



the national archives

Retention Scheduling

13. Public records held in local government and specialist local repositories

Public records created in the regions

© Crown copyright 2004

First version published 2004

Author: **Rod Ward-Horner**

The National Archives
Ruskin Avenue
Kew
Surrey
TW9 4DU



Contents

1 Introduction	4
2 What are public records?	5
3 Scope and nature of the records	6
4 Quarter Sessions records	7
4.1 Quarter sessions records – model retention schedule	7
4.2 Quarter sessions records still in private hands.	8
5 County Courts and District Registries records	9
5.1 District Registries (High Court) records schedule.	9
5.2 District Registries obsolete records	10
5.3 County Court records schedule.	10
6 Magistrates' Court records	16
6.1 Magistrates' Court records – model retention schedule.	16
7 Coroners' Court records	20
8 Health Service records	21
8.1 Hospital patient case records (individual)	25
8.2 General Practitioner medical records relating to patients	32
9 Prison records	33
Appendix 1 – Public records known to be held in the custody of local authorities and specialist regional repositories	36
Appendix 2 – Records that do not have public record status under the Public Records Acts 1958 and 1967	39
Appendix 3 – Other retention schedules in this series	40

1 Introduction

1.1 Local authority and health service record offices hold a very wide range of deposited public records by agreement with the Lord Chancellor under s.4(1) of the Public Records Act 1958. Since that Act was implemented there has been an almost equally varied range of guidance circulars issued to places of deposit for public records by the government departments and their agencies which created these public records. This new guidance publication is intended to state exactly which circulars are still in force in relation to particular types of public records, and what the main provisions of these circulars are.

1.2 Local authority and health service record offices hold a very wide range of deposited public records by agreement with the Lord Chancellor under s.4(1) of the Public Records Act 1958. Since that Act was implemented there has been an almost equally varied range of guidance circulars issued to places of deposit for public records by the government departments and their agencies which created these public records. This new guidance publication is intended to state exactly which circulars are still in force in relation to particular types of public records, and what the main provisions of these circulars are.

1.3 This guidance is targeted at Local Government Officers who handle public records that are either created locally or are created centrally, some of which are permanently deposited in local institutions under the Public Records Act (PRA) 1958 s.4(1) because they have specific regional, local or specialist relevance. As well as public records to be permanently preserved it provides disposal details on those that are not. These public records are created by a number of central government departments or their local satellite bodies. Consequently, a variety of functions and government business activities feature in this guidance. This guidance brings together a number of disposal schedule sources created by central government for a variety of government business activities. The information contained herein has traditionally been issued by central government Departmental Records / Records Management Units as circulars to the regions. It is hoped that the provision of this information in a single document will prove useful as a reference point that provides a full context of central government record keeping in the regions.

1.4 A number of the public records covered by this guidance will be selected for permanent preservation as the only surviving master copy. These records are held by places of deposit that are approved and appointed by the National Archives (TNA) under PRA 1958 s.4(1). A place of deposit takes on the full responsibilities for custody, access and care of these public records. Places of deposit are expected to meet the appropriate standards for storage and access to these records. The TNA Archive Inspection Services Unit routinely inspects the appointed places of deposit to ensure that their statutory responsibilities continue to be maintained to a satisfactory level.

1.5 This guidance forms part of a series of retention scheduling (see Appendix 3).

1.6 For general information on the compilation of retention schedules see *Records Management Standards: Disposal Scheduling* (TNA, 2004).

2 What are public records?

2.1 “Records” in general are defined by the PRA 1958, s.10(1) as carriers of information in any format (e.g. paper, photographic, film, sound, electronic or digital, three dimensional models). “Public records” are defined in the First Schedule of the PRA 1958 as follows.

Table 1 – Public records as defined by the Public Records Act, 1958.

Category of public records	First schedule	Comment
Records of government departments and agencies	Para 2	These records belong to the Crown and are created, inherited or taken over for administrative use. Executive Agencies established under the “Next Steps” initiative remain part of the Civil Service and the ministers of their sponsoring department are responsible to Parliament for them.
Records of Boards and Establishment under government departments, non-departmental and other public bodies.	Para 3 Para 7	The Table following Sch. 1, paragraph 3 lists bodies whose records are public records. Since 1958 this list has been updated in line with subsequent legislation. The Lord Chancellor (soon to be replaced by the Secretary of State for Constitutional Affairs) can decide whether or not such records are public records. These decisions are published in the TNA’s Keeper’s Annual Report.
Records of English and Welsh Courts.	Para 4	This covers the records of any tribunal exercising a jurisdiction over or connected with any UK government department function. Included are the records of Quarter Sessions, Magistrates Courts and Coroners’ Courts for which under s.4(2) of PRA 1958 the Lord Chancellor should choose a place of deposit.
Records in the Public Record Office (PRO) before 1959.	Para 5	Covers records that were taken into the PRO as public records under the Public Record Office Act 1838. Any Records that are continuations of these classes are also covered.
Records designated by Orders in Council	Para 7	Only covers British Rail and the New Towns Commission to date.

3 Scope and nature of the records

3.1 Appendix 1 of this Guide provides a list of definitions of public records held throughout local government and in specialist local repositories. It should be noted that not all of these records are subject to formal disposal and retention schedules at present. Ad-hoc decisions were commonly made by the creating departments to deposit the records under PRA 1958, s.4(1) to specific places of deposit for public records. The Freedom of Information Act 2000, s.45 *Code of Practice for Archivists and Records Managers* has highlighted the business requirement to implement retention scheduling for public records to enable transparency and public accountability. Therefore, it is likely that more of these records will increasingly become subject to formal disposal schedules. Subsequent editions of this guidance will include or refer to these schedules as they become available.

3.2 Appendix 2 of this Guide provides a list of major series of records that are not designated as public records under the PRA's 1958 and 1967. This has been included to minimize any confusion over the status of these records.

3.3 Disposal and retention schedules provided in this guidance cover the following types of records.

- Quarter Sessions records
- County Courts and District Registries records
- Magistrates' Courts records
- Coroners' records
- National Health Service (including General Practitioners') records
- Prison records

4 Quarter Sessions records

4.1 These comprised the meetings of the Justices of the Peace of the shires, held four times a year. They were first instituted in 1363. In addition to extensive criminal jurisdiction, from the sixteenth century they administered the laws concerning bridges, roads, gaols, houses of correction, wages, prices licensing of alehouses and many other functions of local government. These Courts were abolished in 1971. Guidance on the retention and disposal of these records was provided in the *Report on the Committee on Legal Records that was published in August 1966* (Cmnd 3084). The advice was later reiterated in the Home Office circular *HOC 38/1968* (13 February 1968). As it is feasible that some local records offices may still be in receipt of these records, even at this late stage, the guidance on retention and disposal that was originally issued is provided below.

4.1 Quarter sessions records – model retention schedule

Note: In the cases below marked “RS” a random sample should have been extracted periodically for permanent preservation. This was to be done to ensure the survival of sufficient information of a general character for the purposes of historical research, not for the sake of the content of the particular documents. The method of sampling was to be left to the discretion of the Clerks of the Peace at the time. One or two typical specimens in other destroyable classes should have also been extracted intermittently to illustrate the form of the documents.

Quarter Sessions classes of documents to be preserved or destroyed

All papers earlier than 1889 in date		Preserve permanently
Order Books, Minute Books, Record Books and the like: the main record of the Court in whatever form or under whatever name kept		Preserve permanently
Calendars of prisoners		Preserve permanently
Indictments and depositions in cases relating to riots and to matters of public interest: such as, commons and waste lands		Preserve permanently
Other indictments	RS	Destroy after 15 years
Other depositions with related exhibits	RS	Destroy after 15 years
Pardons		Preserve permanently
Justices' certificates, plans and orders of the Court relating to the diversion etc...of highways under the Highways Acts and related papers		Preserve permanently
Commissions of the Peace		Preserve permanently
Oaths and lists of Justices and ex-officio Justices		Preserve permanently
Papers relating to the appointment of Sheriffs and Under Sheriffs		Preserve permanently
Papers relating to the revision of Corn Rents under Enclosure Awards		Preserve permanently

All papers earlier than 1889 in date		Preserve permanently
Reports of the Secretary of State (formerly Prison Commissioner' Reports), Approved School reports, and Prisoners records	RS	Destroy after 7 years or 2 years after the expiry of any sentence imposed: whichever is the longer period
Probation Officers' reports	RS	Destroy after 7 years or 2 years after the expiry of any sentence imposed: whichever is the longer period
Precepts to a Sheriff to summon a jury for Quarter Sessions, with the Returns thereto and lists of jurors empanelled		Destroy after 3 years
Notes of evidence (with related Certificates of previous convictions) in Borstal cases	RS	Destroy after 5 years
Notices of Appeals to Quarter Sessions from decisions of Courts of Summary Jurisdiction, with Notes of Evidence and other related documents		Destroy after 3 years
Notices of Rating Appeals, with Notes of Evidence and other related documents		Destroy on expiry of currency of the Valuation List in force at the determination of the appeal
Claim forms for costs awarded by the Court under the Costs in Criminal Cases Act 1952		Destroy after 3 years
Recognizances		Destroy 1 year after ceasing to be operative
Returns of members of Masonic Lodges		Destroy upon receipt of the next return
Documents containing information of which there is a permanent record among the records of the Clerk of the Peace		Destroy after 1 year
Documents of ephemeral importance such as agenda papers, rough drafts and minor memoranda which are not included in any of the above classes		Destroy after 1 year

4.2 Quarter sessions records still in private hands.

4.2 Many Justices Clerks and some Clerks of the Peace in Boroughs carried on private practice as solicitors along with their official work. In the past, some records of the Court were often kept with the records of the Clerks firm of solicitors. Where public records should have been permanently preserved but are discovered to be held by solicitors practices they should be transferred to an appropriate local place of deposit for public records under section 4(1) of the Public Records Act 1958.

5 County Courts and District Registries records

5.1 The County Courts comprise the main civil courts throughout the English and Welsh regions established by the County Courts Act 1846. The District Registries function as the branch offices of the Supreme Court throughout the regions of England and Wales allowing proceedings to be commenced in many parts of the country by writ of summons. The records identified in the schedules as of historical interest are to be preserved locally in places of deposit for public records after 30 years.

5.1 District Registries (High Court) records schedule.

Type of record	Retention period (years)	Notes
Queen's Bench files	7	After date of last paper. Selected files of local / historical interest to be transferred to place of deposit after 30 years
Chancery files	10	After date of last paper. Selected files of local / historical interest to be transferred to place of deposit after 30 years
Admiralty files	10	After date of last paper. Selected files of local / historical interest to be transferred to place of deposit after 30 years
Companies files	15	After date of last paper. Selected files of local / historical interest to be transferred to place of deposit after 30 years
Divorce files	25	At 25 years Courts to extract the decree nisi, absolute and judicial separation orders and retain for a further 75 years (i.e. a total of 100 years) and then destroy
Children Act files (including Wardship and Guardianship of minors files)	18	After date of last paper.
Parental Orders under s.30 of the Human Fertilisation and Embryology Act	75	N.B. Family Man 1 database records this information
District Registrar's Cause List	1	
District Registry Fee Books	7	After date of last entry.
Divorce Fee Books	7	After date of last entry.

5.2 District Registries obsolete records

Type of record	Retention period (years)	Notes
District Registry Cause Books	7	After date of last entry.
District Registry Index Cards	7	
District Registry Cash Book	7	After date of last entry.
Divorce Cause Lists	2	N.B. Family Man 1 database records this information
Divorce Cause Books	25	After date of last entry.
Divorce Cause Cards	25	
Children Act Index Cards	18	
Chancery Minute Books	10	After date of last entry.
Admiralty Minute Books	10	After date of last entry.

5.3 County Court records schedule.

Files.

Type of record	Retention period (years)	Notes
Adoption files	75	Store securely under lock and key and treated as confidential – personal
Divorce files	25	At 25 years Courts to extract the decree nisi, absolute and judicial separation orders and retain for a further 75 years (i.e. a total of 100 years) and then destroy. N.B. Family Man database used to record petitions, proceedings and decrees nisi / absolute.
Bankruptcy files	20	After date of adjudication
Dismissed bankruptcy petitions files	2	After date of adjudication
Taxing officer's files / books (bankruptcy)	2	
Companies (Winding Up) files	15	After date of last paper
Oral examination files	2	After date of last paper
Administration Order files	3	From date paid, revoked or discharged

Type of record	Retention period (years)	Notes
Attachment of earnings files other than those where hearings stand adjourned, order is suspended or lapsed and those required for consolidated or administration order purposes	3	
Garnishee Orders (debtors) files	3	N.B. Case Man database now used to record data
Charging Order files	3	N.B. Case Man database now used to record data
Trusts and other equity proceedings files	6	N.B. Case Man database now used to record data
Summons files of special interest	Permanent preservation	Selected files of local / legal precedent / historical interest to be transferred to place of deposit after 30 years.
Proceedings under specified Acts files	Selective permanent preservation	Selected files of local / legal precedent / historical interest to be transferred to place of deposit after 30 years. Remainder to be destroyed after 3 years. N.B. Case Man database now used to record data
Summons files where the hearing stands adjourned generally	3	N.B. Case Man database now used to record data
Judgement summons files other than where the hearing stands adjourned generally	2	N.B. Case Man database now used to record data
Summons files that are not under a specific Act that go to trial or arbitration	3	After date of last paper. N.B. Case Man database now used to record data
Possession action files	3	N.B. Case Man database now used to record data
All other summons files	3	N.B. Case Man database now used to record data
Dead funds files	2	After closure
Voluntary arrangement files	10	
Personal injury case files following an award of provisional damages	3	From date of final award
Landlord and tenant files	3	After date of last paper but ensure that the "original" lease is returned to the parties either at the end of the final hearing or is sent out with the final order

Type of record	Retention period (years)	Notes
Family Law Act files	3	

Financial

Type of record	Retention period (years)	Notes
Fee books in bankruptcy and companies (winding up) proceedings	7	
Plaint fee books and sheets (Book G)	7	N.B. Case Man database now used to record data
Bailiffs and office receipt books	7	After completion
Payable orders schedules	6	N.B. Olivetti computer print-outs generated as record
Carbo-receipt sheets	7	After completion. N.B. Case Man database now holds these records
Daily cash book	7	
Copy bank paying-in slips	7	
Monthly statements of balance and related vouchers	7	
Attachment of earnings fee books	7	N.B. Case Man database now used to record data
Suspense account books	7	
Bills of sale index	7	
Copies of bills of sale and deeds of arrangement	7	
Bailiffs' mileage records	7	
Bank reconciliation records	7	
Miscellaneous fee books	7	N.B. Case Man database now used to record data
Fee exemption / remission applications	7	
Refund documentation	7	
Record of AP1s	7	
General cash summary book	7	

CaseMan (Case Management) Reports

Type of record	Retention period (years)	Notes
Postal reconciliation reports	7	
Bailiff verification reports	7	
Pass through verification reports	7	
Counter verification reports	7	
Daily attachment of earnings fee sheet reports	7	
Accumulative attachment of earnings fee sheet reports	7	
Daily warrant fee sheet reports	7	
Accumulated warrant fee sheet reports	7	
Daily control sheets	7	N.B. Case Man database now used to record data
Summary of bailiff credit notes	7	
End of day reports	7	
Ad-hoc payout reports	7	
Amendment verification reports	7	
Resolve overpayment reports	7	
Court Funds Office reports	7	N.B. Case Man database now used to record data
Retention summary files	7	
Pre-payout lists	7	N.B. Case Man database now used to record data
Payment summary reports	7	
Attachment of earnings authorisation lists	7	
End of accounting period reports	7	
CCBC reports	3	
Electronic transfer reports	3	

Type of record	Retention period (years)	Notes
Unallocated warrant reports	1	
DMS reports	0.5 (6 months)	

Miscellaneous records

Type of record	Retention period (years)	Notes
All records predating 1850	Permanent preservation	To be offered to place of deposit for public records
Registers of petitions and receiving orders in bankruptcy	Permanent preservation	At 30 years to be offered to place of deposit for public records
Circuit / district judges notebooks	Permanent preservation	Select one notebook per judge for permanent preservation in local place of deposit. Remainder can be destroyed after 5 years
Divorce index cards	25	Manual index cards now obsolete. N.B. Family Man database now contains index of cases
All cause / hearing lists	1	
Companies Act Registers (petitions and winding up files)	15	After date of last entry
Warrants of execution, possession and delivery	2	N.B. Case Man database now used to record data
Requests	1	N.B. Case Man database now used to record data
Orders of commitment	1	After execution or dismissal. N.B. Case Man database now used to record data
Compensation (ex-gratia) claims	5	Complaint files where there has been no pay-out can be destroyed after 3 years
Minor correspondence (other than case related correspondence)	1	
Certificate of judgement	2	N.B. Case Man database now used to record data
Taxed bills of cost	1	N.B. Case Man database now used to record data
Statutory demands, applications to set aside	2	

Type of record	Retention period (years)	Notes
BMS returns	1	
Bailiff's daily record sheets	2	
Outstanding warrant lists	1	N.B. Case Man database now used to record data
State of work returns	1	
Forms 107, 170, 200, 212 and N243	3	
Non financial statistical information (reports, returns and statements)	1	
Trial bundles	0.5 (6 months)	If not returned to parties after final hearing
Hearing tapes	2	Reuse tape unless there is judicial direction in a particular case
Tape logs	See Hearing tapes	Destroy once tape to which it refers is either reused or erased
Warrant requests	2	
Copy travel and subsistence claim forms sent to CSL	1	
CSL transaction report	1	

Obsolete records

Type of record	Retention period (years)	Notes
Administration order record cards	3	After last entry
Execution and commitment books (Books K, home and foreign)	3	After completion. N.B. Case Man database now used to record data
Attachment of earnings index cards	3	N.B. Case Man database now used to record data
Foreign summons books	2	
Debtor and creditor cash books and sheets	3	After completion. N.B. Case Man database now used to record data
Court record cards	6	After last entry. N.B. Case Man database now used to record data
N318's from foreign courts	3	N.B. Case Man database now used to record data
Bills of costs record books	3	

6 Magistrates' Court records

6.1 Prior to 1971, Magistrates' Courts operated in parallel with the Quarter Sessions but were restricted to large towns and cities rather than to the Shires where the Quarter Sessions operated. After 1971, Magistrates Courts took over the business of the Quarter Sessions in the counties. They continue to be run by Stipendiary Magistrates (professional full-time and paid officers) and Lay Justices (unpaid officers) appointed by the Lord Chancellor. They comprise some 600 Courts throughout England and Wales. Jurisdiction which is local, is civil and criminal, largely comprises of matters relating to: summary offences; indictable offences triable summarily; indictable offences triable only on indictment; offences triable either way; some domestic proceedings. Magistrates Courts may sit on any day of the year. In general, a Magistrate's Court has no power to impose a sentence of imprisonment for less than five days and more than six months in respect of any offence and the aggregate of consecutive terms of imprisonment may not generally exceed six months. Under exceptional circumstances, these Courts have powers to award 12 months imprisonment.

6.1 Magistrates' Court records – model retention schedule.

6.2 The schedule below was issued by the Lord Chancellor's Department (now the Department of Constitutional Affairs) in July 1999 and is still valid.

Type of record	Retention period (years)
All papers predating 1888	Permanent preservation.
Court Registers including Juvenile / Youth Courts and those which are kept separately but are deemed to form part of the Register: e.g. those concerning Road Traffic matters	Permanent preservation.
Pardons	Permanent preservation.
Notes of Evidence in summary jurisdiction cases, with exhibits and other related documents	Kept in case files. 3 years after closure of the case, destroy or present to a place of deposit (PoD) under the Public Record Act (PRA) 1958 s.3(6) as an alternative to destruction.
Committals to Crown Court	Destroy after 3 years
Appeals to the Crown Court and the High Court	Destroy after 3 years
Committals for sentence to the Crown Court	Destroy after 3 years
Summonses, including information and complaints (also including community charge documentation)	Destroy after 3 years, unless adjourned <i>sine die</i> , subject to the PoD not seeking to receive them as a presentation under PRA 1958 s.3(6)
Information for Warrants / Warrants for Arrest / Search Warrants either returned to the Court following execution OR unexecuted at the expiry of the time provided for execution	Destroy after 3 years
Probation Orders	Destroy 3 years after the Order ceases to be operative

Type of record	Retention period (years)
Community Service Orders, Money Payment Supervision Orders, Attendance Centre Orders, Supervision Orders, Combination Orders, Forfeiture and Destruction Orders Removal of Disqualification Orders Conditional Discharges	Destroy 3 years after the date the Order was made
Non Payment Warrants and Warrants of Commitment either returned to the Court following execution OR returned unexecuted at the expiry of the time provided for execution	Destroy 1 year after execution or return, subject to the PoD not accepting them as presentations under PRA 1958 s.3(6)
Bail Registers	Permanent preservation for any register separate from the Court Register to record the decision about bail or the reasons for any such decision. Where copies of decisions about bail are kept with the case files, destroy or present to a PoD under PRA 1958, s.3(6) after 3 years of the closure of the case
Legal Aid documentation	Destroy 3 years after the closure of the file subject to a PoD accepting them as presentations under PRA 1958, s.3(6)
Hospital and Deportation Orders	Destroy 3 years after the closure of the file subject to a PoD accepting them as presentations under PRA 1958, s.3(6)
Crown Court Orders	Destroy after 3 years
Recognizances	In case files destroy 3 years after the closure of the file subject to a PoD accepting them as presentations under PRA 1958, s.3(6)
Affiliation Orders (obsolete after 1989)	Destroy when subject reaches 25 years of age unless PoD agrees to receive as a presentation under PRA 1958, s.3(6)
Guardianship papers (obsolete after 1989)	Destroy when subject reaches 25 years of age unless PoD agrees to receive as a presentation under PRA 1958, s.3(6)
Children Act cases	Destroy when subject reaches 25 years of age unless PoD agrees to receive as a presentation under PRA 1958, s.3(6)
Adoption cases	Destroy after 75 years unless PoD agrees to receive as a presentation under PRA 1958, s.3(6)

Type of record	Retention period (years)
Matrimonial cases / orders	Destroy when subject reaches 25 years of age unless PoD agrees to receive as a presentation under PRA 1958, s.3(6)
List of Transactions (Maintenance)	Keep for duration of Order then destroy 3 years after cessation
Original Orders and Variations (Maintenance) includes international Reciprocal Maintenance Enforcement Orders	Keep for duration of Order then destroy 3 years after cessation
Write Off List (Maintenance)	Destroy after 5 years
Transfer Register (Maintenance)	Retain for 25 years then destroy unless PoD agrees to receive as a presentation under PRA 1958, s.3(6)
Variation List (Maintenance)	Destroy after 3 years
Amendment List (Maintenance)	Destroy after 3 years
Court List	Destroy at user's discretion
Case Entry Check List	Destroy at user's discretion
Defendant Index	Destroy at user's discretion
List Paid Fines	Destroy after 5 years
Transfer Fine Orders	Destroy after 5 years
Vehicle Fixed penalty accounting records	Destroy after 5 years
Write-Off List	Destroy after 5 years
Amendments List	Destroy after 5 years
Suspense List	Destroy after 5 years
Dishonored Cheques List	Destroy after 5 years
Cash List	Destroy after 5 years
Till Receipts	Where kept separately, destroy after 5 years
Paying-in books	Destroy after 5 years
Bank Statements	Destroy after 5 years
Presented Cheques List	Destroy after 5 years
Cheques Printed List	Destroy after 5 years
Unpresented Cheques List	Destroy after 5 years
Bank List	Destroy after 5 years
Cumulative Accounts Summary / Movements / Control Totals	Destroy after 5 years those used for end of day / weekly / monthly / quarterly balancing procedures
Payments to Witness List	Destroy after 5 years

Type of record	Retention period (years)
List of Payments to Creditors	Destroy after 5 years
Warrant List / Register	Destroy after 5 years
Post Opening Record	Destroy after 5 years
Recorded Delivery Record	Destroy after 5 years

Note. For the classes of records above of a financial nature, it is a requirement that the supporting documentation is retained for the same time period stipulated for the item itself.

7 Coroners' Court records

7.1 The functions of the coroners and their relationship to local authorities have evolved over eight centuries. The medieval coroner performed a number of duties connected with fiscal rights of the Crown but gradually the holding of inquests into cases of sudden and suspicious death became and remains the primary function. Under paragraph 4(f) of the First Schedule to the PRA 1958 the records of coroners' courts are public records. A residual fiscal duty of Coroners is to determine whether finds of valuable objects qualify as "treasure trove" and consequently belong to the Crown. The general disposal guidelines for coroners' records are as follows.

Function description	Examples of records	Retention action
Summary registration of reported deaths	Reported deaths register	Permanent preservation. Transfer to local PoD after administrative use is concluded
Coroner's case work on deaths	Coroner's case files that record the processes and actions of inquiring into deaths which do not proceed to an inquest	Destroy 15 years after last action
	Case papers pre-dating 1875	Permanent preservation. Offer to local PoD archivist for review.
	Coroner's case files that record the processes and actions of inquiring into deaths which proceed to an inquest	Permanent preservation of files that set a precedent in law or practice, or relate to an individual, accident or crime subject of prolonged or repeated interest from the national media. Offer to local PoD archivist for review. Transfer to a PoD after administrative use is concluded.
Treasure trove. The processes and actions of Treasure inquests	Case files on treasure trove	Destroy 2 years after the last action

For further information on TNA's collection policy for Coroners' records see ***TNA Operational Selection Policy (OSP 6): Records created and relating to Coroners, 1970 – 2000***. For general information about the work of coroners and key guidelines see www.homeoffice.gov.uk/justice/legalprocess/coroners .

8 Health Service records

8.1 National Health Service (NHS) records created in Health Authorities and NHS Trusts are designated public records, as defined in the First Schedule of PRA 1958. Chief Executives and senior managers of all NHS bodies are personally accountable for records management within their organization and have a duty to make arrangements for the safekeeping of those records under the overall supervision of the Chief Executive of the National Archives. The Department of Health is the liaison point between them and the National Archives whose responsibility is to ensure the permanent preservation of valuable records. Locally relevant records over 30 years old and of permanent archival value are to be kept in places of deposit under s.4(1) of the PRA 1958. The following NHS retention and disposal decisions were published in the HSC 1999/053 Department of Health Guidelines on records management. The retention periods indicate only the **minimum** document retention periods based on legal and other requirements: there may be circumstances where records could be kept for longer periods for specific purposes.

Note – where the period of retention column is marked with an asterisk (*) the documents described must be considered for permanent preservation and the advice of a Chief Archivist of an appropriate place of deposit for public records obtained

Record type / Sub type	Retention period (years)	Notes
Accident Forms		See Litigation dossiers
Accident Register (RIDDOR)	3	Reporting of injuries, diseases and dangerous occurrences regulations, reg 7; Social Security (Claims and Payments) Regulations, reg. 25
Accounts – Annual (Final – one set only)	Permanent	
Accounts – Cost	3	
Accounts – Working Papers	3	
Accounts – Minor records (pass books; paying-in slips; cheque counterfoils; cancelled / discharged cheques (other than cheques bearing printed receipts – see Receipts); accounts of petty cash expenditure; traveling and subsistence accounts; minor vouchers; duplicate receipt books; income records; laundry lists and receipts.)	2	From completion of the audit
Admission books		Local decisions should be made with regard to the permanent preservation of these records, in consultation with relevant health professionals and PoDs
Advance Letters	6	
Advice Notes	1.5	
Agendas		See Meeting Papers

Record type / Sub type	Retention period (years)	Notes
Agreements		See Contracts
Approval Files (Contracts)	*	
Approved Suppliers Lists	11	Consumer Protection Act 1987
Audit Records – original documents	2	From completion of audit
Audit Reports (including Management Letters, VFM reports and system / final accounts memorandum)	2	After formal clearance by Statutory Auditor
Bank Statements	2	From completion of audit
Benefactions	*	
Bills, receipts and cleared cheques	6	
Birth registers (i.e. register of births kept by hospital)		Local decision should be made with regard to the permanent preservation of these records, in consultation with the relevant health professionals and PoDs
Budgets	2	From completion of audit
Buildings and engineering works, inclusive of major projects abandoned or deferred - key records (e.g. Final accounts, surveys, site plans, bills of quantities)	Permanent	
Buildings and engineering works, inclusive of major projects abandoned or deferred – town and country planning matters and all formal contract documents (e.g. executed agreements, conditions of contract, specifications, “as built” record drawings and documents on the appointment and conditions of engagement of private buildings and engineering consultants)	*	The general principle to be followed in regard to these records is that they should be preserved for the life of the buildings and installations to which they refer
Building – papers relating to occupation (but not Health and Safety information)	3	After occupation ceases. Construction Design Management Regulations 1994
Capital Charges Data	2	From completion of the audit
Capital Paid Invoices		See Invoices
Cash Books	6	The Limitations Act 1980
Cash Sheets	6	The Limitations Act 1980
Complaints		See Litigation dossiers

Record type / Sub type	Retention period (years)	Notes
Computerised records		The recommended minimum retention periods apply to paper and computerised records, though extra care needs to be taken to prevent corruption or deterioration of the data. Re-recording / migration of data will also need to be considered as equipment and software become obsolete. For guidance, see the National Archives (formerly Public Record Office) guidance, <i>Management and Appraisal of Electronic Records</i> (1998)
Contracts – non sealed (property) on termination	6	The Limitations Act 1980
Contracts – sealed	*	Contracts under seal and associated records should be kept for a minimum of 15 years
Cost accounts		See Accounts
Credit Payments	3	
CVs for non-executive directors (successful)	5	Following term of office
CVs for non-executive directors (unsuccessful applicants)	2	Following term of office
Day Files	0.5	
Death registers (i.e. registers of death kept by hospital)	Permanent	Local decisions should be made with regard to the permanent preservation of these records, in consultation with the relevant health professionals and places of deposit
Debtors' records – cleared	2	From completion of the audit
Debtors' records – uncleared	6	
Deeds of Title	Permanent	
Delivery Notes	1.5	
Demand Notes	6	
Diaries – office – on completion	1	
Discharge books (i.e. register of those discharged by the hospital)	Permanent	Local decisions should be made with regard to the permanent preservation of these records in consultation with the relevant health professionals and places of deposit
Drawings		See Plans and Buildings
Engineering works		See Plans and Buildings

Record type / Sub type	Retention period (years)	Notes
Equipment		See Products – Liability
Establishment records – major (e.g. Personal files, letters of appointment, contracts references & related correspondence)	6	Keep for 6 years after the subject of the file leaves service, or until the subject's 70 th birthday, whichever is later. Only the summary needs to be kept to age 70; remainder of file can be destroyed 6 years after subject leaves service
Establishment records – minor (e.g. attendance books, annual leave records, duty rosters, clock cards, timesheets)	2	
Estimates: including supporting calculations and statistics	3	
Expense claims	2	From completion of the audit
Financial records		See under individual headings. However, once the period of retention for audit purposes is complete (2 years from completion of the audit), documents not required for permanent preservation may be destroyed provided a properly compiled microfilm record is retained for the remainder of the prescribed period, embodying a suitable certificate by the treasurers as to its accuracy and completeness. This does not apply to forms SD55 (ADP) and SD 55J
Forms – Surgical Appliances – AP1, 2, 3 and 4	2	From completion of the audit
Forms – Superannuation – SD55 (ADP) and SD55J (copies)	10	Originals are sent to NHS Pensions Agency
Funding Data	6	
FWH – Personal Record of Hours Actually Worked	0.5	
Health records – personal / patients		See hospital patient case records
History of Authority or Predecessors, its organization and procedures	*	These records can provide valuable contextual information for describing the archives
History of Hospitals	*	These records can provide valuable contextual information for describing the archives

8.1 Hospital patient case records (individual)¹

Record type / Sub type	Disposal recommendations
N.B. This section does not cover GP medical records. Guidance on their retention can be found in HSC 1998/217 and ECL/68 both of which remain current.	The retention periods that are listed below reflect minimum requirements of clinical need. Personal health records may be required as evidence in legal actions; the minimum retention periods take account of this requirement. It is not necessary to keep every piece of paper received in connection with patients. NHS Trusts and Health Authorities should determine, in consultation with health professionals, which elements should be considered as a permanent part of the record, and which should be transient and discarded as their value ceases.
Any reference of “conclusion of treatment” in the following recommended minimum retention periods should be taken to include all follow-up checks and action in connection with the treatment.	Before any destruction takes place, ensure that <ol style="list-style-type: none"> there is consultation with the relevant health professional body or records committee and actions clearly minuted; any other local clinical need is considered; and the value of the records for long-term research purposes has been assessed, in consultation with an appropriate place of deposit
- Pre-1948 records	Should by now have been transferred for permanent preservation or destroyed. Any pre-1948 records that still exist should be considered for permanent preservation, undergoing an appraisal procedure as described above.
Abortion records – certificate A (Form H S A 1) and Certificate B (Emergency Abortion)	3 years. Abortion Regulations 1991, Statutory Instrument No. 499. Note: some authorities recommend 8 years retention as patient notes.
- Children and young people	Until the patient’s 25 th birthday, or 26 th if young person was 17 at conclusion of treatment; or 8 years after patient’s death has occurred before 18 th birthday
- Donor records	11 years post transplantation. Committee. Committee on Microbiological Safety of Blood and Tissues for Transplantation (MSBT); guidance issued in 1996

¹ The minimum hospital patient retention criteria presented here covers England, Wales and Northern Ireland only according to Department of Health guidance HSC 1999/053 – issued as circular WHC (2000)71 in Wales. For further details it is advisable to also consider the Health Archives Group publication *Hospital Patient Case Records: a guide to their retention and disposal*. For Scottish patient records refer to the Scottish Executive paper MEL(1993)152.

Record type / Sub type	Disposal recommendations
- Maternity (all obstetric and midwifery records including those of episodes of maternity care that end in stillbirth or where the child later dies)	25 years after birth of child. Maternity records retained should include booking data, pregnancy records, antenatal records, intrapartum and postnatal records, including prescriptions, clinical test results and scans
Mentally disordered persons (within the meaning of the Mental Health Act 1983)	20 years after no further treatment considered necessary; or 8 years after the patient's death if patient died while still receiving treatment
Oncology	8 years after conclusion of treatment, especially when surgery only involved. Consideration may wish to be given to BFCO(96)3 issued by the Royal College of Radiologists which recommends permanent retention on a computer database when patients have been given chemo / radio therapy
Patients involved in clinical trials	15 years after conclusion of treatment. <i>EEC Note for Guidance: Good Clinical Practice for Trials on Medicinal Products in the European Community, section 3.17 (see – Pharmacology & Toxicology 1990, 67, 361-372)</i>
All other hospital patient case records	8 years after conclusion of treatment

1.	In the light of the latest trends in medical and historical research, it may be appropriate to select some of these records for permanent preservation. Selection should be performed in consultation with health professionals and archivists from an appropriate place of deposit. If records are to be sampled, specialist advice should be sought from the same health professionals and archivists. If a NHS Trust or Health Authority has taken on a leading role in the development specialized treatments, then the patient records relating to these treatments may be especially worthy of permanent preservation.
2.	If a whole run of patient records is considered worthy of permanent preservation but nevertheless contains some material of research value, then the option of presenting these records to local record offices and other institutions under s.3(6) of the Public Records Act 1958 should be considered. Advice on the presentation procedure may be obtained from the National Archive's Archive Inspection Services Unit.
3.	If a whole run of patient records is considered worthy of permanent preservation but there is a lack of space in the relevant place of deposit to store these records , it may be appropriate to make a microfilm copy and then to destroy the paper originals. Microfilms should be produced in accordance with the British and International Standard BS ISO 6199: 1991, copies of which can be purchased form the British Standards Institute.

Notes on the destruction of confidential patient records

1.	Destruction of confidential records must ensure that their confidentiality is fully maintained. Normally destruction should be by incineration or shredding. Where a contractor provides this service it is the responsibility of the NHS Trust or Health Authority to satisfy itself that the methods used throughout all stages including transport to the destruction site provide satisfactory safeguards against accidental loss or disclosure.
----	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Record type / Sub type	Retention period (years)	Notes
Hospitals Services	10	
Indexes	Lifetime	Registry lists may describe public records marked for permanent preservation, or contain the record of management of public records. They should, in these cases, be retained permanently. File-lists and document lists, where public records and their management are not covered, should be retained until they have no further administrative use.
Income and expenditure journals	6	
Industrial Relations (not routine staff matters)	*	
Inspection Reports – e.g. Boilers, lifts etc...	Lifetime	Normally retain for the lifetime of an installation. However, it is necessary to assess whether obligations incurred during the lifetime may not be invoked until afterwards, in which case a judgment should be made. If there is any measurable risk of a liability in respect of installations beyond their operational lives, records of this kind should be retained indefinitely.
Inventories (not in current use) of items having a life of less than 5 years	1.5	
Invoices	6	The Limitation Act 1980
Job Advertisements	1	
Job Applications (following termination of employment)	3	
Job Descriptions (following termination of employment)	3	
Korner Records		See Patient Activity Data

Record type / Sub type	Retention period (years)	Notes
Laboratory records		Local decisions should be made with regard to the permanent preservation of these records, in consultation with relevant health professionals and places of deposit
Land Surveys / Registers	*	
Laundry Lists and Receipts	2	From completion of the audit
Leases	*	
Leavers Dossiers (provided summary retained)	6	
Ledgers	6	The Limitation Act 1980
Letters of appointment		See Establishment records – major
Litigation Dossiers (complaints including accident reports)	10	Where a legal action has been commenced, keep as advised by legal representatives
Maintenance contracts – routine		See contracts
Manuals – operating	Lifetime	See Inspection reports
Manuals – policy and procedure	*	
Maps	*	
Maternity records		See Hospital patient case records
Medical records		See Hospital patient case records
Meeting papers – committees, sub-committees, predecessors (Master copies)	Permanent	
Midwifery records		See Hospital patient case records
Minutes of the NHS Trust or Health Authority, major committees and sub-committees – signed	Permanent	
Minutes – reference copies	1	
Mortgage documents (acquisition, transfer and disposal)	Permanent	
Nominal Rolls	6 (max)	As a general rule, it may be appropriate for only the current nominal roll and the immediately preceding roll to be kept

Record type / Sub type	Retention period (years)	Notes
Non-Exchequer funds records		Although technically exempt from the Public Records Acts, it would be appropriate for authorities to treat these records as if they were not so exempt. See Income and expenditure journals, etc.
Nurses Training Records	30	
Obstetric records		See Hospital patient case records – Maternity records
Operating Theatre registers		Local decisions should be made with regard to the permanent preservation of these records, in consultation with relevant health professionals and places of deposit
Patient Activity Data	3	
Pay Roll – full-time medical staff	6	For superannuation purposes authorities may wish to retain such records until the subject reaches benefit age
Pay Roll – other staff	6	
PAYE Records	6	
Personnel Files		See Establishment records – major
Pharmacy records		Local decisions should be made with regard to the permanent preservation of these records, in consultation with relevant health professionals and places of deposit
Photographs	*	
Plans – Building (As Built)	*	
Plans – Building (Detailed)	Lifetime	See Inspection reports
Plans – Engineering	Lifetime	See Inspection reports
Press Cuttings	1	
Private patient records admitted under section 58 of the National Health Service Act 1977 or section 5 of the National Health Service Act 1946		Although technically exempt from the Public Records Acts, it would be appropriate for authorities to treat these records as if they were not so exempt. See Hospital Patient Case records
Products – Liability	11	Consumer Protection Act 1987

Record type / Sub type	Retention period (years)	Notes
Project Files (over £100K) on termination – including abandoned or deferred projects	*	
Project Files (less than £100K) on termination	6	
Project Team Files – summary retained	3	
Property Acquisitions Dossiers	Permanent	
Property Disposal Dossiers	Permanent	
Quality Assurance Records	12	
Receipt for registered and recorded delivery mail	1.5	
Reports (major)	Permanent	
Requisitions	1.5	
Research and Development (Scientific, Technological and Medical)	*	
Salaries		See Wages
SD55(ADP) and SD55J		See Forms
Serious Incident Files	*	
Site Files		See Contracts
Software licenses	Lifetime	
Specifications	6	
Staff Records		See Establishment records – major
Stock Control Reports	1.5	
Stores Records – major (stores ledgers etc...)	6	The Limitation Act 1980
Stores Records – minor (requisitions, issue notes, transfer vouchers, goods received books etc...)	1.5	
Structure Plans (LA's)	*	
Study Leave Applications	1.5	
Subject Files	*	
Superannuation Accounts	10	

Record type / Sub type	Retention period (years)	Notes
Superannuation Reports	10	
Supplies records – minor (e.g. invitations to tender and inadmissible tenders, routine papers relating to catering and demands for furniture, equipment, stationery and other supplies)	1.5	
Surgical Appliances – Forms		See Forms
Surveys – building and engineering works	*	
Tax Forms	6	
Tenders (successful)		See Contracts
Tenders (unsuccessful)	6	The Limitations Act 1980
Time Sheets		See Establishment Records – minor
Title Deeds		See Deeds of Title
Trusts Administered by RHAs – Terms of	Permanent	
Trust documents without permanent relevance	6	
VAT records	6	In some instances, a shorter period may be allowed but agreement must be obtained from Customs & Excise – contact C&E, NHS Admin Team, Dorset House, Stamford Street, London SE1 9PY
Wages/ Salary Records	10	For superannuation purposes authorities may wish to retain such records until the subject reaches benefit age
Ward registers		Local decisions should be made with regard to the permanent preservation of these records, in consultation with relevant health professionals and places of deposit
X-ray films (including other image formats for all imaging modalities)		Local decisions should be made with regard to the permanent preservation of these records, which are considered to be of transitory nature

Record type / Sub type	Retention period (years)	Notes
X-ray registers		Local decisions should be made with regard to the permanent preservation of these records, in consultation with relevant health professionals and places of deposit
X-ray reports (including reports for all imaging modalities)		To be considered as a permanent part of the patient record – See Hospital patient case records

8.2 General Practitioner medical records relating to patients

8.2 General Practitioner or “GP” medical records is used to describe those records maintained by a GP by virtue of his / her obligations under the *NHS (General Medical Services) Regulations 1992, Schedule 2, paragraph 36*, and under the *Directions to Health Authorities Concerning the Implementation of Pilot Schemes (Personal Medical Services), Schedule 1, paragraph 20(1)*. The following recommended minimum retention periods for GP patient records are taken from the Department of Health circular HSC 1998/217 *Preservation, Retention, and Destruction of GP General Medical Services Records Relating to Patients*. These records should be returned to the Health Authority under the terms of this legislation on the death of the patient, or at the request of the Health Authority (usually when the person is no longer a patient of the GP).

Record type / Sub type	Retention period (years)	Notes
Maternity records		Same as for Hospital patient case records - Maternity records above
Children and young people (including paediatric, vaccination and community child health service)		Same as for Hospital patient case records – Children and young people above
Persons receiving treatment for mental disorders within the meaning of the Mental Health Act 1983		Same as for Hospital patient case records –Mentally disordered persons... above
HM Armed Forces GP medical records	Not to be destroyed	
Prisoners / inmate GP medical records	Not to be destroyed	See Prison records – Inmate medical records below
All other personal health records		Same as for Hospital patient case records – All other hospital patient case records above

9 Prison records

9.1 The following minimum retention and destruction periods have been taken from Prison Service Order 9020 Data Protection, section 3.0, page 11 Retention and Destruction, issued 11 October 2001.

Record type / Sub type	Applicable to	Retention period
Inmate medical records ²	All personal health records.	Same as for Health records - Hospital patient case records – All other hospital patient case records above³.
	Mental Disorder treated under The Mental Health Act 1983	Same as for Health records - Hospital patient case records – Mentally Disordered Persons above³
	Maternity records	Same as for Health records - Hospital patient case records – Maternity records³.
Inmate Core File and other Prison Departmental records	For “Lifers” and records selected for special retention (records relevant to litigation e.g. on the part of the former inmate suing the Prison Service or a Prison Officer, the maintenance of good order or discipline or in the interests of justice and the prevention of crime)	20 years from date of discharge
	For prisoners sentenced to more than a total of 3 months in respect of any one period in custody	6 years from the date of discharge
	For any other prisoner received in to custody (either after sentence or on remand)	1 year from date of discharge

² For some prisoners (e.g. Life sentence and mentally disordered inmates) it may be necessary to retain documents for longer than the recommended period set by the Department of Health because the prisoner’s medical history might make long-term retention of the record desirable. For this reason, the Prison Medical Officer should make recommendations.

³ **Note:** According to Health Service Circular HSC 1998/217 on GP medical records these records are the property of the Department of Health and must not be destroyed or disposed of by the Prison Service without its prior authorisation.

Record type / Sub type	Applicable to	Retention period
Records of historical or special interest	Any records identified as worthy of permanent preservation by the Prison Service Departmental Records Officer and the respective National Archives Client Manager. These can include prison "mug shot" photographic albums, governors' journals, chaplains' journals, execution registers, registers of officers, visiting committee rotas and minute books, condemned cell occurrence books etc...	Permanent preservation of selected records over 30 years old according to the Public Record Act 1958. Transfer to place of deposit according to Prison Service Order 1251 <i>Transfer of public records from Prisons to Local Record Offices</i> . Note: Not all of the records will be open on transfer. Records of a sensitive nature (e.g. plans of prisons still in use, details of prison security arrangements, papers including security and intelligence references) are retained by the Prison Service and are not to be transferred to local authority custody.
Personnel records of Prison staff – Employment and Career	Written particulars of employment, contracts and changes in terms of conditions	Until age 72 of staff subject or 5 years after last action: whichever is later
	Current address details	6 years after employment has ended
	Working time directive opt-out form	2 years after the opt-out has been rescinded or has ceased to apply
	Record of previous service dates	Until age 72 of staff subject or 5 years after last action: whichever is later
	Qualifications / references	6 years
	Annual / Assessment Reports	5 years
	Job applications – internal and recruitment appointment and / or board selection papers	1 year
	Bank and building society references	6 months
Personnel records of Prison staff – Health	Health declarations and referrals, medical reports from doctors and consultants etc...	Until age 72 of staff subject or 5 years after last action: whichever is later
	Medical reports of those exposed to a substance hazardous to health	50 years from date of last entry

Record type / Sub type	Applicable to	Retention period
	Medical / self certificates – unrelated to industrial injury	4 years
Personnel records of Prison staff – Pay and Pension	Bank details – current	6 years after employment has ended
	Death Benefit Nomination and Revocation Forms	Until age 72 of staff subject or 5 years after last action: whichever is later
	Death, Marriage and Decree Absolutes	Return original to provider. Retain copy until age 72 of staff subject or 5 years after last action: whichever is later
	Housing advances	6 years after repayment
	Unpaid leave periods (e.g. maternity leave etc...)	Until age 72 of staff subject or 5 years after last action: whichever is later
	Maternity documentation	6 years
	Payroll history, overtime, allowances, pensions estimates and awards etc...	Until age 72 of staff subject or 5 years after last action: whichever is later
	Names, Date of Birth, NI number and papers relating to pensions	Until age 72 of staff subject or 5 years after last action: whichever is later
	Resignation, termination and retirement letters	Until age 72 of staff subject or 5 years after last action: whichever is later
	Advances for season tickets, car parking, bicycles, Christmas / holidays, housing	6 years after repayment
Personnel records of Prison staff – Personal	Welfare papers	Destroy after minimum of 6 years after last action
Personnel records of Prison staff – Security	Security Personnel files	No retention details provided

Appendix 1 – Public records known to be held in the custody of local authorities and specialist regional repositories

Legal and court records -

- Coroners records
- County Court records
- Great Session records
- Petty Session records
- Probate records
- Quarter Sessions records
- Palatine Court records
- Hundred Court records
- Magistrate Court records
- Assize Court records
- Ancient Court records
- Advisory Committee on Justices of the Peace records

Prison records -

- Inmate medical records
- Personnel (staff) records
- Governors' records
- Visiting Committees records
- Prison Commission records
- Photographic "mug shot" albums of prisoners
- Inmate core file and other prison departmental records
- Execution and Condemned Cell Occurrence records
- Chaplains' records
- Prisoners calendars
- Gaol Registers

Health records -

- Health Authority records
- Health Executive Council records
- Patient medical records
- Hospital Management Committee records
- Hospital records (includes records of hospitals absorbed into the National Health Service but *NOT* records of private hospitals and clinics, or charitable hospitals)

Education, Employment and Social records -

- Youth Employment Committee records
- Health and safety records relating to occupational health and safety at work
- Advisory Committee on Recruitment and Exemptions (Agriculture)
- Wales Advisory Body for local Authority Higher Education records

Finance and revenue records -

- Board of Inland Revenue Area Assessment Committee records
- Board of Inland Revenue, coinage, duties, taxation, weights and measures records
- Valuation Panel records
- Tithe Commissioners records
- Board of Inland Revenue local advisory body records
- Valuation Office records
- Panel of Referees appointed under the Finance Act of 1910 records
- Advisory Committees on General Commissioners of Income Tax records

Military records -

- Regimental records
- Ministry of Defence (Navy): Port Auxiliary Service records
- Air Ministry and Royal Air Force records
- World War I Military Service Appeals Tribunal records
- Admiralty and Royal Navy records
- Directorate of Military Survey records
- Royal Military Academies and College records
- Territorial and Auxiliary Forces Association records
- Navy Works Department (Property Services Agency) records
- War Agricultural Executive Committee records
- Records of the Regular Territorial and Military Battalions
- War Artists Advisory Committee records
- Hydrographic Office records

Transport records -

- Rail Users' Consultative Committee records
- Motor Vehicle Licensing records
- Railway records: records of British Rail transferred to the PRO are deemed to be public records by an Order in Council. BR records falling outside this arrangement are NOT public records, nor are railway records pre-1948 nationalisation.

Environmental records -

- Commission for New Towns records
- Health and Safety Executive plans of abandoned mining excavations
- Records of the Environment Agency and predecessors
- Meteorological Office records within the United Kingdom
- Forestry Commission records
- Records relating to rivers, water, drainage, sewerage and waste reclamation where they have been passed to the Environment Agency but NOT records of the former Regional Water Boards and privatized water companies

Trade and industry records -

- HM Customs & Excise records: shipping registers
- National Coal Board: pre-vesting date records of collieries
- Some business records: e.g. records of formerly publicly owned businesses
- National Coal Board: area / divisional post-nationalisation records

Note: records of nationalized industries are *NOT* public records: e.g. British Leyland, British Motor Corporation, British Gas and regional gas boards, nationalized shipbuilding industries, Central Electricity Generating Board, regional electricity boards, British Steel

Heritage and cultural records -

- Records of national museums and galleries appointed under section 4(1) of the Public Records Act 1958 to hold their own records
- Records of heritage and cultural organizations (e.g. National Monuments Record)

Official papers of private individuals -

- Official papers of political figures, ministers, secretaries of state created through public office and service (e.g. Eden Papers at Birmingham University, the Gaitskell Papers at University College London)

Public records of individual local significance -

- Stannary Court records (Devon and Cornwall)
- Home Office State Management Scheme records (Carlisle)
- Gaol Delivery and Oyer and Terminer records (London)

Records in specialist media created by, or under instruction from government departments, or subsidiary authorities -

- Audio-visual records
- Electronic records
- Photographic material
- Digital records
- Moving image media

Appendix 2 – Records that do not have public record status under the Public Records Acts 1958 and 1967

A	Records created by local authorities e.g. local authority education and schools records, fire service records, local personal social services records.
B	Records of the Duchy of Lancaster (except the records of the Chancery Court of the County Palatine of Lancaster, which are public records).
C	Police records (except those of the Metropolitan Police which are public records).
D	Registers of births, marriages, deaths and adoptions kept or deposited in the General Register Office.
E	Records of the Public Trust Office (and its successor the Public Guardianship Office) relating to individual trusts.
F	Records of government departments or bodies wholly or mainly concerned with Scottish affairs or which carry on their activities wholly or mainly in Scotland. Separate legislation applies to these records, which are under the charge and superintendence of the Keeper of Records in Scotland.
G	Records of government of Northern Ireland. These are preserved in the Public Record Office of Northern Ireland (PRONI).
H	Bodies whose constitution provides that they do not carry out functions, or hold property, on behalf of the Crown, or which have the power to own property (unless they are named in the First Schedule of the 1958 Act or are given public record status by other legislation).
I	Records of Parliament.
J	The Royal Archives.
K	Records of nationalised industries with the exception of: British Coal records which are public records; British Rail records which are preserved in the National Archives and became public records on transfer. All other British Rail records are not public records.
L	Records of privatised businesses, utilities, railways, power companies and water companies created since privatisation.
M	Records of the Established Church.
N	Licensing records from April 2004 (including liquor, premises, clubs, gaming machines and events): the function having passed to local government after this date under the Licensing Act 2003, Part 2 s.3. Pre- April 2004 records comprised part of the Magistrates' Courts jurisdiction and are public records.

Appendix 3 – Other retention schedules in this series

Disposal Scheduling

Accounting Records

Building Records

Personnel Records

Financial Records

Health and Safety Records

Contractual Records

Project Records

Complaints Records

Press and Public Relations Records

Information Management Records

Central Expenditure Records

Internal Audit Records

For further advice on records management see:
www.pro.gov.uk/recordsmanagement/standards .