

WELSH HEALTH CIRCULAR



Llywodraeth Cymru
Welsh Government

Issue Date: July 2022

STATUS: COMPLIANCE / ACTION

CATEGORY: INFORMATION GOVERNANCE

Title: New Records Management Code of Practice for Health and Care 2022

Date of Expiry / Review: May 2023

For Action by:

All health and social care employees
Local Health Boards, NHS Trusts,
Special Health Authorities, primary care
services that are contracted to the NHS
(e.g. GP surgeries, dentists,
optometrists, out-of-hours GP services
etc.) and any other organisations
working under contract for the NHS who
create records (e.g. secondary care
services such as scanning services,
laboratory services and agencies) and
Local Authorities who commission or

deliver adult social care and public
health functions.

Action is:

Notifying above recipients of the
publication of the new Records
Management Code of Practice for
Health and Care 2022 and to advise
Chief Executives, Directors of Social
Care, Health and Care Records
Managers and all line managers and
supervisors within the relevant
organisations that they should use it
from May 2022.

Sender:

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Enclosure(s): Records Management Code of Practice for Health and Care 2022

Records Management Code of Practice for Health and Care 2022

The purpose of this Welsh Health Circular is to notify all organisations working within the NHS in Wales (i.e. NHS Trusts, Local Health Boards and Special Health Authorities), and those organisations working under a contract with the NHS and create records (e.g. primary care providers, secondary care services such as scanning services, laboratory services and agencies) as well as local authorities in Wales who commission or deliver adult social care and public health functions of the publication of a new updated Records Management Code of Practice for Health and Care 2022. This advises Chief Executives, Directors of Social Care, Health and Care Records Managers and all line managers and supervisors from these organisations that they should use this Code of Practice from May 2022.

With an upcoming Covid Inquiry, it will be vital to ensure that our record keeping is up to date, comprehensive and compliant with this code.

The Code is based on the [Records Management Code of Practice for Health and Social Care 2021](#) developed by NHSX in England, and provides a framework for consistent and effective records management based on established standards and current legislation. It includes guidelines on topics such as legal, professional, organisational and individual responsibilities when managing records. It also advises on how to design and implement a records management system including advice on organising, storing, retaining and deleting records. It applies to all records regardless of the media they are held on. Wherever possible organisations should be moving away from paper towards digital records.

The last guidance was issued in 2000 as Welsh Health Circular [WHC 2000 \(71\): For the record – Managing Records in NHS Trusts and Health Authorities](#). That circular is now cancelled and any copies should be destroyed. It has been superseded by this WHC (WHC (2022) 008) and the new Code of Practice.

This Code of Practice will be in place for one year before a review, unless there are legislation changes in which case it will be updated as appropriate. Following this, it is recommended that the code is reviewed every five years.

The new Records Management Code of Practice for Health and Care 2022 is found here [Managing health and social care records: code of practice 2022 | GOV.WALES](#)