



HSE National Records Retention Policy

Policy Procedure Protocol Guideline Clinical Guideline

DOCUMENT GOVERNANCE ¹

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Note: HSE National 3PGs should be formally reviewed every 3 years, unless new legislative/regulatory or emerging issues/research/technology/audit etc. dictates sooner.

¹ Details the senior management roles involved in the development of the document.

² Details clear ownership for the document lifecycle and responsibility for timely review.

VERSION CONTROL UPDATE ³

Version No.	Date approved	Section numbers changed	Author
1	29/08/2023	It was a full policy update due to legislative changes	Joe Ryan and Orlaith McGee
		(Insert additional lines as required)	

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This replaces Record Retention Periods – Health Service Policy 2013

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HSE Record Retention Policy

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Operational Performance and Integration Office in partnership with the Data Protection Office

Short summary:

This policy aims to capture legal, professional or organisational responsibilities with regards to managing retention of records.

Description:

This document sets out the purpose, requirements and schedule for which records should be retained by the HSE. It outlines the various record categories and types of data and information that the HSE hold along with the required retention periods for each.

³ Details the version number and section numbers with updated content.

⁴ Details the document information required for publication on the HSE National Central Repository.

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1.0 Introduction

The HSE Retention Policy aims to serve as a guide to be used for the management of retention periods of records processed by the HSE. Data should only be retained for as long it's needed for the purposes for which it was collected. Privacy of individuals can be adversely impacted if data is held for longer than it's necessary. The HSE could be exposed to data breach risks, reputational damage and potential fines due to over retention of records containing personal data.

Considering that a wide variety of records are held across the HSE including healthcare records, financial records, HR records and general administrative records it is imperative that a consistent and effective records retention policy is adopted. The implementation of this records retention policy will enable the HSE to act in accordance with its data protection obligations in order to uphold the privacy rights of citizens.

This policy updates the “Record Retention Periods - Health Service Policy 2013” document and sets out the periods for which records should be retained.

It should be read in conjunction with the Health Service Executive's (HSE) Standards and Recommended Practices for Healthcare Records Management 2011 (for only healthcare records covered in Appendix 1). Other record types such as HR, Environmental Health, Internal Audit, etc. would be retained in accordance with professional, legal or organisational obligations as listed in Appendix 1. These policies and standards help ensure the HSE is maintaining necessary records for an appropriate length of time. This is a controlled document and is subject to change at any time.

This policy document should be reviewed by the nominated national business owner and updated at least annually, or in response to significant changes to relevant and applicable legislation and/or HSE operational requirements.

The implementation of this policy would be the responsibility of individual business leads.

This policy is accompanied by the following appendices:

- Appendix I: Glossary of Terms relating to different record categories processed by the HSE
- Appendix II: Retention Schedules

2.0 Scope

The scope of the document is to primary processing of identifiable data, this covers both clinical and non-clinical records held by the HSE. This document is not intended to deal with secondary processing of records for research purposes (with the exception being records used for clinical audit).

Note: The record types listed in the policy might not be exhaustive. For example: there could be records processed strictly for transactional reasons and held for that duration alone. If you process or come across a record type that's not listed, please reach out to the Data Protection Office for guidance

3.0 Definitions

Record

The ISO standard ISO 15489-1:2016 defines a record as: 'Information created, received, and maintained as evidence and as an asset by an organisation or person, in pursuance of legal obligations or in the transaction of business.'

The Data Protection Act 2018 describes healthcare record as "data concerning health" meaning personal data relating to the physical or mental health of an individual, including the provision of health care services to the individual, that reveal information about the status of his or her health;

A record is defined under the Freedom of Information Act 2014 as:

"any memorandum, book, plan, map, drawing, diagram, pictorial or graphic work or other document, any photograph, film or recording (whether of sound or images or both), any form in which data (within the meaning of the Data Protection Acts, 1988 to 2018) are held, any other form (including machine-readable form) or device in which information is held or stored manually, mechanically or electronically and anything that is a part or a copy, in any form of any of the foregoing or is a combination of two or more of the foregoing"

In short, "Record" as used in this Policy, is any medium which holds information or evidence about a past event.

Examples of Records include:

- (a) Case records
- (b) Reports
- (c) Video and audio recordings
- (d) Data generated by systems/applications used by the different functional areas

Data

Data is an unorganised collection of facts. It is not typically useful on its own. Data generally includes the raw forms of numbers, statements, characters and personal as well as non-personal identifiers. Records depend on data.

Personal Data

The term "personal data" means any information relating to a living person who is identified or identifiable (such a person is referred to as a "data subject"). If the information can be used on its own or in combination with other information to identify a specific person, then it counts as personal data.

Record Formats

The means or form in which records are created and maintained. Examples of record formats include but not limited to Digital, Paper, Photographs, Slides, Microfiche, Patient Charts and Paper records

Data Owner

"Data Owner" is the Functional or Business Line Head who is responsible for the Data (or within whose function or business line the Data resides or is used).

Secondary Purpose

The term “Secondary purpose” means the use of patient data other than for the direct care of the patient, e.g.: Records processed for research purposes

REC

The term “REC” means the Research Ethics Committee

Definitions in Context of Data Processing

Data Processing

The collection, transformation, accessing, viewing, updating, transferring, destruction and any other use of data is termed “Data Processing”.

Retention

“Retention” is the continued processing of data, after the purpose for which the data was originally collected has been achieved.

4.0 Characteristics of a Record

Records created by the HSE should be both accurate and complete. They must provide evidence of the function or activity they were created to document. To be evidential, records must be authentic, reliable, have integrity, and be useable and original.

Characteristic	Definition
<u>Authenticity</u>	An authentic record is one that can be proven to be what it purports to be. Authentic records should be dated, timed, and signed. They should be placed into a filing system to form part of the retention schedule and so that they are protected against unauthorised disclosure, addition, deletion, or alteration
<u>Reliability</u>	A reliable record is one that can be trusted to be an accurate representation of a function or action taken by the HSE. Therefore, records should contain all relevant facts and be created at the time of the action or transaction or as soon as possible thereafter by a person authorised to carry out that function, action, or transaction.
<u>Integrity</u>	The integrity of a record refers to it being complete and unaltered. Once created, additions or annotations to the record should only be carried out by those authorised to do so and any amendment should be explicitly indicated on the record.
<u>Usability</u>	A useable record is one that can be located, retrieved, presented, and interpreted or read whenever or wherever there is a justified need for that information. It should be traceable within a records management system. Record schedules and filing indices that capture the records are essential in ensuring records are useable. In electronic records, metadata or contextual information is required in addition to the record itself, which is being transferred, to ensure continued usability.
<u>Originality</u>	Records retained should be original (or an electronic copy, transferred using the appropriate and verifiable system), unique or of continuing importance to the HSE. They should have care delivery, legal, fiscal, administrative, or historical purpose.

5.0 Record Retention Obligations and Principles

All records must be managed in accordance with legal or operational obligations.

Legislation and the HSE's operational requirements should typically dictate retention periods for various categories and types of records. For example, health care records should be retained in line with relevant and applicable healthcare legislation and finance records should be retained in line with relevant and applicable finance and tax legislation. In addition, most records contain a mix of both personal and non-personal data, such as Human Resource / employee records for example.

To effectively protect data subjects' right to privacy and comply with regulatory requirements, it is important to apply certain principles when processing Personal Data. This will determine retention periods for data that falls into this category.

The HSE must therefore also comply with the provisions of section 2(1)(c) of the Data Protection Act 2018 and Chapter 2 Article 5 (1) (e) of the GDPR. The Act and Regulation set out the principle that personal data shall not be kept for longer than is necessary for the purpose or purposes for which it was obtained.

As records may contain personal data, this requirement places a responsibility on the HSE to be clear about the length of time data record personal data will be kept and the reasons why the information is being retained. To comply with this rule the HSE must have a policy on retention periods for records that are retained.

This policy includes retention periods for records and indicates that systematic disposal of records within a reasonable period after the retention period expires is required. Since 2018, Data Protection legislation applies to both electronic and hard copy records.

The HSE is committed to effective records retention and disposal to ensure that it:

- meets legal standards in terms of retention periods,
- Protecting the privacy of data subjects,
- optimises the use of space,
- minimises the cost of record retention, and
- Securely destroys outdated records.

Policy Exceptions

There can be exceptions to the policy where a record needs to be held for longer than its retention period or into perpetuity. However, the exception should be applied with care and not used as a reason to hold all records in a function beyond the stated retention period. Valid reasons for exceptions to this policy may include a client requirement, business requirement, legal requirement or vital historical purpose. Exceptions should always be documented, reviewed and approved by the "Data Owner". Equally, there may also be exceptions whereby a record to be held for a long period, or into perpetuity, may be requested to be amended or erased at an earlier point e.g. at the request of the data subject. Such requests should be carefully considered on a case by case basis.

6.0 Data Ownership & Responsibilities

Data owners are responsible for data created or processed in their respective functional areas. As part of the 2022 policy update a list of data owners for different record categories have been identified. This policy identifies data owners at a high level.

High Level Overview of Responsibilities

6.1. Responsibilities of Functional or Business Line Heads

- Responsible for determining policy in relation to the data the function creates, uses, stores, processes and destroys.
- Responsible for implementing procedures for the retention, archiving and destruction of data, communicating these periods to the relevant employees and enforcing compliance.
- Responsible for reviewing exception requests to policy and procedures, including consulting and receiving legal advice where required

6.2. Responsibilities of Local Functional Heads

- Responsible for the data the function creates, uses, stores, processes and destroys.
- Responsible for the destruction of data in accordance with the retention periods defined in the retention schedule in the functional areas (Appendix II).

6.3. Responsibilities of All Employees

- Responsible for returning records and documents in possession or control to the HSE upon separation or retirement.
- Review the policy and be informed of the retention requirements for the records they handle

7.0 Categories of Records

The categories of records referred to in this document are as follows:

- Appeals Records
- Protected Disclosures Records
- Child and Family Services
- Child Protection and Welfare Records
- Environmental Health Records
- Financial Records
- Freedom of Information Records
- Healthcare Records
- HR Records
- Internal Audit Records
- Occupational Health Records
- Pathology Records

- Test & Trace Records

Please refer Appendix 1 for a list of records covered in this policy and its corresponding definitions

7.1 Access to Records

Certain legislation provides individuals with the right to access records, for example, the GDPR, access to information on the Environment request and the Freedom of Information (FOI) Act. There are many reasons why individuals may seek to gain access to records, for example:

- Understanding what personal data, the HSE collects and processes about them, and potentially make further decisions about the personal data e.g., restrict or object to processing, request deletion etc.,
- Validating the accuracy of information within a record,
- Investigating and resolving complaints,
- Regulatory or other enquiries and litigation, and
- Audit purposes.
- Participation in research or investigations

In order to facilitate access to records the HSE needs to know what records are held, in what format and where these records are located e.g., internal systems and other file storage locations. In addition, the method for granting access to a record must be clearly defined in line with regulatory expectations. These methods must be clearly communicated to individuals at relevant interfaces and points of contact. It is the responsibility of Functional/Business/Local heads to ensure that these communications are in place at these points. Individuals facilitating access to a record should always be trained on how to respond to data requests. No department/function should let an untrained individual facilitate a data access request. Note: Reach out to your local Data Protection/Freedom of Information Officer if unsure.

Systems implemented for granting access to records must be user friendly, secure and provide all relevant information and steps required to facilitate such access. The timeframes for responding to a request must also be communicated to individuals who require access.

Access to records needs to be governed by formal review and approval processes to ensure that only the necessary and relevant records are provided. Logs need to be kept and maintained for all requests for access to records, regardless of whether such access is granted or not based on the outcome of formal review and approval.

8.0 Revising/Updating the Retention Schedule

The revision or update of this retention schedule should involve the departments who create and use these records as well as legal advice, where appropriate. This schedule sets out the retention periods and when revising/updating it the following should be taken into consideration:

- You must comply with relevant and applicable legislation.

- Document exceptions as outlined above for records that need to be held for a longer duration of time
- Retain records if they are likely to be needed in the future and if the consequences of not having the record would be substantial.
- Be conservative, avoid inordinate degrees of risk.
- Apply common sense.
- Ensure systematic disposal of records within a reasonable period after the retention period expires.
- Any new records added to this policy must have an associated retention period defined.

9.0 Implementing the Retention Policy

All Data, whether held electronically on individual employees' devices or on paper, should be reviewed on a regular basis to decide whether to destroy or delete any Data in accordance with the designated retention period.

- When original records are selected for disposal in accordance with this policy, a clear disposal mechanism must be applied.
- Recommended retention periods should be calculated from the end of the calendar month or accounting year following the last entry on the record. It is vital that the process of disposal safeguards and maintains the confidentiality of records. This can be done onsite or via an approved contractor, but it is the responsibility of the local manager to satisfy himself or herself that the methods used provide adequate safeguards against accidental loss or disclosure of the records.
- Disposal of records should be carried out in accordance with environmental health regulations.
- Where a contractor is used to destroy records, they should be required to sign confidential undertakings and to produce written certification as proof of disposal.
- Please note that optical and magnetic media require special disposal facilities.
- A record should be kept in perpetuity of all records destroyed. The register should contain the person's name, address, date of birth, file number, dates covered by the file (i.e., dates of first and last contact), date of disposal and by whom the authority was given to destroy the records. If agreement is reached at a later date to the use of a unique healthcare identifier, then this identifier should also be recorded.
- This record should be signed by the staff member supervising the removal and disposal of the records.
- The record should be filed and stored in a secure location in accordance with local policies and procedures.

10.0 Reporting Breaches of this Policy

Breaches of this policy may have serious legal, material and reputational repercussions for the HSE. All HSE employees are expected to report any breaches of the policy promptly and fully. A Breach to this policy would involve data being excessively stored in a function beyond its stated retention period. Breaches should be reported to line managers/Function heads. Where further information or consultation is needed, reach out to your local Data Protection Office.

11.0 Special Transitional Period to Facilitate Implementation of this Policy

Following revision of the 2013 Records Retention Policy in 2022, a special transitional period will be allowed to facilitate implementation. The policy review has involved consultations with a wide group of stakeholders within the HSE. Each stakeholder group will assess and then document the duration of the transitional period needed to facilitate compliance with this policy by the relevant functional area. This will then be communicated to the records retention policy owner. Records should not be deleted until such consultations have been made on the transition period.

Appendix I: Glossary of Terms relating to different record categories processed by the HSE

Record Category	Definitions
Appeals Records	National Appeals records are dependent on the eligibility criteria for the schemes and services dealt with on an appeal. In most cases a mix of financial and medical/clinical records are required at either an individual or household level to determine eligibility.
Protected Disclosure Records	A Protected Disclosure Case file is the compendium of documents filed in pursuant of receiving, screening, referring, assessing/investigating, closing, and reviewing a protected disclosure of a potential wrongdoing.
Child and Family Services	Records related to administering and management of childcare services such as Fostering, Children in residential care and placement of Children in with relatives
Child Protection and Welfare Records	Records created for the purpose of recognising, responding, reporting and documenting child protection and welfare concerns. Includes records created for the purpose of reporting concerns or providing assistance to Tusla – Child and Family Agency and/or to An Garda Síochána.
Environmental Health Records	Records related to regulatory inspection of a range of statutory functions enacted to protect and promote the health of the population i.e. alcohol, food safety, import control, tobacco and related products control, cosmetic product safety, sunbed regulation, fluoridation of public water supplies, drinking and bathing water quality investigation, International Health Regulations, infectious diseases investigations, pest control, planning/ environment.
Financial Records	Records related to the financial management of an organisations, for example, accounts payable and supplier remittance details
Freedom of Information Records	All records related to the administration and management of Freedom of Information requests.
Healthcare Records	Records related to the clinical care of a patient that are generated during the course of engagement with a healthcare organisation (E.g.: A Hospital) or a healthcare practitioner (E.g.: General Practitioner) Clinical Audit Records – Records related to quality improvement process that seeks to improve patient care and outcomes through systematic review of care against explicit criteria and acting to improve care when standards are not met

HR Records	Records related to individuals working in an organisation, for example hours worked and payroll
Internal Audit Records	Records of audit reports of an organisation related to the evaluation of its internal controls, governance and accounting process
Occupational Health Records	Occupational health records provide data which may identify new hazards to which the workforce is exposed and locations within the organisation worthy of increased scrutiny and provide evidence of the efficacy of control measures.
Pathology Records	Records related to the carrying out of laboratory tests and the delivery of results
Test & Trace Records	Records related to the management and response for COVID19 related outbreak/epidemic including demographic details, referral information, appointment details, contact tracing and test results

Appendix II – Retention Schedules

Appeals & Protected Disclosures Records

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
1.1.1 Appeals Records						
APD001	Medical card/ GP visit card	Household level financial and medical information used to assess eligibility for a Medical Card/GP Visit Card, under the provisions of the Health Act 1970 (as amended)	Confidential	Retain for 2 Years after closure of appeal	Operational requirements include internal audit, Ombudsman complaints and follow up from unsuccessful applicants and/or their representatives	Destroy, as per HSE Information Classification and Handling Policy

<p>APD002</p>	<p>Nursing Home Support Scheme (financial)</p>	<p>Financial information (income, outgoings and assets) for the relevant person, including that of their spouse or partner (if a member of a couple), information in relation to a family successor as required to assess eligibility for State Support, Ancillary State Support and family successor relief under the Nursing Homes Support Scheme</p>	<p>Confidential</p>	<p>Retained for 8 years after appeal decision, death of applicant or last contact, whichever is later from either spouse/partner, nominated contact, executor, Family Successor, Ombudsman Complaint, or appeal to high court under section 32</p>	<p>Operational requirements include internal audit, Ombudsman complaints and follow up from unsuccessful applicants and/or their representatives. Legislative requirements include to make provision for legal challenges under section 32 of the Nursing Homes Support Scheme Act 2009 (as amended)</p>	<p>Destroy, as per HSE Information Classification and Handling Policy</p>
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<p>APD003</p>	<p>Nursing Home Support Scheme (CSAR - medical)</p>	<p>Medical and clinical information underpinning a care needs assessment of a relevant person, in order to determine whether the relevant person requires long term care under the Nursing Homes Support Scheme Act 2009 (as amended), in order to qualify for financial support under the Nursing Homes Support Scheme.</p>	<p>Confidential</p>	<p>Retained for 8 years after appeal decision, death of applicant or last contact, whichever is later from either spouse/partner, nominated contact, executor, Family Successor, Ombudsman Complaint, or appeal to high court under section 32</p>	<p>Operational requirements include internal audit, Ombudsman complaints and follow up from unsuccessful applicants and/or their representatives. Legislative requirements include to make provision for legal challenges under section 32 of the Nursing Homes Support Scheme Act 2009 (as amended)</p>	<p>Destroy, as per HSE Information Classification and Handling Policy</p>
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<p>APD004</p>	<p>RSSMAC - Residential Support Services Maintenance and Accommodation Contributions (long-stay contributions)</p>	<p>Household level financial and relevant person level clinical information for the assessment of a statutory contribution (charge) for maintenance and accommodation costs as required under section 67C of the Health Act 1970 (as amended)</p>	<p>Confidential</p>	<p>Retain for 2 Years after closure of appeal</p>	<p>Operational requirements include internal audit, Ombudsman complaints and follow up from unsuccessful applicants and/or their representatives</p>	<p>Destroy, as per HSE Information Classification and Handling Policy</p>
<p>APD005</p>	<p>Blind Welfare Allowance</p>	<p>Medical information (certificate of visual acuity) for the relevant person and household level financial Information for the assessment of eligibility for Supplementary Blind Welfare Allowance under Department of Health Guidelines (2009)</p>	<p>Confidential</p>	<p>Retain for 2 Years after closure of appeal</p>	<p>Operational requirements include internal audit, Ombudsman complaints and follow up from unsuccessful applicants and/or their representatives</p>	<p>Destroy, as per HSE Information Classification and Handling Policy</p>

APD006	Health Amendment Act Card (Services)	Highly confidential clinical and medical record for an individual for assessment of entitlement under the Health Amendment Act 1996 (as amended)	Confidential	Retain for 2 Years after closure of appeal	Operational requirements include internal audit, Ombudsman complaints and follow up from unsuccessful applicants and/or their representatives	Destroy, as per HSE Information Classification and Handling Policy
APD007	In Patient Charges	Clinical and financial information relevant to the assessment of inpatient charges	Confidential	Retain for 2 Years after closure of appeal	Operational requirements include internal audit, Ombudsman complaints and follow up from unsuccessful applicants and/or their representatives	Destroy, as per HSE Information Classification and Handling Policy

APD008	Mobility Allowance	Clinical and medical record for an individual to assess their need for a mobility allowance	Confidential	Retain for 2 Years after closure of appeal	Operational requirements include internal audit, Ombudsman complaints and follow up from unsuccessful applicants and/or their representatives	Destroy, as per HSE Information Classification and Handling Policy
APD009	Nursing home Subvention Scheme	Household financial information to assess eligibility for state supported Nursing Home Subvention Scheme	Confidential	Retain for 2 Years after closure of appeal	Operational requirements include internal audit, Ombudsman complaints and follow up from unsuccessful applicants and/or their representatives	Destroy, as per HSE Information Classification and Handling Policy

APD010	Miscellaneous appeals	Miscellaneous information (appeals related to orthodontic, ophthalmology, home support and other services) eligibility schemes may include clinical and financial information	Confidential	Retain for 2 Years after closure of appeal	Operational requirements include internal audit, Ombudsman complaints and follow up from unsuccessful applicants and/or their representatives	Destroy, as per HSE Information Classification and Handling Policy
1.1.2 Protected Disclosures						
APD011	Protected Disclosures	Highly confidential personally identifiable information about an individual relaying a potential wrongdoing	Confidential	Until investigation is closed plus 8 years	Management of the PD, who is involved, ensure a final report / finding issued.	Destroy, as per HSE Information Classification and Handling Policy

Child & Family Services

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
CFR001	Records created under Child Care Act 1991		Confidential	Hold in perpetuity	Child Care Act 1991	Archive

CFR002	Case records and registers: Fostering		Confidential	Hold in perpetuity	Child Care (Placement of Children in Foster Care) Regulations, 1995	Archive
CFR003	Case records and registers: Placement of Children with relatives		Confidential	Hold in perpetuity	Child Care (Placement of Children in Foster Care) Regulations, 1995	Archive
CFR004	Case records and registers: Children in Residential Care		Confidential	Hold in perpetuity	Child Care (Placement of Children in Foster Care) Regulations, 1995	Archive
CFR005	Social work – Records created under Child Care Legislation Housing, Welfare, etc.		Confidential	Hold in perpetuity	Child Care (Placement of Children in Foster Care) Regulations, 1995	Archive

Child Protection and Welfare Records

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
CPW001	Child Protection & Welfare Records	Records related to child protection and welfare concerns	Confidential	In perpetuity	Child Safeguarding under Children First National Guidance for the Protection and Welfare of Children and The Children First Act 2015	Archive
CPW002	Child Protection & Welfare Records	Records created for the purpose of maintaining a register/logging records of child protection and welfare concerns.	Confidential	Dispose of when no longer an operational requirement	Operational	Destroy, as per HSE Information Classification and Handling Policy

Environmental Health Records

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
EHR001	Complaint Record	Details of information to investigate a complaint for any *EH functions	Confidential	5 years unless subject to ongoing legal action then retain until that action is closed out.	The EHS enforce a wide range of National & European Legislation. EH service operative under service contracts/ MOU and are statutory consultee. Records are required for operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
EHR002	Premise Record	Premises details such Address, unique identifier, contacts , functions, ownership, activity, associated with the business	Confidential	5 years after the business ceases trading unless subject to ongoing legal action then retain until that action is closed out.	The EHS enforce a wide range of National & European Legislation. EH service operative under service contracts/ MOU and are statutory consultee. Records are required for operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
EHR003	Contemporaneous Notes	Notes taken at the time of visits to premises	Confidential	5 years	The EHS enforce a wide range of National & European Legislation. EH service operative under service contracts/ MOU and are statutory consultee. Records are required for operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

EHR004	Legal action / Enforcement Actions	Correspondence around legal cases or Enforcement action	Confidential	5 years, or retain until that action is closed out	The EHS enforce a wide range of National & European Legislation. EH service operative under service contracts/ MOU and are statutory consultee. Records are required for operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
EHR005	Correspondence	Correspondence to and from business owners including on their behalf. Relevant correspondence may include letters, emails, reports, plans or photographs	Confidential	5 years	The EHS enforce a wide range of National & European Legislation. EH service operative under service contracts/ MOU and are statutory consultee. Records are required for operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
EHR006	Inspection records	Details of inspection	Confidential	5 years	The EHS enforce a wide range of National & European Legislation. EH service operative under service contracts/ MOU and are statutory consultee. Records are required for operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

EHR007	Food Poisoning Notifications/ Questionnaires	Details of information to investigate food Poisoning incident	Confidential	5 years unless subject to ongoing legal action then retain until that action is closed out.	The EHS enforce a wide range of National & European Legislation. EH service operative under service contracts/ MOU and are statutory consultee. Records are required for operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
EHR008	Laboratory Reports	Reports of analysis on samples	Confidential	Satisfactory result reports 1 year and Unsatisfactory result report 5 years unless subject to legal action	The EHS enforce a wide range of National & European Legislation. EH service operative under service contracts/ MOU and are statutory consultee. Records are required for operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
EHR009	Calibration Records	Record of validation of equipment	Confidential	2 years, unless subject to legal action	The EHS enforce a wide range of National & European Legislation. EH service operative under service contracts/ MOU and are statutory consultee. Records are required for operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
EHR010	Events file	Information pertaining to the event	Confidential	5 years unless subject to ongoing legal action then retain until that action is closed out.	The EHS enforce a wide range of National & European Legislation. EH service operative under service contracts/ MOU and are statutory consultee. Records are required for operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

EHR011	Internal Audit	Reports, Correspondence	Confidential	10 years	The EHS enforce a wide range of National & European Legislation. EH service operative under service contracts/ MOU and are statutory consultee. Records are required for operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
EHR012	Environmental Health Officer work/desk diaries	To comply with NFRs	Confidential	5 years	To comply with NFRs	Destroy, as per HSE Information Classification and Handling Policy

<p>EHR013</p>	<p>Submissions on applications received on the following: Environmental Impact Assessment Reports (EIAR) Remedial Environmental Impact Assessment Reports Licences under the Industrial Emission Directive (IE/IPC) Waste Licences Strategic Infrastructural Developments (SID) Strategic Development Plans Local Planning Authority Development Plans</p>	<p>Submission on application received as appropriate.</p>	<p>Confidential</p>	<p>10 years unless there is an ongoing complaint and then retention until complaint is resolved.</p>	<p>In the interest of public health and as a statutory consultee as per the Local Government Planning and Development Regulations 2001.</p>	<p>Destroy, as per HSE Information Classification and Handling Policy</p>
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Financial Record

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
1.1.1 Accounts Payable						
FR001	Batches of Invoices and Vouchers	Invoices and Purchase Orders	Confidential	Hold for current year plus 6 years	Revenue Commission Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR002	Taxation Records	VAT records, PSWT records, RCT records, Customs Clearance, PAYE	Confidential	Hold for current year plus 6 years	Revenue Commission Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR003	Tax Clearance Certificates	Electronic Tax Clearance certificate details saved on the output file from Revenue	Confidential	Hold for current year plus 6 years	Revenue Commission Requirements	Destroy, as per HSE Information Classification and Handling Policy
1.1.2 Accounts Receivable						
FR004	Debtors Ledger	Details of Charges, Cash received and write offs by patient	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR005	Income Listings	Listing of income streams and transactions	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

FR006	Income Control Accounts	Income reconciliation	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR007	Receipts Reconciliation	Records to match receipts against account statements	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
1.1.3 Bank Records						
FR008	Paid Cheques	Required for Bank Reconciliation Purposes	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR009	Bank Reconciliations	Critical control for maintaining accurate & validated bank records, of the organisation's receipts and payments	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

FR010	Bank Statements	Required for Reconciliation Purposes	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR011	Procurement card and credit card records	For identification of HSE locations utilising such payment mechanisms, along with reconciliation of related expenditure	Confidential	Hold for 6 years	Details around procurement cards, applications, expenditure analysis	Destroy, as per HSE Information Classification and Handling Policy
1.1.4 Fixed Assets						
FR012	Deeds & Titles of Properties/ Assets	Legal Document required for transfer of ownership	Confidential	Retain permanently in original form	Operational / Contractual Requirements	Archive
FR013	Records of Sales & Purchases of HSE Properties	For asset acquisition & disposal purposes	Confidential	Retain permanently in original form	Operational / Contractual Requirements	Archive

FR014	Lease Agreements	Legal Document, required for setting out the terms & conditions, applicable to all the parties involved.	Confidential	Hold for current year plus 6 years after expiration or 13 years if executed under seal	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR015	Assets Register	Details of Fixed Assets	Confidential	Retain permanently in original form	Operational / Contractual Requirements	Archive
FR016	Depreciation Schedules	Schedule to track the depreciation (write off) of the assets costs, over their lives, and also to ensure agreement with organisations stated Depreciation Accounting policy	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
1.1.5 Insurance records						
FR017	Property Insurance Policies	Property protection coverage records	Confidential	Retain permanently in original form	Operational / Contractual Requirements	Archive
FR018	Liability Insurance Policies	Liability coverage records	Confidential	Retain permanently in original form	Operational / Contractual Requirements	Archive

FR019	Insurance Claim documents	Records of insurance claims	Confidential	Hold for 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR020	Settlement records	Non-Court Cases	Confidential	Hold for 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR021	Personal Accident Insurance Policy payments	Details of payments relating to staff claims	Confidential	Hold for 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR022	Incident Report Forms (general)		Confidential	Lifetime of injured party + 8 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR023	Incident Report Forms (in specific where exposure to physical, biological, or chemical agents)		Confidential	Lifetime of injured party + 8 years	Operational / Contractual Requirements	Archive
FR024	Accident Reports		Confidential	Retain permanently in original form if they contain personal data, delete personal data after 7 years and retain report only if it has precedent value.	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
1.1.6 Other records						

FR025	Financial Statements		Confidential	Retain permanently in original form	Operational / Contractual Requirements	Archive
FR026	Supporting data	For propriety audit including conflict of interest & protected disclosure records	Confidential	Retain permanently in original form	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR027	Final Budgetary Reports for any year		Confidential	Retain permanently in original form	Operational / Contractual Requirements	Archive
FR028	Audit Reports General	Audit reports stored in order to respond, assess and address - also to support development plans	Confidential	Hold for current year plus 6 years	Ensure recommendations are implemented and learning is shared.	Destroy, as per HSE Information Classification and Handling Policy
FR029	Audit Reports used during a fraud investigation		Confidential	Hold for 6 years after legal proceedings have been completed	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR030	Monthly Income & Expenditure Reports.		Confidential	Hold for 4 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR031	Department of Health and Children Circulars and Correspondence		Confidential	Retain permanently in original form	Operational / Contractual Requirements	Archive

FR032	Patients Private Property Accounts/ Client Fund Accounts (Community Residences) and supported banking	Any local records whether held in respect of the management of Patients Monies whether through PPP service or supported Banking Arrangements	Confidential	Lifetime of patient + 8 years	Operational / Contractual Requirements	Archive and or destroy under confidential conditions
FR033	Internal Financial policies, accounting standards,	Internal Financial policies, accounting standards,	Confidential	Hold in original form until superseded.	Operational / Contractual Requirements	Store permanently electronically
FR034	Cancelled Cheques		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR035	Travel and Expense Claims		Confidential	Hold for current year plus 6 years	Payroll, audit, and review of claims	Destroy, as per HSE Information Classification and Handling Policy
FR036	Receipt Books		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR037	Purchase Orders		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR038	Voucher Books		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

FR039	Delivery Dockets		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR040	Purchase Requisition	Copies of purchase requisition	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR041	Invitation to Tender documents	Records related to tender invitations	Confidential	Hold for 3 years after termination of contract + survival clauses	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR042	Supplier Proposals		Confidential	Hold for 3 years after termination of contract + survival clauses	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR043	Tender Report		Confidential	Hold for 3 years after termination of contract + survival clauses	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR044	Contract and Contract Management Files		Confidential	Hold for 3 years after termination of contract + survival clauses	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR045	Personnel agency contracts		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

FR046	Financial reports	Includes budget reports, financial data as required by CCO, NPOG, service provider financial updates (SLA), overtime sheets, NSP bids, business cases, ELS bids, Rosetta transfer files, invoices, CARP, I&E reports, Financial Irregularity reports.	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR047	Treasury records	Record of authorised bank signatories for bank accounts including general HSE bank accounts and Patient Private Property bank accounts	Confidential	6 years from deletion date (person deleted from signatory)	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

FR048	Asset Registers	Rolling document keeping record of assets held and where they are located (also includes transfer / movement details where relevant)	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR049	Journals	Supporting documents for Budget / cost transfers	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR050	Grantees records	External agencies receiving funding	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements (Key required data for AFS appendix)	Destroy, as per HSE Information Classification and Handling Policy
FR051	Stock take returns	Stock take returns	Confidential	Hold for current year plus 6 years	Year-end stock returns required for reporting and control purposes	Destroy, as per HSE Information Classification and Handling Policy

FR052	Management Accounting records	Details of financial monthly processing, queries and correspondence, cost centre & GL account structures & setups, mapping tables from system to system, system access / user access records	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR053	Legal records	Correspondence around legal court cases.	Confidential	10 years from closure of litigation	Key required data for Revenue compliance / Tax Dept. may have to review legal settlements etc.	Destroy, as per HSE Information Classification and Handling Policy
FR054	Fair deal payment patient data	Details of client & nursing home	Confidential	Rolling document	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR055	National Transition Care Bed & Intensive home care package payments	Details of client & residence	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

FR056	General registration office - details of deaths for whole country	Details of all deaths for ROI	Confidential	Hold for current year plus 6 years	To ensure state support for clients be ceased appropriately and to notify PCRS to cease medical card	Destroy, as per HSE Information Classification and Handling Policy
FR057	CARP responses	To assess and evaluate the system of internal controls and support the writing of the HSE statement of Internal controls, monitor progress year on year	Confidential	4 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR058	NFR queries		Confidential	5 years	Analyse issues / problem areas in order to allow for continuous improvement	Destroy, as per HSE Information Classification and Handling Policy
FR059	Controls Assurance Assessment reports	Findings from CARP process - final report provided to each area including action plan and summarization of findings	Confidential	5 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR060	Cash Donations	Details of all cash donations received by HSE via central donations team	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

FR061	NFR Derogations		Confidential	5 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR062	Pensions / disability allowance record	PPPCU receive 2200 pension / disability allowances etc. each week - funds used to pay contribution to care and patients' comforts needs	Confidential	7 years after the death of a pensioner or pensioner dependent whichever is latest	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR063	Ledger - Patient private property records	Detail of monies held, incomings and outgoings, by client including personal data such as PPS & SW number	Confidential	Lifetime of patient + 8 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR064	Pay cost pressure data and associated workforce plan data		Confidential	Hold for current year plus 6 years	Analysis required for planning, DoH reporting and operation reasons	Destroy, as per HSE Information Classification and Handling Policy
FR065	Cash flow records	Record of cash inflows and outflows	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR066	Health economics records	Record keeping and analysis required for operational and research reasons	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

FR067	Correspondence and Financial records relating to voluntaries S38/39s	Financial records and correspondence details required for operational purposes	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR068	Correspondence and Financial records from CHO's, NFD and DoH	Financial records and correspondence details required for operational purposes	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR069	Private Hospital records and correspondence	Required for operational purposes	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR070	Emergency Placements - disabilities & mental health		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR071	Nursing home scheme data		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR072	The Hospital In-Patient Enquiry (HIPE) scheme	A health information system designed to collect clinical and administrative data on discharges from, and deaths in, acute hospitals in Ireland.	Confidential	Permanently	Operational / Contractual Requirements	Retain

FR073	NPRS records	Based on the BNF01 Form which collects demographic, clinical, and socioeconomic information relating to perinatal events nationally.	Confidential	Permanently	Operational / Contractual Requirements	Retain
FR074	The Patient Level Costing Programme records		Confidential	Permanently	Operational / Contractual Requirements	Retain
FR075	ABF – Emergency Department records	To support the implementation of ABF in ED	Confidential	2 years after the full system goes live	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR076	ABF – Outpatient records	To support the implementation of ABF in OPD	Confidential	2 years after the full system goes live	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR077	HIPE coder training records	To assess training records of coders	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR078	Consultant list	Database is used to ensure that a unique HIPE number is allocated to each consultant.	Confidential	Permanently	Operational / Contractual Requirements	Retain/Archive

FR079	Clinical Coder student details		Confidential	Duration of the course	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR080	IPHA rebates records	Operational reasons - analysis and issuing of invoices relating to drug payments	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR081	High-Cost drug funding data	Operational reasons / allocation of funding based on specific patient cases	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR082	Patient Master Data		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR083	Patient Insurance Data (PHI)		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR084	Medical Cards, exemption		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR085	Performance Reporting		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR086	Forecasting		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

FR087	Off-Payroll Adjustments		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR088	Contracted Illness Services & Payments		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR089	IFMS System User Master Data		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR090	IFMS System User Logging and Auditing		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR091	Supplier master data		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

FR092	Work Plans	Work schedules	Confidential	Hold for current year plus 6 years	Assigning timelines / responsibilities to teams and individuals	Destroy, as per HSE Information Classification and Handling Policy
1.1.7 Payroll						
FR093	Taxation records/ reports/ pension records/ calculations, appointment/ contract details, pay awards/ increments, pay scales.		Confidential	Hold indefinitely (microfilm)	Key required data for Revenue compliance / Tax Dept. may have to review legal settlements etc.	Archive
FR094	Tax return records		Confidential	Hold for current year plus 6 years	Tax return records for VAT, PSWT, PAYE, PRSI, S891, intrastat, query details and correspondence with Revenue	Destroy, as per HSE Information Classification and Handling Policy
FR095	Authorisations to deduct from pay		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

FR096	Time Sheets, Clock cards		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR097	Personal information Including changes affecting name (copy of marriage certificate), address, bank account/ details, telephone number, etc.		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR098	Leave entitlement records (compassionate leave, Study leave, unpaid leave, sick leave, etc.)		Confidential	Hold for current year plus 6 years	Required for Payroll as well as Freedom of Information Requirement	Destroy, as per HSE Information Classification and Handling Policy
FR099	Payroll overpayments		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

Freedom of Information Record

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
1.1.1 Freedom of Information and Complaints Record						
FCR001	Complaint files FOI requests Data Protection requests Ombudsman Requests		Restricted	<p>It is recommended that a retention period of a maximum of 7 years applies to files created under "the Freedom of Information Acts", "the Data Protection Acts" and "the HSE complaints procedures" following engagement with the Ombudsman, the Ombudsman for Children, the Information Commissioner. Where possible, electronic copies of files should be created, therefore avoiding the need to keep the paper copies for the 7-year period other than:</p> <p>(a) those files created under "the Child Care Act 1991" which shall be held in perpetuity</p> <p>(b) cases still ongoing</p> <p>(c) cases that involved legal action</p> <p>(d) cases that create a precedent</p> <p>It is recommended that a similar policy is applied to non-personal records of this nature</p>	<p>Track the management of the complaint and all who were involved. Ensure a final response/ reply.</p> <p>Management of the FOI, records released, those involved and ensure a final decision.</p>	<p>Destroy, as per HSE Information Classification and Handling Policy</p>

FCR002	Incident Investigation Report Forms	Quality assurance and verification reports	Restricted	No need to retain once retained with the State Claims Agency	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FCR003	National Independent Review Panel incident records	Incident records held by the National independent review panel on incidents in the disability sector.	Restricted	Until case is closed plus 8 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FCR004	Confidential Recipient Complaint		Restricted	Until investigation is closed plus 8 years	Management of CR. Ensure issue is investigated and final response issues. Track those involved in process.	Destroy, as per HSE Information Classification and Handling Policy
FCR005	Your Service Your Say records	Complaints Feedback from Public	Confidential	5 years	Management of Complaint. Ensure issue is investigated and final response issues. Track those involved in process	Destroy, as per HSE Information Classification and Handling Policy

Healthcare Records

Record Category: This column has been added to differentiate healthcare records into two broad categories. Clinical records that relate to the care of a patient. Non-Clinical records that relate to administrative records created by the healthcare organisation. There can be justified exceptions to hold records longer than necessary for very specific circumstances.

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/Reason	Final Action
HCR001	Non-Clinical Record	Patient identification labels	Healthcare record number, name, address, and date of birth, barcodes, consultant names	Confidential	Retain only for duration of episode of care	Operational Requirements	Destroy, as per HSE Information Classification and Handling Policy
HCR002	Non-Clinical Record	Registration sheets	Contains patient's personal details + details from patient identification labels + next of kin	Confidential	Retain only while information is accurate, when it is outdated replace with current information	Operational Requirements	Destroy, as per HSE Information Classification and Handling Policy
HCR003	Non-Clinical Record	Billing/ Private Insurance forms	Contain information from Patient's clinical record. Pending completion & payment only	Confidential	Retain until account settlement	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HCR004	Clinical Record	Patient-held records	At the end of an episode of care the hospital organisation responsible for delivering that care and compiling the record of the care must make appropriate arrangements to retrieve patient-held records.	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR005	Clinical Record	Suicide notes	Of patients who committed suicide	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR006	Clinical Record	Referral letters	Referral letters from GPs or Hospitals requesting specialized review of the patient	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR007	Clinical Record	Discharge communication	Copy of discharge summary/letter to GPs or public health nurses	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR008	Clinical Record	Ambulance Transfer sheets	First responder notes/ Paramedic Transfers	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR009	Clinical Record	Living wills	A statement about the type and extent of medical or surgical treatment requested in the future, based on the assumption that the individual will not be able to make that decision at the relevant time.	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR010	Clinical Record	A&E (Emergency Department) records	Where these are stored separately from the main patient record. Emergency departments and other forms of urgent care	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR011	Clinical Record	CAD Clinical Records	National Ambulance Services- Emergency response data, incident, symptoms, treatments, unit at scene, arrive at hospitals	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR012	Clinical Record	Paper Clinical Records	Manual CAD records related to emergency response	Confidential	Should be uploaded to the digital CAD system and destroyed as soon as possible after responding to the emergency	Operational Requirements	Destroy, as per HSE Information Classification and Handling Policy
HCR013	Clinical Record/Mental Health	Persons with a Mental Disorder	Within the meaning of the Mental Health Acts 1945 to 2001	Restricted	20 years after the date of last contact between the patient/client/service user and any healthcare professional employed by the mental health provider, or 8 years after the death of the patient/client/service user if sooner	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR014	Clinical Record	Microfilm/ microfiche records relating to patient care	Scanned copies of patient charts on film negatives	Confidential	Lifetime of patient + 8 years after death	Operational/Legisla tive Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR015	Clinical Record	Occupational therapy records	OT records are care records which addresses patients' clinical conditions and recommend treatment plan	Confidential	Lifetime of patient + 8 years after death	Operational/Legisla tive Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR016	Clinical Record	Oncology	Oncology treatment records excluding trials , gene therapy/ bone marrow transplants	Confidential	Lifetime of patient + 8 years after death	Operational/Legisla tive Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR017	Clinical Record	Photographs	Photographic images or videos taken as part of clinical care	Confidential	Lifetime of patient + 8 years after death	Operational/Legisla tive Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR018	Clinical Record	Physiotherapy records	Records related to the treatment of physical dysfunction, injury	Confidential	Lifetime of patient + 8 years after death	Operational/Legisla tive Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR019	Clinical Record	Podiatry records	Records related to the treatment of feet, ankle	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR020	Clinical Record	Psychology records	Mental Health Records	Restricted	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR021	Clinical Record	Scanned Records relating to patient care	Detailed care records of a patient captured in a clinical chart or additional information about the patient	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR022	Clinical Record	Speech and Language Therapy records	Records related to the treatment of communication impairments, e.g.: stammering	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR023	Clinical Record	Telemedicine records	Video records and remote monitoring tools, event monitors	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR024	Clinical Record	Ultrasound records including point of care	Records relating to any ultrasound study	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR025	Clinical Record	Donor records	Blood and tissue	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR026	Clinical Record	Joint replacement records	Prosthetics records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR027	Clinical Record	Transplantation records		Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR028	Clinical Record	Video records/ voice recordings	Relating to patient care/ videoconferenci ng (for multidisciplinary reviews) records	Confidential	Lifetime of patient + 8 years after death	Operational/Legisla tive Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR029	Clinical Record	Intensive Care Unit Charts	Documentation of patient care within ICU	Confidential	Lifetime of patient + 8 years after death	Operational/Legisla tive Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR030	Clinical Record	Vital signs observation sheet	Documentation of patient care e.g. NEWS, PEWS	Confidential	Lifetime of patient + 8 years after death	Operational/Legisla tive Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR031	Clinical Record	Nursing care plan	Documentation of patient care	Confidential	Lifetime of patient + 8 years after death	Operational/Legisla tive Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR032	Clinical Record	Clinical/ Care Evaluations/ Procedure Forms	Standardised Assessments	Confidential	Lifetime of patient + 8 years after death	Operational/Legisla tive Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR033	Clinical Record	Anaesthetic records	Details of Clinical care given as part of Anaesthetic administration	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR034	Clinical Record	Epidural Infusion records	Details of Clinical care given as part of Epidural procedure	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR035	Clinical Record	Implant records		Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR036	Clinical Record	Blood Loss sheets	Clinical care records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR037	Clinical Record	Swab count sheets	Clinical care records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR038	Clinical Record	Instrument count sheets	Clinical care records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR039	Clinical Record	Theatre checklist	Clinical care records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR040	Clinical Record	Theatre Nursing Care Plan	Clinical care records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR041	Clinical Record	Consent forms	Clinical care records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR042	Clinical Record	Discharge against medical advice forms	Clinical care records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR043	Clinical Record	Audiology Records	Clinical care records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR044	Clinical Record	Creutzfeldt-Jakob Disease	Clinical care record related to the disease	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR045	Clinical Record	Dental, ophthalmic, and auditory screening records	Clinical care record	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR046	Clinical Record	Orthoptic records	Clinical care record	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR047	Clinical Record	Cardiovascular haemodynamic reports.	Clinical care record	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR048	Clinical Record	Vascular reports	Clinical care record	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR049	Clinical Record	Neurophysiology reports	Clinical care record	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR050	Clinical Record	Pulmonary function tests	Clinical care record	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR051	Clinical Record	Gastrointestinal tract physiology (GIT) reports	Clinical care record	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR052	Clinical Record	Urologic physiology reports	Clinical care record	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR053	Clinical Record	Electroencephalogram (EEG) reports	Clinical care record	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR054	Clinical Record	Genetic records	Guthrie Cards (heel prick test)	Confidential	Lifetime of patient + 8 years after death	Lifetime of patient + 8 years after death	Destroy, as per HSE Information Classification and Handling Policy
HCR055	Clinical Record	Hospital acquired infection records	Clinical care record	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR056	Clinical Record	Human Tissue	Post-mortem reports related to the investigation done on tissue samples	Confidential	30 years	Operational/Legislative Requirements	Destroy, as per HSE Information Classification and Handling Policy

HCR057	Clinical Record	Forensic medicine records	Post-mortem reports specifically pathology, toxicology, haematology, dentistry, DNA testing, post-mortems forming part of the Coroner's report, and human tissue kept as part of the forensic record	Confidential	30 years	Operational/Legislative Requirements	Destroy, as per HSE Information Classification and Handling Policy
HCR058	Non-Clinical Record	Death - Cause of/ Certificate counterfoils	Paper Records of cause of death	Confidential	Dispose of after death logged in Death Certificate Book	Operational Requirements	Destroy, as per HSE Information Classification and Handling Policy
HCR059	Clinical Record	Haematology/ blood group results	Clinical Care Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR060	Clinical Record	Biochemistry results	Clinical Care Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR061	Clinical Record	Immunology results	Clinical Care Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR062	Clinical Record	Microbiology results	Clinical Care Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR063	Clinical Record	Histopathology/cellular pathology results	Including hospital post-mortem reports	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR064	Clinical Record	Molecular diagnostic results	Clinical Care Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR065	Clinical Record	X-ray films	Including other image formats for all imaging modalities/diagnostics	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR066	Clinical Record	X-ray reports	Includes reports for all imaging modalities	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR067	Clinical Record	Blood Transfusion Records (see pathology records)	Clinical Care Records	Confidential	30 years	To allow full traceability of products used	Destroy, as per HSE Information Classification and Handling Policy
HCR068	Clinical Record	Drug prescribing sheets	Clinical Care Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR069	Clinical Record	Prescriptions	Clinical Care Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR070	Clinical Record	Nutritional supplements	Clinical Care Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR071	Clinical Record	Dietetic and Nutrition	Clinical Care Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR072	Clinical Record	Social Work records excluding child protection		Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR073	Clinical Record	Care cards		Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR074	Clinical Record	Food diaries		Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR075	Clinical Record	Immunisation	Record of immunisation	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR076	Non-Clinical Record	COVID Vaccine Reporting records	Administrative records related to Covid vaccinations	Internal	10 years	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR077	Clinical Record	Correspondence	Referral letters. Discharge communication. Ambulance transfer sheets. Other correspondence relevant to service user care.	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR078	Clinical Record	Current pregnancy	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR079	Clinical Record	Risk factors assessment	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR080	Clinical Record	Obstetric history	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR081	Clinical Record	Medical history	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR082	Clinical Record	Partner/ Family history	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR083	Clinical Record	Record of antenatal visits	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR084	Clinical Record	Infant feeding antenatal checklist	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR085	Clinical Record	Birth plan	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR086	Clinical Record	Ultrasound records	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR087	Clinical Record	Maternity Clinical Documentation	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR088	Clinical Record	Prescribed Medicines/ Blood Products	Documentation relating to drug prescribing, prescriptions, blood transfusions and nutritional supplements.	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR089	Clinical Record	Induction/ augmentation of labour record	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR090	Clinical Record	Delivery suite admission	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR091	Clinical Record	Intrapartum record/portogram	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR092	Clinical Record	Epidural record	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR093	Clinical Record	Epidural infusion monitoring record	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR094	Clinical Record	Summary of labour/ delivery/ birth summary – baby	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR095	Clinical Record	Perineal repair/ operative vaginal delivery record	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legisla tive Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR096	Clinical Record	Shoulder dystocia	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legisla tive Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR097	Clinical Record	Preoperative checklist	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legisla tive Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR098	Clinical Record	Anaesthetic record	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legisla tive Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR099	Clinical Record	Perioperative nursing care record	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legisla tive Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR100	Clinical Record	Perioperative count sheet	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR101	Clinical Record	Obstetric Surgery Notes	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR102	Clinical Record	Recovery room care plan	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR103	Clinical Record	Postnatal admission record	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR104	Clinical Record	Vital signs observation sheet	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR105	Clinical Record	Daily postnatal observation record – mother	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR106	Clinical Record	Postnatal records	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR107	Clinical Record	Discharge checklist	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR108	Clinical Record	Antenatal bloods	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR109	Clinical Record	Consent for anaesthesia	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR110	Clinical Record	Serology	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR111	Clinical Record	Radiology & diagnostic imaging reports	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR112	Clinical Record	CTGs	Obstetric Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR113	Non-Clinical Record	A&E (Emergency Department) registers		Confidential	10 years from completion of book	Operational / Contractual Requirements	Likely to have archival value. Contact the National Archives (Records Acquisition Division)
HCR114	Non-Clinical Record	Admission Books		Confidential	10 years	Operational / Contractual Requirements	Likely to have archival value. Contact the National Archives (Records Acquisition Division)

HCR115	Clinical Record	Ambulance records	Patient identifiable component (including paramedic records made on behalf of the Ambulance Service)	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR116	Clinical Record	Assisted Decision Making records	Legal requirement on service providers to comprehensively enable a person to make a decision through the provision of a range of supports and information appropriate to their condition	Confidential	Mentally disordered persons: Records should be kept for 20 years after the date of last contact between patient/ client/ service user and any healthcare professional or 8 years after the patient's death if sooner	Mental Health Acts 1945 to 2001 Assisted Decision-Making (Capacity) Act 2015	Destroy, as per HSE Information Classification and Handling Policy

HCR117	Clinical Record	Assessment Client Lists		Confidential	Lifetime of patient + 8 years after death	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HCR118	Non-Clinical Record	Bed Allocation records		Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HCR119	Non-Clinical Record	Birth Registers	Register of births kept by the hospital	Confidential	10 years	Operational / Contractual Requirements	Likely to have archival value. Contact the National Archives (Records Acquisition Division)

HCR120	Clinical Record	Children and young people	All types of records relating to children and young people.	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR121	Clinical Record	Clinical Pathway maps	Healthcare management plans that specify patient goals and the sequence and timing of actions necessary to achieve these goals with optimal efficiency	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR122	Non-Clinical Record	Paper-based hospital Death registers	Register of deaths kept	Confidential	10 years	Operational / Contractual Requirements	Likely to have archival value. Contact National Archives (Records Acquisition Division)

HCR123	Clinical Record	De-consents		Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR124	Non-Clinical Record	Discharge Books		Confidential	10 years after completion of book	Operational / Contractual Requirements	Likely to have archival value. Contact National Archives (Records Acquisition Division)
HCR125	Clinical Record	Domestic violence record	Mentally disordered persons	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR126	Non-Clinical Record	Early recall Book	Report function for Early recall to assessment clients on Business Objects, hardcopy book kept as back-up reminder locally	Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HCR127	Non-Clinical Record	End of day lists		Confidential	10 years	Operational appointment checklists	Destroy, as per HSE Information Classification and Handling Policy
HCR128	Clinical Record	Family member corroborative	Confirmation/ support of families	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR129	Clinical Record	FIOS system records		Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR130	Clinical Record	GP referral/summary	For referral to mental health services in community.	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR131	Clinical Record	Healthcare records	Excluding records not specified elsewhere in this schedule	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR132	Clinical Record	Homicide / "Serious untoward incident" records		Restricted	Lifetime of patient + 8 years after death	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HCR133	Clinical Record	Integrated Care Plans		Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR134	Non-Clinical Record	MDM client list	Patient case conference discussion lists	Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HCR135	Non-Clinical Record	MDM Sign in sheets		Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HCR136	Clinical Record	Medical reports	Clinical Care Records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR137	Non-Clinical Record	Migration Abroad		Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HCR138	Non-Clinical Record	Mortuary Registers	Where they exist in paper format	Confidential	10 years	Operational / Contractual Requirements	Likely to have archival value. Contact National Archives (Records Acquisition Division)
HCR139	Non-Clinical Record	Next Rounds		Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HCR140	Non-Clinical Record	Notifiable Diseases Book		Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HCR141	Non-Clinical Record	Operating Theatre Registers		Confidential	10 years	Operational / Contractual Requirements	Likely to have archival value. Contact National Archives (Records Acquisition Division)
HCR142	Non-Clinical Record	Outpatient lists		Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HCR143	Non-Clinical Record	Post-mortem registers		Confidential	30 years	Operational / Contractual Requirements	Likely to have archival value. Contact National Archives (Records Acquisition Division)

HCR144	Non-Clinical Record	Radiology batch listing		Confidential	10 years	Operational lists/checklists	Destroy, as per HSE Information Classification and Handling Policy
HCR145	Non-Clinical Record	Reception message book		Confidential	10 years	Used to dictate phone messages from clients and for team to return calls, books/ spreadsheet no longer in use destroyed	Destroy, as per HSE Information Classification and Handling Policy
HCR146	Non-Clinical Record	Records/ documents related to any litigation		Restricted	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HCR147	Non-Clinical Record	Records of Destruction of Individual Healthcare records (case notes) and other health related records contained in this retention schedule	In manual or computer format	Confidential	Into Perpetuity	Operational / Contractual Requirements	Retain/Archive
HCR148	Clinical Record	Residential Placement records	For a person with a mental disorder.	Confidential	Lifetime of patient + 8 years after death. Into Perpetuity if record relates to a child	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy/Retain for records relating to a child
HCR149	Non-Clinical Record	Results clinic list		Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HCR150	Clinical Record	Safeguarding records	For a person with a mental disorder.	Restricted	Lifetime of patient + 8 years after death. Into perpetuity if record relates to a child	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy/ Retain for Records relating to Children
HCR151	Clinical Record	School records	For referral to mental health services in community.	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR152	Clinical Record	Sexually Transmitted Disease record		Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR153	Clinical Record	Visualised tissue letter book	Operational book - only in use in Breast check Eccles Unit	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR154	Non-Clinical Record	Waiting lists		Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HCR155	Non-Clinical Record	Ward registers	Including daily bed returns	Confidential	10 years	Operational / Contractual Requirements	Likely to have archival value. Contact National Archives (Records Acquisition Division)

HCR156	Non-Clinical Record	X-ray registers		Confidential	10 years	Operational / Contractual Requirements	Likely to have archival value. Contact National Archives (Records Acquisition Division)
HCR157	Clinical Record	Nursing notes		Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR158	Clinical Record	Electronic files patient file details and outcomes		Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR159	Clinical Record	Mammography images	Records related to general mammography and not Breast Check	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR160	Clinical Record	Pathology Data/results		Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR161	Clinical Record	PACS files		Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

HCR162	Clinical Record	Follow Up Care		Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR163	Clinical Record	Patient prescriptions		Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR164	Non-Clinical Record	Activity logs	Summary logs of interactions with service users and their representatives and for management of specific tasks or projects	Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

National Screening Service Records							
HCR165	Non-Clinical Record	Screening lists	Lists of patients attending screening services on a given day	Confidential	Hardcopy lists to be destroyed as end of the day. Electronic copies to be retained for 10 years	Quality Control; Audit	Destroy, as per HSE Information Classification and Handling Policy
HCR166	Clinical Record	Diabetic Retina Screening record		Confidential	11 years after screening for adults, and for 11 years or for children, 11 years or up to their 25th birthday, whichever is the longer	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Add record to National Screening Register and Destroy, as per HSE Information Classification and Handling Policy

HCR167	Clinical Record	Bowel Screen FIT kit laboratory record		Confidential	8 years after screening episode	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR168	Clinical Record	Breast Check Imaging		Confidential	8 years after screening	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR169	Non-Clinical Record	NSS Population Screening Registers		Confidential	The register is kept permanently, but the client profiles are made inactive when client no longer engaging with the programme	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HCR170	Clinical Record	Cervical Screening Slides		Confidential	15 years	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
Clinical Audit Records							
HCR171	Non-Clinical Record	Local Audit Records	Clinical audit demonstrates whether a predetermined standard is being met	Confidential	Lifetime of audit and 10 years after the local data collection ceases.	Operational / Contractual Requirements	Review for data and anonymise if appropriate or destroy, as per HSE Information Classification and Handling Policy

HCR172	Non-Clinical Record	National (Longitudinal) Audit Records	Clinical audit demonstrates whether a predetermined standard is being met	Confidential	Lifetime of audit and 5 years after a written agreement from the HSE/DOH that the National Data collection should cease.	Operational / Contractual Requirements	Review data as likely to have a further secondary use e.g. Research value. Anonymise the data.
HCR173	Non-Clinical Record	National Patient Registers	To monitor a patient population or healthcare process e.g. e.g. Irish National Orthopaedic Register	Confidential	The register is kept permanently.	Operational / Contractual Requirements/ Safeguarding Healthcare data	Retain/Archive

HR Records

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
1.1.1 Local HR Records retained by Line Managers						
HRR001	ER/IR case files	Employee Relations	Confidential	Duration of proceedings and related follow up	Form basis for setting precedent in a legal case	Destroy, as per HSE Information Classification and Handling Policy
HRR002	IR/Trade Union negotiation	Records of union negotiations	Confidential	Permanently	Set precedent and informs on future decisions.	Destroy, as per HSE Information Classification and Handling Policy
HRR003	Pay and conditions (exceptions)		Confidential	Permanently	Set precedent and informs on future decisions.	Destroy, as per HSE Information Classification and Handling Policy
HRR004	Agreements/ Circulars	Agreements issued and Circulars/Notes	Confidential	10 Years	Set precedent and informs on future decisions.	Destroy, as per HSE Information Classification and Handling Policy
HRR005	Decisions Registers		Confidential	10 Years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HRR006	Census Reports – electronic format	Demographic data	Confidential	Electronic format retained permanently. Retain manual/ paper format until scanned into electronic format	Data is retained to report and plot data over time	Destroy, as per HSE Information Classification and Handling Policy
HRR007	Names and contact details of trade union officials and reps	Retain to enable communication with respect to HSE HR operation	Confidential	For as long as they are employed in a relevant role	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR008	Names and contact details of HSE, Department of Health and Section 38 staff members and trade union officials and reps	Retain to assist in the operation of the Joint Information and Consultation Forum	Confidential	For as long as the people concerned are members of the JICF	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HRR009	Lists of employees with personal details due to be subsumed from other agencies		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR010	Queries	Queries related to Human Resources/Employment	Confidential	Retain until query is closed, dependent on nature of query	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR011	Advisory Service Queries	Including emails	Confidential	Personal data not required once query is addressed. Just keep general information for future reference.	Operational / Contractual Requirements	Depersonalise
HRR012	Cases		Confidential	7 years from completion of the case		Destroy, as per HSE Information Classification and Handling Policy
HRR013	Ethics in Public Office Records		Confidential	15 years in hard copy format only. Accessed by CEO/DG only	Legal Requirement	Destroy, as per HSE Information Classification and Handling Policy
HRR014	Bike to Work Scheme Records		Confidential	4 years	Tax Requirement	Destroy, as per HSE Information Classification

						and Handling Policy
HRR015	Travel Pass Scheme Records		Confidential	3 years	Tax Requirement	Destroy, as per HSE Information Classification and Handling Policy
HRR016	Incident Report Book		Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR017	Training Records	Electronic records	Confidential	Retain hard copies until scanned into electronic format. Retain electronic files for 7 years after the employees' term of service has completed.	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR018	Accident / Incident		Confidential	10 years from date of accident if no claim made in interim		Destroy, as per HSE Information Classification and Handling Policy
HRR019	Investigation Report Forms		Confidential	10 years from date of accident if no claim made in interim	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HRR020	HR/ Health and Safety Investigation Reports	BEX reports, TRO reports, absenteeism reports	Confidential	10 years from date of accident if no claim made in interim		Destroy, as per HSE Information Classification and Handling Policy
HRR021	SKILL Participants Files		Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR022	SKILL Records (Financial)		Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR023	Workforce reports		Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR024	Workforce Planning matters		Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR025	Client Reports Staff Support		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR026	Expression of Interest Broadcasts		Confidential	1 year	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HRR027	National Recruitment Services Campaigns		Confidential	6 years or to the expiry date of panel	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR028	Panels		Confidential	6 years or to the expiry date of panel	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR029	Various local inherited panels		Confidential	6 years or to the expiry date of panel	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR030	Job order		Confidential	7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR031	Job evaluation applicants		Confidential	For duration of job evaluation of individual candidate.	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR032	Garda Vetting Application forms	Standard forms providing Individual's consent to be vetted	Confidential	3 years	National Vetting Bureau Act	Destroy, as per HSE Information Classification and Handling Policy

HRR033	Garda Vetting Disclosures	Individual vetting results	Restricted	3 years	National Vetting Bureau Act	Destroy, as per HSE Information Classification and Handling Policy
				Disclosure held on file at service level must be retained for the entire period in which the person is engaging in relevant work. If re-vetted, the new disclosure is the valid vetting, and the older vetting should be destroyed.		
HRR034	Garda Vetting Disclosures processed by Garda Vetting Unit for 3 rd party organisation's		Restricted	3 Years		Destroy, as per HSE Information Classification and Handling Policy

HRR035	Garda Vetting Risk Assessment successful applicants		Restricted	Risk Assessment File held in GVLO and retained for the entire period of employment.		Destroy, as per HSE Information Classification and Handling Policy
HRR036	Garda Vetting Risk Assessment unsuccessful applicants	Garda vetting records related to unsuccessful applicants	Restricted	3 Years	National Vetting Bureau Act	Destroy, as per HSE Information Classification and Handling Policy
HRR037	Garda Vetting Confirmation Notices	Confirmation Note from GVLO to the Service Manager that vetting has been completed	Restricted	Retained on Personnel File for the entire period of employment	National Vetting Bureau Act	Destroy, as per HSE Information Classification and Handling Policy
Human Resources Detailed Document listing						
1.1.2 Personnel Records						
HRR038	Preliminary Screening	Dignity at Work	Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR039	Grievances		Restricted	7 years from closing of the file	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HRR040	General correspondence		Confidential	7 years from closing of the file	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
1.1.3 HR Regional Offices						
HRR041	Transfer Applications		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR042	Internal Personnel Files – Sick Leave Records and internal issues		Restricted	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR043	Contracts		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR044	Learning Contract		Confidential	Duration of employment + 7 years	Contract must be kept for duration of employment to inform on decisions for any additional educational funding	Destroy, as per HSE Information Classification and Handling Policy

HRR045	Application for NMPDU funding support for Nursing and Midwifery Service Improvement Innovation Initiatives		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR046	NAS College Training files		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR047	Annual Leave Records		Confidential	Duration of employment + 7 years	Confirmation of entitlement to leave	Destroy, as per HSE Information Classification and Handling Policy
HRR048	Requests to return from career break		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR049	Acting / Misc. Allowances	Allowances that need to be captured in the context of pension disbursement	Confidential	7 years after the death of a pensioner or dependant	Revenue Commission Requirements	Destroy, as per HSE Information Classification and Handling Policy

HRR050	Decision Orders		Confidential	7 years post decision.	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR051	Statement of Employee Status		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR052	Performance meeting records		Confidential	Duration of employment + 7 years	Referral and review at meetings	Destroy, as per HSE Information Classification and Handling Policy
HRR053	Resignations	Records of employee resignation	Confidential	Duration of employment + 7 years	Payroll/Pension/HR requirements (Statute of Limitations)	Destroy, as per HSE Information Classification and Handling Policy
HRR054	Transfers		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR055	Employee related emails		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR056	Minutes of meetings with Management Company		Confidential	7 Years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

1.1.5 Superannuation Office MQ National HR Services						
HRR057	IT system HR Records	System records related to pension	Confidential	7 years after the death of the pensioner or dependant(s) whichever is the latest	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR058	Pensioner File	Records relating to the calculation and payment of pension	Confidential	7 years after the death of the pensioner or dependant(s) whichever is the latest	Revenue Commission Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR059	Pensioner Dependent File	Records relating to the calculation and payment of pension	Confidential	7 years after the death of the pensioner or dependant(s) whichever is the latest	Revenue Commission Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR060	Pension Refund File	Records relating to the calculation and payment of pension	Confidential	7 years after the death of the pensioner	Revenue Commission Requirements	Destroy, as per HSE Information Classification and Handling Policy

HRR061	Preserved Benefit Statement	Records relating to the calculation and payment of pension	Confidential	7 years after the death of the pensioner	Revenue Commission Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR062	Temporary Service Files	Subset	Confidential	7 years after the death of the pensioner	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR063	Pension Benefit Statements	Pension benefit account statements	Confidential	7 years after the death of the pensioner	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR064	Retirement Forms		Confidential	7 years after the death of the pensioner	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR065	Birth, Marriage, Cert & Death Certs		Confidential	7 years after the death of the pensioner	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
1.1.6 National Personnel Administration						
HRR066	Employee set up form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HRR067	Change to Employee Terms and Conditions		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR068	Long-Term Acting Up form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR069	Short-Term Acting Up form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR070	HR104 Change of Personal Details form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR071	HR105 Career Break form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR072	HR106 Leaving form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR073	HR107a Retirement form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HRR074	HR107b Pension Dependents Application form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR075	HR108a Adoptive Leave form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR076	HR108b Annual Leave Anticipation form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR077	HR108c Carers Leave form & records subject to Carers leave act		Confidential	8 years from the date of creation of the record	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR078	HR108d Compassionate Leave form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR079	HR108e Examination Leave form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR080	HR108f Force Majeure form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HRR081	HR108g Health and Safety Leave form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR082	HR108h Jury Service Leave form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR083	HR 108i Maternity Leave form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR084	HR108j Parental Leave Application form & records subject to Parental Leave Act		Confidential	12 years from the date of creation of record	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR085	HR108k Reserve Defence Forces Leave form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR086	HR108l Serious Physical Assault Scheme Leave form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR087	HR108m Special Leave on Marriage form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HRR088	HR108n Special Unpaid Leave form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR089	HR108o Study Leave form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR090	HR108p Trade Union Leave form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR091	HR108q Carry Over of Annual Leave form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR092	HR109 Term Time form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR093	HR110 Nominal Pay Application form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR094	HR111 Flexible Working Application form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HRR095	HR112a Injury Grant Calculation form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR096	HR112b Injury Grant Application form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR097	HR114 Pension Rate of Pay Application form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR098	HR115 Shorter Working Year Scheme		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR099	HR116a Rapid Response Corps-Employer Agreement form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR100	HR116b Rapid Response Corps-Leave notification		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR101	Increment Report		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HRR102	Incremental Credit Letter		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR103	Pay Review Request		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR104	Verification of Service History Form A		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR105	Verification of Service History Form B		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR106	Probation Report Form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR107	Change of PRSI Class Request		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

1.1.7 Staff Support						
HRR108	Client Reports		Confidential	7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
1.1.8 National Recruitment Services						
HRR109	Candidates not short listed/ unsuccessful		Confidential	Expiry date of the panel or 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR110	Job applications for unsuccessful candidates		Confidential	Expiry date of the panel or 6 years	Operational requirement to ensure succession of candidates until role is filled	Destroy, as per HSE Information Classification and Handling Policy
HRR111	Short listing criteria		Confidential	Expiry date of the panel or 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR112	Note Taking Sheets		Confidential	Expiry date of the panel or 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

1.1.9 Staff Personnel Files						
HRR113	Applications & Curriculum Vitae of candidates who are called for interview		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR114	Interview board marking sheet and interviewers' notes		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR115	Applications & Curriculum Vitae of candidates who are offered and take up a post together		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR116	References		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR117	Recruitment Medical – confirmation of fitness/ not fit for post offered		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR118	File Cover Sheet		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HRR119	Job spec		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR120	New-starter email to manager and cc to local HR		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR121	Induction Letter		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR122	Application form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR123	Copy of eligibility criteria	If shortlisting applied	Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR124	Relevant qualifications which may include registration		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR125	Birth Cert		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HRR126	ID such as driving license		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR127	Passport		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR128	Marriage Certificate		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR129	Referrals to Occupational Health		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR130	Details of previous service	Including salary point, incremental credit, etc.	Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR131	Posts which require driving, such as EMTs, copy of driving license and penalty points will be obtained		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HRR132	Details of risk assessment	If relevant (other than Garda Vetting)	Confidential	Duration of employment + 7 years	To keep a record of risk assessments completed with staff from a health & safety perspective e.g., display screen equipment, working from home, pregnancy	Destroy, as per HSE Information Classification and Handling Policy
HRR133	Contract of Employment Letter		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR134	Other correspondence	For Example: emails between the candidate and contracting or contracting and hiring manager regarding referees, start dates, etc.	Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HRR135	Landline		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR136	Mobile phone numbers		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR137	Email addresses for referees and line managers		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR138	Job withdrawal template		Confidential	Retained for 7 years after the employees' term of service has completed	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR139	Appeal details/ arbitrator report		Confidential	7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR140	General Declaration	Existing Employees	Confidential	Retained for 7 years after the employees' term of service has completed	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HRR141	Statutory Declaration		Confidential	Retained for 7 years after the employees' term of service has completed	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR142	Overseas Police Clearances		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR143	Calculations relating to incremental credit		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR144	Point on scale at appointment		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR145	Job logs for various disciplines	Nursing, Allied Health Professionals, Support Services, Medical & Dental, Management	Confidential	Retained for 7 years after the employees' term of service has completed	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HRR146	Various local inherited panels		Confidential	7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR147	In the case where a post is withdrawn from a candidate, the job withdrawal template, and any appeal details/arbitrator report will also be held on the file.		Confidential	Centrally held by NRS for 7 years, personnel file held for duration of employment – pensions 7 years after death of pensioner	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR148	Supporting Documentation	Scan of Work Permit, GNIB cards, Passport with Visa / permission to reside, driving license – where relevant	Confidential	6 years or expiry of panel	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR149	Informal Appeal from Candidate		Confidential	6 years or expiry of panel	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HRR150	Response to appeal		Confidential	Duration of employment + 7 years when relating to records on a personnel file	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR151	Spreadsheet containing candidate details	Contact details, education, current employer, eligibility, eligibility outcome, interview scores, order of merit	Confidential	Duration of employment + 7 years when relating to records on a personnel file	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR152	Invitation to Interview letters, reminders, cancellations		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR153	Success letters		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR154	Regret letters		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

Internal Audit Records

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
IA001	Audit File		Confidential	Current year plus 6 years.	Evidence of audit work and findings required to support audit reports and recommendations. Potential requirement as evidence for Garda investigations or prosecution in some case.	Destroy, as per HSE Information Classification and Handling Policy
				Can be held for longer at the discretion of the National Director of Internal Audit. Longer retention may be appropriate in some cases. e.g., where Garda investigation is in progress or may arise later		
IA002	Final Audit Report	Including management comments received and the final recommendations tracking sheet	Confidential	Current year plus 6 years. Should only be held longer in special cases	Permanent record of the audit findings and recommendations	Destroy, as per HSE Information Classification and Handling Policy

IA003	Special Projects and Investigations files	Including any audit with potential for criminal prosecution	Confidential	Current year plus 6 years. Can be held for longer at the discretion of the National Director of Internal Audit. Longer retention may be appropriate in some cases. e.g., where Garda investigation is in progress or may arise later	Evidence of audit work and findings required to support audit reports and recommendations. Potential requirement as evidence for Garda investigations or prosecution in some case.	Destroy, as per HSE Information Classification and Handling Policy
IA004	Tracking of implementation of IA recommendations		Confidential	Current year plus 6 years. Should only be held longer in special cases	Evidence that recommendations were implemented	Destroy, as per HSE Information Classification and Handling Policy

Occupational Health Records

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
OHR001	Occupational Health Records		Confidential	Retain Until Employee's 100 th Birthday	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
OHR002	Pre-placement Health Assessment	Records of applicants who did not take up employment	Confidential	Dispose records 6 months after application	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

Pathology Records

Record Category: This column has been added to differentiate pathology records into two broad categories. Clinical records that relate to the care of a patient. Non-Clinical records that relate to administrative records created by the healthcare organisation.

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
Pathology Records							
PATH001	Non-Clinical Record	Pathology Records Documents	Electronic and paper records Accreditation documents; records of inspections	Confidential	10 years	The Royal College of Pathologists: The retention and storage of pathological records and specimens (5th edition)	Destroy, as per HSE Information Classification and Handling Policy
PATH002	Non-Clinical Record	Bound copies of reports / records if made	Handwritten copies of patient laboratory reports	Confidential	10 years	The Royal College of Pathologists: The retention and storage of pathological records and specimens (5th edition)	Destroy, as per HSE Information Classification and Handling Policy
PATH003	Non-Clinical Record	Day Books and other Records of Specimens received by a laboratory	Confirmation receipts of samples received	Confidential	10 years	The Royal College of Pathologists: The retention and storage of pathological records and specimens (5th edition)	Destroy, as per HSE Information Classification and Handling Policy
PATH004	Non-Clinical Record	Equipment / instruments maintenance logs, records of service inspections		Confidential	Lifetime of equipment	The Royal College of Pathologists: The retention and storage of pathological records and specimens (5th edition)	Destroy, as per HSE Information Classification and Handling Policy

PATH005	Non-Clinical Record	Procurement, use, modification, and supply records relevant to production of products (diagnostics) or equipment		Confidential	Lifetime of equipment	The Royal College of Pathologists: The retention and storage of pathological records and specimens (5th edition)	Destroy, as per HSE Information Classification and Handling Policy
PATH006	Non-Clinical Record	External Quality Control records		Confidential	10 years	The Royal College of Pathologists: The retention and storage of pathological records and specimens (5th edition)	Destroy, as per HSE Information Classification and Handling Policy
PATH007	Non-Clinical Record	Internal Quality Control Records		Confidential	10 years	The Royal College of Pathologists: The retention and storage of pathological records and specimens (5th edition)	Destroy, as per HSE Information Classification and Handling Policy
PATH008	Clinical Record	Lab File Cards or other working records of test results for named patients	Lab file cards with results for named patients held in the lab. Can include Clinical findings and advice	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

PATH009	Clinical Record	Near-patient Test Data	Point of care testing records, E.g., glucometer readings, pregnancy tests, etc.	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
PATH010	Non-Clinical Record	Pathological Archive/ Museum Catalogues		Confidential	30 years, subject to consent	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Archive
PATH011	Clinical Record	Patient Related Photographic Records	Photographs of specimens from patients	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
PATH012	Clinical Record	Records of Telephoned Reports		Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
PATH013	Clinical Record	Patient Records relating to investigation or storage of specimens relevant to organ transplantation, semen, or ova		Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

PATH014	Clinical Record	Reports, copies, Post-mortem Reports		Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
PATH015	Clinical Record	Request forms	Test request forms sent by clinicians to the lab	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
PATH016	Non-Clinical Record	Standard operating procedures	Current and old	Public/Operational	Updated on an ongoing basis	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
PATH017	Non-Clinical Record	Specimens and Preparations Blocks for electron microscopy	Retained patient tissue samples	Confidential	10 years	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
PATH018	Clinical Record	Patient Electrophoretic strips and immunofixation plates		Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

PATH019	Clinical Record	Frozen Tissue for immediate histological assessment (frozen section)	Pathological assessment records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
PATH020	Clinical Record	Frozen Tissue or cells for histochemical or molecular genetic analysis	Pathological assessment records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
PATH021	Clinical Record	Grids for electron microscopy		Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
PATH022	Clinical Record	Human DNA	Blood samples from patients	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
PATH023	Clinical Record	Microbiological Cultures	Pathological assessment records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

PATH024	Clinical Record	Stained Slides	Pathological assessment records	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
PATH025	Clinical Record	New-born Blood Spot screening cards	Guthrie cards	Confidential	10 Years	Legislative Requirements	Destroy, as per HSE Information Classification and Handling Policy
PATH026	Clinical Record	Body fluids / aspirates / swabs	Pathological assessment records	Confidential	PCR swabs held for 7 days for additional testing e.g. Genome sequencing Required as part of Covid-19 outbreak management	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
PATH027	Clinical Record	Paraffin Blocks		Confidential	30 years and then appraise for archival value	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
PATH028	Clinical Record	Records relating to donor or recipient sera		Restricted	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

PATH029	Clinical Record	Serum following needle stick injury or hazardous exposure	Serum that is held pending result from source	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
PATH030	Clinical Record	Serum from first pregnancy booking visit		Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
PATH031	Clinical Record	Wet Tissue (representative aliquot or whole tissue or organ)		Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
PATH032	Clinical Record	Whole blood specimens for full blood count		Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
PATH033	Clinical Record	Transfusion Laboratories Annual reports	Where required by EU directive	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

PATH034	Clinical Record	Autopsy reports, specimens, archive material and other where the deceased has been the subject of a Coroner's autopsy		Confidential	These are Coroner's records - copies may only be lodged on the healthcare record with the Coroner's permission	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
PATH035	Clinical Record	Blood Bank Register, blood component audit trial and fates		Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
PATH036	Clinical Record	Blood for grouping, antibody screening and saving and/or cross-matching		Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
PATH037	Clinical Record	Forensic Material - criminal cases		Confidential	Permanently, not part of the healthcare record	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Archive
PATH038	Non-Clinical Record	Refrigeration and Freezer Charts		Confidential	Lifetime of equipment	Operational Requirements	Destroy, as per HSE Information Classification and Handling Policy

PATH039	Clinical Record	Request forms for grouping, antibody screening and cross-matching		Confidential	30 years	EU Directive 2002/98/EC the Blood Safety and Quality Regulations 2005 (SI 2005 No.50	Destroy, as per HSE Information Classification and Handling Policy
PATH040	Clinical Record	Results of grouping, antibody screening and other blood transfusion related tests		Confidential	30 years	EU Directive 2002/98/EC the Blood Safety and Quality Regulations 2005 (SI 2005 No. 50)	Destroy, as per HSE Information Classification and Handling Policy
PATH041	Clinical Record	Separated serum/ plasma stored for transfusion purposes		Confidential	30 years	EU Directive 2002/98/EC the Blood Safety and Quality Regulations 2005 (SI 2005 No. 50)	Destroy, as per HSE Information Classification and Handling Policy
PATH042	Clinical Record	Storage of material following analyses of nucleic acids		Confidential	30 years	EU Directive 2002/98/EC the Blood Safety and Quality Regulations 2005 (SI 2005 No. 50)	Destroy, as per HSE Information Classification and Handling Policy

Test & Trace Records

Record Category: This column has been added to differentiate COVID19 pandemic response related Test & Trace records into two broad categories. Clinical records that relate to the care of a patient. Non-Clinical records that relate to administrative records created by the healthcare organisation.

Ref	Record Category	Record Type	Description	Classification	Proposed Retention Period	Origin / Reason	Final Action
TT001	Non-clinical record	Online appointment scheduling system	Demographic details, Referral information, appointment and attendance details	Confidential	For the duration of the PCR testing programme	Operational requirements	Should be archived as could be required for future pandemic response
TT002	Non-clinical record	Sample dispatch and tracking - docket, tracking lists, paper records	Courier dispatch docket, nursing home sample drop-off lists, packing lists, drop off sheets	Confidential	2 years	Operational requirements	Destroy, as per HSE Information Classification and Handling Policy
TT003	Non-clinical record	Sample tracking app	Application to record location of samples from testing site to lab	Confidential	Contractual requirement to be checked	Contractual requirement	Should be archived as could be required for future pandemic response

TT004	Non-clinical record	Attendance sheets	Printed extract from online appointment system	Confidential	1 day	Operational requirements	Destroy, as per HSE Information Classification and Handling Policy
TT005	Non-clinical record	Offsite testing lists	Record of off-site testing (outbreak, serial, food processing plants)	Confidential	2 years	Operational requirements	Destroy, as per HSE Information Classification and Handling Policy
TT006	Non-clinical record	Swab Patient record form	Record of patient demographics and swabber identifier	Confidential	2 years	Operational requirements	Destroy, as per HSE Information Classification and Handling Policy
TT007	Clinical record	Index patient record	Demographic and clinical information including test results. Held within Covid Care Tracker	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Should be archived as could be required for future pandemic response
TT008	Clinical record	Close contact record	Demographic and clinical information linked with Index patient record within Covid Care Tracker	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Should be archived as could be required for future pandemic response

TT009	Clinical record	Test results	PCR test results and self-reported antigen test results held within Covid Care Tracker	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Should be archived as could be required for future pandemic response
TT010	Clinical record	List Your Contacts Portal and Antigen Positives portal submissions	Information on close contacts and settings for outbreak management and exposure investigations. Held within Covid Care Tracker	Confidential	Lifetime of patient + 8 years after death	Operational/Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Should be archived as could be required for future pandemic response
TT011	Non-clinical record	Passenger locator forms	Travel-related information for contact tracking and exposure investigation	Confidential	2 years	Operational requirements	Should be archived as could be required for future pandemic response
TT012	Non-clinical record	School pod details	Details of school and classroom contacts of a positive case	Confidential	2 years	Operational requirements	Should be archived as could be required for future pandemic response

TT013	Non-clinical record	Covid tracker app	Contact tracing information	Confidential	Retain until the WHO/CMO declares the end of the outbreak	<u>2020 Guidelines on the use of location data and contact tracing tools in the context of the COVID-19 outbreak</u>	Should be archived as could be required for future pandemic response
TT014	Non-clinical record	Recovery cert escalations	Information on positive test result for purpose of applying for a recovery cert	Confidential	2 years	Operational requirements	Should be archived as could be required for future pandemic response
TT015	Non-clinical record	Antigen test kit order records	Antigen test orders for individuals and settings	Confidential	For the duration of the antigen testing programme	Operational requirements	Destroy, as per HSE Information Classification and Handling Policy
TT016	Non-clinical record	Corporate test & trace records	Record of business decisions, policies and processes taken in response to pandemic	Confidential	May be required after pandemic has ended in case of a public or other enquiry into the pandemic response management	Operational requirements	Should be archived as could be required for future pandemic response
TT017	Aggregated test results	Excel data	Confidential	Retain until the WHO/CMO declares the end of the outbreak	<u>2020 Guidelines on the use of location data and contact tracing tools in the context of the COVID-19 outbreak</u>	Archive for future reference	

TT018	Public and Serial Testing Results Reports	Aggregated and identifiable data on both positive and negative test results	Confidential	Retain until the WHO/CMO declares the end of the outbreak	<u>2020 Guidelines on the use of location data and contact tracing tools in the context of the COVID-19 outbreak</u>	Archive for future reference	
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