

Information Governance

Records Retention Schedule

Date of Implementation: February 2004

Date of Current Issue: Jul 2025

Date of Review: Jul 2026

Responsible Officer: Chief Technology Officer (SIRO)

Validated By: BPAS Information Governance Board (IGB)

Related Laws, Policies & Procedures are detailed within the Information Governance Legal, Statutory, Regulatory and Policy References Standard

1. Document History

Date	Change Summary	Author
02-Feb-2004	First issue	Clinical Department
19-Jan-2016	Revised as IG document	Steve Cheung
11-Apr-2017	Instructions for PGD signature sheets on page 7	Steve Cheung
14-Feb-2018	Amendments on Page 11 – External Affairs	Steve Cheung
03-Jul-2018	Amendments from Finance Controller Amendments from Medical Director and Associate Director of Marketing	Steve Cheung
09-Jul-2018	Amendments from Director of Organisational Development and Associate Director of Marketing	Steve Cheung
10-Jul-2018	Amendments from Director of Business Development	Steve Cheung
23-Jul-2018	Amendments from SIRO	Maxine Taylor
01-Mar-2019	Retention Review	Steve Cheung
11-Oct-2019	Amendment to include ultrasound scan records	Steve Cheung
09-Mar-2020	Reviewed by IG board	Steve Cheung
22-Jun-2020	Update to APPOINTMENT INFORMATION record type (J7)	Steve Cheung
Jan-2021	Updates to include fertility record retention period	Sinead Booth
May-2024	Separated schedule from procedure Emphasised IAO responsibility Document format updated in compliance with BPAS Policy Ratification & Oversight Group (PROG) requirements. Document control added	Steve Cheung
24-Jun-2025	Major revision and restructure: - Introduced clear two-table structure: Table 1: Patient and Clinical Records and Table 2: Corporate, Employment and Other Non-Clinical Records. - Added column explanations and consistent formatting. - Introduced plain language descriptions and grouped entries by functional subgroups. Patient Records Updates: - Revised abortion care retention to 10 years (incorporating LARC). - Added entries for vasectomy, ultrasound scans, and anonymised research data. - Clearer safeguarding/litigation handling. - Fertility records removed. Corporate and Staff Records Enhancements: - Included IT asset tracking, MS Teams recordings, and policies on email storage. - Defined data protection team's handling of SARs. - Clarified responsibility and deletion rules for all records. New Subgroups Added: - For both patient and corporate tables, improving navigation and compliance mapping.	Steve Cheung

Date	Change Summary	Author
	Compliance Alignment: Referenced NHS Records Management Code 2023, UK GDPR, CQC, and other legal frameworks.	
7-Jul-2025	Reviewed and updated responsible officers for each record type	Steve Cheung
10-Jul-2025	Added clarification notes for 1.2.4, 1.2.5 and 1.2.6 distinguishing service-level registers from patient care records. Added new entry 1.7.6 for Controlled Drugs (CD) registers with retention period and legal references. Redrafted Section 1.7 for clarity and consistency.	Steve Cheung
24-Sep-2025	Added clarification notes for 2.5.1 about records of Subject Access Requests and other privacy-related requests.	Steve Cheung

2. Definition Summary

This document outlines the minimum retention periods and data handling expectations for personal data held by BPAS. It is structured into two main tables:

Table 1: Patient and Clinical Records - applies to health and care records for patients receiving services.

Table 2: Corporate, Employment and Other Non-Clinical Records - applies to staff, supplier, and corporate data.

Both tables support compliance with:

- UK GDPR and Data Protection Act 2018
- NHS Records Management Code of Practice 2023
- CQC Regulations, Abortion Act 1967, and relevant statutory requirements
- ISO 27001, Cyber Essentials Plus, and the NHS DSPT

2.1 Explanation of Table Fields (Both Tables)

Ref	Field Name	Description
a.	Unique Item ID/Reference	Internal code used for tracking (e.g. J7, GOV1). Optional in public-facing versions
b.	What the Record Is (Plain Language)	Clear, simple description of the record type for transparency
c.	BPAS Record Type	Operational or system name used internally
d.	Why We Keep It (Purpose)	Legal, clinical, or operational reason for retaining data
e.	How Long We Keep It (Minimum Period and Exceptions)	Duration based on statutory duty or organisational policy
f.	What Happens After (Method of Destruction)	Method used to dispose of data securely and in line with UK GDPR
g.	Who Is Responsible (Team or Department)	Assigned department or asset owner accountable for managing that data
h.	Reference (Legal/NHS/etc)	Statute, code, or guidance that justifies the retention period

2.2 Table 1: Patient and Clinical Records

Purpose

To define retention periods and handling rules for personal health data generated by service delivery to clients. These records often fall under UK GDPR Article 9(2)(h) – processing for the provision of health or social care.

Subgroup Structure

Ref	Subgroup	Description
1.1	Appointments and Access to Care	Records about booking, cancellation, or contact with patients before treatment
1.2	Treatment and Clinical Records	Legal and clinical documentation of care delivered
1.3	Advice and Support	Non-treatment support calls or follow-up communication
1.4	Complaints and Feedback	Client complaints, compliments and satisfaction data
1.5	Legal, Incidents and Safeguarding	Records of serious incidents, litigation or safeguarding actions
1.6	Research and Audit	Research and audit activities linked to patient data
1.7	Governance and Medicines Management	Registers, authorisations and other governance material

2.3 Table 2: Corporate, Employment and Other Non-Clinical Records

Purpose

To define retention periods for non-patient personal data such as staff records, corporate legal documents, finance, IT logs and governance records. These records typically fall under UK GDPR Article 6(1)(b), (c), or (f) and in some cases, Article 9(2)(b) for employment law obligations.

Subgroup Structure

Ref	Subgroup	Description
2.1	Human Resources - Staff Records	Employment, recruitment, health and training records for staff and volunteers
2.2	Governance and Legal	Board-level documentation, contracts, risk and compliance materials
2.3	Finance and Administration	Records of financial management, payroll and audit
2.4	IT and Cybersecurity	Logs, user access, incident response and asset management records
2.5	Information Governance and Data Protection	SARs, DPIAs, IG audits, policies, data breach records and compliance monitoring.
2.6	Meetings and Training	Internal meeting minutes, training session records, CPD evidence, and organisational development.
2.7	Premises and Physical Security	Site access logs, CCTV footage, maintenance and facilities management records.

2.8	Communications and Marketing	Records relating to public relations, media statements, campaigns, publications, websites, social media and other communication and marketing activities designed to inform or promote services. Includes consent records for use of patient stories or images.
2.9	Procurement and Supply Chain	Records relating to procurement, tendering, contracts management, supplier due diligence, and supply chain oversight including ethical sourcing and supplier audits. Covers operational and strategic procurement activities.

Table 1: Patients and Clinical Records

1.1 Appointments and Access to Care							
(a) Ref	(b) What the Record Is	(c) BPAS Record Type	(d) Why We Keep It	(e) How Long We Keep It	(f) What Happens After	(g) Who Is Responsible	(h) Reference
1.1.1	Appointment details (bookings, missed appointment, call recordings)	Appointment information including DNAs, call recordings	To manage access to care and provide a clear care record trail	3 years from last appointment	Securely deleted or shredded	Head of Operations Client Support Services / Head of Software Engineering	NHS Records Code 2023; Abortion Regulations 1991
1.1.2	Call recordings (booking and counselling)	Booking Centre and Counselling call records	To assess and monitor service quality and support complaint resolution. Matters discussed should be recorded in the appropriate records e.g. patient case notes (CAS), safeguarding records, etc.	1 year	Securely deleted	Head of Operations Client Support Services / Head of IT & Digital	NHS Records Code 2023; Internal QA standards
1.2 Treatment and Clinical Records							
(a) Ref	(b) What the Record Is	(c) BPAS Record Type	(d) Why We Keep It	(e) How Long We Keep It	(f) What Happens After	(g) Who Is Responsible	(h) Reference
1.2.1	Abortion care records (including scans, LARC, HSA1, consent, STI tests)	Clinical case records (abortion + contraception)	To support continuity of care, legal compliance, and contraception audit	10 years after last contact or discharge; retain until age 26 if under 18; 10 years if patient deceased.	Securely archived or destroyed	Chief Operating Officer / Head of Software Engineering (electronic records)	NHS Records Code 2023; SPS PGD/WI guidance; UK GDPR Art 5(1)(e)
1.2.2	Ultrasound scan reports linked to abortion care	Standalone scan files or reports	To support diagnosis, gestational assessment, and treatment decisions	10 years; or in line with abortion case record retention if linked	Securely archived or deleted from imaging systems	Chief Operating Officer / Head of Software Engineering (electronic records)	NHS Records Code 2023; UK GDPR Art 5(1)(e)
1.2.3	Vasectomy care and follow-up records	Vasectomy treatment records	To support clinical decision-making, traceability, and follow-up testing	10 years after procedure or until patient turns 26 (if under 18)	Securely archived or deleted	Chief Operating Officer / Head of Software Engineering (electronic records)	NHS Records Code 2023 (adult health records)
1.2.4	Surgical theatre treatment registers	Surgical theatre registers	To evidence clinical interventions, support continuity of care and meet regulatory requirements. Note: This register is a standalone record for service-level governance and traceability. It does not replace individual patient care records, which are retained separately in accordance with case note retention rules.	10 years from date of last entry	Securely archived or shredded	Chief Operating Officer / Head of Software Engineering	NHS Records Code 2023 (adult health records); UK GDPR Art 5(1)(e)
1.2.5	Point of care testing and HIV testing registers (clinical)	POCT / HIV patient care registers	Contains patient-identifiable data and test results. Used to record diagnostics, treatment, and follow-up care. Note: This register is a standalone record for service-level governance and traceability. It does not replace individual patient care records, which are retained separately in accordance with case note retention rules.	10 years from date of last entry	Securely archived or shredded	Chief Operating Officer / Head of Software Engineering	NHS Records Code 2023 (adult health records); UK GDPR Art 5(1)(e)

1.2.6	Vasectomy registers	Vasectomy registers	To support clinical decision-making, traceability, and follow-up testing. Note: This register is a standalone record for service-level governance and traceability. It does not replace individual patient care records, which are retained separately in accordance with case note retention rules.	10 years after procedure or until age 26 if under 18	Securely archived or shredded	Chief Operating Officer / Head of Software Engineering	NHS Records Code 2023 (adult health records); UK GDPR Art 5(1)(e)
1.3 Advice and Support							
(a) Ref	(b) What the Record Is	(c) BPAS Record Type	(d) Why We Keep It	(e) How Long We Keep It	(f) What Happens After	(g) Who Is Responsible	(h) Reference
1.3.1	Call recordings (aftercare support)	Aftercare call records	To verify support provided and address queries or complaints	1 year	Securely deleted	Head of Operations Client Support Services / Head of IT & Digital	NHS Records Code 2023; Internal policy
1.4 Complaints and Feedback							
(a) Ref	(b) What the Record Is	(c) BPAS Record Type	(d) Why We Keep It	(e) How Long We Keep It	(f) What Happens After	(g) Who Is Responsible	(h) Reference
1.4.1	Complaint records	Non-clinical complaints	To comply with legal obligations and support service improvement	10 years	Securely destroyed	Head of Patient Experience	NHS Records Code 2023; NHS Complaints Regulations
1.4.2	Client feedback and surveys	Feedback / customer survey	For service evaluation, learning and quality improvement	2 years	Securely deleted	Head of Patient Experience	Internal audit cycle; Business need
1.5 Legal, Incidents and Safeguarding							
(a) Ref	(b) What the Record Is	(c) BPAS Record Type	(d) Why We Keep It	(e) How Long We Keep It	(f) What Happens After	(g) Who Is Responsible	(h) Reference
1.5.1	Patient-related Incidents Requiring Investigation	Patient Safety Incident Investigations (PSII)	To support investigations, regulatory reporting, and long-term learning	30 years for identifiable records; anonymised version may be retained indefinitely for research and audit	Securely archived; identifiable data destroyed after expiry	Chief Clinical Officer	NHS Serious Incident Framework 2015; NHS Records Code 2023; UK GDPR Art 5(1)(e)
1.5.2	Clinical records related to litigation	Clinical litigation files	To manage or respond to legal claims and regulatory challenges	10 years after file is closed	Securely archived then destroyed	Chief Clinical Officer	NHS Records Code 2023; Limitation Act 1980
1.5.3	Use of WhatsApp by Safeguarding Team to verify identity and privacy before phone consultation	Temporary safeguarding communication	Enables secure patient identification and safe environment checks prior to phone-based safeguarding assessment	WhatsApp messages not retained; any relevant info summarised in safeguarding record (retained as per safeguarding policy)	WhatsApp content not stored; summary retained securely per safeguarding record retention rules	Head of Safeguarding / Head of Information Governance	UK GDPR Art 9(2)(b); NHS Records Code 2023; BPAS Safeguarding SOP
1.6 Research and Audit							
(a) Ref	(b) What the Record Is	(c) BPAS Record Type	(d) Why We Keep It	(e) How Long We Keep It	(f) What Happens After	(g) Who Is Responsible	(h) Reference
1.6.1	Research records with identifiable data	Research records (patient-specific)	To comply with ethical and legal research obligations; supports follow-up and validation	10 years after study ends; up to 20 years for CTIMPs or as specified in protocol or ethics approval. Anonymised research data may be retained for 12 months after study completion	Securely archived or deleted as per ethics approval	Director of Research & Innovation	NHS Code 2023; UK Policy Framework for Health and Social Care Research
1.6.2	R&D organisational records	Organisation's R&D records	To provide governance, accountability and evidence of research quality	30 years after completion of related studies	Securely archived or destroyed	Director of Research & Innovation	Medical Research Council Guidance; NHS Records Code 2023
1.7 Governance and Medicines Management							
(a) Ref	(b) What the Record Is	(c) BPAS Record Type	(d) Why We Keep It	(e) How Long We Keep It	(f) What Happens After	(g) Who Is Responsible	(h) Reference
1.7.1	General attendance register	Reception visitor log	Fire safety, safeguarding, infection control	2 years unless needed for investigation	Securely shredded or deleted	Chief Operating Officer	NHS Records Code 2023 (admin); UK GDPR

1.7.2	Consultation attendance register (if kept)	Clinic appointment log	Operational only; patient attendance recorded in case notes	2 years max; consider discontinuing if no operational need	Securely shredded or deleted	Chief Operating Officer	NHS Records Code 2023; UK GDPR
1.7.3	Treatment register (abortions)	Abortion treatment register	Required by CQC Regulation 20	3 years minimum; consider aligning with case notes (10 years)	Securely shredded or deleted	Chief Operating Officer	CQC Reg 20; Abortion Act 1967; UK GDPR
1.7.4	PGD signature sheets	Patient Group Direction authorisation	To evidence legal approval to administer prescription-only medications	5 years from signature date	Securely shredded	Chief Clinical Officer	Human Medicines Regulations 2012; NHS Code 2023
1.7.5	Point of care testing and HIV testing registers (operational)	POCT / HIV stock and equipment registers	Contains no patient-identifiable data. Used for stock management, reagent batch tracking, and device calibration at clinics for traceability.	2 years	Securely shredded	Chief Operating Officer	NHS Records Code 2023 (admin records); UK GDPR Art 5(1)(e)
1.7.6	Controlled Drugs (CD) registers	Controlled Drugs statutory registers	Required under Misuse of Drugs Regulations to record supply and administration of controlled drugs.	2 years from date of last entry	Securely archived or shredded	Chief Operating Officer	Misuse of Drugs Regulations 2001 (as amended); NHS Records Code 2023

Table 2: Corporate, Employment and Other Non-Clinical Records

2.1 Human Resources – Staff Records							
(a) Ref	(b) What the Record Is	(c) BPAS Record Type	(d) Why We Keep It	(e) How Long We Keep It	(f) What Happens After	(g) Who Is Responsible	(h) Reference
2.1.1	Personnel records	Staff employment files	To manage employment lifecycle, performance, and legal duties	6 years after employment ends	Securely shredded or deleted	Chief People Officer	Limitation Act 1980, ACAS, NHS Records Code 2023
2.1.2	Recruitment records (unsuccessful)	Job applications and interview notes	To demonstrate fair hiring and respond to complaints or legal queries	1 year after recruitment decision	Securely deleted	Chief People Officer	Equality Act 2010, ACAS guidance
2.1.3	Staff training and competency records	Certificates, attendance logs, assessments	To evidence statutory training, role-based competencies, and inspection readiness	6 years after training completed	Securely deleted	Head of Organisational Development / Training Leads	CQC Fundamental Standards; NHS Records Code 2023
2.1.4	Occupational health records	OH reports and risk assessments	To manage work-related health needs and meet safety regulations	40 years for exposure-related records (e.g. COSHH); otherwise 6 years	Securely archived or deleted	Head of HR Services	Health and Safety at Work Act 1974; COSHH Regulations; NHS Code 2023
2.1.5	Disclosure and Barring Service (DBS) checks and clearance documentation	DBS certificates, confirmation of checks, and risk assessments	To fulfil safeguarding and regulatory requirements	Certificate: 6 months; Risk assessment outcome: 6 years	Certificate deleted; outcome record securely destroyed after retention	Head of HR Services / Head of Safeguarding	DBS Code of Practice; CQC Safeguarding Regulations
2.2 Governance and Legal							
(a) Ref	(b) What the Record Is	(c) BPAS Record Type	(d) Why We Keep It	(e) How Long We Keep It	(f) What Happens After	(g) Who Is Responsible	(h) Reference
2.2.1	Governance meeting minutes	Board and committee minutes	To provide corporate memory, evidence of decisions, and demonstrate regulatory compliance	20 years	Securely archived or destroyed	Head of Corporate Governance	Companies Act 2006; NHS Records Code 2023
2.2.2	Risk register and mitigation plans	Organisational risk records	To document risk management activities and ensure regulatory oversight	6 years from closure of risk	Securely deleted or archived	Head of Corporate Governance	NHS Records Code 2023; NHS Governance Framework; NHS DSP Toolkit
2.2.3	Insurance policies and claims	Insurance documents (liability, indemnity)	To provide legal and financial protection and enable historical claim handling	10 years after policy expires or claim closure	Securely archived then destroyed	Chief Finance Officer / Head of Corporate Governance	Limitation Act 1980; Insurance Act 2015
2.2.4	Contracts and service agreements	Supplier and service provider contracts	To demonstrate compliance with procurement law and fulfil audit duties	6 years after contract ends	Securely archived or deleted	Chief Finance Officer / Head of Supply Chain & Procurement	Limitation Act 1980; Public Contracts Regulations 2015

2.3 Finance and Administration							
(a) Ref	(b) What the Record Is	(c) BPAS Record Type	(d) Why We Keep It	(e) How Long We Keep It	(f) What Happens After	(g) Who Is Responsible	(h) Reference
2.3.1	Financial accounts and ledgers	Annual accounts and general ledgers	To meet statutory financial reporting duties and support audits	6 years after the financial year end	Securely archived or deleted	Head of Finance	Companies Act 2006; Charities Act 2011
2.3.2	Invoices and receipts	Sales and purchase records	To manage financial operations and satisfy audit and tax requirements	6 years	Securely deleted	Head of Finance	HMRC Requirements; Companies Act 2006
2.3.3	Payroll records	Payslips, PAYE records, deductions	To manage staff pay, taxes, and respond to financial queries	6 years	Securely deleted	Head of Finance	HMRC Retention Guidance; Pensions Act 2008
2.3.4	Grant and donation records	Funding agreements and donor communications	To evidence funding terms, accountability, and donor reporting	6 years after grant closure or donation	Securely archived or deleted	Head of Finance	Charities SORP; Fundraising Regulator Guidance
2.3.5	General admin correspondence	Non-clinical email or post not covered elsewhere	For routine administration, audit trail, or responding to queries	2 years	Securely deleted	Head of Finance	NHS Records Code 2023; Business Need Basis
2.4 IT and Cybersecurity							
(a) Ref	(b) What the Record Is	(c) BPAS Record Type	(d) Why We Keep It	(e) How Long We Keep It	(f) What Happens After	(g) Who Is Responsible	(h) Reference
2.4.1	System access logs and audit trails	Access logs (clinical and corporate)	To detect unauthorised access, support incident investigations, and meet audit requirements	12 months unless part of investigation	Securely deleted or anonymised	Head of IT and Digital	NHS DSP Toolkit; UK GDPR Art 5(1)(f); NHS Code 2023
2.4.2	Backup and recovery records	Backup logs and recovery test reports	To evidence system resilience and support disaster recovery	12 months	Securely deleted	Head of IT and Digital	NHS Digital Backup Guidance; ISO/IEC 27001:2022
2.4.3	Information security incidents and breach logs	Data breach and cyber incident records	To comply with incident reporting obligations and support root cause analysis	6 years after closure of incident	Securely archived or deleted	Head of Information Governance	UK GDPR Art 33 & 34; DSP Toolkit; NHS Records Code 2023
2.4.4	Equipment asset register	IT asset inventory and tracking records	To track physical IT assets, manage warranties, depreciation, and support audit trails	6 years after disposal of asset	Securely deleted or archived	Head of IT and Digital / Chief Finance Officer	NHS Records Code 2023; ISO/IEC 27001:2022
2.5 Information Governance and Data Protection							
(a) Ref	(b) What the Record Is	(c) BPAS Record Type	(d) Why We Keep It	(e) How Long We Keep It	(f) What Happens After	(g) Who Is Responsible	(h) Reference
2.5.1	Subject Access Requests (SARs), other data subject rights (e.g. rectification, erasure, restriction, objection), and related privacy complaints or ICO investigations	SAR files and related logs	To demonstrate compliance with UK GDPR data subject rights, respond to privacy complaints, manage ICO investigations, and maintain a legal defence record under the Limitation Act 1980	6 years after request closure	Securely destroyed	Head of Information Governance	UK GDPR Art 15; Limitation Act 1980
2.5.2	Emails containing personal data	Emails retained for operational, legal, or case reference purposes	To respond to data subject requests or support regulatory/audit review. BPAS policy requires managers to retain relevant content in appropriate records	3 years within email system; longer if content is retained separately by teams	Securely deleted from email system and archive	All departments (record owners); Chief Technology Officer (SIRO)	NHS Records Code 2023; UK GDPR Art 5(1)(e)
2.6 Meetings and Training							
(a) Ref	(b) What the Record Is	(c) BPAS Record Type	(d) Why We Keep It	(e) How Long We Keep It	(f) What Happens After	(g) Who Is Responsible	(h) Reference
2.6.1	MS Teams meeting recordings	Temporary recordings of internal meetings or training	To support accurate meeting minutes, action logs, and enable staff learning. Recordings are automatically deleted from Teams after a system-defined period. Organisers may retain copies where necessary.	30 days in Teams; up to 1 year for downloaded training material	Automatically deleted from Teams; copies manually deleted by organiser after use	Meeting chair or training organiser	UK GDPR Art 5(1)(e); NHS Records Code 2023 (working notes)
2.6.2	MS Teams chat messages	Temporary internal communications	To support business operations and decision-making, and maintain evidential records where needed	90 days by default; longer if chat is captured as part of a business or clinical record	Automatically deleted from Teams; where captured as record, retained according to record type	Staff member using Teams; Head of Information Governance for policy oversight	UK GDPR Art 5(1)(e); NHS Records Code 2023; ICO Records Management

2.7 Premises and Physical Security							
(a) Ref	(b) What the Record Is	(c) BPAS Record Type	(d) Why We Keep It	(e) How Long We Keep It	(f) What Happens After	(g) Who Is Responsible	(h) Reference
2.7.1	CCTV recordings (BPAS controlled sites)	Video footage from internal/external cameras	To monitor safety, prevent crime, and investigate incidents	31 days unless required for investigation	Automatically overwritten or securely deleted	Head of Supply Chain, Procurement & Estates / Local Site Manager	ICO CCTV Code of Practice; UK GDPR Art 5(1)(e)
2.7.2	CCTV at shared premises	Footage controlled by landlords or partners	BPAS may request access for incident review under data sharing agreements	Controlled by host organisation	Retained per host's policy	Head of Supply Chain, Procurement & Estates/ Host organisation	NHS Host Policy; Data Sharing Agreement
2.8 Communications and Marketing							
(a) Ref	(b) What the Record Is	(c) BPAS Record Type	(d) Why We Keep It	(e) How Long We Keep It	(f) What Happens After	(g) Who Is Responsible	(h) Reference
2.8.1	Press releases and public statements (No PID)	Corporate communications archive	To provide public accountability and evidential record of organisational activities	6 years	Review for historical value; if none, securely destroy	Chief Strategic Comms Officer	NHS Records Code 2023
2.8.2	Social media campaign records (No PID)	Marketing campaign logs	To support audit, lessons learned, and compliance with advertising codes	2 years	Review for historical value; if none, securely destroy	Chief Strategic Comms Officer	ASA Codes of Practice; NHS Code 2023
2.8.3	Patient information leaflets and brochures (No PID)	Published materials repository	To ensure compliance with NHS information standards and for historical reference	6 years	Review for historical value; if none, securely destroy	Chief Strategic Comms Officer	NHS Records Code 2023
2.8.4	Intranet content (No PID)	Digital communications archive	To preserve corporate memory and ensure accurate information management	6 years	Review for historical value; if none, securely destroy	Head of Employee Engagement & Comms	NHS Records Code 2023
2.8.5	Internet website (bpas.org) content (No PID)	Digital communications archive	To preserve corporate memory and ensure accurate information management	6 years	Review for historical value; if none, securely destroy	Chief Strategic Comms Officer	NHS Records Code 2023
2.9 Procurement and Supply Chain							
(a) Ref	(b) What the Record Is	(c) BPAS Record Type	(d) Why We Keep It	(e) How Long We Keep It	(f) What Happens After	(g) Who Is Responsible	(h) Reference
2.9.1	Supplier contracts and service level agreements (No PID)	Contract repository	To evidence compliance with procurement law and support audits	6 years after contract end	Review for historical value; if none, securely destroy	Head of Supply Chain & Procurement	Limitation Act 1980; NHS Records Code 2023
2.9.2	Tender documents (successful and unsuccessful) (No PID)	Tender submissions archive	To evidence fair competition and comply with legal challenges	6 years after award/closure	Review for historical value; if none, securely destroy	Head of Supply Chain & Procurement	Public Contracts Regulations 2015; NHS Records Code 2023
2.9.3	Approved supplier lists (No PID)	Approved supplier register	To support efficient procurement and maintain auditable supply chains	3 years from last update	Review for historical value; if none, securely destroy	Head of Supply Chain & Procurement	NHS Code 2023; Business Need Basis
2.9.4	Purchase orders and delivery records (No PID)	Finance purchase order records	To manage financial operations and support asset tracking	6 years from financial year end	Review for historical value; if none, securely destroy	Head of Finance / Head of Supply Chain & Procurement	Companies Act 2006; NHS Code 2023

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