

ECS(A) 21/1969



SCOTTISH HOME AND HEALTH DEPARTMENT

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Telephone: 031-556 8501, Ext.

Please address any reply to

THE SECRETARY

and quote: EC/11/5/4A

18 December 1969

Your reference:

ECS (ADMINISTRATIVE) CIRCULAR NO 21/1969

Sir/Madam

DISPOSAL OF RECORDS THAT HAVE LOST THEIR VALUE

The instructions for the disposal of documents have been brought up to date in the attached memorandum ECS(A) 21A/1969. Executive Councils are now authorised to dispose of the documents listed thereon after the period indicated.

2. This circular supersedes circulars ECS(A) 11/1953, ECS(A) 10/1955 and ECS(A) 11/1958, which indicated that the records of Executive Councils were regarded as public records, and documents could be eliminated as valueless only by means of a Schedule made under the Public Records (Scotland) Act 1937. The position has now been changed, and records which have lost their value may be eliminated on instruction from the Department.

3. The retention of the forms and other documents for the periods laid down is obligatory; Executive Councils may, however, retain the documents for a longer period if they wish.

4. All the forms listed should be treated as confidential waste and Executive Councils should make arrangements for the disposal of documents. In some areas the Ministry of Public Building and Works (Directorate of Scottish Services), Argyll House, 3 Lady Lawson Street, Edinburgh in association with Her Majesty's Stationery Office operate a collecting scheme. In other areas it will be necessary to make individual arrangements.

5. Any telephone enquiries about this circular should be made to telephone number GRO-C Extension GRO-C (Mr L Mollison) or GRO-C (Miss H A Haig).

I am Sir/Madam
Your obedient Servant

GRO-C

Mary J Yeats

Clerks to Executive Councils
The Clerk The Drug Accounts Committee
The Clerk Scottish Dental Estimates Board

DISPOSAL OF RECORDS

	Description of Documents	Disposal instructions as at December 1969
1	EC1 EC2 and EC58 Medical Register Cards.	3 Months after the end of the financial year in which cancellation occurred or on completion of audit for that year whichever is later.
2	EC4 Medical Card.	Forthwith upon cancellation by the EC.
3	EC5 and EC6 Medical Record Envelopes and EC7 7A 8 and 8A Medical Record Cards.	3 Years after the completion of administrative action following death of person, or departure from the UK for a period of more than 3 months.
4	EC10 Prescription Form.	1½ Years after the end of the calendar year in which issued.
5	EC10A Stock Order Form.	1½ Years after the end of the calendar year in which issued.
6	EC11 and EC12 Reminder for nominal index card, and application for duplicate Medical Card.	Forthwith.
7	EC13 Application by a person released or discharged from HM Forces for inclusion in a doctors list.	Forthwith when action completed.
8	EC14 (Rev. 4) (Scotland) Dental Prescription Form.	1½ Years after the end of the calendar year in which issued.
9	EC16 Form of application for inclusion in a Medical List.	6 Years after the practitioner leaves the service or the date on which the practitioner would have reached the age of 70.
10	EC17 (Scotland)(Revised) Dental Estimates Form. EC17B (Scotland) Emergency Treatment Form.	1½ Years after the close of the financial year in which payment is made.
11	EC17C (Scotland) Emergency extractions by medical officers.	1½ Years after the close of the financial year in which payment is made or 6 months after audit whichever is later.
12	EC18 Form for Special Treatment and Appliances.	1½ Years after the close of the financial year in which payment is made.
13	EC19 (Scotland) Claim by doctor for treatment given to a temporary resident.	2 Years after the close of the financial year in which payment is made.

	Description of Documents	Disposal Instructions as at December 1969
14	EC21 and EC21A Application for inclusion in the Dental List.	6 Years after the practitioner leaves the service, or the date on which the practitioner would have reached the age of 70.
15	EC22 ABCDE Notification by EC to a doctor of the removal of persons from the doctor's list, and applications for the return of their medical cards.	2 Years after the close of the financial year to which the form relates.
16	EC23A and similar forms used by individual ECs. Doctors Ledger Sheets.	6 Years after the close of the financial year to which they relate.
17	EC24 and EC24A (Scotland) Maternity Medical Services part of form other than the tear off part which is issued to the patients.	2 Years after the close of the financial year in which payment is made.
18	EC24/R1 and EC24/R2 Maternity Services Record Cards.	3 Years after the completion of administrative action following death or departure from the UK for a period of more than 3 months.
19	EC26 and EC26A Application for inclusion in the Pharmaceutical List.	6 Years after the contractors name has been removed from the appropriate list.
20	EC27 (Scotland) Application by a patient for the refund of a sum paid on cancellation of a charge incurred or account due by reason of failure to produce a medical card at the time treatment was given.	2 Years after the close of the financial year in which the payment is made.
21	EC31 (Scotland) Claim by a doctor for payment for the services of an anaesthetist.	2 Years after the close of the financial year in which payment is made.
22	EC32 (Scotland) Claim by a doctor for payment for emergency treatment given at an accident.	2 Years after the close of the financial year in which the payment is made.
23	EC33 Claim for payment for special terms.	2 Years after the close of the financial year in which payment is made.
24	EC34 Invoice of despatch of prescription.	Forthwith (no longer kept by Executive Councils).
25	EC45 (Scotland) Quarterly claim by a doctor for payment of a grant for training of an assistant.	2 Years after the close of the financial year in which payment is made.
26	EC52A and EC52B Dependents of members of HM Forces, application to withdraw from list of National Health Service doctor by dependants of members of HM Forces and other civilians who receive medical treatment from HM Forces medical officers.	Forthwith.

	Description of Documents	Disposal Instructions as at December 1969
27	EC53 Application by a doctor for a service medical report on a patient invalided from HM Forces.	3 Years after completion of administrative action.
28	EC58 See EC1 above.	
29	EC61 and EC62 Prescription Forms (pre 1965 abolition of charges).	Forthwith.
30	EC64 Claim for payment of Oxygen Therapy Equipment on loan.	2 Years after the close of the financial year to which form relates.
31	EC64A Claim for delivering and collecting Oxygen Therapy Equipment.	2 Years after the close of the financial year to which form relates.
32	EC(S) 70 Claim for grant from the Postgraduate Education Fund. EC(S) 70A Claim for payment of Postgraduate Training Allowance. EC(S) 70B Claim for pro-rata payment from the Postgraduate Education Fund.	Retain until October 1971. Retain for 5 years from date of payment. Retain until October 1971.
33	EC73 Vaccination and immunisation claim form.	2 Years after the close of the financial year to which they relate.
34	EC74 Claims in respect of cervical cytology test.	2 Years after the close of the financial year to which they relate.
35	EC81 Application for night visit fee.	2 Years after the close of the financial year to which they relate.
36	EC82 Fee for arrest of dental haemorrhage.	2 Years after the close of the financial year to which they relate.
37	EC95 Application for certificate of prepayment of prescription charges.	2 Years after the close of the financial year to which they relate.
38	RM15 (Scotland) Form for payment of fees for Regional Medical Service Reports.	2 Years after the close of the financial year to which they relate.
39	Papers dealing with distribution of Mileage Funds.	8 Years after the close of the financial year to which they relate.

Description of Documents		Disposal Instructions as at December 1969
40	Training Grants - Registers and Schedules.	6 Years after the close of the financial year to which they relate.
41	Application for and correspondence referring to Fixed Annual Payment.	Forthwith.
42	Application for and correspondence referring to Initial Practice Allowance (Forms IPA/1 and 3).	6 Years after cessation of payments
43	Application for and correspondence referring to Supplementary Annual Payments.	6 Years after cessation of payments
44	Application for and correspondence referring to Inducement Payments.	6 Years after cessation of payments
45	RBP (Scotland) Hospital Prescription Form.	1½ Years after the close of the calendar year in which issued.
46	Pay sheets, staff payment registers, and schedules, records of unpaid salaries and wages.	6 Years after the close of the financial year to which they relate
47	Salaries and wages records ie employees cards and personal pay records.	6 Years after the close of the financial year to which they relate
48	ACS/EC/2 and ACS/EC/3 (Scotland) Monthly cash statements and return of payments.	2 Years after the close of the financial year to which they relate
49	ACS/EC/4 and 4A Annual statement of account.	Retain indefinitely.
50	ACS/EC/5 (Scotland) Advice of remittance of funds.	2 Years after the close of the financial year to which they relate
51	EC(A/cs)6B and 7B Statement of sums due and payment made to medical and dental practitioners.	Retain indefinitely.
52	EC(A/cs)9 Travelling Expenses etc claims.	6 Years after the close of the financial year to which they relate
53	EC(A/cs)11 Claim by chemists for rota services.	2 Years.
54	ACS/EC/12 Administrative Expenses Estimates.	3 Years after the close of the financial year to which they relate
55	Advice of payment due to a dentist.	2 Years after the close of the financial year to which they relate
56	Monthly summary of payments due to dentists.	2 Years after the close of the financial year to which they relate
57	Bank certificates and Statements of Accounts.	6 Years after the close of the financial year to which they relate

	Description of Documents	Disposal Instructions as at December 1969
58	Accounts vouchers for petty cash.	6 Years after the close of the financial year to which they relate.
59	Cheques presented and returned through the bank.	6 Years after the close of the financial year to which they relate.
60	Counterfoils of cheques.	2 Years after the close of the financial year to which they relate.
61	Ledgers, Cash Books, Losses and Compensation Registers, Vouchers, Traders credit authority forms.	6 Years after the close of the financial year to which they relate.
62	Postage Books.	2 Years after the close of the financial year to which they relate.
63	Audit Reports.	3 Years after the close of the financial year to which they relate.
64	Statement of Accounts by the Drug Accounts Committee and additional statements by ECs forming together a register of payments. Forms DAC5 and DAC8.	6 Years after the close of the financial year to which the form relates. Where there is no register kept these forms should be retained indefinitely.
65	Certificate of Analysis - Pharmaceutical (English equivalent is EC40).	If satisfactory 2 years if unsatisfactory 5 years after date of test.
66	Dental Payment Schedules produced by computer. Issued by Scottish Dental Estimates Board. (previously DEB A/CS 1 and 2)	2 Years after the close of the financial year in which payment is made.
67	Personal files of doctors, dentists, pharmacists, and opticians.	6 Years after the practitioner leaves the service or the date on which the practitioner would have reached the age of 70.
68	Staff - Major establishment records, including personal files, letters of appointment, references, and records of sick leave.	6 Years after the officer leaves the service.
9	Staff - Minor establishment records, including attendance and over-time records, annual leave records, and other documents of ephemeral importance.	3 Years after the close of the financial year to which the forms relate.
0	Register of Certificates and stamped cards passed to Department of Health and Social Security.	6 Years after the person leaves the service or the date on which the person would have reached the age of 70 whichever is the later.

Description of Documents		Disposal Instructions as at December 1969
71	Superannuation scheme - correspondence referring to optants out.	Retain until the person reaches or would have reached 85 years of age.
72	Superannuation Register.	7 Years after the close of the last financial year to which it relates.
73	Superannuation - apportionment authorities.	5 Years after change of partnership arrangements.
74	Copy of Superannuation Record.	Retain pending further instructions.
75	Superannuation advice of particulars.	2 Years after the close of the financial year in which officer/practitioner left the service of the authority.
76	Records of Members appointments etc.	6 Years after cessation of membership.
77	Service Committee papers.	25 years.
78	Title deeds, leases, etc and correspondence relating to the purchase, disposal, and leasing of property. Correspondence and other documents relating to town and country planning matters and having a permanent value.	Retain indefinitely.
79	Inventories of furniture and equipment.	Retain indefinitely.
80	Minute Books of ECs and previous Insurance Committees.	Retain indefinitely.
81	Committee and Sub-Committee Minute Books.	Retain indefinitely.
82	Stores and stationery registers.	3 Years after the close of the financial year to which they relate.
83	Accident Register.	Retain indefinitely.
84	Correspondence.	At discretion of Executive Council
85	OSC1 Medical Recommendation for a sight test.	Forthwith.
86	OSC2 Prescription for sight testing and supply of glasses - Top Portion.	3 Years after the close of the financial year to which the form relates.
87	OSC2 Prescription for sight testing and supply of glasses - Lower Portion.	2 Years after the close of the financial year to which the form relates.
88	OSC2A Application for replacement or repair of glasses.	3 Years after the close of the financial year to which the form relates.

Description of Documents		Disposal instructions as at December 1969
89	OSC 4 Enquiry form.	Forthwith.
90	OSC 5 (Scotland) Index card.	Upon the death of the person concerned or when information shown on the form has been transferred to the applicants relative Nominal Index Card, or 5 years after the close of the financial year in which the latest entry was made on the form.
91	OSC 6 Receipt for a deposit in respect of replacement or repair of glasses.	3 Years after the close of the financial year in which payment was made.
92	OSC 9 Letter of authority to have sight tested without medical certificate.	Forthwith.
93	OSC 14 Form of contract between optician and patient (obsolete - contract incorporated in form OSC 2).	Forthwith.
94	DSP1 Dependants of Service personnel, sight testing and supply of glasses.	3 Years after the close of the financial year to which the form relates.
95	SOS 1 2 and 3 Forms of application for inclusion in the JOSOC's Ophthalmic List by Ophthalmic Medical Practitioners, Ophthalmic Opticians and Dispensing Opticians.	6 Years after the practitioner leaves the service, or the date on which the practitioner would have reached the age of 70.

Scottish Home and Health Department
December 1969