

Last Updated Sept 17

Review Date June 18

### Sports Development and Wellness - Records Retention Schedule

Sports Development & Wellness										
Function Description	Record Code	Main File/Class Title	Manual/ Electronic	Arrangement	Destroy/ Review	Retention Period (Years)			Notes	Vital Record
						In Office	Archived	Total		
Wellness Service	WS1	Exercise Referral Referral Forms/Data	Manual and Electronic	A	Destroy	1 year	6 years	7 years		✓
	WS2	Weight Management Referral Forms/Data	Manual and Electronic	A	Destroy	1 year	6 years	7 years	This programme has now ceased but documents will be retained in line with Retention Period	✓
	WS3	Maternity Lifestyle Referral Forms/Data	Manual and Electronic	A	Destroy	1 year	6 years	7 years	This programme has now ceased but documents will be retained in line with Retention Period	✓
	WS4	Lifestyle, Activity & Food Programme Referral Forms/Data	Manual and Electronic	A	Destroy	1 year	6 years	7 years		✓
	WS5	Walking Programme Registers/Data	Manual and Electronic	A	Destroy	1 year	6 years	7 years		✓
	WS6	Volunteer Walk Leaders Registers/Data	Manual and Electronic	A	Destroy	1 year	6 years	7 years		✓
	WS7	Community Wellness Programme Data	Manual and Electronic	A	Destroy	1 year	6 years	7 years		✓
Sports Delivery	EV1	Events Application Forms	Manual	A	Destroy	1 month	N/A	1 month		✓
	EV2	Event Application Log	Electronic	A	Destroy	1 year	2 years	3 years		✓
	P1	Externally Funded Project Data	Manual and Electronic	A	Destroy	3 years	2 years	5 years		✓
Employee Wellness Programme	EW1	Client (Patient) Record Sheet	Manual	A	Destroy	1 year	6 years	7 years		✓
	EW2	Healthy Choices Group Register	Manual	A	Destroy	1 year	N/A	1 year		✓
	EW3	Group training Booking Sheet	Manual	A	Destroy	1 year	N/A	1 year		✓