

Customer and Local Services

Retention periods for information processed by the **Work & Family Hub - Health**

Records	Retention Period	Action by Department	Action by Jersey Archive
Access to work Documents	Release form – 5 years. Tracker - indefinite	Delete information system	
Adopted Parent Grant applications	Until scanned to information system*	Destroy physical copy	
Authority to disclose and authority for payment to agent/authority (B014) (B098)	Until scanned to information system*	Destroy physical copy	
Bank details form (B192)	Until scanned to information system*	Destroy physical copy	
Chemist statements and papers (SJ47A) (H8)	1 year + current year	Destroy	
Chemist monthly payments/ Ldrive folder	2 years	Destroy	
Completed Gluten Free application forms	Until scanned to information system	Destroy physical copy	
Daily reports paper reports	1 year + current year	Destroy	Includes Adjustments, manual payments, payments over limit, resubmitted claims, quality check audit, ad hoc
Diffuse Mesothelioma Special Payments (DMSP) Personal information folder	6 years	Destroy	No paper copies kept all on L drive

Customer and Local Services

Retention periods for information processed by the **Work & Family Hub - Health**

Records	Retention Period	Action by Department	Action by Jersey Archive
relating to claimant (application / ministerial decision / award letter)			
Doctors Registers	Updated when changes occur	No paper copy	
Gluten Free – Redemption of vouchers from retailers form	1 year + current year	Destroy	
Gluten Free – Register of retailers	Whilst in use	Destroy	
Health Benefit Schedules on email	1 year + current year	Destroy	
Health Team Statistics / team capture spreadsheets	2 year	Destroy	
Historic Benefit rates	Indefinitely		
Home Carer's Allowance applications and Review forms (Cardiff) (F307)	Until scanned to information system*	Destroy physical copy	
Long Term Incapacity Allowance applications (LTIA) (S102)	Until scanned to information system*	Destroy physical copy	
Manual GP payment (Medical Board GP letters)	1 year + current year	Destroy	
Medical Benefit report and Remote Services Health Insurance Exemption (HIE) & Health Insurance Ordinary (HIO)	1 year + current year	Destroy	

Customer and Local Services

Retention periods for information processed by the **Work & Family Hub - Health**

Records	Retention Period	Action by Department	Action by Jersey Archive
Medical Board reports; Doctors and GP memos, notes and records	Until scanned to information system*	Destroy physical copy	
New Chemist registrations information supplied by email via Policy to HZ admin inbox	One year plus current from date of receipt	Delete email	
Nominal Roll - List of GPs their current practicing surgery	Updated as changes occur	N/A	
Parental Benefit	Until scanned to information system*		
Prescriptions	3 years + current year	Destroy	
Record of determination and re-determinations	Until scanned to information system*	Destroy physical copy	
Request for information from other agencies/customer queries	Until scanned to information system*	Destroy physical copy	
Self-certification applications for self-isolation (Covid-19)	3 year from date of submission	Destroy	
Subject Access Request (SSD43a)	Until scanned to information system*	Destroy physical copy	
Supporting Documents for all administered benefits	Until scanned to information system*	Destroy physical copy	

Customer and Local Services

Retention periods for information processed by the **Work & Family Hub - Health**

Records	Retention Period	Action by Department	Action by Jersey Archive
Templates of all forms and associated documents	Until scanned to information system*	Destroy physical copy	
Veterans (war pensions) database	7 years	Destroy	
Veterans (war pensions) Records	7 years	Destroy	
XML Files (record of files sent to surgeries – processed Medical Benefit claims)	1 year	Destroy	

* Data held indefinitely due to inability to delete from current information system