

Date: 19/09/2018

FREEDOM OF INFORMATION REQUEST FOI/014331 - Correspondence and documentation relating to HIV/AIDS, Hepatitis and Haemophilia

I am writing to request under the freedom of information act any/all copies of administrative correspondence, letters and/or any other documentation including minutes of meetings etc that mention or relate to: HIV / AIDS or Hepatitis, AND, Haemophilia / Haemophiliacs during the period January 1st 1988– December 31st 1991. Please note that I am NOT requesting patient medical records which would obviously be exempt, but administrative correspondence, letters and/or any other documentation including minutes of meetings etc.

The Trust follows the Records Management Code of Practice for Health and Social Care 2016 standards which can be found on the NHS Digital web page under the following link: <https://digital.nhs.uk/data-and-information/looking-after-information/data-security-and-information-governance/codes-of-practice-for-handling-information-in-health-and-care/records-management-code-of-practice-for-health-and-social-care-2016>, please see the detailed retention schedule which will indicate the minimum timeframes for holding administrative documentation.

For minor meetings, for example Committees, Groups, sub committees (non- Board meetings), projects and departmental business meetings the minimum retention period for non-clinical information from these meetings i.e. minutes, admin correspondence, is 6 years.

The Trust's Department of Sexual Health has stated that they do not hold administrative documents from the period January 1st 1988- December 31st 1991, which is 27 years ago.