



Retention Schedule

1. Residents Records

Record Type	Retention Period	Action	Legislation / Guidance	Responsible Role
Resident Client Files (Deceased/Ceased)	8 years post death or discharge	Destroy	NHS Records Management Code of Practice; Data Protection Act 2018	MD / DPO
MAR (Medical Administration Records)	8 years from closure	Destroy	CQC guidance; NHS Code of Practice	Care Manager
Mental Health Care Records (MHA)	20 years	Review and destroy if no ongoing requirements	RMCoP 2016; Mental Health Act 2007	DPO
Admission and Discharge Registers	10 years	Review and destroy	CQC Guidance	Home Manager
Safeguarding Reports	10 years	Destroy	Care Act 2014; Local Authority Guidance	DPO
Complaints, Disciplinary, Grievances, Investigations	10 years	Destroy	CQC Requirements	Estates Manager
Accident/Incident Reports (Residents)	8 years	Destroy	RIDDOR 2013; Health and Safety at Work Act 1974	H&S Lead
Health & Safety Risk Assessments	3–6 years or while activity ongoing	Destroy	Health & Safety at Work Act 1974; RIDDOR	Estates Director
Residents Savings, Pensions, Receipts	6 years from EOFY	Destroy	HMRC	Finance Director

Controlled Drugs Records	8 years	Destroy	Controlled Drugs Regulations 2013; NHS Code of Practice	Care Manager
Prescriptions	8 years	Destroy	NHS Code of Practice; Data Protection Act 2018	Care Manager
Correspondence (Resident-related)	6 years	Destroy	NHS Records Management Code of Practice	Home Manager
DoLS Records	10 years	Destroy	MCA 2005; CQC Guidance	DPO
Visitors Register	6 years	Destroy	CQC Guidance; Data Protection Act 2018	Home Manager
Certificates (Health & Safety, Building, etc.)	Lifetime + 6 years	Destroy	Health & Safety at Work Act 1974	Estates Director
Policies (Home-level)	6 years after superseded	Destroy	CQC Guidance; ISO 9001	MD / Home Manager
Inspections	10 years	Destroy	CQC Guidance; Health & Safety at Work Act 1974	Home Manager
SARs (Subject Access Requests)	3 years (or 6 if appeal)	Destroy	Data Protection Act 2018; ICO Guidance	DPO
Document Destruction Certificates	6 years	Archive	Data Protection Act 2018	SIRO

2. Staff Records

Record Type	Retention Period	Action	Legislation / Guidance	Responsible Role
Personnel / Staff Files	6 years post service	Review and destroy	Employment Rights Act 1996; ICO Employment Practices	HR Director
Unsuccessful Job Applicants	6 months–1 year	Destroy	Employment Rights Act 1996	HR Director
Duty Roster / Rotas	6 years	Review and destroy	RMICOP 2016	HR Director
Accident/Incident Reports (Staff)	8 years	Destroy	RIDDOR 2013; Health and Safety at Work Act 1974	HR Director

Health & Safety Risk Assessments	3–6 years or while activity ongoing	Destroy	Health & Safety at Work Act 1974; RIDDOR	HR Director
DBS Check Records	No retention	Destroy	DBS Guidance	HR Director
Training Records (Mandatory/Statutory)	10 years	Destroy	Health & Social Care Act 2008; CQC	HR Director
Payroll and Wage Sheets	6 years from EOFY	Destroy	Employment Rights Act 1996; HMRC	HR Director / Finance Director
Disciplinary / Grievances	10 years	Destroy	Employment Rights Act 1996; ACAS Guidance	HR Director
Budgets / Final Accounts (HR-specific)	6 years	Destroy	Companies Act 2006	HR Director / Finance Director

3. Home / Administration

Record Type	Retention Period	Action	Legislation / Guidance	Responsible Role
Home Management Meeting Minutes &	10 years	Destroy	Governance Requirements	Home Manager
Inspection Records	10 years	Destroy	CQC Guidance	Home Manager
CQC Registration Certificate / Statement of Purpose	7 years	Destroy	CQC Guidelines	MD
Health & Safety Audits / Risk Assessments	3 years	Destroy	Health & Safety at Work Act 1974; RIDDOR	Estates Director
Temperature Logs / Fire Alarm / Equipment	5 years	Destroy	HACCP; Health & Safety	Estates Director
Property Inventories / Repair & Maintenance	6 years	Destroy	Health & Safety at Work Act 1974	Estates Director
Journals & Reconciliations	6 years	Destroy	Companies Act 2006; HMRC	Finance Director
Finance Orders, Petty Cash, Statements, Stock Records	3 years	Destroy	Companies Act 2006; HMRC	Finance Director
Financial Records / Invoices	6 years	Destroy	Companies Act 2006; HMRC	Finance Director

Meals Register	3 years	Destroy	CQC / Environmental Health	Head of Hospitality
Information Asset Register / List of Records	While related records retained	Review	Data Protection Act 2018	IT Lead / DPO

4. Finance & Corporate Records

Record Type	Retention Period	Action	Legislation / Guidance	Responsible Role
Resident Finance Files	6 years	Destroy	NHS Records Management Code of Practice; Data Protection Act 2018	Finance Director
Personal Allowances	6 years	Destroy	Companies Act 2006; HMRC	Finance Director
Petty Cash	2 years	Destroy	Companies Act 2006; HMRC	Finance Director
Banking Records	6 years	Destroy	Companies Act 2006; HMRC	Finance Director
Payroll	6 years	Destroy	Employment Rights Act 1996; HMRC	HR Director / Finance Director
Accounts	6 years	Destroy	Companies Act 2006; HMRC	Finance Director
Purchase Invoices	6 years	Destroy	Companies Act 2006; HMRC	Finance Director
Building Plans / Major Works	Duration of Ownership + 6 years	Archive	Limitation Act 1980; Health & Safety at Work Act 1974	Estates Director

5. IT / Systems Records

Record Type	Retention Period	Action	Legislation / Guidance	Responsible Role
Software Licences	Until end of software life	Destroy	ISO 27001; IT Governance	IT Lead
Information Asset Register / Data Logs	While related records retained	Review	Data Protection Act 2018; GDPR	IT Lead / DPO
Subject Access Requests / Access Logs	3 years (or 6 if appeal)	Destroy	Data Protection Act 2018	DPO
System Audit Logs	6 years	Destroy	ISO 27001; Cyber Essentials	IT Lead / SIRO

CCTV Footage	30 days (or as per internal policy / risk	Secure deletion / overwrite	Data Protection Act 2018 / GDPR / ICO CCTV Code of	DPO /Estates Manager/ IT Lead
6. Catering				
Record Type	Retention Period	Action	Legislation / Guidance	Responsible Role
Dietary Summary Sheets	1 year	Destroy	Operational need only; superseded by updated	Head of Hospitality
Menu Plans / Meal Records	1 year	Destroy	Environmental Health / Quality assurance	Head of Hospitality
Kitchen Cleaning Schedules	2 years	Destroy	Environmental Health compliance	Head of Hospitality
Fridge / Freezer Temperature Logs	2 years	Destroy	HACCP / Food safety compliance	Head of Hospitality
Food Delivery Records	1 year	Destroy	Supplier and quality verification	Head of Hospitality
Laundry Records	1 year	Destroy	Infection control records	Head of Hospitality
7. Training Records				
Record Type	Retention Period	Action	Legislation / Guidance	Responsible Role
Statutory and Mandatory Training	10 years post-training	Destroy	Health & Social Care Act 2008; CQC	HR Director
Any Other Training Records	6 years post-training	Destroy	Health & Social Care Act 2008; CQC	HR Director
8. Research				
Record Type	Retention Period	Action	Legislation / Guidance	Responsible Role
Research Data Sets	Up to 20 years from end of research	Transfer to Place of Deposit if applicable	Funders guidance; GDPR	Business Development Manager

Research Ethics Committee Documentation	5 years	Transfer to Place of Deposit if applicable	Research Governance Guidelines	Business Development Manager
9. Corporate Governance				
Record Type	Retention Period	Action	Legislation / Guidance	Responsible Role
Board Meeting Records	Permanent	Transfer to Place of Deposit	Corporate Governance Guidelines	MD
Committees Reporting into the Board	Permanent	Transfer to Place of Deposit	Corporate Governance Guidelines	MD
Other Committees / Groups	6 years	Destroy	Corporate Governance	MD
Non-clinical Quality Assurance Records	12 years	Destroy	Regulatory / internal QA	QA Lead
Manuals, Policy and Procedure	6 years after end of life of organisation	Archive centrally	ISO 9001; Governance requirements	MD
10. Comms & Marketing				
Record Type	Retention Period	Action	Legislation / Guidance	Responsible Role
Intranet / Website Content	6 years	Destroy	Operational policy	Business Development Manager
Resident Information Leaflets	6 years	Destroy	CQC Guidance	Business Development Manager
Press Releases / Important Internal Communications	6 years	Destroy	Corporate / Operational policy	Business Development Manager
11. Procurement / Contracts				
Record Type	Retention Period	Action	Legislation / Guidance	Responsible Role
Contracts (Successful)	6 years from end of contract	Destroy	Contract Law; Governance Policy	Fees & Contracts Manager
Tenders (Successful)	6 years from end of contract	Destroy	Contract Law; Governance Policy	Fees & Contracts Manager

Tenders (Unsuccessful)	6 years from award	Destroy	Contract Law; Governance Policy	Fees & Contracts Manager
Financial Approval Files	15 years from end of contract	Archive / Destroy	Companies Act 2006; Governance Policy	Finance Director
Approved Supplier Documentation	11 years from completion of work	Archive / Destroy	Companies Act 2006; Governance Policy	Fees & Contracts Manager

12. Estates

Record Type	Retention Period	Action	Legislation / Guidance	Responsible Role
Equipment Monitoring & Testing / Maintenance Work	10 years from completion	Review / Destroy	Health & Safety at Work Act 1974	Estates Director
Equipment Monitoring & Testing (Asbestos-related)	40 years from completion	Archive	Asbestos Regulations 2012	Estates Director
Leases	12 years from termination	Archive / Destroy	Limitation Act 1980; Property Law	Estates Director
Building Plans & Major Works	Lifetime + 6 years	Archive	Health & Safety; Limitation Act 1980	Estates Director
Minor Building Works	6 years from completion	Destroy	Health & Safety	Estates Director

13. Central Finance

Record Type	Retention Period	Action	Legislation / Guidance	Responsible Role
Accounts	3 years after close of financial year	Destroy	Companies Act 2006; HMRC	Finance Director
Debtor Records (Cleared)	2 years after close of financial year	Destroy	Companies Act 2006; HMRC	Finance Director
Debtor Records (Not Cleared)	6 years after close of financial year	Destroy	Companies Act 2006; HMRC	Finance Director

Expenses	6 years after close of financial year	Destroy	Companies Act 2006; HMRC	Finance Director
Final Annual Accounts Report	As soon as possible	Archive / Place of	Companies Act 2006;	Finance Director
Financial Records of Transactions	6 years after EOFY	Destroy	Companies Act 2006; HMRC	Finance Director
Petty Cash	2 years	Destroy	Companies Act 2006; HMRC	Finance Director
Salaries Paid to Staff	10 years	Destroy	Employment Rights Act 1996; HMRC	HR Director / Finance Director
Superannuation	10 years	Destroy	Pension Regulations; HMRC	Finance Director

14. Legal / Exceptional

Record Type	Retention Period	Action	Legislation / Guidance	Responsible Role
Subject Access Requests / Access to Health Records	3 years (or 6 if appeal)	Destroy	Data Protection Act 2018; ICO Guidance	DPO
Fraud Case Files	6 years after case	Destroy	Governance Policy	MD / Finance Director
Litigation Records	10 years after closure	Review / Transfer to Place of Deposit	Limitation Act 1980; Governance	MD / Legal Lead
Industrial Relations / Tribunal Case Records	10 years after EOFY	Review / Transfer to Place of Deposit	Employment Law; ACAS	HR Director / Legal Lead
Records Relating to Multiple Persons (MAR sheets, handover, weight checks, PIC reports)	As per type of record	Destroy per destruction date	CQC Guidance; NHS RMCOP	Home Manager / Care Manager
Records with No Known Creation Date / Unknown Residents	As per type of record	Destroy based on calculation from today's date	Governance Policy	DPO / SIRO
Data Protection Officer - SC		Issued date: 01/10/2025	Review date: 10/2026	Version:1