

Healthcare Policy and Strategy Directorate

T: [REDACTED]
E: [REDACTED]

Dear Colleague

**RECORDS MANAGEMENT: NHS CODE OF PRACTICE
(SCOTLAND)**

Summary

1. This letter provides NHS Boards and special Health Boards with a revised Code of Practice on Records Management. This guidance replaces previous guidance as listed below:
 - SHM 58/60- Scottish Hospital Service Destruction of Hospital Records
 - ECS(A) 21/1969 – Disposal of Records That Have Lost Their Value
 - MEL (1993) 152 – Guidance for the Retention and Destruction of Health Records.
2. The retention and disposal guidance has been approved by the National Archives of Scotland.
3. This is an overarching code of practice and incorporates references and links to previously published guidance, such as NHS HDL(2006) 28 Management, Retention and Disposal of Administrative Records.
4. This guidance is based on current legal requirements and professional best practice and aims to:
 - establish, as part of the wider information governance framework, records management best practice in relation to the creation, use, storage, management and disposal of NHS records;
 - provide information on the general legal obligations that apply to NHS records;
 - set out recommendations for best practice to assist in fulfilling these obligations, for example adhering to National Information Governance Standards;
 - explain the requirement to select records for permanent preservation;
 - set out recommended minimum periods for retention of NHS personal health records regardless of the media on which they are held, and indicate where further



The Scottish
Government

CEL 28 (2008)

7 July 2008

Addresses

For action

Chief Executives
Health Records Managers
Data Protection Managers
Caldicott Guardians
Corporate Records Managers
Freedom of Information leads

Enquires to:

Iain Horne
St Andrew's House
Regent Road
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Point of contact
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<http://www.scotland.gov.uk>



SNBTS DOCUMENT REQUEST No:

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information on records management may be found.

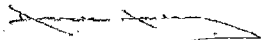
5. The Code of Practice can be accessed at the following link
<http://www.scotland.gov.uk/Publications/2008/07/01082955/0>

Action

Chief Executives are requested to:

Implement, and ensure, that all appropriate staff are aware of and follow, the updated Code of Practice. The necessary arrangements should be made to inform primary care contractors about the contents of this letter.

Yours sincerely



DEREK FEELEY