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| **Record** | **Retention Schedule** |
| Health Record | Reviewed on patient death. Passed to Primary Care and destroyed 10 years after death. |
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| Incidents | Serious 20 yrsNot serious 10 yrs |
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| Complaints | 10 years |
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| Application Forms / CVs | Retained for no more than 7 months unless consent obtained |
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| Payroll | 7 Years |
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| Pension | Minimum of six years (except for records of opt-outs which they must keep for four years) in line with Pension Regulator Guidance |
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| Personnel File | This includes (but is not limited to) evidence of right to work, security checks and recruitment documentation for the successful candidate including job adverts and application forms. May be destroyed 6 years after the staff member leaves or the 75th birthday, whichever is sooner, if a summary has been made. |
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| CCTV | 28 days to 3 months then record over |
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| Telephone Recordings | 28 days to 3 months then record over as a recommendation.Can be kept up to 3 years as recommendation by NHS Litigation Authority |
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| DBS Records | Retain code and destroy certificate |
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