

Archives and Records Management



Retention Schedules

Specific Schedules: SRDS 0011205

Prison Records: G

Prison records include:

Inmate medical records; Personnel (staff) records
Visiting Committees records; Prison Commission records
Photo albums of prisoners; Inmate core file
Execution and Condemned Cell Occurrence records
Chaplains' records; Prisoners' calendars; Goal Registers

These schedules are aimed at Permanent Secretary, Ministry of Education, Superintendent of Prison, records officers and other stakeholders.

You are kindly requested to apply the Schedules diligently

Chief Records Management Officer

Deputy Governor's Officer.

1st December, 2005

Retention/Disposal Scheduling

Specific Records Disposal Schedules: SRDS 0011205

Prison Records: G

No.	Type of Record/Documents	Retention Period (KIOF)	Action to be taken
1	Inmate medical Records All personal health records	Same as for Health patient case records -all other hospital patient case records above	Discuss with Archivist
2	Mental Disorder treated under the Mental Health Act	Same as for Health patient case records -Mentally Disordered Persons above	Discuss with Archivist
3	Maternity records	Same as for Health records – Hospital patient case records – Maternity records.	Discuss with Archivist
4	Inmate Core Files and other Prison Departmental records For “Lifers” and records selected for special retention (records relevant to litigation e.g. on the part of the former inmate suing the Prison Service or a Prison Officer, the maintenance of good order or discipline or in the interests of justice and the prevention of crime)	20 years from date of discharge	Discuss with Archivist
5	For prisoners sentenced to more than a total of 3 months in respect of any one period in custody	6 years from the date of discharge	To Records Centre
6	For any other prisoner received in to custody (either after sentence of on demand)	1 year form date of discharge	To Records Centre
7.	Records of historical or special interest: Any records identified as worthy of permanent preservation by the Prison Service Departmental Records Officer and the respective National Archives Client Manager. These can include prison “mug shot” photographic albums, governors’ journals, chaplains’ journals, execution registers, registers of officers, visiting committee rotas and minute books, condemned cell occurrence books etc.	Permanent preservation of selected records over 30 years old. Note: not all of the records will be opened on transfer. Records of sensitive nature (e.g. plans of prisons still in use, details of prison security arrangements, papers including security and intelligence references are retained by Prison Service and are not to be transferred to local authority custody	To Archives
8	Personal records of Prison staff- Employment and Career Written particulars of employment, contracts and changes in terms of conditions	Until age 72 of staff or 5 years after last action: whichever is later	To Archives
9	Current address details	6 years after employment has ended	Destroy
10	Working time directive opt-out form	2 years after the opt-out has been rescinded or has ceased to apply	Destroy
11	Record of previous service date	Until age 72 of staff or 5 years after last action: whichever is later	

No.	Type of Record/Document	Retention Period (KIOF)	Action to be taken
12	Qualification/reference	6 years	Records Centre
13	Annual/ Assessment Report	5 years	Records Centre
14	Job application- internal and recruitment appointment and/or board selection paper	1 year	Destroy
15	Bank and building society reference	6 months	Destroy
16	Personal records of Prison staff-Health Health declarations and referrals, medical reports from doctors and consultants etc...	Until age 72 of staff subject or 5 years after last action: whichever is later	To Archives
17	Medical reports of those exposed to a substance hazardous to health	50 years from date of last entry	To Archives
18	Medical/self certificates – unrelated to industrial injury	4 years	Discuss with Archivist
19	Personnel records of Prison staff – Pay and Pension	6 years after employment has ended	Destroy
20	Death benefit Nomination and Revocation Forms Bank details – current	Until age 72 of staff subject or 5 years after last action: whichever is later	To Archives
21	Death, Marriage and Decree Absolutes	Return original to provider. Retain copy until age 72 of staff subject or 5 years after last action: whichever is later	To Archives
22	Housing advances	6 years after repayment	To Archives
23	Unpaid leave periods (e.g. maternity leave etc...)	Until age 72 of staff subject or 5 years after last action: whichever is later	To Archives
24	Maternity documentation	6 years	To Archives
25	Payroll history, overtime, allowances, pensions estimates and awards etc...	Until age 72 of staff subject or 5 years after last action: whichever is later	To Archives
26	Names, Date of Birth and papers relating to pensions	Until age 72 of staff subject or 5 years after last action: whichever is later	To Archives
27	Resignation, termination and retirement letters	Until age 72 of staff subject or 5 years after last action: whichever is later	To Archives
28	Advances for season tickets, car parking, bicycles, Christmas/holidays, housing	6 years after repayment	Destroy
29	Personnel records of Prison staff – Personal Welfare papers	after minimum of 6 years after last action	Apply to Destroy
30	Personnel records of Prison staff – Security Security Personnel files		Discuss with Archivist