



Trust Headquarters
Nexus House
Gatwick Road
Crawley
West Sussex
RH10 9BG

Tel: 0300 123 0999
www.secamb.nhs.uk

Date 23rd December 2019

Email:

Dear,

I am writing in response to your enquiry under the Freedom of Information Act 2000 (FOIA) reference FOI/19/12/04.

You requested the following information, please also see our response below:

We are currently revising our retention schedule and I'm looking to gather information on what the other services are currently doing as there seems to be differing guidance.

At this time South East Coast Ambulance Service currently utilises both paper and electronic systems for recording patient information. The Trust holds a Records Management Policy and bases its retention times from the NHS Records Management Code of Practice 2016. Information relation to retention times for NHS organisations may be found via the Information Governance Alliance or NHS Digital websites.

I hope you find this information of some assistance.

If for any reason you are dissatisfied with our response, kindly in the first instance contact Caroline Smart, Head of Information Governance via the following email address:

FOI@secamb.nhs.uk

Yours sincerely

Freedom of Information Coordinator
South East Coast Ambulance Service NHS Foundation Trust