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
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 relating to claimant (application / ministerial decision / award letter)	6 years	Destroy	No paper copies kept all on L drive
Doctors Registers	Updated when changes occur	No paper 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
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	
Medical Board reports; Doctors and GP memos, notes and records	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
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*		
Parental Bereavement Scheme	Delete folder and documentation once payment has been made. Tracker 6 months	Delete from L Drive	
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	

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**
Supporting Documents for all administered benefits	Until scanned to information system*	Destroy physical copy	
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