

Records Disposal Record

Register | REC-FRM-003

Document type	Register
Title	Records Disposal Record
Document ID	{{facility.code}}-REC-FRM-003
Version and status	1.1 Approved by the ASF Expert Committee
Prepared by	{{roles.quality_lead.name}}, Quality lead
Reviewed by	{{roles.clinical_director.name}}, Clinical director Date: _____
Approver and signature	{{roles.clinical_director.name}}, Clinical director Signature: _____ Date: _____
Effective date	{{document.effective_date}}
Next review	{{document.review_date}} (12 months, or sooner after any incident or change)
Replaces	None (new document)
Standards and criteria supported	Standard 2A, criterion 2A.5 (non-negotiable)
Evidence basis	E-009
Status of this document	Recommended best-practice model. A hospital may adopt, adapt or replace it with an equivalent that meets the same criteria.

Use this form when

The record of every disposal of patient or governance records, showing that the retention period had been met and how the record was destroyed.

1. How to complete

- Check the retention period for the record type in REC-POL-001.
- Confirm no legal hold or investigation applies to the record.
- Record the disposal method and who witnessed it.
- Keep this register for the period set in REC-POL-001.

2. Record

Record type	Date range of records	Retention period met (yes/no)	Legal hold checked (yes/no)	Method of disposal	Witnessed by	Date

Completed by (name and role): _____ Date/time: _____ Signature: _____

3. Evidence

ID	Source and status
E-009	ASF Expert Committee consensus. national retention periods set by the ASF Expert Committee against law.

EC = ASF Expert Committee consensus.

4. Change history

Version	Date	What changed	Approver and signature
1.0	{{document.effective_date}}	First version	Approved by the ASF Expert Committee
1.1	{{document.effective_date}}	Internal quality review: corrected cross-references, status wording and document control	Approved by the ASF Expert Committee