

10 Practitioner and Counter Fraud Services

BCS Reference – Level 2	Record Type	Retention Period	Authorised to Dispose
Professional and Administration Services – National Committee Services	Central Disciplinary Unit		
	Case Files	Sent to the Health Board after case closed	Transferred to Health Board, Manager National Committee Services/Secretary SACDA
	Receipts and copies of claim forms in support of expenses claims	2 years after the financial year to which they relate	Manager National Committees Services/Secretary SACDA
	Minutes of meetings with Health Board discipline leads	5 years	Manager National Committees Services/Secretary SACDA
	CDU SLA's	6 years after the end of the agreement	Manager National Committees Services/Secretary SACDA
	Honorary Health Board Contracts	Do not destroy	
	National Appeal Panel for entry to Pharmaceutical Lists		
	Case Files	1 years from date of Appeal Hearing	Manager National Committee Services / Secretary SACDA
	Panel Decisions and Hearing Records	Permanent	
	Panel Members receipts and copies of claim forms in support of expenses claims	2 years after the financial year to which they relate	
	Media Correspondence	7 years	
	Copies of Chairpersons' expenses and receipts sent to the Scottish Government for payment	1 year	

	Agency Grievance and Appeals Procedures		
	Case Files	1 year after employee has left the Agency except where a claim is taken to Employment Tribunal, in which case 1 year after the final decision	Manager National Committee Services / Secretary SACDA
	Scottish Advisory Committee on Distinction Awards		
	Since 2009 all CVs, citations for awards and reviews have been submitted electronically and saved electronically in SACDA Online system. The CVs are "living documents" which are updated each time the consultant applies for an award or is subject to review of their award.		Manager National Committees Services/Secretary SACDA
	Copies of documents produced for Members	Destroy immediately after relevant meeting	
	All SACDA (or earlier Scottish Sub-committee of ACDA) and sub-committee minutes which include reference to A+, A and B award decisions	Permanent	
	Scoring Results	Destroy individual score-sheets from committee members at end of relevant awards around. Summary results to be kept indefinitely	
	Annual Report	Permanent	
	SACDA SLA	6 years after end of agreement	
	Receipts in support of expenses claims	2 years after the financial year to which they relate	
	Central Funding	Permanent	
	Media Correspondence	7 years	
	Committee member's declaration of interests	5 years after member ceases to be a member of the Committee	

	NHS National Services Scotland Consultant's Discretionary Points		
	Original CVs/Citations for successful candidates	6 years after they retire or otherwise leave the NHS	Manger National Committee Services / Secretary SACDA
	Original CVs, citations etc or unsuccessful candidates	3 years from receipt	
	Copies of documents produced for Members	Destroy immediately after relevant meeting	
	All minutes of meetings	Permanent	
	NHS Scotland Discretionary Points		
	All NHS Board/Divisions return and summary of information	Permanent	Manager National Committee Services/Secretary SACDA
	Scottish Dental Practice Board		
	Minutes	5 years and then to Scottish Records Office	Manager National Committee Services/Secretary SACDA
	Annual Report	Permanent	
	SDPB SLA	6 years after end of agreement	
	Receipts in support expenses claims	2 years after the financial year to which they relate	
	SDPB Complaints – case records	10 years	
	Freedom of Information Requests and Correspondence	6 years after date of creation	
	Board Papers – master set	Permanent	
	Data Protection Act Requests and Correspondence	6 years after date of creation	
	Financial Reports, receipts and copies of claim forms in support of expenses claims	2 years after the financial year to which they relate	
	Practitioner Investigations	Current + 6 years from close of investigation	
	Payment Requests – case information and decisions	3 years	

	Regulation Breaches including mis-claims – case information	6 years	
	Projects	6 years after completion	
	Media Correspondence	7 years	
	CHI Advisory Group		
	Research Applications (electronic copies)	5 years after receipt	Manager National
	Minutes of Meetings	3 years	Committee Services/ Secretary SACDA
	Receipts and copies of claim forms in support expenses claims	2 years after the financial year to which they relate	
	Meeting Papers – master set	5 years	
	Scottish Association of Medical Directors		
	Minutes of meetings	Permanent	Manager National
	Meeting Papers – master set	5 years	Committee Services/ Secretary SACDA
	Finance Records	7 years	
	SAMD SLA	6 years after end of agreement	
	National Evaluation Committee		
	Job Descriptions and any associated organisational charts and supporting documents (electronic only)	Most recent version and one preceding version	Manager National
	Grading outcome letters	Permanent	Committee Services/ Secretary SACDA
	NEC SLA	6 years after end of agreement	
	NHS Boards Chief Executives’ Group/NHS Boards Chairs’ Group		
	Minutes of meetings	Permanent	Manager National
	Meeting Papers – master set	5 years	Committee Services/ Secretary SACDA
	Scottish Executive Nurse Directors/Chief Nursing Officer Meetings		
	Minutes of meetings	Permanent	Manager National
	Meeting Papers	5 years	Committee Services/ Secretary SACDA

	Committee of the Faculty of Public Health in Scotland		
	Minutes of meetings	Permanent	Manager National Committee Services/ Secretary SACDA
	Meeting Papers – master set	5 years	
	Consultants in Public Health Medicine (Health Protection)		
	Minutes of meetings	Permanent	Manager National Committee Services/ Secretary SACDA
	Meeting Papers – master set	5 years	
Professional and Administration Services – Events	Convention Management Service		
	Booking Forms for events with delegate fee	Destroy 6 months from the end of the financial year in which the event was finalised and paid	Manager – Conventions Management Service
	Booking Forms events with no delegate fee	Destroy after event	
	Client contracts and supporting documentation	6 years from event	
	Supplier contracts and documentation	6 years from event	
Professional and Administration Services – Conference	Conference Centre		
	Client contracts and supporting documentation	6 years from event	Conference Centre Manager
Payment and Registration Services	Financial Reports and Working Papers provided to PCTs		
	Form 12	Current + 3 previous years	Regional Operations
	RC1 / RC's	Current + 3 previous years	Regional Operations Manager

	Regional Office Statements	Current + 3 previous years	Regional Finance Managers
	PSD Wide – Quality		
	Quality Management System (QMS)		
	Customer Survey results and reports	5 years	QA/BE Manager
	QMS Management Review minutes	5 years	QA/BE Manager
	Internal review reports / findings	5 years	QA/BE Manager
	QMS documented procedures	5 years	QA/BE Manager
	External review findings	5 years	QA/BE Manager
	Pharmacy		
	Prescriptions	Retain the paper for 3 months and hold the images for 3 years	Operations Manager
	Reporting letter	6 months	Production Manager
	Letters re special prescriptions	Current + 3 years	Production Manager
	Community Pharmacy Scotland (CPS) Error Schedules	6 years + current year	Production Manager
	Financial Documentation and paperwork relating to Supplementary Payments and Adjustments – Dispensing Contractors	6 years + current year	Production Manager
	Payment Schedules	Current + 6 previous years	Pharmacy Payments / PPC Manager
	Notification and Amendments to Contractor Details	Current + 6 previous years	Pharmacy Payments / PPC Manager
	Ad-hoc reports (PHS claim forms, reports from DCVP system)	Current + 6 previous years	Pharmacy Payments / PPC Manager
	PV Reports	6 year + current year	PV Manager
	Bank Mandates	Previous year + ongoing validation	Regional Finance Managers
	Pharmacy patient charge refunds	Current + 6 previous years	
	Medical - Finance		
	Financial Information e.g. Ledger prints	6 years + current year	Regional Finance Manager
	Payment Statements	6 years + current year	Regional Finance Manager

	Service Claim Forms	2 years + current year	Regional Finance Manager
	Claims for continuing allowances (e.g. Seniority)	2 years after cessation of GP	Regional Finance Manager
	Partnership Share, Bank Mandates etc	2 years after cessation of GP	Regional Finance Manager
	Medical Registration		
	GPR Registration Form	2 years + current year	Regional Operations Manager
	GP1C Change of Name / Address	When action completed	Regional Operations Manager
	GP72 SIRS forms still in use. Used by GP practices to send details of patients who have had pre-school boosters and pre-school immunisations SIRS is the Scottish Immunisation Recall System	6 years + current year	Regional Operations Manager
	Bulk transfers of patients	2 years + current year	Regional Operations Manager
	Quarterly Counts	6 years + current year	Regional Operations Manager
	Medical – Medical Records		
	Adult	6 years after date of last entry or 3 years after death if earlier	Regional Operations Manager
	All types of records relating to Children and young people	Retain until the patient's 25 th birthday or 26 th if young person was 17 at conclusion of treatment, or 3 years after death. (If the illness or death could have potential relevance to adult conditions or have genetic implications, the advice of clinicians should be sought as to whether to retain for a longer period)	Regional Operations Manager
	Embarked (moved aboard) – paper record	6 years or until the patient reaches the age of 25	Regional Operations Manager
	Untraced – paper record	6 years or until the patient reaches the age of 25	Regional Operations Manager

	GP records, including medical records relating to HM Armed Forces	<p>Retain for the lifetime of the patient and for 3 years after their death.</p> <p>(The Ministry of Defence (MoD) retains a copy of the records relating to service medical history. The patient may request a copy of these under the Data Protection Act (DPA), and may, if they choose, give them to their GP. GPs should also receive summary records when ex-Service personnel register with them is a matter for their professional judgement, taking into account clinical need and DPA requirements.</p> <p>GP records of serving military personnel in existence prior to them enlisting must not be destroyed. Following the death of the patient the records should be retained for 3 years)</p>	Regional Operations Manager
	Prisoner	Permanent	Records now sent to Scottish Prison Service as prisoners part of NHS, although some records held by PSD until all prisoners registered.
	GP4 Medical Card	2 years + current year	Regional Operations Manager
	Application for duplicate Medical Card	2 years + current year	Regional Operations Manager
	FP13 application by a person released or discharged from HM forces	2 years + current year	Regional Operations Manager
	GP22 – Notification to a doctor of the removal of persons from the doctor’s list, and applications for return of their medical records	2 years + current year	Regional Operations Manager
	Electronic Patient Records (EPRs) – GO only	Must not be destroyed, or	

		deleted, for the foreseeable future. The rationale for this is explained in 'SCIMP' Good Practice Guidelines for General Practice Electronic Patient Records – section 6.1	
	Medical – Prepayments and Exemptions		
	EC95 – Applications for Prepayment Certificate	2 years	Regional Finance Manager
	FW8 – Claim for Exemption Certificate	2 years	Regional Finance Manager
	Dental and Ophthalmic		
	Claim Forms (split – paper / electronic)	Current + 6 previous years	Assistant Director
	Practitioner Investigation case notes	3 years + current	Assistant Director
	Payment Statements	Current + 6 years	Assistant Director
	SDRS Patient Examination	If patient <18 then till patient is 25 years old otherwise 6 years or 11 years	Assistant Director
	Data Storage for Dental and Ophthalmic electronic claims and prior approvals	11 years (to cover where appliances / prosthesis provided)	Assistant Director
	Data Storage for Dental and Ophthalmic electronic supporting evidence	11 years	Assistant Director
	Practitioner Profiles and statistical data	Current + 6 previous years	Assistant Director
	Referrals to Health Board / Primary Care Trust (NHS England)	Current + 6 previous years	Assistant Director
Prevention of Fraud	General Correspondence	Current + 6 previous years	Director of Counter Fraud Services
	Investigation case notes and Related papers	Current + 7 previous years	Director of Counter Fraud Services
	Patient exemption checking – patient record	<ul style="list-style-type: none"> ▪ Current financial year (all records) ▪ Previous financial year (all records) ▪ Current + 6 previous years 	Director of Counter Fraud Services

		(records for cases where charges paid or written off)	
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