



HSE National Records Retention Policy

2025 - 2028



National Policy National Procedure National Protocol National Guideline
National Clinical Guideline

HSE National Records Retention Policy

DOCUMENT GOVERNANCE

Document Owner (post title):	National Director, Public Involvement, Culture and Risk Management
Document Owner name:	Joe Ryan
Document Owner email contact: <i>(Generic email addresses only for the Repository)</i>	nrrp@hse.ie
Document Commissioner(s): (Name and post holder title):	Joe Ryan, National Director
Document Approver(s): (Name and post holder title):	Audit and Risk Committee
Development Group Name:	HSE National Records Retention Policy Implementation and Policy Review Group
Development Group Chairperson:	Ann Sheehan

DOCUMENT MANAGEMENT

Date effective from:	01/12/2025		
Implementation date:	05/12/2025		
Date set for next review:	01/12/2028		
Your Reference No: (if applicable)	n/a		
Current version no:	4	Archived version no:	3

PUBLICATION INFORMATION ¹	
Topic:	Records Retention
National Group:	HSE National Records Retention Policy Implementation and Policy Review Group
Summary:	This national policy (“the policy”) provides guidance on the retention periods for healthcare records that aligns with the HSE's clinical, operational, business, and legal obligations.
Description:	The purpose of the policy is to outline the various records that the HSE holds along with the required retention periods for each type of record. The retention periods contained in this comply with legal, regulatory and operational requirements. The implementation of this will support good record management that enhances compliance, data security and privacy whilst safeguarding HSE’s reputation and public interest.

VERSION CONTROL UPDATE ²		
Version No.	Date reviewed	Comments
4	28/10/2025	A full Policy update in line with <i>National Template for Developing HSE National Policies, Procedures, Protocols, Guidelines (PPPGs) and HSE National Clinical Guidelines</i> . All retention periods have been reviewed and updated as appropriate.
3	31/07/2024	Update to Document Governance and Management Section Review of PATH001- PATH042 and Description of HCR013 and HCR020
2	26/04/2024	Policy Update approved by the Board. Review of the Document Management Section.
1	29/08/2023	A full policy update due to legislative changes.
0	2013	Record Retention Periods, Health Service Policy, Original publication

Disclaimer: The policy was reviewed by the HSE National Records Retention Policy Implementation and Policy Review Group (“the NRRP group”) comprising of various nominated representatives from the HSE Centre and the six regions. While every effort has been made to ensure the policy is accurate and reflects the feedback from the consultation process, the recommended retention periods may vary based on legal and operational conditions. Additionally, it is noted that the specified retention periods may pose challenges relating to archiving complexities and costs.

The NRRP group emphasises that the importance of exercising good judgment and having a reasonable understanding of the organisation's needs, legal obligations and associated risks.

¹ Records the document information required for publication on the HSE National Central Repository.

² Records details when a document is reviewed, even if no changes are made.

Contents

1.0	Background.....	4
1.1.	Purpose	4
1.2.	Scope.....	4
1.2.1.	In Scope.....	4
1.2.2.	Out of Scope	5
1.3.	Objective(s).....	6
1.4.	Outcome(s)	6
1.5.	Disclosure of interests	6
1.6.	Rationale/alignment with HSE national priorities.....	7
1.7.	Supporting Evidence.....	7
1.8.	Legal Obligations.....	8
1.9.	Summary of Changes from the 2024 v04 Policy.....	9
2.0	Methodology	9
2.1.	List of key questions this National Policy will answer	9
2.2.	Review Process and Consultation	9
3.0	Procedure.....	10
3.1.	Roles and Responsibilities.....	10
3.2.	Records Retention and General Data Protection Regulation [GDPR] Principles.....	12
3.3.	Records Retention Benefits and Risks	12
3.4.	Using the Records Retention Schedule.....	13
3.5.	Policy Exceptions	13
3.6.	Good Practices and General Principles.....	14
3.6.1.	Deciding on Retention Periods if Records are not listed in the Schedule.....	14
3.6.2.	Records Maintenance, Storage and Transfers	14
3.6.3.	Destruction	15
3.6.4.	Digitisation.....	16
3.6.5.	Access to Records.....	17
4.0	National Implementation Plan.....	18
4.1.	Resource implications.....	18
4.2.	Resources to support local implementation of the National Policy	18
4.3.	Expected date of full implementation.....	18
5.0	Governance and approval.....	18
6.0	Communication and dissemination plan.....	19
7.0	Sustainability.....	19
7.1.	Monitoring, Audit and Evaluation.....	19
8.0	Review/Update	19
9.0	References.....	19
10.0	Glossary of terms	20
11.0	Appendices	24
	Appendix I: Record Category Definitions.....	24
	Appendix II: Legislation.....	27
	Appendix III: Retention Schedules	29

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

National Appeals Service Record(s)	29
Protected Disclosures Record(s).....	35
Incident Management & Open Disclosures Record(s).....	35
Children & Young People Record(s).....	38
Child Protection and Welfare Record(s)	39
Environmental Health Record(s).....	39
Financial Record(s)	44
Data Protection Record(s).....	60
Freedom of Information Record(s)	61
Complaints Record(s)	62
Healthcare Record(s).....	63
HR Record(s).....	110
Internal Audit Record(s).....	134
Occupational Health Record(s).....	136
Pathology Record(s)	136
Clinical Material Record(s)	148
Public Health Record(s).....	157
Nursing Homes Support Scheme Record(s).....	162
Capital and Estates Record(s).....	163
PCRS/NMCU Record(s)	166
Miscellaneous Record.....	167
Appendix IV: Exception Form.....	168
Appendix V: National Implementation Plan.....	169
Appendix VI: Audit Checklist for the Implementation of the HSE National Records Retention Policy.....	170
Appendix VII: National Records Retention Policy Implementation and Review Group Membership.....	172
Appendix VIII: Membership of Approval Governance Group.....	174
Appendix IX: Signature sheet	175

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

1.0 Background

1.1. Purpose

The purpose of this policy is to serve as a guide for HSE to maintain records for a designated period, according to legal, regulatory, or operational requirements.

1.2. Scope

1.2.1. In Scope

- This policy applies to all records created or received by the HSE in the course of carrying out its statutory, administrative, corporate and healthcare functions, regardless of format or storage medium.
- Records including personal data as defined in the Data Protection Act 2018.
- Data processed and controlled by the HSE complies with the principles of the GDPR and relevant Irish legislation. While operational management of healthcare records remains guided by the HSE Standards and Recommended Practices for Healthcare Records Management v3.0 (2011), the retention periods specified in Appendix III (Healthcare Records) take precedence in cases of conflict.
- Records or data processed for 'primary' use of information.
- Records held in any format (paper-based and electronic).
- There are various phases of data and information lifecycle, from creation through to destruction. This policy focuses on 'store and protect phase'. Once data has been created, it needs to be retained, with the implementation of processes to ensure retention of data during the lifecycle.
- General principles and recommended practices on record retention and destruction.
- Personal data processed on behalf of the HSE by third parties and contractors in accordance with GDPR Articles 4(8) and 28.
- This policy includes clinical material that may also be regarded as primary components of the patient's medical record.

The target audience for this policy includes:

- Any person who is employed by the HSE who receives, handles or

processes data.

- Temporary employees, contractors, volunteers, students, third parties who have access to HSE's records or who are involved in the process of collecting, storing or securing records and data on behalf of HSE.
- The HSE funded agencies (Section 38 and Section 39 organisations) shall have their Record Retention policies and processes, aligned to this policy.

1.2.2. Out of Scope

- This policy is not intended to deal with secondary processing of records for research purposes.
- This policy is not intended to be an exhaustive list of all categories or types of records held by the HSE, it will not provide conclusive answers to all retention queries and is not a substitute for legal advice.
- Recommended practices for healthcare record management is out of the scope of this Policy. The HSE Standards and Recommended Practices for Healthcare Records Management v3.0 2011 which supersedes NHO Code of Practice for Healthcare Records Management v2.0 2007, intends to define correct healthcare records management and to serve as the basis for policy, procedure, protocol and guideline development in the HSE.
- This policy does not cover a detailed guideline on record destruction. A separate policy exists regarding the Information Classification and Handling Policy and other IT policies, which provides guidance in destruction and disposal of information aligned with the classification of information according to the sensitivity of its contents.
- This policy does not cover guidelines on backup of essential information and the recovery of systems in the event of data loss, system failure, or other unforeseen incidents. The National HSE Policy for Backup and Restore, 2024 includes a schedule for regular backups and a retention policy specifying the duration and criteria for retaining backup data, aligning with regulatory requirements and best practices.
- This policy does not supersede any guidance issued by the Historical Records Management Steering Group, chaired by the National Director for Public Involvement, Culture and Risk Management, particularly in relation to records spanning over 30 years old or of potential archival value. Ongoing work by this group will inform future guidance on the definition and handling of historical records of archival value across the HSE.

1.3. Objective(s)

The objectives of this policy are:

- To guide decision making regarding the retention of records in line with legal, regulatory, and operational requirements.
- To provide a framework for developing local or internal procedures and protocols related to record retention.
- To promote best practice and avoid unnecessary retention of HSE's records that lack operational or business value.
- To ensure that records including personal data, processed and managed by the HSE are kept for no longer than necessary for the intended purposes.
- To ensure timely destruction of records once minimum retention requirements have been fulfilled.
- To support compliance with HSE's records management policies, including adherence to relevant legislation.

1.4. Outcome(s)

The outcomes that will derive from successful implementation of this policy include:

- Enhanced compliance with the data retention obligations under the General Data Protection Regulation (GDPR) and Data Protection Act 2018 and other relevant legislation.
- Implementation of appropriate controls to mitigate data security risk.
- Reduced unnecessary accumulation of records in both paper and digital formats.
- Achieved financial savings by minimising unnecessary accumulation of records in both paper and digital formats.
- Enhanced operational efficiency and decision-making processes.

1.5. Disclosure of interests

Members of the HSE National Records Retention Policy Implementation and Policy Review Group (refer to Appendix VIII) have confirmed that they have no conflict of interest. 'Conflict of Interest' Declaration Forms are retained on file by the NRRP team in line with GDPR requirements. No conflicts of interest were declared by any member of the group.

1.6. Rationale/alignment with HSE national priorities

A record retention policy is essential for HSE to manage the lifecycle of its records effectively. This policy ensures compliance with legal and regulatory requirements, protects sensitive information, and helps mitigate risks associated with data breaches and litigation. HSE commissioned this policy to standardise record keeping practices, enhance operational efficiency, and demonstrate a commitment to data protection and privacy.

Regularly reviewing and updating the policy is crucial for supporting HSE in holding personal information securely and meeting its compliance obligations. These obligations encompass a variety of statutory, regulatory and policy requirements that HSE must adhere to. Implementing records retention schedules is a key tool for demonstrating compliance with the GDPR and similar data protection regulations.

1.7. Supporting Evidence

- General Data Protection Regulation (GDPR)
- EU Charter of Fundamental Rights
- Data Protection Act 1988-2018
- Statute of Limitation Act 1957
- Freedom of Information Act 2014
- Local Government Act 2001
- ISO 15489-1:2016
(Principles and Concepts for Effective Records Management)
- ISO 15198:2022 (Quality and Competence in Medical Laboratories)
- ISO 14641:2018 (Electronic Archiving - Information Preservation Specifications)
- BS 10008:2020 (Evidential Weight and Legal Admissibility of Electronic Information)
- Infectious Diseases Regulations 1981 (as amended)
- Health Acts 1947 and 1953
- European Union (Quality and Safety of Human Organs intended for Transplantation) Regulations 2012 S.I. No. 325/2012
- EU Directive 2004/23/EC on Tissue and GMP
- EU Regulation No 536/2014 on Clinical Trials Regulation on medicinal products for human use
- In Vitro Diagnostic Medical Devices Regulations 2022 (S.I. No. 256/2022)
- Medical Devices Regulations 2021 (S.I. No. 261/2021)

- Boarding out regulations 1993 S.I. No. 225/1993
- National Financial Regulations
- NCCP guidance document on the Retention and Disposal of Systemic Anti-Cancer Therapy (SACT) prescriptions and compounding worksheets
- Pharmaceutical Society of Ireland, Guidelines on the Keeping of Records in Respect of Medicinal Products when Conducting a Retail Pharmacy Business
- The Royal College of Pathologists [RCPATH] the retention and storage of pathological records and specimens (2015)
- Dental Council Codes of Practice
- HIQA National Standards for Information Management 2024
- Health Information Bill 2024
- Health Act 2024
- Taxes Consolidation Act 1997
- Value-added Tax Consolidation 2010
- Guide to Professional Conduct & Ethics for Registered Medical Practitioners (9th Edition, 2024). Irish Medical Council
- Nursing and Midwifery Board of Ireland (NMBI) Code of Professional Conduct and Ethics (2021)
- CORU (Health and Social Care Professionals Council) Code of Professional Conduct and Ethics (2019)
- Pharmaceutical Society of Ireland (PSI) Code of Conduct for Pharmacists (2019)
- HSE Electronic Health Record (EHR) Programme - Information Governance and Data Management Framework
- National Archives Act 1986 (as amended) HSE HR Circulars and other statutory frameworks governing this policy

1.8. Legal Obligations

Every effort has been made to identify the relevant legislation and regulation(s) related to the function and activities contained in the retention schedule (Appendix III). Where a legal basis has been identified, it has been recorded in the comments section on the right of each retention schedule. However, post adoption, new or revised legislation and/or regulation may come into effect with specific requirements for collecting and retaining data and information. Where new or revised legislation and/or regulation comes into effect, individual business units should amend their retention schedule accordingly to reflect the latest legal requirements.

Employees are responsible for any records they create or use during their duties. This includes records controlled by HSE organisations under contractual or other joint arrangements, or as inherited legacy records of defunct HSE organisations. The legislation applies regardless of the format of the records. HSE organisations must make arrangements for the safekeeping and eventual disposal of all types of records.

Records involved in legal proceedings should be treated as exceptions to the standard retention schedule. These records should be retained until the proceedings and any subsequent appeal periods are concluded. If legal action is anticipated but not yet initiated, relevant records should be kept for the statute of limitations period. Once proceedings begin, these records should be retained until all legal actions and appeals are finalised.

1.9. Summary of Changes from the 2024 v04 Policy

The HSE Record Retention Policy has been aligned with HSE's National template to enhance transparency in areas such as objectives, outcomes, and sustainability.

- Retention schedule is revised to align it with relevant legislation, therefore reducing reliance on internal business decisions
- More record types and categories were added to the retention schedule
- Some records have been combined or amended to create a more simplified approach
- Appendices now include the necessary form templates and governance requirements

2.0 Methodology

2.1. List of key questions this National Policy will answer

- Who is responsible for record retention?
- How long do records have to be kept?
- How long should records be kept to comply with the obligations set forth by the GDPR?
- What happens if records are not retained properly?
- How can records be accessed during their retention period?
- What actions should be taken for records at the end of the retention period?
- How are updates to this policy communicated and implemented?

2.2. Review Process and Consultation

The policy review process employed the following approach:

- **Planning:** A cross-functional Stakeholder's Review Group was established accountable to the policy commissioner.
A communication channel for employees and policy users was created, providing opportunities for queries, input and feedback.
- **Consultation, Gap Analysis and Assessment:** During this step, areas for improvement were identified through query management, stakeholders' consultation and feedback collection. Feedback was considered and updates were made to this policy, where relevant.
- **Supporting Evidence:** A search of similar and publicly available policies in other jurisdictions was undertaken to identify best practices and potential areas for improvement. To ensure that this policy does not conflict with other or related documents, related policies which are available on the HSE National Central Repository were also noted.
- **Evaluation and Developing policy options:** This step includes a range of potential actions to inform the proposed revisions. A series of engagements were undertaken to inform drafting of revisions to the policy.
- **Draft and Propose Revisions.** Final draft is developed along with an audit checklist for implementation, and submitted to decision-making or relevant committees for approval, followed by circulation for a wider consultation.
- **Formal approval, publication, communication and dissemination.**

3.0 Procedure

3.1. Roles and Responsibilities

HSE Board and Board Committees - The Board exercises a series of responsibilities, including review of controls to secure compliance by the HSE with its statutory and governance obligations.

Chief Executive Officer (CEO) - The CEO has overarching responsibility for ensuring all HSE records are managed responsibly within the organisation by delegating operational responsibility for implementation of and compliance with this Policy to the HSE National Teams.

HSE National Teams and Health Regions - The HSE National Teams and Regional teams (are responsible to cascade requirements of this policy to their respective areas, support its implementation and put suitable arrangements in place for the effective implementation, monitoring and evaluation of this Policy across their respective areas of responsibility.

HSE National Data Protection Office (DPO) - The HSE National Data Protection Office advises on compliance with data protection legislation, including support to all services across the HSE to meet its obligations under General Data Protection Regulation (GDPR) and Data Protection Act 2018.

HSE Chief Data and Analytics Officer Its primary aim is to ensure high quality health data that can drive value for all the people who need to use and access data within our health system, while ensuring the right tools and insights are available to all our services and staff to maximise this data for the benefit of patients, staff and our services.

Managers (Senior/Local Senior/Line)

All managers are responsible for:

- Staff's adherence to this policy.
- Provision of adequate and appropriate arrangements for implementation, communication and dissemination.
- That Employees under their supervision have read and understood the Policy, and that an appropriate record of this is kept.
- That all retained information, within their area of responsibility is identified, recorded and assessed to ensure that it is appropriately managed throughout the retention and disposal.
- Creation and implementation of local procedures which include assigning of appropriate personnel to carry out record management-related activities in compliance with relevant policies and regulatory requirements.
- Review of exception requests to this policy, including identifying and managing the risks to records processes, consulting and receiving legal advice where required.

Staff

All staff, both clinical and non-clinical, must adhere to this policy and cooperate with local records-management arrangements. The safe custody and retention of records are the responsibility of line management, supported by the designated clinical or corporate governance structure, as appropriate to the record type. Individual practitioners are responsible for creating and maintaining accurate and complete healthcare records, while non-clinical staff are responsible for maintaining administrative and corporate records in line with approved retention schedules. Neither group may independently determine how such records are stored, retained, or destroyed. These decisions rest with the organisation's authorised governance structures.

3.2. Records Retention and General Data Protection Regulation [GDPR] Principles

GDPR does not define specific retention periods for different types of data; however, it does require storing the record only for as long as it is required. One of the key principles of data protection is '*storage limitation*', which requires organisations to retain personal data in a form that permits identification of data subjects for no longer than is necessary for the purposes it is held. When personal data is no longer needed for its original purpose, it must be securely deleted or disposed of securely. Therefore, any unnecessary data should not be collected, and the length of time data must be kept largely depends on its intended use or purpose.

The '[About Data Protection](#)' webpage includes guidance and forms to help staff in understanding the requirements of data protection regulation.

3.3. Records Retention Benefits and Risks

Retaining records for as long as it's needed for the purposes for which it was collected is crucial to ensuring compliance with applicable laws, regulations and avoiding fines. Storing data for a specific period enhances data security, privacy and safeguards HSE's reputation and public interest.

Conversely, there are considerable risks if records are not retained properly, including, but not limited to:

- A 'just in case it might be needed in the future' scenario in retaining records is not an adequate reason under GDPR and may cause outdated or inaccurate data to be used for decision-making, leading to potential errors.
- Keeping excessive amounts of data that does not add operational, or business value not only burdens our organisation's storage resources but also reduces operational efficiency.
- The privacy of individuals can be adversely impacted if records are held for longer than is necessary.
- Over retention of data presents a data breach risk, as more data is retained unnecessarily for a longer period.
- Premature destruction of records can hinder proper diagnosis, especially for patients with chronic conditions or complex medical histories.
- It can result in the loss of important evidence in legal disputes.
- Over retention of records that contain personal data poses a risk of non-compliance and the associated consequences, such as reputational damage and potential fines.

3.4. Using the Records Retention Schedule

A detailed retention schedule is set out in Appendix III. The Retention Schedule is organised into several record categories. A detailed definition for each record category is set out in Appendix I. Each record category includes record types and retention periods that have been identified. In line with HSE Information Classification and Handling Policy. The retention schedule includes classification of records according to the sensitivity of their contents, which should be considered before destroying any records when the retention period has been reached.

3.5. Policy Exceptions

The retention periods in Appendix III serve as guidance and must be considered. There can be exceptions where a retention period can be extended for longer than the stated period. Valid reasons for exceptions to this policy may include operational, business and legal requirements.

Exceptions to the policy should be applied to NRRP by completing the Policy Exception Template in Appendix IV. Such requests should be carefully considered on a case-by-case basis, to ensure that there is a well-reasoned case to deviate from the retention schedules in the policy. Relevant business units should retain decisions made, along with the rationale and conditions for granting or denying the exception.

To aid in requesting an exception to the policy, the following factors should be considered:

- The type and scope of the exception or deviation (What records are involved and how sensitive are they?)
- Is it a one-time or recurring request? (Does it intend to retain records for a longer duration or to be destroyed earlier than the recommended retention schedules?)
- Rationale for exception request (Who is requesting it and for what purpose?)
- Risks behind it (What are the potential consequences of authorising an extended data retention? Or if records are destroyed too soon?)
- Controls and safeguards (What measures are to be implemented to monitor and protect the records that are subject to exceptions?)

3.6. Good Practices and General Principles

3.6.1. Deciding on Retention Periods if Records are not listed in the Schedule

The record types outlined in the policy are not exhaustive. If your record does not fall under any of the listed types and categories, consider the following points to help you make a justified decision regarding how long to keep your records:

- Retention periods for various categories and types of records should generally be guided by legislation and the HSE's operational requirements.
- When there is no legal requirement, reasonable steps should be taken to consult with data owners, head of business units or manager to decide how long to retain records for their intended purposes.
- It is recognised that your area or division may use data for multiple purposes. The reasons for creating the record can help clarify how long it should be kept. Decisions regarding retention periods, along with the reasoning behind them, should be documented, reviewed and approved by the Data Owners, Head of business units or Manager.

3.6.2. Records Maintenance, Storage and Transfers

Actively maintaining records throughout their retention is vital in ensuring their continued authenticity, reliability, integrity, usability and originality. Each business unit is responsible for managing records, regardless of format or storage location. Keeping an inventory of records held onsite or offsite, retention periods, and securely disposing of records when they are no longer needed can help reduce the risk of records becoming inaccurate, outdated, or irrelevant.

Characteristics of a Record	Definition
Authenticity	An authentic record 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
Reliability	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.
Integrity	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.

Usability	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.
Originality	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

Local procedures on storage and the correct filing of healthcare records are crucial for ease of retrieval of information. For further information on recommended practices for healthcare records management, refer to HSE standards and recommended practices for Healthcare Records Management v 3.0 2011.

The transferring of records during the relocation of a service from one area to another should consider the sensitivity of the material contained within them. For paper-based patient records required to be moved from one area to another as part of a service relocation, refer to the HSE Guideline for Security and Recording of Personal Hard Copy Data during service relocation 2021.

All relevant policies can be found on the national central repository or CISO hub ([HSE National Central Repository](#), [CISOhub - Home](#)).

3.6.3. Destruction

All records, whether stored electronically on individual employees' devices or in paper form, should be reviewed regularly to determine whether any data can be destroyed or deleted in accordance with the established retention period. Where applicable, the recommended retention periods should be calculated from the end of the calendar year, of the last entry within the record.

Each service area must ensure that records (both paper and digital) are destroyed under confidential conditions, in accordance with the HSE Information Classification and Handling Policy or other related policies such as HSE Equipment Sanitation and Disposal Policy and Guideline for creation and disposal of hard copy patient lists.

The disposal process can take place onsite or through an approved contractor. However, it is the responsibility of the relevant manager to ensure that the methods used provide adequate safeguards against accidental loss or unauthorised disclosure of the records. Maintaining a record of all records destroyed not only prevents accidental or intentional destruction but also aids in tracking which records have been disposed of, along with the date of disposal and the responsible individual.

To comply with the GDPR, documenting the disposal of records is essential for demonstrating that data was not retained for longer than necessary and there is a record that it was disposed of appropriately. A destruction log or disposal register typically includes information about the records being destroyed, providing an auditable trail for compliance and accountability.

A destruction log or disposal register typically contains the following information:

- Description of Records: This allows for tracking the records being destroyed.
- Retention Period: The duration for which the records are kept.
- End Date of Retention: The date when the retention period concludes.
- Method of Disposal: How the records are disposed of.
- Authorisation Details: This includes approval for disposal, the staff member supervising the removal and destruction of the records.

In addition, if it is a healthcare record:

- Name,
- Date of birth,
- File number.

This destruction register should be kept in perpetuity and stored securely. The destruction of records should be postponed if they are involved in or subject to an ongoing or anticipated request. For instance, if there is a reasonable likelihood of legal proceedings or an impending court case, records should not be destroyed.

3.6.4. Digitisation

Digital records present potential benefits, such as less physical storage occupied by paper-based records and enhanced workflow through features like search capabilities and various digital tools. Providing the record is still within the retention period, the original paper healthcare records should not be destroyed until they have been successfully digitised under a quality assured process that meets recognised standards for evidential integrity, specifically the principles of

BS 10008:2020 (Evidential Weight and Legal Admissibility of Electronic Information), supported where applicable by ISO 14641:2018 (Electronic Archiving – Information Preservation Specifications), or any successor Irish or EU standard adopted by the National Standards Authority of Ireland (NSAI).

The HSE's emerging Electronic Health Record (EHR) systems, including any national or regional digital patient-record or search platform, are recognised as integral components of healthcare-records management. Data held within such systems are subject to the same retention, access and destruction principles outlined in this policy and must comply with the HSE's information-governance, cybersecurity and data-protection framework. If paper records have now been digitised, the data owner must take the following points into account:

- Decide how to manage the original paper records after they have been digitised. If the paper records have now been digitised, they exist as duplicate records in a different format. Maintaining duplicate copies of the same record is unnecessary unless the record is utilised for a different purpose, thereby becoming part of a new record. The decision on whether the original paper records can be destroyed once it has been digitised will depend on the purpose of keeping such records, and this is a decision that the relevant unit or division must make.
- Establish a timeframe for how long records need to be kept on-site before being returned to storage or destroyed. This timeframe should allow for quality assurance checks and the opportunity to re-scan any records that are not satisfactory.
- If original paper records are to be destroyed after digitisation, ensure compliance with the requirements and consider general principles set out in Section 3.6.3.
- If the original paper records are to be retained, they must be managed for their entire retention period after digitisation.

3.6.5. Access to Records

Certain legislation provides individuals with the right to access records, for example, the GDPR 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
- Audit purposes.
- Participation in research or investigations

Further guidance is set out in Data Protection Procedures for Handling Requests for Access to Records and on HSE's website ([Data Protection Procedures for Handling Requests for Access to Records](#) and [Making an FOI request](#)).

4.0 National Implementation Plan

4.1. Resource implications

Managers at all levels hold responsibility for the implementation of this national policy, including the designation of responsible person(s), specifying the necessary actions, and the establishment of appropriate timeframes for execution within their areas of responsibility. It is a good practice for relevant areas to develop a Standard Operating Procedure (SOP) guided by this National Policy and to translate the policy's broad guidance into practical, actionable steps.

Refer to National Implementation Plan (Appendix V) and Audit Checklist for the implementation of this national policy (Appendix VI).

4.2. Resources to support local implementation of the National Policy

National support is available to respond to queries relating to this Policy nrrp@hse.ie.

4.3. Expected date of full implementation

Following revision of the 2024 V04 National Records Retention Policy, the audit checklist (Appendix VI) is designed to facilitate implementation and assist local sites to monitor the implementation of the policy.

5.0 Governance and approval

A checklist has been used in assessing that the policy met the standards outlined in How to Develop HSE National PPPGs – A Practical Guide, 2023 which has been signed and dated by the Chairperson of the NRRP Group. This will be submitted with the policy at all stages of the approval process.

This policy has been developed through a Records Retention policy and Implementation Group. Following approval by the Group, it will be submitted to the HSE Data, analytics xxx for review and recommendation or otherwise.

If recommended for approval, it will be submitted to the SLT for approval. The SLT may choose to request final approval by the Board Audit and Risk Committee.

Once approved, the final version was converted to a PDF document to ensure the integrity of the policy and uploaded to the HSE National Central Repository. A signed and dated copy of the checklist was attached to the master copy, which is retained with the office of the National Director Public Involvement, Culture and Risk Management (PICRM).

6.0 Communication and dissemination plan

The Policy will be disseminated by the policy owner for implementation by relevant services. The policy owner will ensure widespread awareness of the Policy using existing channels and will be electronically available via HSE National Central Repository, the single trusted source for accessing, storage and document control for all National PPPGs and National Clinical Guidelines.

7.0 Sustainability

7.1. Monitoring, Audit and Evaluation

The ongoing monitoring, audit and evaluation in the National Implementation Plan (Appendix V), aims to support the sustained implementation of the policy. Managers are required to monitor and audit the implementation of the Policy annually within their area of responsibility using the audit checklist (Appendix VI) and maintain evidence of same.

It is recommended that verification of compliance with this policy is included in local compliance monitoring activities on an annual basis.

8.0 Review/Update

This national policy will be reviewed on a three-yearly basis or sooner if the situation warrants.

9.0 References

[Data Protection Commission](#), Principles of Data Protection

[Data Retention Guidance 2022](#), Data Protection Network's Data Retention Working Group.

Detlor B., Information management, International Journal of Information Management, Volume 30, Issue 2, 2010, ISSN 0268-4012,
<https://doi.org/10.1016/j.ijinfomgt.2009.12.001>

Digital for Care: A Digital Health Framework for Ireland 2024-2030 is available in [Lenus Irish Health Repository](#)

Freedom of Information Act 2014 is available in [[Irish Statute Book](#)]

[General Data Protection Regulation \(GDPR\) \[https://gdpr.eu/\]](#)

[HIQA National Standards for Information Management in Health and Social Care, 2024](#)

[HSE Information Classification and Handling Policy](#)

Miller K., et. al, 2018, Data Management Life Cycle,
<https://rosap.ntl.bts.gov/view/dot/35445>

National Forum on Education Statistics. (2010). Traveling Through Time: The Forum Guide to Longitudinal Data Systems. Book Two of Four: Planning and Developing an LDS (NFES 2011–804). Washington, DC: National Center for Education Statistics, Institute of Education Sciences, U.S. Department of Education.

[NHS Records Management Code of Practice](#): A guide to the management of health and care records, August 2023.

[Queensland Recordkeeping and Information Management](#), Managing original paper records after digitisation

The HSE Standards and Recommended Practices for Healthcare Records Management v3.0 2011 is available in [Lenus Irish Health Repository](#)

10.0 Glossary of terms

Data	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.
Data Owner	Senior managers or heads of business units who hold accountability and oversight for areas within which the records are accessed, used, and processed, ensuring compliance with applicable policies and regulatory requirements.

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

Personal Data	Any information relating to an identified or identifiable natural person (“ <i>data subject</i> ”); an identifiable person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that person.’ <i>GDPR Article 4(1)</i>
Record	<p>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. <i>ISO 15489-1:2016</i></p> <p>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. <i>Freedom of Information Act 2014</i></p> <p>Examples of Records include:</p> <ul style="list-style-type: none"> (a) Case records (b) Reports (c) Video and audio recordings (d) Data generated by systems/applications used by the different functional areas
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.
Retention	<p>Maintenance and preservation of information in some form (e.g. paper, microfilm, or electronic storage) for a given period refer to <u>ISO/TR 18307:2001</u> for further guidance.</p> <p>The practice of keeping records for a specific period, as determined by legal, regulatory, and organisational needs.</p>

Non-Healthcare Record	Any record created, received or maintained by the HSE that does not form part of a patient's healthcare record, including those arising from the organisation's administrative, financial, human-resource, legal, governance, procurement, estates, ICT or other statutory functions.
Practitioner	A person registered with a recognised professional regulatory body who provides health or social care services, including nurses, midwives, doctors, allied health professionals and others engaged in clinical or professional practice. For the purposes of this policy, the term refers to individual staff members responsible for creating and maintaining accurate and complete records, but who are not authorised to make independent decisions on record storage, retention or destruction. This definition includes both clinical and non-clinical practitioners whose roles involve the creation or management of records relating to health or social care services.
Line Management	The management structure within the HSE that has direct supervisory and operational responsibility for staff and services. Line management includes supervisors, nurse managers, department heads, clinical directors, or other persons with delegated authority to ensure compliance with this policy, including the safe custody and retention of records.
Clinical Staff	Employees or contractors whose duties involve the direct provision of health or social care services to patients or service users. This includes assessment, diagnosis, treatment, nursing, midwifery, allied health and public-health practice.
Non-Clinical Staff	Employees or contractors whose duties do not involve direct patient or service-user contact but who provide essential support, administrative, managerial, technical or governance functions, including HR, Finance, ICT, Estates, Procurement and Corporate Services.
Business Units	Divisions or departments within the HSE or HSE-funded bodies responsible for delivering services, processing data, or maintaining records.
Data Subjects	The individual the personal data relates to.
Digitisation	The process of converting hard-copy, or other non-digital, records into a digital format, such as taking digital

	photographs of non-digital source records or imaging non-digital source records (also known as scanning), please also refer to <u>ISO/TR 13028:2010</u>
Historical Records of archival value	A unique record of enduring historical and evidential value worthy of permanent preservation
Primary Use of Information	The use of records or data for the original purpose for which they were collected (e.g. direct patient care, operational delivery, and statutory functions).
Processing	Refers to any operation or set of operations performed on personal data. Processing includes storing, collecting, retrieving, using, combining, erasing and destroying personal data, and can involve automated or manual operations.
Secondary Use of Information	The collection, use and sharing of health information for reasons beyond their original purpose (e.g. audit, education, research, analytics, or service planning).

11.0 Appendices

Appendix I: Record Category Definitions

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 pursuance of receiving, screening, referring, assessing/investigating, closing, and reviewing a protected disclosure of a potential wrongdoing.
Incident Management / Open Disclosure	Records related to the development and provision of incident management and open disclosure including training, support, policies, processes, and procedures.
Children and young people safeguarding	Records related to administering and management of childcare services such as Fostering, Children in residential care and placement of Children in with relatives excluding Tusla.
Child Protection and Welfare Records	HSE's 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, for example, accounts payable and supplier remittance details.

Record Category	Definitions
Data Protection	These records document how personal data is processed and include details such as the controller's information, purposes of processing, categories of data subjects and data, recipients, data transfers, data security measures, and data erasure timelines.
Freedom of Information Requests	Records related to the administration of Freedom of Information (FOI) requests.
Complaints	Records that documented the history of a complaint, containing all correspondence, details about the complainant, the nature of the issue(s), the actions taken, and the final outcome issued.
Healthcare Records	<p>Records related to the clinical care of a patient that are generated during engagement with a healthcare organisation (E.g.: A Hospital) or a healthcare practitioner (E.g.: General Practitioner).</p> <p>Clinical Audit Records – Records related to the 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.</p>
HR Records	A complete record of the documents from the initial job application right through to the lifetime of the employee until their death as a pensioner. Expired disciplinary warnings are not part of the employee record and must be removed upon expiry.
Internal Audit Records	Records of audit reports of an organisation related to the evaluation of its internal controls, governance and accounting processes.
Occupational Health Records	Occupational health records provide data that 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.

Record Category	Definitions
Clinical Material	Clinical Material, Specimens, Tissue Blocks and Slides held by laboratories following diagnostic testing.
Public Health Records	Records related to The Medical Officer of Health (MOH) function which has the responsibility and authority to investigate and control notifiable infectious diseases and outbreaks, food, water and environmental threats to health under the Health Acts 1947 and 1953 ; Infectious Disease Regulations 1981 and subsequent amendments to these regulations. The Health (Duties of Officers) Order, 1949 also describes additional responsibilities of the Medical Officer of Health.
Nursing Homes Support Scheme Records	NHSS financial records are comprised information required under legislation to determine an applicant's eligibility for financial support towards the cost of long-term residential care. A mix of financial records is required at the individual or couple level.
Capital & Estates Records	Records related to the administration of estate management within the HSE such as property, fire safety, procurement and project management.
PCRS/NMCU (Primary Care Reimbursement Service / National Medical Card Unit)	Records relating to the personal data of individuals who apply to the Primary Care Reimbursement Service (PCRS) for eligibility under Primary Care schemes and who receive services reimbursed by the PCRS. These records include applications and supporting documentation managed by the National Medical Card Unit (NMCU) which administers, <i>inter alia</i> , Medical Card and GP Visit Card applications under the General Medical Services (GMS) Scheme.
Miscellaneous	CCTV footage refers to video recordings captured by HSE's surveillance cameras for the purpose of security, safety, and monitoring of premises that does not fall into any specific category such as security incidents, access control events, investigations, or safety-related recordings.

Appendix II: Legislation

The enforcement of data protection law and data subject rights is primarily ensured by national supervisory authorities established by each Member State in accordance with Regulation 2016/679/EU (GDPR). Article 5 of the General Data Protection Regulation (GDPR) sets out the seven fundamental principles for the lawful processing of data. Retention is essential to compliance with the storage limitation principle in Art. 5 (1) (e) GDPR. Therefore, compliance with these fundamental data protection principles ensures HSE fulfils its GDPR obligations. These include Lawfulness, fairness, and transparency, Purpose Limitation, Data Minimisation, Accuracy, Storage Limitation, Integrity and Confidentiality, Accountability. Exceptions to confidentiality and non-consented processing are legislated for and include prevention of risks to life, compliance with legal obligations, mandatory notification of communicable diseases, and mandatory reporting of child abuse or neglect.

Data protection as a fundamental right is also established in Article 8 of the EU Charter of Fundamental Rights (“the Charter”). This means that every individual is entitled to have their personal information protected, used fairly and lawfully, and made available to them upon request for a copy. If an individual believes that their personal information is incorrect, they are entitled to request its correction. The Charter outlines eight categories of data subject rights, which include: the right to access information, the right to be informed, the right to rectification, the right to erasure, the right to portability, the right to automated decision-making, the right to object to the processing of personal data, and the right to restriction.

The Data Protection Act 2018 (“the 2018 Act”) is the key piece of domestic legislation. The 2018 Act was enacted to give effect to the changes occasioned by the General Data Protection Regulation (“the GDPR”). As defined in 2018 of the Act, personal data contained in a record may be disclosed where a request for access to the record is granted under and in accordance with the Act of 2014 pursuant to an FOI request. 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”). It counts as personal data if the information can be used independently or combined with other information to identify a specific person. The GDPR gives examples of identifiers, including names, identification numbers, and location data. A person may also be identifiable by reference to factors specific to their identity, such as physical, genetic or cultural factors. The right to personal data is not an absolute right and the 2018 act allows for limitations on this right in specific circumstances. Section 60 of the Data Protection Act 2018 outlines these restrictions, which are necessary to balance individual rights with the rights of others, as well as to protect societal interests.

The Freedom of Information Act 2014 gives individuals the legal right to access information held by HSE. The act is designed to create transparency in government and allow citizens to know about the provision of public services through the right to submit a request for information, including having personal information corrected or deleted if it is incorrect or misleading. A record is defined under this act as (a) a book or other written or printed material in any form (including in any electronic device or machine readable form), (b) a map, plan or drawing, (c) a disc, tape or other mechanical or electronic device in which data other than visual images are embodied to be capable, with or without the aid of some other mechanical or electronic equipment, of being reproduced from the disc, tape or other device, (d) a film, disc, tape or other mechanical or electronic device in which visual images are embodied to be capable, with or without the aid of some other mechanical or electronic equipment, of being reproduced from the film, disc, tape or other device, and (e) a copy or part of anything which falls within paragraph (a), (b), (c) or (d), and a copy, in any form, of a record shall be deemed, for the purposes of this Act, to have been created at the same time as the record.” The Act aims to balance the right to access information with the public interest and the right to privacy.

The Health Information Bill 2024, “the 2024 bill”, published on 19 July 2024, will provide legal provisions on sharing patient data for care and treatment. This legislation will provide a legal basis for digital health records in the country. The 2024 Bill states a digital health record will contain a patient summary, Prescriptions, Dispensations (prescriptions filled at the pharmacy), medical imaging studies (scans and X-rays), medical test results, and discharge reports. Under the Bill, patients have enhanced rights to access and control their health information A patient can: view their own Digital Health Record in full, request the correction of information they believe to be wrong, restrict access to information so it cannot be seen by health services providers, obtain information on who accessed their record and when a health services provider can access their patients' Digital Health Record. A health services provider can view the records of a patient they are treating, override a patient restriction in emergencies, and delay patient access to information, such as diagnoses or laboratory results.

Other legislation requires information to be held as proof of an activity against the eventuality of a claim. For example, the limitations applying to civil actions are set out in the Statute of Limitations, 1957, and the Statute of Limitations (Amendment) Act, 1991 and 2000. These statutes limit the right of action so that any action will be time-barred after a prescribed period. This forms the basis for some of the retention periods set out in Appendix III.

Appendix III: Retention Schedules

National Appeals Service Record(s)

Note: Retention periods specified represent minimum standards. Clinical, legal, research or statutory obligations may justify longer retention

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
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 the closure of the 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

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
APD002	Nursing Home Support Scheme (financial)	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	Confidential	<p>Retained for the current year plus 6 years after:</p> <ul style="list-style-type: none"> The death of the applicant or in the case of a couple, the death of both members of the couple. The date on which the total amount of Ancillary State Support paid is recouped. The date on which a letter of clearance issues or case closure under Section 27 of the Nursing Homes Support Scheme Act 2009. Or 2 years after the date on which the compliance period of a family successor has been reached, <p>Whichever date is the later</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>	Destroy, as per HSE Information Classification and Handling Policy

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
APD003	Nursing Home Support Scheme (CSAR - medical)	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.	Confidential	<p>Retained for the current year plus 6 years after:</p> <ul style="list-style-type: none"> The death of the applicant or in the case of a couple, the death of both members of the couple. The date on which the total amount of Ancillary State Support paid is recouped. The date on which a letter of clearance issues or case closure under Section 27 of the Nursing Homes Support Scheme Act 2009. Or 2 years after the date on which the compliance period of a family successor has been reached, <p>Whichever date is later</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>	Destroy, as per HSE Information Classification and Handling Policy

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
APD004	RSSMAC - Residential Support Services Maintenance and Accommodation Contributions (long-stay contributions)	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)	Confidential	Retain for 2 Years after the closure of the 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
APD005	Blind Welfare Allowance	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)	Confidential	Retain for 2 Years after the closure of the 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

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
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 the closure of the 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	(a) Clinical information relevant to the assessment of inpatient charges (b) Financial information relevant to the assessment of inpatient charges	Confidential	Retain for 2 Years after the closure of the appeal (a)	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 the closure of the 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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

Protected Disclosures Record(s)

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
APD001	Protected Disclosures	Highly confidential personally identifiable information about an individual relaying a potential wrongdoing (which includes all related documents in a particular case file including any possible review documentation if requested by the reporting person)	Confidential	Until the 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

Incident Management & Open Disclosures Record(s)

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
IMOD001	Incident Report Forms	NIRF (paper reporting form) and digital *Where a digital record is created for reporting and the paper form is a copy of this record, then it does not need to be retained and can be destroyed confidentially. Refer to Section 3.6.4 further information regarding digital	Confidential	7 years	Legislative requirement	Destroy, as per HSE Information Classification and Handling Policy

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
IMOD002	Incident Management records	Draft incident review reports *Early working documents do not have to be retained. Draft reports that have been shared with staff, patients, and their families for review and consideration must be retained.	Confidential	7 years	Legislative requirement	Destroy, as per HSE Information Classification and Handling Policy
IMOD003	Incident Management records	Final review reports, interview notes and accounts of events	Confidential	7 years	Legislative requirement	Destroy, as per HSE Information Classification and Handling Policy
IMOD004	Open disclosure records	Letters, correspondence and healthcare record entries *Open disclosure records form part of the patient's healthcare record. In rare circumstances, where the incident relates to sensitive matters such as Trust in Care incident, then the record may be saved in an IMOD file by the health or service provider.	Confidential	7 years	Legislative requirement	Destroy, as per HSE Information Classification and Handling Policy

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
IMOD005	Incident management records	Incident Report Forms (specifically where exposure to asbestos, hazardous exposure – carcinogens and mutagens physical, biological or chemical agents)	Confidential	40 years following the end of relevant exposure	The Safety, Health and Welfare at Work (Carcinogens, Mutagens and Reprotoxic Substances) Regulations S.I. No. 122 of 2024	Destroy, as per HSE Information Classification and Handling Policy
IMOD006	Incident management records	Hazardous exposure - Reprotoxic substances	Confidential	At least five years following the end of the relevant exposure	The Safety, Health and Welfare at Work (Carcinogens, Mutagens and Reprotoxic Substances) Regulations S.I. No. 122 of 2024	Destroy, as per HSE Information Classification and Handling Policy
IMOD007	Incident management records reportable to HSA	Relates to notifying the HSA of accidents or incidents through IR1 and IR3 forms and fatalities	Confidential	10 years from date of incident occurred	Compliance with Reg. 226 of General Application Regulations	Destroy, as per HSE Information Classification and Handling Policy
IMOD008	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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

Children & Young People Record(s)

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 Record(s)

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	Hold 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 Record(s)

Note: The following schedules cover non-healthcare records, for example financial, HR, audit, governance and procurement documentation. These records are governed by the same data-protection and retention principles as healthcare 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 ³ then retain until that action is closed out.	The EHS enforce a wide range of National & European Legislation. EHS 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

A legal action does not begin until proceedings have been brought. Correspondence received prior to the HSE being served does not fall into the category of "legal action"

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
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. EHS 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. EHS 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. EHS 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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
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. EHS 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. EHS 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. EHS 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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
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. EHS 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	Equipment Calibration	Calibration Records	Confidential	2 years, unless subject to legal action	The EHS enforce a wide range of National & European Legislation. EHS 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. EHS 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	Environmental Health Internal Audit	Reports, Correspondence	Confidential	10 years	The EHS enforce a wide range of National & European Legislation. EHS 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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
EHR012	Environmental Health Officer work/desk diaries	Operational Records	Confidential	5 years	To Support operational actions relating to the enforcement of various statutory duties	Destroy, as per HSE Information Classification and Handling Policy
EHR013	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	Submission on application received as appropriate.	Confidential	10 years 10 years <i>(unless there is an ongoing complaint, in which case retention continues until the complaint is resolved. Refer to EHR001)</i>	In the interest of public health and as a statutory consultee as per the Local Government Planning and Development Regulations 2001	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
EHR014	Submissions on Alcohol Licence Notifications received on the following	Submissions on Notifications received as appropriate	Confidential	18 months unless there is a legal objection pending & then retention until objection is resolved & closed out on.	As a statutory Consultee as per Section 4 of the Public Health (Alcohol) Act 2018.	Destroy, as per HSE Information Classification and Handling Policy

Financial Record(s)

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
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
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

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
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
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 current year plus 6 years	Details around procurement cards, applications, expenditure analysis	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
FR012	Tax and Financial Records		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR013	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
FR014	Property Insurance Policies	Property protection coverage records	Confidential	Retain permanently in original form	Operational / Contractual Requirements	Archive
FR015	Liability Insurance Policies	Liability coverage records	Confidential	Retain permanently in original form	Operational / Contractual Requirements	Archive
FR016	Insurance Claim documents	Records of insurance claims	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR017	Settlement records	Non-Court Cases	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
FR018	Personal Accident Insurance Policy payments	Details of payments relating to staff claims	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR019	Financial Statements		Confidential	Retain permanently in original form	Operational / Contractual Requirements	Archive
FR020	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
FR021	Final Budgetary Reports for any year		Confidential	Retain permanently in original form	Operational / Contractual Requirements	Archive
FR022	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
FR023	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
FR024	Monthly Income & Expenditure Reports.		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
FR025	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
FR026	Internal Financial policies, accounting standards,	Internal Financial policies, accounting standards,	Confidential	Hold in original form until superseded.	Operational / Contractual Requirements	Store permanently electronically
FR027	Cancelled Cheques		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR028	Travel and Expense Claims	Including claims processed through HR & Payroll Self Service	Confidential	Hold for current year plus 6 years	Payroll, audit, and review of claims	Destroy, as per HSE Information Classification and Handling Policy
FR029	Receipt Books		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR030	Purchase Orders		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR031	Voucher Books		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR032	Delivery Dockets		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
FR033	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
FR034	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
FR035	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
FR036	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
FR037	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
FR038	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

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
FR039	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
FR040	Asset Registers	Rolling document keeping record of assets held and where they are located (also includes transfer / movement details where relevant)	Confidential	Retain permanently in original form	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR041	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
FR042	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
FR043	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
FR044	Management / Financial Accounting records	Details of financial monthly processing, queries & correspondence, cost centre & GL account structures & setups,	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
		GL/Chart of Accounts/IFMS finance master data / procedures, mapping tables from system to system, system access / user access records				
FR045	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
FR046	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
FR047	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
FR048	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

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
FR049	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
FR050	NFR queries		Confidential	Hold for current year plus 6 years	Analyse issues / problem areas in order to allow for continuous improvement	Destroy, as per HSE Information Classification and Handling Policy
FR051	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
FR052	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
FR053	NFR Derogations		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR054	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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
FR055	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
FR056	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
FR057	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
FR058	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
FR059	Correspondence and Financial records from Health Regions, 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
FR060	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
FR061	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

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
FR062	Nursing home scheme data		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR063	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 (PII fields will be Encrypted from National file for analysis after 10 years and will only be accessible when approved for use)	Operational / Contractual Requirements	Retain
FR064	NPRS records	Based on the BNF01 Form which collects demographic, clinical, and socioeconomic information relating to perinatal events nationally.	Confidential	Permanently (PII fields will be Encrypted from National file for analysis after 10 years and will only be accessible when approved for use)	Operational / Contractual Requirements	Retain
FR065	The Patient Level Costing Programme records		Confidential	Permanently (PII fields will be Encrypted from National file for analysis after 10 years and will only be accessible when approved for use)	Operational / Contractual Requirements	Retain

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
FR066	ABF – Emergency Department records	To support the implementation of ABF in ED	Confidential	Permanently (PII fields will be Encrypted from National file for analysis after 10 years and will only be accessible when approved for use)	Operational / Contractual Requirements	Retain
FR067	ABF – Outpatient patient level records	To support the implementation of ABF in OPD	Confidential	Permanently (PII fields will be Encrypted from National file for analysis after 10 years and will only be accessible when approved for use)	Operational / Contractual Requirements	Retain
FR068	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
FR069	Consultant list	Database is used to ensure that a unique HIPE number is allocated to each consultant.	Confidential	Permanently	Operational / Contractual Requirements	Retain/Archive
FR070	Clinical Coder student details		Confidential	Duration of the course	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
FR071	Information Request Log	A database that stores contact details for persons requesting access to data held by the HPO	Confidential	4 years from the year end of most recent request	Operational / Contractual Requirement	Destroy, as per HSE Information Classification and Handling Policy
FR072	UAN (unique authorisation number) System	A referral database that provides public hospitals a method of storing information for patients that are suitable for referral to private hospital/providers/vendors, to manage and monitor the referral and to collect information on the referral.	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirement	Destroy, as per HSE Information Classification and Handling Policy
FR073	HSE Claims Database	A database that stores claims relating to referrals in the UAN system. Allows the HSE review and settle claims.	Confidential	Hold for 10 years and review retention policy (data collection since 2021)	Operational / Contractual Requirement	Destroy, as per HSE Information Classification and Handling Policy
FR074	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
FR075	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
FR076	Patient Master Data		Confidential	Data be kept for the length of time the vendor is a supplier plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
FR077	Patient Insurance Data (PHI)		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR078	Medical Cards, exemption		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR079	Performance Reporting		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR080	Forecasting		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR081	Off-Payroll Adjustments		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR082	Contracted Illness Services & Payments		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR083	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
FR084	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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
FR085	Supplier master data	Retention period commences once vendor no longer is a supplier	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR086	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
FR087	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
FR088	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
FR089	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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
FR090	Time Sheets, Clock cards		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
FR091	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
FR092	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
FR093	Payroll overpayments		Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

Data Protection Record(s)

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
DPR001	Data Subject Rights Requests	Retain a copy of request(s), correspondence, decision notes, and response	Confidential	Hold for 1 year and destroy if the case has not been appealed to the DPC *Where a record of a request approaching its retention period directly relates to a current request, the records of the earlier request should be retained and the retention period reset to the that of the current request	In case of appeal to DPC & Operational Requirement	Destroy, as per HSE Information Classification and Handling Policy
DPR002	Data Breach Records		Confidential	Hold for 6 years	Operational Reasons & defence of legal claims	Destroy, as per HSE Information Classification and Handling Policy
DPR003	DPC Liaison Cases (Complaints & Investigations)		Confidential	Hold for 6 years following completion	In case of complaint to DPC & Operational Requirement & Defence of legal claims	Destroy, as per HSE Information Classification and Handling Policy
DPR004	Data Protection Impact Assessments (DPIA's) & Supporting Documentation		Confidential	Hold records for the operational life of the system or process plus 6 years	Operational Requirement & defence of legal claims	Destroy, as per HSE Information Classification and Handling Policy

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
DPR005	Data Transfer Impact Assessments		Confidential	Hold records for the operational life of the system or process	Operational requirement	Destroy, as per HSE Information Classification and Handling Policy
DPR006	Data Processing Agreements/ Data Sharing Agreements		Confidential	Lifetime of arrangement plus 7 years	Operational requirement	Destroy, as per HSE Information Classification and Handling Policy

Freedom of Information Record(s)

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
FOIR001	FOI Requests (Personal)	Data retention refers to the storage of information following a request for that data Refer also to FOIR003	Confidential	Hold for 1 year from the decision date of the original decision or the date of the Internal Review *Where a record of a request approaching its retention period directly relates to a current request, the records of the earlier request should be retained and the retention period reset to the that of the current request	In case of appeal to OIC & Operational Requirement	Destroy, as per HSE Information Classification and Handling Policy
FOIR002	FOI Requests (Non-personal/ Corporate)	Data retention refers to the storage of information following a request for that data ⁴ Refer also to FOIR003	Confidential	Hold for 3 years from the decision date of the original decision or the date of the Internal Review	In case of appeal to OIC & Operational Requirement	Destroy, as per HSE Information Classification and Handling Policy

⁴ Where there is relevance in retaining a non-personal FOI decision letter as a template or training resource for future FOI responses, the record must be fully and irreversibly anonymised before retention. Once anonymised, the record may be retained for the identified secondary purpose (e.g., staff training or as a reference sample).

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
FOIR003	FOI Activity Logs	For reference and statistical purposes. The name of the applicant and the date an application was made to the OIC must be recorded Refer also to FOIR001 & 002	Confidential	Into Perpetuity	Legislative requirement	Destroy, as per HSE Information Classification and Handling Policy
FOIR004	OIC Liaison Records	Where an FOI request following an internal review is appealed to the OIC	Confidential	Hold for 7 years	To allow for a possible OIC appeal & Operational Requirement	Destroy, as per HSE Information Classification and Handling Policy
FOIR005	Ombudsman & Ombudsman for Children Liaison Records		Confidential	Hold for 6 years	Operational Requirement & defence of legal claims	Destroy, as per HSE Information Classification and Handling Policy

Complaints Record(s)

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
CR001	Complaint Processing Records (YSYS)	All Your Service Your Say complaint related documentation & investigation files held by national offices and within the six Health Regions includes all related correspondence and final decisions issued	Confidential	Hold for 5 years	In case of further review or legal action & Operational Requirement	Destroy, as per HSE Information Classification and Handling Policy

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
CR002	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

Healthcare Record(s)

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. Retention periods specified represent minimum standards. 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

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
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 & 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	Notes of patients who have died of suicide	Confidential	8 years from date of 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 *'Accepted' and 'Not accepted' referrals that includes clinical advice	Referral letters from GPs or Hospitals requesting specialized review of the patient	Confidential	Lifetime of patient + 8 years after death	Operational/ Legislative Requirements	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
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	Records made where the person has been cared for is under the Mental Health Acts 1945-	Restricted	20 years after the date of last contact between the patient/client/se	Operational/Legislative Requirements/ Healthcare Records Code of	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
			2001		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	Practice/ Safeguarding Healthcare data	
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/ Legislative 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/ Legislative 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/ Legislative Requirements/ Healthcare Records Code of Practice/	Destroy, as per HSE Information Classification and Handling Policy

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
						Safeguarding Healthcare data	
HCR017	Clinical Record	Photographs	Photographic images or videos taken as part of clinical 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
HCR018	Clinical Record	Physiotherapy records	Records related to the treatment of physical dysfunction, injury	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
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	Records where the person has been cared for is outside the Mental Health	Restricted	Lifetime of patient + 8 years after death	Operational/ Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding	Destroy, as per HSE Information Classification and Handling Policy

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
			Acts 1945-2001.			Healthcare data	
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	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
						Healthcare data	
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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
HCR028	Clinical Record	Video records/ voice recordings	Relating to patient care/ videoconferencing (for multidisciplinary reviews) 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
HCR029	Clinical Record	Intensive Care Unit Charts	Documentation of patient care within ICU	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
HCR030	Clinical Record	Vital signs observation sheet	Documentation of patient care e.g. NEWS, PEWS	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
HCR031	Clinical Record	Nursing care plan	Documentation of patient 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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
HCR032	Clinical Record	Clinical/ Care Evaluations/ Procedure Forms	Standardised Assessments	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
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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
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	Orthodontic record	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	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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
HCR048	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
HCR049	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
HCR050	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
HCR051	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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
HCR052	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
HCR053	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
HCR054	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
HCR055	Clinical Record	Genetic records	Guthrie Cards (heel prick test)	Confidential	10 years	DOH	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
HCR056	Clinical Record	Genetic records	Personal and family genetic records	Confidential	30 years from date of last attendance	NHO Code of Practice	Destroy, as per HSE Information Classification and Handling Policy
HCR057	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
HCR058	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
HCR059	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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
HCR060	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
HCR061	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
HCR062	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
HCR063	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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
HCR064	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
HCR065	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
HCR066	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
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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
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/ Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
HCR096	Clinical Record	Shoulder dystocia	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
HCR097	Clinical Record	Preoperative 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
HCR098	Clinical Record	Anaesthetic 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
HCR099	Clinical Record	Perioperative nursing care 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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
HCR0100	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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
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 images and reports	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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
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	Non-Clinical Record	Volunteer records		Confidential	Duration of the project plus seven years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HCR118	Non-Clinical Record	Student placement records		Confidential	Duration of placement plus seven years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HCR119	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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
HCR120	Non-Clinical Record	Bed Allocation records		Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HCR121	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)
HCR122	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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
HCR123	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
HCR124	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)
HCR125	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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
HCR126	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)
HCR127	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
HCR128	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
HCR129	Non-Clinical Record	End of day lists		Confidential	10 years	Operational appointment checklists	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
HCR130	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
HCR131	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
HCR132	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
HCR133	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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
HCR134	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
HCR135	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
HCR136	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
HCR137	Non-Clinical Record	Request	Mortuary Register	Confidential	10 years	National Hospitals Office Code of Practice for Healthcare Records Management Version 2.0 2007	Destroy, as per HSE Information Classification and Handling Policy
HCR138	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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
HCR139	Non-Clinical Record	Migration Abroad		Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HCR140	Non-Clinical Record	Mortuary Registers	Where they exist in paper format	Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HCR141	Non-Clinical Record	Next Rounds		Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HCR142	Non-Clinical Record	Operating Theatre Registers		Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HCR143	Non-Clinical Record	Outpatient lists		Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HCR144	Non-Clinical Record	Radiology batch listing		Confidential	10 years	Operational lists/checklists	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
HCR149	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
HCR150	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
HCR151	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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
HCR152	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
HCR153	Non-Clinical Record	Waiting lists		Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HCR154	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)

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
HCR155	Non-Clinical Record	X-ray registers		Confidential	10 years	Operational / Contractual Requirements	Likely to have archival value. Contact National Archives (Records Acquisition Division)
HCR156	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
HCR157	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
HCR158	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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
HCR159	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
HCR160	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
HCR161	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
HCR162	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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
HCR163	Non-Clinical Record	Activity logs	Summary logs of interactions with service users and their representatives and for management of specific tasks or projects Clinic lists, task diaries, referrals 'not accepted', etc.	Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HCR164	Clinical Record	Clinical diaries, public health & nurse diaries	Diaries are not kept within employee or patient file. All clinical or care-related information must be transcribed to the patient record	Confidential	8 years after last entry	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
National Screening Service Records							

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
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 Results		Confidential	15 years	Operational/ Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
HCR171	CSAR - medical	Medical and clinical information underpinning a care needs assessment of a relevant person,		Confidential	Retained for 8 years after appeal decision, death of applicant or last contact, whichever is	Operational/ legislative requirements	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
		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.			later from either spouse/partner, nominated contact, executor, Family Successor, Ombudsman Complaint, or appeal to high court under section 32		
Clinical Audit Records							
HCR172	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
HCR173	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	Operational / Contractual Requirements	Review data as likely to have a further secondary use e.g. Research value. Anonymise the data.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin/ Reason	Final Action
					cease.		
HCR174	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
HCR175	Clinical Record	Result	Near-patient Test Data (NPT) E.G glucometer readings, pregnancy tests, etc. Printout or record of display	Confidential	Held in the patient's healthcare record for 8 years after the patient's death. Must include name of NPT Operator	National Hospitals Office Code of Practice for Healthcare Records Management Version 2.0 2007	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HR Record(s)

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	Permanently	Set precedent and informs on future decisions.	Destroy, as per HSE Information Classification and Handling Policy
HRR005	Decisions Registers		Confidential	Permanently	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
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	Destroy, as per HSE Information Classification and Handling Policy
HRR012	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
HRR013	Bike to Work Scheme Records		Confidential	4 years	Tax Requirement	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
HRR014	Incident Report Book		Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR015	Training Records	Electronic records	Confidential	Retain current records for the duration of employment plus 7 years.	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR016	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
HRR017	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
HRR018	SKILL Participants Files		Confidential	10 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
HRR019	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
HRR020	Job order		Confidential	7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR021	Job evaluation applicants		Confidential	For duration of job evaluation of individual candidate.	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR022	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
HRR023	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
HRR024	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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
HRR025	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
HRR026	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						
HRR027	Preliminary Screening	Dignity at Work	Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR028	Grievances		Restricted	7 years from closing of the file	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR029	General correspondence		Confidential	7 years from closing of the file	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR030	Counselling record	Employee Assistance Programme	Confidential	Retained on personnel file for entire period of employment	Operational/ Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
HRR031	Transfer Applications		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR032	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
HRR033	Contracts		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR034	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
HRR035	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
HRR036	NAS College Training files		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
HRR037	Annual Leave Records		Confidential	Duration of employment + 7 years	Confirmation of entitlement to leave	Destroy, as per HSE Information Classification and Handling Policy
HRR038	Requests to return from career break		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR039	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
HRR040	Decision Orders		Confidential	7 years post decision.	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR041	Statement of Employee Status		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR042	Performance meeting records		Confidential	Duration of employment + 7 years	Referral and review at meetings	Destroy, as per HSE Information Classification and Handling Policy
HRR043	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

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
HRR044	Transfers		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR045	Employee related emails		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR046	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						
HRR047	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
HRR048	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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
HRR049	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
HRR050	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
HRR051	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
HRR052	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
HRR053	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
HRR054	Retirement Forms		Confidential	7 years after the death of the pensioner	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
HRR055	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
HRR056	Employee set up form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR057	Change to Employee Terms and Conditions		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR058	Long-Term Acting Up form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR059	Short-Term Acting Up form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR060	HR104 Change of Personal Details form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR061	HR105 Career Break form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR062	HR106 Leaving form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
HRR063	HR107a Retirement form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR064	HR107b Pension Dependents Application form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR065	HR108a Adoptive Leave form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR066	HR108b Annual Leave Anticipation form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR067	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
HRR068	HR108d Compassionate Leave form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR069	HR108e Examination Leave form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR070	HR108f Force Majeure form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
HRR071	HR108g Health and Safety Leave form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR072	HR108h Jury Service Leave form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR073	HR 108i Maternity Leave form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR074	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
HRR075	HR108k Reserve Defence Forces Leave form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR076	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
HRR077	HR108m Special Leave on Marriage form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
HRR078	HR108n Special Unpaid Leave form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR079	HR108o Study Leave form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR080	HR108p Trade Union Leave form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR081	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
HRR082	HR109 Term Time form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR083	HR110 Nominal Pay Application form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR084	HR111 Flexible Working Application form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR085	HR112a Injury Grant Calculation form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
HRR086	HR112b Injury Grant Application form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR087	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
HRR088	HR115 Shorter Working Year Scheme		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR089	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
HRR90	HR116b Rapid Response Corps-Leave notification		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR091	Increment Report		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR092	Incremental Credit Letter		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR093	Pay Review Request		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
HRR094	Verification of Service History Form A		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR095	Verification of Service History Form B		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR096	Probation Report Form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR097	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						
HRR098	Client Reports		Confidential	7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
1.1.8 National Recruitment Services						
HRR099	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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
HRR100	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
HRR101	Short listing criteria		Confidential	Expiry date of the panel or 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR102	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						
HRR103	Travel Pass Scheme Records		Confidential	3 years	Tax Requirement	Destroy, as per HSE Information Classification and Handling Policy
HRR104	Accident / Incident		Confidential	10 years from date of accident if no claim made in interim		Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
HRR106	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
HRR107	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
HRR108	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
HRR109	References		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR110	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
HRR111	File Cover Sheet		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR112	Job spec		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
HRR113	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
HRR114	Induction Letter		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR115	Application form		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR116	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
HRR117	Relevant qualifications which may include registration		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR118	Birth Cert		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR119	ID such as driving license		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR120	Passport		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
HRR121	Marriage Certificate		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR122	Referrals to Occupational Health		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR123	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
HRR124	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
HRR125	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
HRR126	Contract of Employment Letter		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
HRR127	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
HRR128	Landline		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR129	Mobile phone numbers		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR130	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
HRR131	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
HRR132	Appeal details/ arbitrator report		Confidential	7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
HRR133	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
HRR134	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
HRR135	Overseas Police Clearances		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR136	Calculations relating to incremental credit		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR137	Point on scale at appointment		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
HRR138	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
HRR139	Various local inherited panels		Confidential	7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR140	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
HRR141	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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
HRR142	Informal Appeal from Candidate		Confidential	6 years or expiry of panel	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR143	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
HRR144	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
HRR145	Invitation to Interview letters, reminders, cancellations		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR146	Success letters		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
HRR147	Regret letters		Confidential	Duration of employment + 7 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
HRR148	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

Internal Audit Record(s)

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
IA001	Audit File		Confidential	Current year plus 6 years. Can be held for longer at the discretion of the Chief Internal Auditor. 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

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
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 Chief Internal Auditor. 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

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

Occupational Health Record(s)

Ref	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
OHR001	Occupational Health Records		Confidential	Duration of contract + 7 years ⁵	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 Record(s)

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. Clinical material should be disposed of in accordance with the HSE Waste Management Policy

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
PATH001	Non-Clinical Record	Log	Records of Specimens received by a laboratory for analysis	Confidential	10 years (2 Accreditation Cycles)	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edition	Destroy, as per HSE Information Classification and Handling Policy

⁵ Where there is an explicit need to hold data outside of this timeframe this is an outlier, example exposure to harmful substances.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

PATH002	Non-Clinical Record	Request forms (paper)	Test request forms sent by clinicians to the lab for routine tests	Confidential	1 week after report received by requestor	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edition	Destroy, as per HSE Information Classification and Handling Policy
PATH003	Non-Clinical Record	Transfusion Requests	Request forms for grouping, antibody screening and cross-matching	Confidential	1 month	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edn	Destroy, as per HSE Information Classification and Handling Policy
PATH004	Non-Clinical Record	Cervical Screen Request or other request signed by patient	Cervical Screen request form incorporating consent	Confidential	15 years. If form scanned PATH002 applies	Cervical Check Quality Assurance Standards	Destroy, as per HSE Information Classification and Handling Policy
PATH005	Non-Clinical Record	Request forms (Paper)	Paper duplicate of electronic request	Confidential	None	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edn	Destroy, as per HSE Information Classification and Handling Policy
PATH006	Non-Clinical Record	Log	Record of specimens disposed of without analysis	Confidential	10 years, including reason for discard	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edn	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

PATH007	Non-Clinical Record	Request forms (Paper)	Test request forms sent by clinicians to the lab for genetic tests or with clinical information not otherwise available	Confidential	30 years unless information transcribed to another permanent source when PATH002 applies	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edn	Destroy, as per HSE Information Classification and Handling Policy
PATH008	Non-Clinical Record	Log	Patient Records relating to investigation or storage of specimens relevant to organ transplantation, semen, or ova	Confidential	30 years recipient, if not held with healthcare record	National Hospitals Office Code of Practice for Healthcare Records Management Version 2.0 2007	Destroy, as per HSE Information Classification and Handling Policy
PATH009	Non-Clinical Record	Log	Record of specimens relevant to cell / tissue transplantation not in patient record	Confidential	30 years, or lifetime of recipient + 8 years	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edn	Destroy, as per HSE Information Classification and Handling Policy
PATH010	Non-Clinical Record	Log	Records of fertility Specimens not in patient record	Confidential	30 years, lifetime of recipient + 8 years	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edn	Destroy, as per HSE Information Classification and Handling Policy
PATH011	Non-Clinical Record	Log	Near Patient Testing (NPT) Specimen Log	Confidential	Instrument Lifetime	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edn	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

PATH012	Clinical Record	Reports	Results of grouping, antibody screening and other blood transfusion related tests	Confidential	30 years	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edn	Destroy, as per HSE Information Classification and Handling Policy
PATH013	Clinical Record	Reports	Results of grouping, antibody screening and other blood transfusion related tests	Confidential	30 years to allow full traceability of all blood products used	EU Directive	Destroy, as per HSE Information Classification and Handling Policy
PATH014	Clinical Record	Reports	Post-mortem Reports	Confidential	8 Years for Violent or Suspicious death 30 years	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edn	Destroy, as per HSE Information Classification and Handling Policy
PATH015	Non-Clinical Record	Investigations	Request for access to clinical specimen by Garda or Coroner	Confidential	As long as required for investigation (including appeals)	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edn	Destroy, as per HSE Information Classification and Handling Policy
PATH016	Clinical Record	Reports	Autopsy reports, 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	National Hospitals Office Code of Practice for Healthcare Records Management Version 2.0 2007	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

PATH017	Clinical Record	Reports	Records of Telephoned / Faxed / Emailed Reports	Confidential	Original 5 years, Copies of reports until transmission confirmed. Note fact of transaction in laboratory electronic record	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edition	Destroy, as per HSE Information Classification and Handling Policy
PATH018	Clinical Record	Reports	External laboratory reports transcribed locally into cross referenced report	Confidential	1 Year	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edition	Destroy, as per HSE Information Classification and Handling Policy
PATH019	Clinical Record	Reports	Copy reports from reference laboratories	Confidential	6 months. Held in the patient's healthcare record for 8 years after the patient's death	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edn	Destroy, as per HSE Information Classification and Handling Policy
PATH020	Clinical Record	Working Records	Working records of test results for named patients may be recorded on request form or worksheet. Can include Clinical findings and advice. Transcribed to report.	Confidential	1 year if recorded on report or LIMS, or the if worksheet scanned	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edition	Destroy, as per HSE Information Classification and Handling Policy
PATH021	Clinical Record	Working Records	Working records of test results for named patients	Confidential	For non-retained specimens until authorisation of	The Retention and Storage of Pathological	Destroy, as per HSE Information

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

			may be recorded on request form or worksheet. Can include Clinical findings and advice. Not transcribed to report.		report. For retained specimens until specimen disposal.	Records and Specimens, RCPATH 5th Edition	Classification and Handling Policy
PATH022	Clinical Record	Working Records	Clinical Advice by phone, email or other correspondence not included on original report	Confidential	Add to laboratory electronic record. Add to patient primary record if possible. 30 years	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edition	Destroy, as per HSE Information Classification and Handling Policy
PATH023	Clinical Record	Correspondence	Correspondence on patients held in laboratory	Confidential	Lifetime of patient + 8 years after death	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edition	Destroy, as per HSE Information Classification and Handling Policy
PATH024	Clinical Record	Images	Photographs of specimens from patients	Confidential	When used exclusively for communication or aide memoire until function complete. Or 30 years where images present the primary source of information for the diagnostic	National Hospitals Office Code of Practice for Healthcare Records Management Version 2.0 2007	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

					process.		
PATH025	Clinical Record	Images	Digitised images in genetics	Confidential	30 years	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edition	Destroy, as per HSE Information Classification and Handling Policy
PATH026	Clinical Record	Images	Digital histopathology images	Confidential	8 years	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edition	Destroy, as per HSE Information Classification and Handling Policy
PATH027	Clinical Record	Log	Records relating to organ donor or recipient sera	Confidential	10 years post-transplant	National Hospitals Office Code of Practice for Healthcare Records Management Version 2.0 2007	Destroy, as per HSE Information Classification and Handling Policy
PATH028	Non-Clinical Record	Log	Records from organ donor tissue not used for transplantation	Confidential	As for specimen type for other purposes	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edition	Destroy, as per HSE Information Classification and Handling Policy

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

PATH029	Non-Clinical Record	Log	Machine output from diagnostic tests relating to human nucleic acids (specimen result related only)	Confidential	5 years (1 accreditation cycle)	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edition	Destroy, as per HSE Information Classification and Handling Policy
PATH030	Non-Clinical Record	Quality	Accreditation documents; records of inspections, Minutes, Audits NCs, QIPsetc	Public / Operational	2 accreditation cycles 10 years	National Hospitals Office Code of Practice for Healthcare Records Management Version 2.0 2007	Destroy, as per HSE Information Classification and Handling Policy
PATH031	Non-Clinical Record	Quality	Procurement, use, modification, and supply records relevant to production of products (diagnostics) or equipment, including calibration	Public / Operational	2 accreditation cycles 10 years	National Hospitals Office Code of Practice for Healthcare Records Management Version 2.0 2007	Destroy, as per HSE Information Classification and Handling Policy
PATH032	Non-Clinical Record	Quality	Equipment / instruments maintenance logs, records of service inspections, both Lab Based and NPT	Public / Operational	Lifetime of equipment, plus 5 yrs	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edition	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

PATH033	Non-Clinical Record	Quality	Assay validation and verification	Public / Operational	10 years	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edn	Destroy, as per HSE Information Classification and Handling Policy
PATH034	Non-Clinical Record	Quality	Reports as part of competence assurance or revalidation	Confidential	1 cycle of 5 Years	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edn	Destroy, as per HSE Information Classification and Handling Policy
PATH035	Non-Clinical Record	Quality	Kit Inserts Batch records (Reagent batch acceptance etc)	Public / Operational	10 years	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edn	Destroy, as per HSE Information Classification and Handling Policy
PATH036	Non-Clinical Record	Quality	External Quality Control records	Confidential	10 years	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edn	Destroy, as per HSE Information Classification and Handling Policy
PATH037	Non-Clinical Record	Quality	Internal Quality Control Records including UOM	Confidential	10 years	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edn	Destroy, as per HSE Information Classification and Handling Policy
PATH038	Non-Clinical Record	Quality	Standard operating procedures, Current and old	Public/Operational	30 years	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

						Edition	
PATH039	Non-Clinical Record	Quality	Transfusion Laboratories Annual reports. Where required by EU directive	Public, Operational	15 years	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edition	Destroy, as per HSE Information Classification and Handling Policy
PATH040	Non-Clinical Record	Quality	Blood Bank Register, blood component audit trail and fates	Public, Operational	30 years to allow full traceability of all blood products used	EU Directive	Destroy, as per HSE Information Classification and Handling Policy
PATH041	Non-Clinical Record	Quality	Documentation to allow full traceability of a blood component	Confidential	30 years	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edition	Destroy, as per HSE Information Classification and Handling Policy
PATH042	Non-Clinical Record	Quality	Records of Serious Adverse Reactions (SAR) and Serious Adverse Event (SAE)	Confidential	15 years	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edition	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

PATH043	Non-Clinical Record	Quality	Refrigeration and Freezer Charts	Confidential	Blood for transfusion 15 yrs Long Term Storage 10yrs Temporary specimens and Reagents 5yrs Biobank or forensic Lifetime of specimen	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edn	Destroy, as per HSE Information Classification and Handling Policy
PATH044	Non-Clinical Record	Quality	Anonymised reports as part of training portfolio	Confidential	5 years post training	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edn	Destroy, as per HSE Information Classification and Handling Policy
PATH045	Non-Clinical Record	Log	Record of specimens held in biobank and adopted sub collections	Confidential	Lifetime of specimen	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edn	Destroy, as per HSE Information Classification and Handling Policy
PATH046	Non-Clinical Record	Research data	Named patient data	Confidential	Anonymised or destroyed 6 months post completion or in accordance with ethical approval	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edn	Destroy, as per HSE Information Classification and Handling Policy
PATH047	Non-Clinical Record	Research data	Wording records and data	Confidential	10 years. 15 years for clinical trial of medicine	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edn	Destroy, as per HSE Information Classification and Handling Policy

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

PATH048	Non-Clinical Record	Archive	Pathological Archive/ Museum Catalogues	Confidential	As long as specimen retained	The Retention and Storage of Pathological Records and Specimens, RCPATH 5th Edition	Archive
---------	---------------------	---------	--	--------------	------------------------------	---	---------

Clinical Material Record(s)

Note: Clinical material should be disposed of in accordance with the HSE Waste Management Policy

Ref	Record Type	Description	Retention Period	Origin / Reason	Final Action
CM001	Specimen	Plasma and Serum	48 hours post final report	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM002	Specimen	Plasma and Serum with expectation of follow up	48 hours post follow up test report	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM003	Specimen	Whole Blood samples for Ful Blood Count (FBC)	24 hours post analysis	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM004	Slides	Blood Films	7 days post final report	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM005	Slides	Bone marrow films	Stained 30 years, unstained post report	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM006	Specimen	Coagulation samples	24 hours post analysis	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

CM007	Specimen	Blood for grouping, antibody screening and saving and/or cross-matching	1 week at 4°C	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM008	Specimen	Separated serum/ plasma stored for transfusion purposes	14 days after transfusion event	British Committee for the Standards in Haematology (BCSH) - Blood Transfusion Guidelines	Destroy, as per HSE Information Classification and Handling Policy
CM009	Specimen	Archived blood donor samples	3 years	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM010	Specimen	Stored separated serum or plasma from donor	3 months	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM011	Specimen	Serum for transplantation matching	Lifetime of recipient	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM012	Specimen	Donor lymphocyte preparations	Lifetime of all recipients	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM013	Specimen	Body fluids, aspirates and swabs	48 hours post final report	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

CM014	Specimen	Deteriorated body fluids, aspirates and swabs	If not suitable for further analysis discard as soon as is practical post analysis	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM015	Microbiological Cultures	Negative Cultures	Discard as soon as is practical after issue of final report	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM016	Microbiological Cultures	Positive microbiological cultures other than those outlined in CM17	48 hours of issuing a final authorised report	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM017	Microbiological Cultures	Specified cultures of clinical importance (Blood Culture isolates, Cerebro spinal Fluid (CSF) isolates, enteric pathogens, multiple resistant or methicillin resistant Staph. Aureus, 'outbreak strains, M. tuberculosis, Group A streptococci, and unusual pathogens of clinical significance)	7 days	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM018	Microbiological Cultures	Positive microbiological cultures referred to reference laboratories	7 days after the issue of their final report	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

CM019	Microbiological Cultures	Nucleic acids from microbiological cultures	4 weeks after final report unless consent for research	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM020	Slides	Microbiological and easily repeatable stained slides	7 days post report	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM021	Slides	Gram stains	Discard immediately	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM022	Specimen	Wet Tissue (representative aliquot or whole tissue or organ)	4 weeks after final report for surgical specimens	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM023	Specimen	Frozen Tissue for immediate histological assessment (frozen section)	Stained microscope slides - 10 years. Residual tissue - kept as fixed specimen once frozen section complete	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM024	Specimen	Frozen Tissue or cells for histochemical or molecular genetic analysis	10 years	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

CM025	Blocks	Histology Blocks, wax / resin	30 years and then appraise for archival value	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM026	Slides	Histology slides	Minimum 10 yrs. If recutting block not possible hold 30 years	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM027	Slides	Histology slides scanned and digitally archived	Physical slides 8 years	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM028	Specimen	Post-mortem material, tissue, blocks, slides	As consented, generally as for other material, tissue blocks and slides, or directed by Coroner	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM029	Slides	Cytology slides except cervical screening	10 years (longer may be required in some circumstances)	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM030	Slides	Cervical Screening slides	15 years	Cervical Check Quality Assurance Standards	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

CM031	Blocks	Cytoblock preparations	As for other blocks, sections as for histology slides	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM032	Slides	Semi-permanent preparations e.g. immunofluorescence slides	Until final report issued	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM033	Specimen	Human DNA/ RNA extracted from Blood, Fluid or Tissue	8 weeks post final report for diagnostic specimens	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM034	Specimen	Human DNA/ RNA extracted from Blood, Fluid or Tissue	30 years for family studies for genetic disorders or transplantation (with consent)	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM035	Specimen	Biological Sample for DNA/ RNA Extraction	2 months to permit re extraction	Laboratory Services Reform Programme	Destroy, as per HSE Information Classification and Handling Policy
CM036	Cells	Cytogenetic cell suspensions in fixative	3 months minimum	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

CM037	Slides	Cytogenetic slide preparations	2 years post report	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM038	Images	Digitised / photographed genetic /cytogenetic slide preparations	30 years	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM039	Specimen	Fetal serum from cordocentesis	30 years	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM040	Specimen	New-born Blood Spot screening cards, Guthrie cards	10 years	DOH Recommendation and operational requirements	Destroy, as per HSE Information Classification and Handling Policy
CM041	Blood spot	NBS cards for genetic testing	Lifetime + 8 years after death	Laboratory Services Reform Programme	Destroy, as per HSE Information Classification and Handling Policy
CM042	Specimen	Serum identified to the laboratory as related to needlestick injury / hazardous exposure	2 years	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM043	Specimen	Serum sample for infection related serology sample identified to the laboratory as first pregnancy visit	2 years	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

		("booking bloods")			
CM044	Specimen	Serum sample for infection related serology sample identified to the laboratory as related to transplant patients	10 years donor, 30 years recipient	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM045	Specimen	Sera for virological assessment identified to the laboratory as related to patients dialysed outside of Ireland	1 year	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM046	Specimen	Faecal occult blood screening test	48hrs post report	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM047	Specimen	Faecal suspension in buffer (FIT)	2 weeks	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM048	Specimen	Patient Electrophoretic strips and immunofixation plates	5 years unless digital images taken, in which case 2 years and stored as a photographic record	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

CM049	Specimen	Specimens and Preparations Blocks for electron microscopy	30 years	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM050	Specimen	Grids for electron microscopy human tissue diagnosis	10 years	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM051	Specimen	Forensic Material - criminal cases	As long as required for investigation	5th Edition 2015 Royal College of Pathologist UK	Archive
CM052	Specimen	Difficult to replace e.g. CSF	2 weeks post final report	Laboratory services reform programme (LSRP)	Destroy, as per HSE Information Classification and Handling Policy
CM053	Specimen	Specimens for diagnosis of inborn errors of metabolism	4 weeks post final report	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM054	Specimen	Donor vessels for transplantation	4 weeks	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM055	EQA	Material from EQA providers	5 years If permanent preparation otherwise 1 month	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

CM056	Specimen	Left over sera / plasma for lookback and disease surveillance	1 year	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM057	Research	Adopted sub collection of biosamples by biobank	As for ongoing collections	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM058	Specimen	Storage of material following analyses of human nucleic acids	Depends on purpose and source: See RCPATH document for further guidance	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy
CM059	Stained Slides	Pathological assessment records	Depends on the purpose, of the slide - see RCPATH document for further details	5th Edition 2015 Royal College of Pathologist UK	Destroy, as per HSE Information Classification and Handling Policy

Public Health Record(s)

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
PH001	Non-clinical record	Online appointment scheduling system	Demographic details, Referral information, appointment and attendance details	Confidential	10 years	Operational requirements	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
PH002	Non-clinical record	Sample dispatch & tracking - docket, tracking lists, paper records	Courier dispatch docket, nursing home sample drop-off lists, packing lists, drop off sheets	Confidential	1 month	Operational requirements	Destroy, as per HSE Information Classification and Handling Policy
PH003	Non-clinical record	Sample tracking app	Application to record location of samples from testing site to lab	Confidential	1 month	Contractual requirement	Destroy, as per HSE Information Classification and Handling Policy
PH004	Non-clinical record	Attendance sheets	Printed extract from online appointment system	Confidential	The hard copy may be securely disposed of after one month if it has been scanned and the electronic version is securely stored for 10 years	Operational requirements	Destroy, as per HSE Information Classification and Handling Policy
PH005	Non-clinical record	Offsite testing lists	Record of off-site testing (outbreak setting e.g. LTCFs, congregate settings, commercial units)	Confidential	1 month	Operational requirements	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
PH006	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	Destroy, as per HSE Information Classification and Handling Policy
PH007	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	Destroy, as per HSE Information Classification and Handling Policy
PH008	Clinical record	Covid 19 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	Destroy, as per HSE Information Classification and Handling Policy
PH009	Clinical record	List Your Contacts Portal and Antigen Positives portal submissions	Information on close contacts and settings for outbreak management and exposure investigations. Held	Confidential	1 month	Operational/ Legislative Requirements/ Healthcare Records Code of Practice/ Safeguarding	Destroy, as per HSE Information Classification and Handling Policy

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
			within Covid Care Tracker			Healthcare data	
PH010	Non-clinical record	Passenger locator forms	Travel-related information for contact tracking and exposure investigation	Confidential	The hard copy may be securely disposed of after one month if it has been scanned and the electronic version is securely stored for 10 years	Operational requirements	Destroy, as per HSE Information Classification and Handling Policy
PH011	Non-clinical record	School pod details	Details of school and classroom contacts of a positive case	Confidential	The hard copy may be securely disposed of after one month if it has been scanned and the electronic version is securely stored for 10 years	Operational requirements	Destroy, as per HSE Information Classification and Handling Policy
PH012	Non-clinical record	Covid tracker app	Contact tracing information	Confidential	Retain until all App data has been destroyed	Operational requirements	Destroy as per HSE Information Classification and Handling Policy
PH013	Non-clinical record	Covid 19 Recovery cert escalations	Information on positive test result for purpose of applying for a recovery cert	Confidential	2 years	Operational requirements	Destroy as per HSE Information Classification and Handling Policy

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Record Type	Description	Classification	Retention Period	Origin / Reason	Final Action
PH014	Non-clinical record	Antigen test kit order records	Antigen test orders for individuals and settings	Confidential	1 month	Operational requirements	Destroy, as per HSE Information Classification and Handling Policy
PH015	Clinical record	Public and Serial Testing Covid 19 Results Reports	Aggregated and identifiable data on both positive and negative test results	Confidential	2 years_	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy
PH016	Clinical record	Infectious disease registry	Registry containing demographic, clinical, and epidemiological details related to notified infections.	Confidential	Permanent	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Store permanently electronically
PH017	Clinical record	Public Health Incident responses	Notes pertaining to the investigation of illness associated with potential cancer clusters, drinking water incidents, bathing water incidents, chemical incidents.	Confidential	Lifetime of patient + 8 years	Operational/Legislative Requirements/Healthcare Records Code of Practice/Safeguarding Healthcare data	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

Nursing Homes Support Scheme Record(s)

Ref	Record Category	Description	Classification	Retention Period	Origin / Reason	Final action
NHSS001	Nursing Homes Support Scheme (financial)	Demographic and Financial information required to assess eligibility for State Support, Ancillary State Support and other benefits under the Nursing Homes Support Scheme Act 2009. This includes income, outgoings and assets for the relevant person, including that of their spouse or partner (if a member of a couple). Records will also include (where applicable / relevant) details of Specified Persons, DMRs, EPOA, and family successors.	Confidential	<p>Retained for the current year plus 6 years after:</p> <ul style="list-style-type: none"> The death of the applicant or in the case of a couple, the death of both members of the couple. The date on which the total amount of Ancillary State Support paid is recouped. The date on which a letter of clearance issues or case closure under Section 27 of the Nursing Homes Support Scheme Act 2009. Or 2 years after the date on which the compliance period of a family successor has been reached, <p>Whichever date is the later</p>	<p>Legislative requirements - the Nursing Homes Support Scheme Act 2009 (as amended)</p> <p>HSE National Financial Regulations.</p> <p>Operational requirements</p>	Destroy, as per HSE Information Classification and Handling Policy

Capital and Estates Record(s)

Ref	Record Category	Description	Classification	Retention Period	Origin / Reason	Final action
CE001	Property transactions that reached completion (excludes records of transactions that were proposed but did not proceed)	Includes all correspondence and documentation evidencing the governance and decision-making that led to completion	Restricted	20 Years	Operational requirement	Destroy, as per HSE Information Classification and Handling Policy
CE002	Building inspection reports	Includes all property inspections	Confidential	7 years	Legislative requirement	Destroy, as per HSE Information Classification and Handling Policy
CE003	Building inventories	Includes all contents e.g. Equipment, furniture, fixtures *Where not funded by Capital (i.e. Capital Equipment Programme) this is the responsibility of the service	Confidential	7 years	Legislative requirement	Destroy, as per HSE Information Classification and Handling Policy
CE004	Approved Building Plans	Includes hard copy and electronic Building plan / Construction Drawing / Construction Plan / As-Built Plan / Live Building Plan	Confidential	Archives – 30 yrs after completion of project (transfer to archive) Lifetime of building plus 6 years (Each plan is to be retained until it is superceded by the most up-to-date active current		Destroy, as per HSE Information Classification and Handling Policy

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Description	Classification	Retention Period	Origin / Reason	Final action
				approved building plan) Final Plan must be kept for the entire building life and then for 6 years post-demolition / disposal		
CE005	Fire safety records	Minutes, correspondence relating to training, manuals	Confidential	7 years	Operational requirement	Destroy, as per HSE Information Classification and Handling Policy
CE006	Fire inspection reports		Confidential	7 years	Operational requirement	Destroy, as per HSE Information Classification and Handling Policy
CE007	First aid training records	Minutes, correspondence relating to training	Confidential	7 years	Operational requirement	Destroy, as per HSE Information Classification and Handling Policy
CE008	Records of Freehold and Long Leasehold Acquisitions & Disposals of HSE properties	Legal Document required for transfer of ownership and Title Documents / Title Deeds / Certificates of Title / Official Copies / Land Registry Extracts / Abstract of Title / Epitome of Title / Conveyancing Documents / Agreement for Sale /	Confidential	Retain permanently in original form	Operational / Contractual Requirements	Archive

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

HSE National Records Retention Policy

VERSION NO: 04 EFFECTIVE FROM DATE: 01/12/2025 REVISION DUE DATE: 01/12/2028

Ref	Record Category	Description	Classification	Retention Period	Origin / Reason	Final action
		Contract for Sale, Transfer Deeds / Option Agreements / Pre-emption Agreements Legal Document require for transfer of ownership/ Title Registration (this includes long-leasehold title)				
CE009	Records of Lease of HSE and Third-Party Properties	Legal Document, required for setting out the terms & conditions, applicable to all the parties involved / Agreement for Lease / Lease Agreements / Tenancy Agreements / Sublease / Assignment of Lease / Surrender of Lease / Deed of Variation / Licenses	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
CE010	Tax and Financial Records	Local Property Tax / Residential Zoned Land Tax	Confidential	Hold for current year plus 6 years	Operational / Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

Ref	Record Category	Description	Classification	Retention Period	Origin / Reason	Final action
CE011	National Financial Regulations	Legal Document, required for setting out the terms & conditions, applicable to all parties involved to protect the States Interest / Mortgage / Charge / Deed of Trust / Release / Discharge of Mortgage	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
CE012	Service Charge Statements and Maintenance Invoices		Confidential	Hold for current year plus 6 years	Operational/ Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

PCRS/NMCU Record(s)

Ref	Record Category	Description	Classification	Retention Period	Origin / Reason	Final action
PCRS001	Applications for primary care schemes	Household level financial and medical information used to assess eligibility for primary care schemes, including GMS	Confidential	Hold for current year plus 6 years	Operational/ Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy

Ref	Record Category	Description	Classification	Retention Period	Origin / Reason	Final action
PCRS002	Confirmation of Residency	Household level information to assess eligibility for primary care schemes, including GMS	Confidential	1 year	Operational/ Contractual Requirements	Destroy, as per HSE Information Classification and Handling Policy
PCRS003	GP, Pharmacy, Optical, Dental, Hospital and supplier claim forms	For payments in respect of public health services	Confidential	Hold for current year plus 6 years	Revenue Commission Requirements	Destroy, as per HSE Information Classification and Handling Policy
PCRS004	Public Refunds	Claims under the Drugs Payment scheme	Confidential	Hold for current year plus 6 years	Revenue Commission Requirements	Destroy, as per HSE Information Classification and Handling Policy


Miscellaneous Record

Ref	Record Category	Description	Classification	Retention Period	Origin / Reason	Final action
MSCR001	CCTV footage	Destroy footage after 30 days unless required for an ongoing investigation/legal/security purposes, the CCTV footage will be extracted and retention period will be extended in line with the relevant retention period for the investigation/legal/security purpose	Confidential	30 days	Legislative requirement	Destroy, as per HSE Information Classification and Handling Policy

HSE National Records Retention Policy

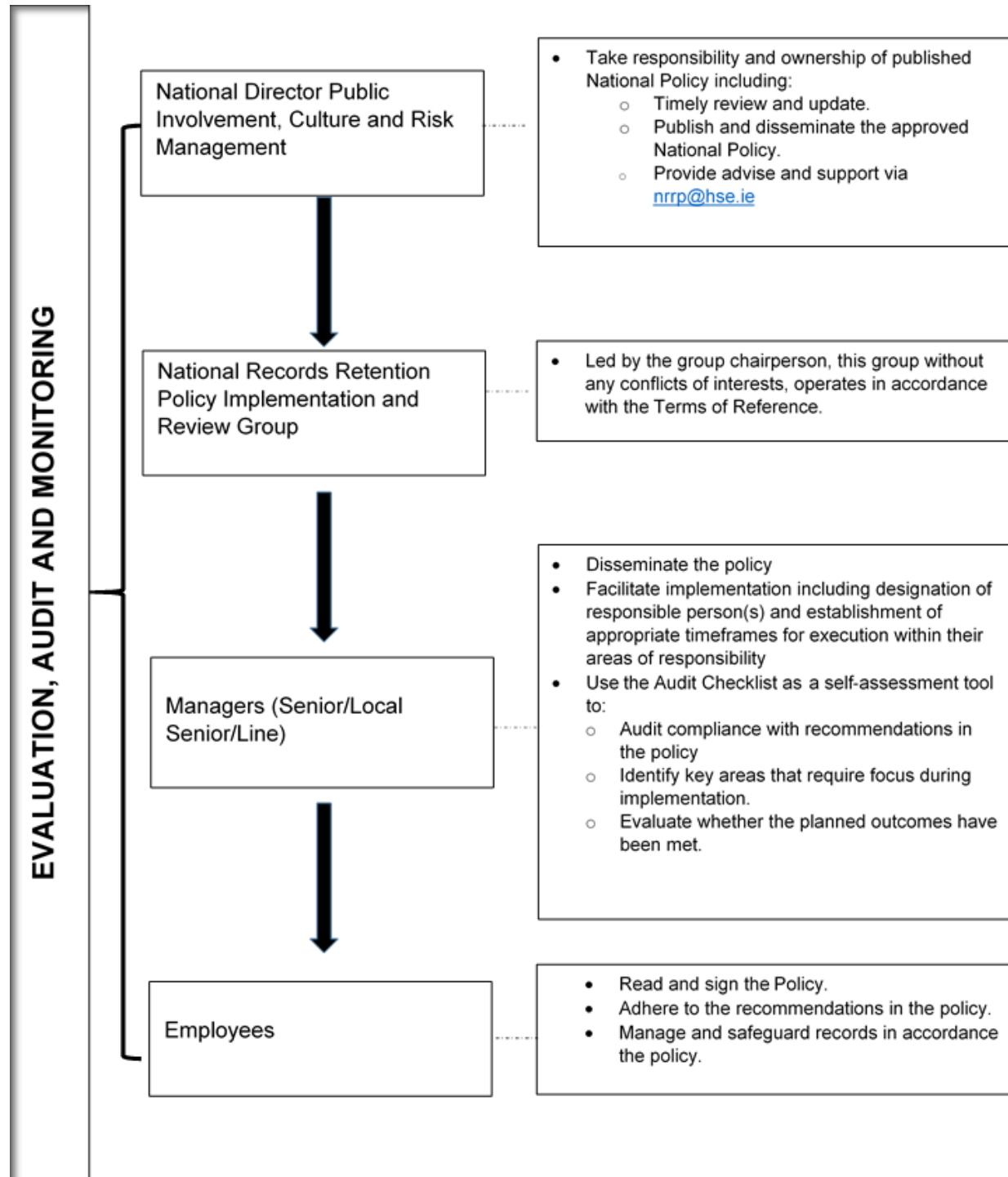
VERSION NO: 04 EFFECTIVE FROM DATE: Click or tap to enter a date. REVISION DUE DATE: Click or tap to enter a date.

Appendix IV: Exception Form

Version 2.0 280824			
HSE National Records Retention Policy - Exception Request Form			
Under GDPR Article 5 (1) (e) of the Data Protection Act 2018 the HSE as a data controller is committed to the effective management, retention and disposal of records. This form should be used when requesting an exception to a record/records held in accordance with the HSE Records Retention Policy, please complete this request form and email a scanned copy to nrrp@hse.ie . All sections of this form must be fully completed to enable accurate processing of the exception request. The form must be completed by the requesting user and approved by the relevant data owner prior to submission. Incomplete forms may be returned.			
<i>Note: "Data Owner" is the Senior managers or heads of business units who hold accountability and oversight for areas within which the records are accessed, used, and processed, ensuring compliance with applicable policies and regulatory requirements.</i>			
1	Requester Contact Information		
Name:	<input type="text"/>	Date:	<input type="text"/>
Phone:	<input type="text"/>	Title:	<input type="text"/>
Email:	<input type="text"/>	Dept:	<input type="text"/>
		Business or Functional Head:	<input type="text"/>
2	Record Details		
Record Reference Number	<input type="text"/>	Record Type	<input type="text"/>
Record Retention Period	<input type="text"/>	Classification	<input type="text"/>
Provide a general description of the record content (Including what records are involved and how sensitive are they?)			
<input type="text"/>			
Outline the rationale for this exception request? (Provide detailed information explaining the overall purpose of the request, is it to retain records for a longer duration or to be destroyed earlier than the recommended retention schedules? Why the retention policy cannot be complied with, it may include an operational, business, legal requirement or other reason).			
<input type="text"/>			
What are the potential consequences of the exception request? (Risk behind an extended retention? or if records are destroyed too soon?)			
<input type="text"/>			
If exception is granted, what measures are to be implemented by the data owner to monitor and protect the records that are subject to exceptions?			
<input type="text"/>			
3	Data Owner Authorisation		
Name:	<input type="text"/>	Date:	<input type="text"/>
Phone:	<input type="text"/>	Title:	<input type="text"/>
Email:	<input type="text"/>	Business or Functional Unit:	<input type="text"/>
I have reviewed this record retention policy exception request submitted on behalf of the above (as outlined in section 1) named HSE employee. All categories of this request has been appropriately completed by the employee.			
Signature:			
Print Name:			
Date:			
<input type="text"/>			
4	For NRRP Office Use Only		
Reference Number	<input type="text"/>		
Date Exception Request Form Received	<input type="text"/>		
Further information Required			Y/N
Date for consideration at National Records Retention Policy Implementation and Policy Review Group	<input type="text"/>		
Exception Request Accepted?			Y/N
If no, what is the reason for the decision?			
<input type="text"/>			
If yes, are there any conditions for granting the request? i.e. duration and expiration of the exception, procedures for managing potential risks to be agreed with the Data owner?, is this exception specific to business unit/requestor? or is it for implementation across the organisation and an action plan is required?			
<input type="text"/>			
Decisions communicated to the Functional or Business Line Heads/Date			Y/N 00/00/00

Appendix V: National Implementation Plan

The ongoing monitoring, audit and evaluation aims to support the sustained implementation of the updated policy. The Audit Checklist for the Implementation of the HSE National Records Retention Policy in Appendix V intends to assist the initial and sustained implementation at the service delivery area.



This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

Appendix VI: Audit Checklist for the Implementation of the HSE National Records Retention Policy

Purpose: This checklist will help relevant functional areas⁶ to audit their compliance with the key guidance and recommendations in the policy.

Responsibility: Managers are required to complete this checklist⁷ and incorporate any identified area for improvement into their local implementation plan⁸.

Methodology			
Population: A sample of target users Sampling: A total of 10% or 10 target users, whichever is greater, should be selected. Frequency: To be determined locally at least annually. Method: Record Y for Yes, if the criteria are met. Record N for No, if criteria are not met or N/A for Not applicable. Compliance requirement: 100% compliance			
Is standard/criteria being met for the following statements:	Y/N/Na	Possible Remedial Actions / Comments	Due Date
Have you/your team located and read the HSE National Records Retention Policy 2025?			
Are roles and responsibilities communicated to all identified responsible persons? <i>[Section 3.1 Roles and Responsibilities]</i>			
Do you know what range of record you use in your area (what types/categories of data, whose data e.g. employees, service users, etc.)? <i>[Section 1.2 Scope]</i>			
Do you use data that you collect only for the purposes for which they were originally collected (or have a have a legal basis to do otherwise)? <i>[Section 3.2 Records Retention and GDPR]</i>			
For your records not listed in the policy, have you given due consideration to regulatory, operational requirements or input from your engagement with relevant stakeholders to balance what retention period would be appropriate, necessary, and justifiable? <i>[Section 3.6.1 Deciding on Retention Periods if Records are not listed in the Schedule]</i>			
When a decision is made to deviate from the policy's retention schedules, have you considered the number of factors set out in the policy? <i>[Section 3.5 Policy Exceptions]</i>			

⁶ For the purposes of this checklist, 'functional areas' can be defined as your immediate team or work area.

⁷ Once completed, you can choose to file it in your local recordkeeping system to provide a benchmark for your own reference purposes.

⁸ 'Local Implementation Plan', each service area is responsible for applying HSE National Records Retention Policy 2025 and creating a local implementation plan.

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

When a decision is made to deviate from the policy's retention schedules, please specify the rationale or the location of the relevant document. <i>[Section 3.5 Policy Exceptions]</i>			
Do you maintain records only for as long as necessary? <i>[Section 3.2 Records Retention and GDPR]</i> Conduct a sample audit of record types to ensure that: <ul style="list-style-type: none"> The required records are within retention periods (select a sample) Records that are outside of retention periods no longer exist, and have been properly disposed of *By performing this audit with a selection of users annually, each record type should be reviewed at least once over a 5-year cycle (or thereabouts)			
Has a clinical-governance representative (which may include nursing or midwifery representation, as appropriate) reviewed audit findings to ensure that record-management standards and professional-practice obligations are being maintained?			
Date of Audit:			
Audited by (name/title):			
Compliance Rate %:			
<p>Calculation of Compliance Rate %: The score, expressed as a percentage, is calculated by dividing the number of “yes” and “no” answers. “Not applicable” answers are excluded from the calculation of the percentage score.</p> <p>Example: If there are 6 “yes” and 2 “no” answers, the score is calculated as follows: 6 (yes answers) divided by 8 (total of yes and no answers) multiplied by 100 = 75%</p> <p>If a decision is made to deviate from the retention schedules in the policy, that as well as “consider[ing] the number of factors set out in the policy”, that the rationale would be documented too. Just need to be sure that if this is reviewed, that someone knows why “yes” was ticked if the person who conducted the audit has retired or moved or can't remember the context why deviation was necessary.</p>			

Appendix VII: National Records Retention Policy Implementation and Review Group Membership

Name	Division
Ann Sheehan	Chairperson, PICRM
Glyza Pedrosa	PICRM
Colette Burke	PICRM
Dr. John Cuddihy	Public Health
Dr. Aine McNamara	Public Health
Dr. Mark O'Loughlin	Public Health
Judy Cronin	Public Health
Sandra Cullen	HR/SLT People
Liam Quirke	HSE West and Northwest
Louise Hewson	National Finance Division
Sarah Dungan	HSE Dublin and Southeast
Prof. Richard Greene	CCO/SLT Clinical
Dr. Ciara Martin	CCO/SLT Clinical
Marie Culliton	Pathology
Claire Beggs	CH06
Sheila Leopold	HSE Southwest
James Conway	HSE Dublin and Midlands
Trevor Stewart	Technology and Transformation
Tania Pond	Internal Audit
Mary Butler	Primary Care HSE Dublin and Northeast

This is a controlled document and must always be accessed from the [HSE National Central Repository](#). Whilst printing is permitted, printed copies are not controlled. Controlled documents must never be saved to secondary electronic/other locations which are accessible by staff or the public.

John Scott	Office of Nursing & Midwifery Service
Deirdre Lavin	National Services & Schemes (Environmental Health)
Abbie McCarthy	National Services & Schemes (Strategy & Planning)
Donal Devery	Communications & Public Affairs
Breda Fallon	Operational Nursing & Midwifery Community
Paula McShane	Office of the CEO
Alison Cronin	Access & Integration (Older Persons)
Philip Flanagan	Access and Integration (Mental Health)
Tony McCusker	Access and Integration (Mental Health)

Appendix VIII: Membership of Approval Governance Group

Membership of [name of Approval Governance Group]	
Name	Role and position

Sign-off by Chair of Approval Governance Group

HSE National Records Retention Policy V4 was formally ratified and recorded in the minutes of the Approval Governance Group on dd/mm/yyyy.

Name: (print)	
Title:	
Signature: (e-signatures accepted)	
Registration number: (if applicable)	N/A

**The approval of the document must be an agenda item at the approval governance group meeting for formal ratification. The date of approval must be recorded on the front page of this template*

