

### Sunderland City Council Retention Schedule

Ref Number	Business Function and Record Type	Retention Period	Action	Prompt	Notes and Statutory Requirement
<b>Public health</b>					
	Record level datasets held for service audit which contain pseudonymised data	1 year unless specified otherwise in application to Caldicott Guardian	Destroy	Date of acquisition of dataset	Each dataset will have an individual authorisation from the Council's Caldicott Guardian which specifies retention period
	Record level datasets held for service audit which contain anonymised data	3 years	Destroy	Date of acquisition of dataset	
	Responses to engagement questionnaires that include personal identifiable information e.g. to request further information	3 years	Destroy	Date that data collection was completed	
	Hospital episode statistics database (at 25/06/2016 Council does not yet hold this asset, but will do in near future)	10 years	Destroy and provide HSCIC with a certificate of destruction	End of financial year of data	HSCIC guidance
	Births and deaths database, data supplied by Office for National Statistics (at 25/06/2016 Council does not yet hold this asset, but will do in near future)	ONS to advise on receipt	Destroy	End of calendar year of births or deaths extract	ONS guidance

	Archived Records from Ceased Services	8 years	Destroy	Date of acquisition of dataset	In line with NHS guidance
	Contract Management Records	6 years	Destroy	Date of Expiry of Contract	Legal guidance
	Staff Management Records	6 years	Destroy	From Date of Staff Member Leaving	
	Financial Records	6 years	Destroy	From transaction	
	Incident Records and Reports	20 years	Destroy	From incident	