37 Managing the Wales Centre for Anatomical Examination

**37.1 User Management**

37.1.1 Signed declaration forms to abide by code of conduct

Records:

Signed declaration forms to abide by code of conduct in the Welsh Centre for Anatomical Education

Held by: Wales Centre for Anatomical Examination

Retention: End of user's relationship with Centre + 6 years

37.1.2 Signed declaration forms concerning the production of images

Records:

Signed declaration forms concerning the production of images from the Welsh Centre for Anatomical Education

Held by: Wales Centre for Anatomical Examination

Retention: **Date of visit to Centre + 6 years**

37.1.3 Visitor book

Records:

Visitor book

Held by: Wales Centre for Anatomical Examination

Retention: **Book full/finished + 6 years**

37.2 Donation Management

37.2.1 Donor records – where donation has been accepted

Records:

Donor records - where donation has been **accepted** (including cadaver registers and records of samples sent to biobank)

*Contain signed donor consent forms, next of kin details and instructions, doctor’s details, records of parts retained, disposal details.*

Held by: Wales Centre for Anatomical Examination

Retention: **Disposal of tissue (including any Biobank samples) + 20 years. Core record of donor details transferred to Institutional Archive for historical purposes**

37.2.2 Donor records – where donation has been refused

Records:

Donor records - where donation has been **refused**
*Include donor consent forms and any information*

Held by: Wales Centre for Anatomical Examination

Retention: **Date of death + 2 years**

37.2.3 Donor records – where consent has been withdrawn

Records:

Donor records - where consent has been **withdrawn**.
*Include consent forms*

Held by: Wales Centre for Anatomical Examination

Retention: **100 years**

37.2.4 Donor records – for agreed future donors

Records:

Donor records - for agreed future donors (including entries on WCAE database)

Held by: Wales Centre for Anatomical Examination

Retention: **On notification of death follow 37.2.1 or 37.2.2 above. If Centre not notified of death retain date of consent + 100 years**

37.3 Memorial Organisation

37.3.1 Records relating to the organisation of memorial thanksgiving

Records:

Records relating to the organisation of memorial thanksgiving events.
*Include invitations and reply forms*

Held by: Wales Centre for Anatomical Examination

Retention: **Current year + 1 year**

37.3.2 Details of Donor’s whose next of kin have been invited

Records:

Details of donor's whose next of kin have been invited to memorial thanksgiving events (held on spreadsheet)

Held by: Wales Centre for Anatomical Examination

Retention: **Date of event + 20 years**