



ASSOCIATION OF BRITISH PAEDIATRIC NURSES

RECORD KEEPING AND RETENTION POLICY

1. Purpose of this document

- 1.1 The policy forms part of the Association of British Paediatric Nurses (ABPN) internal control and governance arrangements.
- 1.2 The policy explains ABPN's approach to record keeping and retention policy, documents the roles and responsibilities of the Governance and Development Group (G&D Group) and other key parties.
- 1.3 This policy describes the time periods for which records should be retained by the Association in order to comply with operational and legal requirements, including U.K data protection legislation.

2. Underlying approach to record keeping and retention

- 2.1 The policy sets out how long a piece of information should be kept; where information is stored and how to dispose of that information
- 2.2 A record is defined in the Records Management British Standard BS ISO 15489 as "Information created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business".

3. Role of the G&D Group

- 3.1 The G&D Group has a fundamental role to play in the governance or the ABPN and management of risk, this should include the maintenance of records, the storage of information, the retention of documents and the destruction or archiving of information
- 3.2 The G&D Group should periodically review data held by the Association and erase or anonymise.

4. General Principles

- 4.1 Association documents should be retained for 10 years or 5 years, depending on importance, and then considered by Governance and Development Group for review.
- 4.2 This policy refers to the official documents held by the Association, officers of the Association should ensure the documents they keep are held in accordance with the principles set out.
- 4.3 All structured information management systems that store records containing person identifying information must be managed in accordance with this policy.
- 4.4 The default action to be taken at the end of the retention period is the secure destruction or deletion of the record. Exceptions to this are where the retention period has been considered by the Governance and Development Group and the

record is ascribed as “permanent” (ie the record will never be destroyed), for public interest or historical purposes.

- 4.5 Only one copy of each record needs to be kept for the full length of the retention period. Duplicate and secondary copies should be destroyed as soon as they are no longer of immediate operational use.
- 4.6 Where a record contains person identifying information the retention periods stated in this schedule are mandatory requirements and must be followed unless a specific exception has been approved by the Information Governance Office.
- 4.7 Emails that constitute a record which needs to be retained, including those containing personal data, must be stored in an appropriate filing system relevant to their confidentiality.
- 4.8 Shared drives or other unstructured information storage solutions (including cloud based storage) used to store any Association record should be managed in accordance with this schedule, and where those records contain personal data information the retention periods must be followed.

5. Record retention schedule

Type of record	Retention period
Financial audits retained	10 years
Original financial records	10 years
Contracts	20 years
Publications and promotional materials	Keep whilst current and considered for retention in archives
Legal advice/documentation	20 years/permanent
Correspondence (emails/letters)	No longer than 5 years
Annual report	5 years and then archive
Personal data	iaw GDPR – no longer than needed
Complaint/incident	10 years

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