



# DERBYSHIRE COUNTY COUNCIL

## Coroners Retention Schedule



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Version History				
Version	Date	Detail	Author	Responsible Officer
0.1	06/06/2019	Outline draft for consultation	Mark Smith	Peter Nieto
0.2	08/04/2020	Incorporating periods used in draft Coroners Document Retention Policy (Dec 2019) and suggested retention periods for democracy, registration and business centre	Mark Smith	Peter Nieto
0.3	16/06/2020	Revised retention rules with explanatory note	Peter Nieto	
1.0	17/06/2020	Rules transferred to standard retention schedule format	Mark Smith	Peter Nieto
1.1	25/06/2020	Treasure section added. Section 1 clarified, indicating that the case management system acts as the register of reported deaths	Mark Smith	Peter Nieto

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## Standard Operating Procedure

Some records do not need to be kept at all. Standard Operating Procedures (SOP) define all records which staff may routinely destroy in the normal course of business. However, the retention/disposal schedule must still contain references and instructions concerning them.

SOP usually applies to information that is duplicated, unimportant, or of only short term transactional or operational value.

Examples include:

- 'with compliments' slips
- catalogues and trade journals
- reports from third parties circulated for information
- journals of professional bodies or organisations
- telephone message slips
- non-acceptance of invitations
- trivial electronic mail messages or notes that are not related to Authority business
- requests for standard information such as location maps, plans, contact details, opening hours or promotional material
- out-of-date distribution lists/staff directories
- minutes circulated for information
- Diaries and notebooks (after contents have been entered into an approved record-keeping system)

*(Note, this is not an exhaustive list)*

Duplicated and superseded material such as official stationery, manuals, drafts, forms, address books and reference copies of DCC annual reports may be destroyed under SOP. Electronic copies of documents where a hard copy has been printed and filed, and thermal paper facsimiles after making and filing a photocopy, are also covered by SOP and may be destroyed

SOP should not be applied to records or information that can be used as evidence– to prove that something happened or that a decision was reached. Examples include: staff meeting minutes, public consultation papers or any record that has made a significant contribution to the discussion of the business being conducted should be captured as a record and have a retention period assigned.

### Glossary of Terms:

Closure: when a record ceases to be 'current' – this can be the when a set of minutes are formally agreed, or when a Help Desk incident is formally closed. Many retention periods are triggered after the 'closure' of a record

Disposal: the processes associated with the end of a records lifecycle, they will typically include destruction of the records or transfer of the records to Derbyshire Record Office for permanent preservation

Functional Description: the description of the function that the record serves (i.e. the functional description of a set of minutes is 'the process of preparing business...')

Permanent: Retain the record permanently and transfer to Derbyshire Record Office

Record: the recorded evidence about an activity

Retention Action: the action regarding the retention of a record, these will be triggered by a particular event (i.e. the closure of a record)

### Additional Information:

Records Disposal Policy and Procedures:

[http://www.derbyshire.gov.uk/working\\_for\\_us/data/how\\_to\\_dispose\\_of\\_confidential\\_information\\_safely/default.asp](http://www.derbyshire.gov.uk/working_for_us/data/how_to_dispose_of_confidential_information_safely/default.asp)

Additional Retention Schedules (including HR, Management and Administration, Property, Procurement):

[http://www.derbyshire.gov.uk/working\\_for\\_us/data/how\\_to\\_dispose\\_of\\_confidential\\_information\\_safely/records\\_retention\\_schedules/default.asp](http://www.derbyshire.gov.uk/working_for_us/data/how_to_dispose_of_confidential_information_safely/records_retention_schedules/default.asp)

***For further information about the contents of this retention schedule, or for records management generally contact Records Management on [records.management@derbyshire.gov.uk](mailto:records.management@derbyshire.gov.uk) or on ext. 39203***

## At a glance guide to other retention periods

Record Type	Retention Period	Further Information
Finance Records	6 years (from the end of the current financial year)	Finance Retention Schedule
Operational meeting minutes	3 years (from agreement of minutes)	Management and Administration Retention Schedule
Strategic meeting minutes	Permanent (transfer to Derbyshire Record Office)	Management and Administration Retention Schedule
Statistics	6 years	Management and Administration Retention Schedule
Contract Records	6 years (ordinary contract, 12 years (contract under seal) from end of terms of contract)	Procurement Retention Schedule
Staff Records	7 years from end of employment or 25 years from end of employment (if working in a social care or risk group)	Human Resources Retention Schedule
Cabinet reports	Permanent	Management and Administration Retention Schedule
Interview documents	12 months (for unsuccessful candidates), retain on personnel file for successful candidates	Human Resources Retention Schedule
Majority of health and safety records	7 years (with the exception of asbestos and radiation records)	Health and Safety Retention Schedule
Policies and associated procedures	Permanent (transfer to Derbyshire Record Office)	Management and Administration Retention Schedule

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Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
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## CORONERS SERVICE

**The Infected Blood Inquiry is an Independent public statutory Inquiry established to examine the circumstances in which people treated by health services were given infected blood. Retention and destruction of records is one of the major issues under investigation. On 5 July 2018, the Chair of the Infected Blood Inquiry wrote to the NHS requesting that no documents of relevance to the Inquiry be destroyed. A similar request has been made to coroners, central government departments and other bodies. All record destruction is therefore suspended. This suspension will be reviewed following the conclusion of the Inquiry's work, in light of any recommendations it may make.**

The usual retention rules are provided in the table below. However in each and every case the following factors must be considered and if any apply the file is to be marked for permanent retention and a clear note is to be placed in the file to explain the decision:

- Death of a Child (a person who has not attained their 18th Birthday at the time of death)
- Unsolved Homicides
- Homicides where there has been a conviction (Murder, Manslaughter, Infanticide, Corporate Manslaughter).
- A person convicted with a criminal offence in connection with the death (body destruction, falsification of records, statements)
- Death due to terrorist action
- Deaths where an exhumation has been ordered by a coroner.
- Deaths where a Judicial Inquiry or Public Inquiry will or is likely to take place.
- Investigations or Inquest leading to Judicial Review where the findings of Judicial Review have created new precedent or changes to coronial law.

There may be files where the need for further retention needs to be considered at the end of the specified retention period (e.g. where there is an on-going public inquiry and a hold has been put on record deletion). In these cases a clear note or marker must be entered onto the retention record detailing those matters that require consideration for longer retention and a coroner will review the specified retention period once the retention period is reached and extend if necessary.

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
<b>REPORTING OF DEATHS</b>					
COR 1.01	The statutory recording of reported deaths	The regulations require a register to be kept of all deaths reported in the coroner area. In Derbyshire, the register does not take a physical form: the electronic case management system (section 2, below) fulfils this requirement.		Coroners (Investigations) Regulations 2013	Case management system
<b>INVESTIGATING THE CIRCUMSTANCES OF DEATHS</b>					
COR 2.01	Case records of deaths requiring neither investigation, nor inquest, nor post-mortem	Destroy 15 years from the date the coroner signs the Form A	Form A	The Coroners Rules 1984 (Rule 56)	Coroner's Office Offsite storage EDRM Case management system
COR 2.02	Case records of deaths deemed to have a natural cause, requiring neither investigation nor inquest	Destroy 21 years from closure of file (rather than the date the Form B is signed)	Form B	The Coroners Rules 1984 (Rule 56)	Coroner's Office Offsite storage EDRM Case management system
COR 2.03	Case records which do not result in issue of Form A, Form B, investigations or inquests	Destroy 15 years from closure of file	Cases transferred to other coroner's areas	The Coroners Rules 1984 (Rule 56)	Coroner's Office Offsite storage EDRM Case management system

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Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
			External enquiries resulting in advice and No Further Action		
COR 2.04	Case records of deaths requiring investigation	Destroy 21 years from closure of file	Investigation	The Coroners Rules 1984 (Rule 56)	
COR 2.05	The process of holding an inquest to determine the circumstances of a death	Permanent: offer to Derbyshire Record Office 21 years after closure of file	Inquest	Public Records Act 1958	Coroner's Office Offsite storage EDRM Case management system
<b>TREASURE</b>					
COR 3.01	The determination and management of finds reported as treasure	Destroy 15 years from closure of file	Treasure records	Treasure Act 1996 Code of Practice  The British Museum keeps a permanent record of significant treasure finds	Coroner's Office Offsite storage EDRM Case management system