

Freedom of Information Request

Request:

"Following a refund of pension contributions or transfer of accrued pension rights to a different pension scheme or upon the death of the member as described above."

- a. Do you have the policy governing this statement?
- b. If a refund of pension contributions was provided, would the NHS Pensions departments have a record of
 - i. A request for a refund
 - ii. A transfer of accrued pension rights etc.
- c. Under what circumstances would pension contributions be refunded - between 1960-1980?
- d. What are the titles of the documents I need to ask the Department of Health for in terms of retention policies?

Status: Complete**Response Date:** 29 April 2010

- a) Having conducted a further search I have been unable to locate any further policy documents.
- b) The answer to your question would depend on when the refund occurred. In 2003 I understand that NHS Pensions moved to the electronic scanning of existing paperfiles to create individual electronic member records, which in turn has facilitated greater retention of information. Prior to 2003 member records remained largely paper based and any refund application (on Form RF12) would have sat on the member's individual paper file unless and until their file was scheduled for archiving (where the member had not subsequently returned to the pension scheme in the meantime). My understanding is that such individual paper files would have continued to exist until at least after the next general scheme valuation exercise (at the time scheduled to run every 5 years) when the now defunct individual paper files would be destroyed. Then all the papers from the member's personal file, with the exception of paper Forms SD55 containing information about the

member's service, contributions and pay, would be destroyed. The paper SD55s would be archived to a Put Away Dead (PAD) store. The paper S55's were also normally annotated to show if a refund (or transfer or death) had occurred, which would allow NHS Pensions to call up the archived SD55's for referral in the event of any later membership query.

c) Contributions would be refunded by NHS Pensions only where a valid completed and signed refund application Form RF12 was received from the scheme member.

d) Having conducted a further search I have been unable to locate a copy of any actual Department of Health policy document(s) which would allow me to convey a precise title to you. If you explain the nature of your enquiry and NHS Pensions' own response, the Department of Health may be able to assist you further.