

# PROCEDURE FOR THE RETENTION AND DESTRUCTION OF PERSONAL HEALTH RECORDS

**This procedure is under review**

The Scottish Government Records Management: NHS Code of Practice (Scotland) Version 2.1, January 2012, sets out the required standards of practice in the management of records for those who work within or under contract to NHS organisations in Scotland.

It is available at: <http://www.gov.scot/Publications/2012/01/10143104/0>

Current guidance on the retention periods applicable to the “The Management, Retention and Disposal of Personal Health Records” is set out in **Annex C** of the above Code of Practice.

It is available at: <http://www.gov.scot/Publications/2012/01/10143104/7>

**If you need advice on the retention and disposal of a personal health record please contact, Pete Gaines, Medical Records and Clinical Coding Manager.**

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