

**Skye Sue - Legal Services Manager**

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**From:** Deeks, Mary [Code A]  
**Sent:** 05 February 2009 13:35  
**To:** Skye Sue - Legal Services Manager  
**Subject:** FW: X-ray film retention periods

Hi Sue

This is the advice I have received from Liz Hatch. Hope it is helpful.

Regards

Mary Deeks  
Project Officer (GWMH)  
Hampshire Primary Care Trust

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**From:** Hatch, Liz (NFPCT)  
**Sent:** 05 February 2009 13:12  
**To:** Deeks, Mary  
**Subject:** X-ray film retention periods

The DOH Guidance in force from March 1999 until March 2006 was as follows:

X-ray films (including other image formats for all imaging modalities)  
Local decisions should be made with regard to the preservation of these records, which are considered to be of transitory nature

Litigation Dossiers (complaints including accident reports)  
10 years Where a legal action has been commenced, keep as advised by legal representatives.

From March 2006 until January 2009 the retention period for x-ray films was 7yrs. It is now 8 yrs. The litigation retention remains 10 years.

With best wishes

Liz Hatch  
Senior Information Governance Facilitator  
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05/02/2009