

Medical Licensing (held by CAA)		
	Retention Period	Reason
Commercial Pilot (including all those who have ever held a professional licence)	70yr	Ongoing medical certification. Epidemiological and aviation health research purposes. Records used for research purposes will be anonymised
ATCO	70yr	
Other Professional Licence holders	70yr	
Private licence holders	10yrs after last certificate expiry or death ARA.MED.150	If CI 2 med certificate expired for 5 years applicant reapplying for certificate needs to be assessed as initial applicant. Allows appropriate time for legal claims.
Non-licence holders	10yrs after last entry or death. ARA.MED.150	

Medical Licensing (held by AMEs)	
	Retention Period
All commercial pilots, ATCOs, denied/deferred applicants. AMEs must send to the SSC Medical Dept copies of the signed Med160 and signed medical certificate after each certificatory assessment. (MED.A.025(b)(4)) AMEs are advised to send to the Medical Dept any records held on an applicant who does not attend their practice for a period of 5 years	Min 70yrs after last application or last certificate issued
All private pilots. AMEs must send to the SSC Medical Dept copies of the signed Med160 and signed medical certificate after each certificatory assessment. (MED.A.025(b)(4)) AMEs are advised to send to the Medical Dept any records held on an applicant who does not attend their practice for a period of 5 years	Min 10yrs after last application or last certificate issued
	Process
If AME retires or ceases to be approved	Any records held for applications for certification should be returned securely to the CAA medical department for retention in accordance with the periods indicated above
Death of AME in service	All records relating to medical licensing to be returned securely to the CAA Medical Department

AMEs	
	Retention Period
All records for AME approval	10yr after approval ceased