Health Management Library</b>	Copyright Declarations	7 years	Library Services Manager
	Books and Reports	The Health Management Library has a national remit for healthcare management in Scotland and, therefore, has a responsibility to retain uniquely Scottish material and titles of historical value on the subject of healthcare management, which are unlikely to be held elsewhere	Library Services Manager
	Journals	Due to space constrictions, very few journals from earlier than 1980 are held. Exceptions are the Health Service Journal and Health Bulletin which are retained for their historical value	
<b>Protection from Infectious and Environmental Hazards</b>	<b>HPS Common Systems (Paper)</b>		
	HPS Weekly Returns from Laboratories	Retain previous calendar year	Clinical Director

		(Jan – Dec)	
	Paper Data Forms Used for Data Entry into Permanent On-going Operations Databases of Historical Importance	<p>Destroyed 1 year after complete current data year.</p> <p>Exceptions:</p> <ul style="list-style-type: none"> <li>▪ AIDS registration forms are anonymised after data entry and are held permanently</li> <li>▪ HIV Death Registration Forms are held permanently</li> <li>▪ ENSURE questionnaires and consent forms are destroyed after 10 years</li> <li>▪ Travel Diploma records are only kept for current student year of study</li> <li>▪ ESMI surveillance forms to be destroyed after 5 years</li> <li>▪ Legionella surveillance forms to be destroyed after 6 years</li> <li>▪ Pandemic influenza – laboratory positive cases and contacts reported to HPS during the containment phase to be destroyed after 5 years</li> <li>▪ Pandemic influenza – laboratory positive hospitalised cases reported to HPS during the containment and treatment phases to be destroyed after 5 years</li> <li>▪ IGAS surveillance forms to be destroyed after 5 years</li> <li>▪ SARI cases – laboratory confirmed influenza cases in ITI or deaths to be destroyed after 5 years</li> </ul>	Head of Group

	Paper Data Forms Used for Data Entry into Fixed Term Research and Project Databases	Cohort studies – retain for as long as required to follow up participants, destroy 1 year after last point of contact with participants. Other – destroy 1 year after data has been entered and validated. Exception: Clinical trails of children retain for 25 years	Head of Group
	<b>HPS Common Systems (Electronic)</b>		
	HPS Enquiry Log (This includes paper records from before system implementation and current database records)	6 years	Associate Director Health Protection Services / Clinical Director
	Electronic Communication of Surveillance in Scotland (ECOSS)	All data that is specified in the ECOSS Handbooks for pathogens of public health importance is to be held permanently in the ECOSS database. Other pathogen data not specified in the ECOSS Handbooks are not significant and can be deleted after 6 months	
	Electronic Data Records Used for Data Entry	Destroyed 1 year after data entry and/or validation: Exceptions: Electronic data files used for transfer of HIV positive reports, HIV attendance data and HIV follow-up are delete immediately after entry. ▪ y	Head of Group

	Permanent On-going Operations Databases of Historical Importance	Permanent Exception: Travel Diploma retain for 10 years	
	Fixed Term Research and Project Databases	Retain for 2 years for quality control purposes following research or project end date. If archiving is not required destroy after the above retention period. If archiving is required, archive for 5 years (if there is a clinical reason to archive longer approval should be sought from the HPS Clinical Governance Committee)  Identifiers should be removed if archiving (if there is a clinical reason they remain approval should be sought from the HPS Clinical Governance Committee)	Associate Director Health Protection Services / Clinical Director
	<b>HPS General</b>		
	Minutes and papers from corporate meetings i.e. SMT	Permanent	
	Minutes and papers from steering group meetings involving stakeholders e.g. CPHM, RLWG, HPN etc	Permanent	
	Minutes and papers from internal groups e.g. Operational Management Meeting, Group and Team Meetings etc	5 years	Associate Director Health Protection Services / or delegated senior manager
	Records of Incidents and Outbreaks	Permanent	
	Reports and Publications issued by HPS	Permanent	
	Guidance	Permanent	
	Comments by HPS on consultation documents	6 years	Associate Director Health

			Protection Services / Clinical Director
	Strategic response plans e.g. Health Boards TB response plans, pandemic plans	Permanent	
	SLAs, Change Control Notes, MOUs, Research Agreement, and other agreements, contracts, and supporting correspondence and papers	6 years after end of agreement	Associate Director Health Protection Services
	For Programme / Project Documentation – see 2 Corporate Governance: Programme, Project and Portfolio Management		Associate Director Health Protection Services