

## West Sussex County Council Adults' and Children's Services Retention Schedule

### Introduction

The County Council's record retention and disposal schedule for Adults' and Children's Services has been developed by the Records Management Service in collaboration with Adults' Services, Children's Services and the Data Protection team. The schedule applies to both hard copy and electronic records.

This retention schedule identifies all the activities in the Adults' Services and Children's Services departments and the record types that exist within them. Each of these record types has then been allocated a retention period based on legislation, business need, best practice, or a combination of these. The schedule also includes information on what happens to records once they pass their retention period. This is usually either confidential destruction or appraisal for possible permanent preservation in the corporate archive.

The schedule is a vital tool to ensure the council complies with the Data Protection Act 2018 and UK GDPR.

### Why this schedule is important

Adults' Services and Children's Services produce a large number of records relating to individuals, administration, finance and more. It is vital that these records are organised in a manner that makes them retrievable and retained for a suitable period of time.

The council has a legal duty not to retain information longer than is necessary, as outlined in the [Principle \(c\): Data minimisation](#) of UK GDPR. It is also important that council resources are not being used to store records and data that are no longer required, whilst also ensuring these are not destroyed or deleted too soon. Having a fully implemented, comprehensive and regularly updated retention schedule enables the council to meet these legislative duties.

A further explanation as to why a retention schedule is important can be found on the Information Commissioner's Office website as part of [Principle \(e\): Storage Limitations](#) of UK GDPR.

### Using the Record Retention and Disposal Schedule

The retention schedule is not based on the current directorates and business units of the council, but rather the overall functions and activities. This means it will remain relevant in the event of future re-structuring or renaming of directorates and business units.

- Definition of terms

Term	Definition
Function	The top-level function within the County Council, e.g. Children's Services
Activity	The activity within the function, e.g. social care
Code	A unique code given to each Record Type
Record Type	The different types of record used to carry out the activity, e.g. case file
Retention Period	The number of years the record type should be retained before being reviewed for destruction or permanent archive
Retention Period Calculated From	The point at which the retention period begins. This may be the date of birth or the last contact with an individual, the end of a contract, or something else
Statutory Provision / Justification	The reason for the retention period. This is usually based on legislation, business need, best practice or a combination of these

Term	Definition
Contains Personal Data?	Yes/No - Does the record type contain any of the following information about an individual: name, address, telephone number, email address or any other information that could identify the individual?
Action	A description of what happens once the retention period is up. This will usually be that the record will be reviewed for destruction or further retention, or appraised for permanent preservation in the County Archives
Additional Notes	Any additional information or caveats relating to the record type, the retention period or the action
File plan	List of functions, activities, and record types to form the main reference tool of the retention schedule

- When should information be retained beyond agreed retention schedule?

Information may occasionally be retained beyond the agreed retention period. The 'Retention Period Calculated From' date may begin again if:

- a case has been re-opened;
- a new case activity has occurred relating to the individual;
- it is felt there is an ongoing business or care need to retain the record; or
- an inquiry or police investigation require a record or group of records to be retained

**Destruction process**

Paper records authorised for destruction are confidentially destroyed. Electronic records are deleted from council systems.

### **What items go into permanent archive?**

When a record has been designated for destruction or deletion it may be randomly selected or appraised by an archivist from the West Sussex Record Office to determine if it holds historical value. If this is the case, it may be retained permanently in the council's corporate archive.

### **Limitations**

Many types of record do not have specified retention periods in law or in official local government guidance. To develop this schedule, business units and departments were asked to review and provide updates for their areas so as to establish a 'best practice' retention period where there is one in legislation. Further, a review of the best practices adopted by some other local authorities was conducted during the creation of the schedule.

Deleting information from a system is not always a straightforward matter. Where an IT system does not allow for part-deletion of a record, the Council will consider data protection legislation and guidance from the Information Commissioner's Office (ICO).

## The Retention Schedule

### Adult Services

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
<b><u>AS1 Social Care</u></b>							
AS1.1	Case record of customer living at home – such as contact information, assessments and care plans	8 years	Last Activity	Records Management Code of Practice 2021 - NHSX	Y	Review and if no longer needed destroy. Retain 5% sample for archive or those with historical or archival significance	
AS1.2	Case record of customer living at home – such as contact information, assessments and care plans (deceased)	8 years	Date of death	Best practice / business need	Y	Review and if no longer needed destroy. Retain 5% sample for archive or those with historical or archival significance	
<b><u>AS2 Occupational Therapy</u></b>							
AS2.1	Occupational Therapy Case Record	8 years	Last Activity	Best Practice and in line with Adult Social Care Case record retention	Y	Review and if no longer needed destroy. Retain 5% sample for archive or those with historical or archival significance	

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
<b>AS3 Mental Health</b>							
AS3.1	Mental Health Case Record	20 years	Last Activity	Records Management Code of Practice 2021 - NHSX	Y	Review and if no longer needed destroy. Retain 5% sample for archive or those with historical or archival significance	Covers records made where the person has been cared for under the Mental Health Act 1983 as amended by the Mental Health Act 2007. This includes psychology records.
AS3.2	Mental Health Case Record (deceased)	10 years	Date of death	Records Management Code of Practice 2021 - NHSX	Y	Review and if no longer needed destroy. Retain 5% sample for archive or those with historical or archival significance	Covers records made where the person has been cared for under the Mental Health Act 1983 as amended by the Mental Health Act 2007. This includes psychology records.
AS3.3	Customer record relating to the Deprivation of Liberty Safeguards (DoLS), Mental Capacity Act 2005	20 years	Last Activity	In line with Mental Health case record	Y	Review and if no longer needed destroy. Retain 5% sample for archive or those with historical or archival significance	

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
AS3.4	Customer record relating to the Deprivation of Liberty Safeguards (DoLS), Mental Capacity Act 2005 (deceased)	8 years	Date of death	In line with Mental Health case record (deceased)	Y	Review and if no longer needed destroy. Retain 5% sample for archive or those with historical or archival significance	
<b>AS4 Financial Information</b>							
AS4.1	Financial records	8 years	Last Activity	This information is likely to be included in case file so retention period mirrors that of the case file	Y	Review and if no longer needed destroy	
AS4.2	Ordering and stock control	8 years	Last Activity	This information is likely to be included in case file so retention period mirrors that of the case file	N	Review and if no longer needed destroy	
AS4.3	Payments documentation	8 years	Last Activity	This information is likely to be included in case file so retention period mirrors that of the case file	Y	Review and if no longer needed destroy	
AS4.4	Banking and cheque documentation	8 years	Last Activity	This information is likely to be included in case file so retention period mirrors that of the case file	N	Review and if no longer needed destroy	

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
AS4.5	Customer financial records	8 years	Last Activity	This information is likely to be included in case file so retention period mirrors that of the case file	Y	Review and if no longer needed destroy	
AS4.6	Appointeeship and Lasting Power of Attorney records	8 years	Last Activity	This information is likely to be included in case file so retention period mirrors that of the case file	Y	Review and if no longer needed destroy	
AS4.7	Budget monitoring files	8 years	Last Activity	This information is likely to be included in case file so retention period mirrors that of the case file	N	Review and if no longer needed destroy	
<b>AS5 Safeguarding</b>							
AS5.1	Adult safeguarding record	10 years	Last Activity	Limitation Act 1980 + best practice	Y	Review and if no longer needed destroy. Retain 5% sample for archive or those with historical or archival significance	
AS5.2	Adult safeguarding record (person deceased)	8 years	Date of death	Limitation Act 1980 + best practice	Y	Review and if no longer needed destroy. Retain 5% sample for archive or those with historical or archival significance	



Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
AS5.3	Overarching safeguarding cases (OSARS)	10 years	Date of closure of the overarching safeguarding enquiry	Best practice	Y	Review and if no longer needed destroy. Retain 5% sample for archive or those with historical or archival significance	
<b>AS6 Residential / Day Care</b>							
AS6.1	Customer in residential care	8 years	Last Activity	Records Management Code of Practice 2021 - NHSX	Y	Review and if no longer needed destroy. Retain 5% sample for archive or those with historical or archival significance	
AS6.2	Customer in residential care (person deceased)	8 years	Date of death	Best practice / business need		Review and if no longer needed destroy. Retain 5% sample for archive or those with historical or archival significance	
AS6.3	Staff timesheets	8 years	Date of timesheet	Limitation Act 1980 + best practice	Y	Reviewed for archive	
AS6.4	Statement and aims and objectives of the establishment	8 years	When superseded	Limitation Act 1980 + best practice	N	Reviewed for archive	
AS6.5	Daily register	8 years	Last date on register	Limitation Act 1980 + best practice	Y	Reviewed for archive	
AS6.6	Admission and discharge records	8 years	Last date on record	Limitation Act 1980 + best practice	Y	Reviewed for archive	

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
AS6.7	Medical and dental records	8 years	Last date on record	Limitation Act 1980 + best practice	Y	Reviewed for archive	
AS6.8	Administration of medicines	8 years	Last date on record	Limitation Act 1980 + best practice	Y	Reviewed for archive	
AS6.9	Scale of charges	8 years	Last date on record	Limitation Act 1980 + best practice	Y	Reviewed for archive	
AS6.10	Staff rosters	8 years	Last date on record	Limitation Act 1980 + best practice	Y	Reviewed for archive	
AS6.11	Official inspection records	8 years	Date of inspection	Limitation Act 1980 + best practice	Y	Reviewed for archive	
AS6.12	Notification of customer absence, accident, illness or death	8 years	Date of incident	Limitation Act 1980 + best practice	Y	Reviewed for archive	
AS6.13	Notification of staff accidents	8 years	Date of accident	Limitation Act 1980 + best practice	Y	Reviewed for archive	
AS6.14	Fire drill tests and procedure	8 years	Last date on record	Limitation Act 1980 + best practice	N	Reviewed for archive	
AS6.15	Fire equipment maintenance	8 years	Date of maintenance	Limitation Act 1980 + best practice	N	Reviewed for archive	
AS6.16	Food provided	8 years	Last date on record	Limitation Act 1980 + best practice	Y	Reviewed for archive	
AS6.17	Complaints log	8 years	Date of last complaint	Limitation Act 1980 + best practice	Y	Reviewed for archive	
AS6.18	Visitors Book	8 years	Date of last visit in book	Limitation Act 1980 + best practice	Y	Reviewed for archive	

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
<b>AS7 Staff Supervision</b>							
AS7.1	Supervision record	4 months	End of employment	Health and Safety at Work Act + best practice	Y		
AS7.2	Supervision records where there has been an injury at work	40 years	Date of record	Health and Safety at Work Act + best practice	Y		
AS7.3	Supervision records where the employee had died in the course of their work	40 years	Date of record	Health and Safety at Work Act + best practice	Y		
AS7.4	Appraisal (previously known as Personal Development Review)	7 years	End of employment in that particular team	Limitation Act 1980	Y		
AS7.5	Disciplinary	7 years	Closure of case	Limitation Act 1980	Y		
<b>AS8 Complaints</b>							
AS8.1	Stage 1 Complaints by or about people in contact with Adults' Services and their own care and support	2 years	Last contact	The two-year period enables Adults' Services to access the record in the event of a further or repeat complaint. The legal advice (received 14th October 2016) is that there is no good business reason to extend this retention period for a complaint record, provided the issues dealt with by the complaint are also copied to the person's care record.	Y		Any formal complaint record that is managed and kept separately from a person's documented case records will be kept according to these timeframes. A copy of the specific complaint and any issues about service delivery to the person will also be kept on the care record.

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
AS8.2	Stage 2 (complaints to the Local Government and Social Care Ombudsman) Complaints by or about people in contact with Adults' Services and their own care and support	5 years	Last contact		Y		Any formal complaint record that is managed and kept separately from a person's documented case records will be kept according to these timeframes. A copy of the specific complaint and any issues about service delivery to the person will also be kept on the care record.
AS8.3	Complaints relating to the business of Adults' Services	7 years	From resolution	Limitation Act 1980	Y		
<b>AS9 Substance Misuse</b>							
AS9.1	Records for customers who misuse drugs and alcohol	8 years	Last Activity	In line with case file	Y		
<b>AS10 Visual / Hearing Impairment</b>							
AS10.2	Register of visual impairment	3 years	Date of Death	Section 77(1) of Care Act 2014 Statutory Guidance 22.4.	Y		
AS10.3	Register of hearing impairment	0 years	Date of Death	Best practice - no statutory requirement to retain after date of death	Y		

Footnotes

1. If there are other people who are contacts of a person, and they themselves have never had any services, nor are they connected to other service users, then their record will be deleted / destroyed at the same time
2. Where the care IT system does not allow for part-deletion of a record, the longest retention period for the different classes of data within the record will apply
3. Where a person's record is clearly marked as 'potentially violent', 'a danger to children' the record will be retained until that person's death
4. Owing to changes in systems, functionality and practice over time, it is not possible to be certain that the correct classification of the person records relative to the schedule is made in all cases. The best assessment will be made with the information available.
5. Where a person record for a living person with a service history is outside their retention period, but is also acting as a contact for a case which is inside its own retention period, the person record will be retained until the related case also falls outside retention.

**Children's Services**

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
<b><u>CS1 Child Employment</u></b>							
CS1.1	Case records / licences of children and young people in entertainment	25 years	Date of birth	Business need	Y	Destruction	
CS1.2	Chaperone records for successful applications (Includes applications, licences and training records)	10 years	Closure of file	Best practice	Y	Destruction	
CS1.3	Unsuccessful applications to become Chaperones	3 years	Closure of file	Best practice	Y	Destruction	
<b><u>CS2 Childminding and Early Years</u></b>							
CS2.1	Education entitlement - child's record	7 years	End of claim	Limitation Act 1980	Y	Destruction	
CS2.2	Minutes, agendas and circulated papers of the Early Years meetings	7 years	Date of meeting	Best practice	Y	Appraise for potential permanent archive	
CS2.3	Actions against settings	7 years	End of financial year	Best practice	Y	Destruction	
CS2.4	Assessment/monitoring of early years settings	7 years	End of financial year	Best practice	Y	Destruction	
CS2.5	Moderation of settings at the end of the foundation stage	7 years	End of financial year	Best practice	Y	Destruction	

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS2.6	Sleep, nappy & medicine charts	21 years	Date of birth	Best practice	Y	Destruction	
<b>CS3 Disabilities and Sensory Support</b>							
CS3.1	Case files for children and young people with disabilities or sensory needs	100 years	Date of birth	Best practice to retain file for lifetime of the child	Y	Retain sample for archive	
<b>CS4 Early Intervention / Early Help</b>							
CS4.1	Early Help case records of children and young people who do not have special educational needs and who are not looked after or adopted children	25 years	Date of birth of youngest recorded family member	18 years of age + Limitation Act 1980	Y	Retain sample for archive	Early Help cases are family-based, the retention period will be based on the youngest recorded family member
CS4.2	Early Help case records of children and young people who have special educational needs and who are not looked after or adopted children	25 years	Date of birth of youngest recorded family member	18 years of age + Limitation Act 1980	Y	Retain sample for archive	Early Help cases are family-based, the retention period will be based on the youngest recorded family member

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS4.3	Early intervention case records of children and young people who are looked after or adopted children	25 years	Date of birth of youngest recorded family member	18 years of age + Limitation Act 1980	Y	Retain sample for archive	Early Help cases are family-based, the retention period will be based on the youngest recorded family member
CS4.4	No further action referrals	7 years	Closure of file	Limitation Act 1980	Y	Retain sample for archive	
<b><u>CS5 Education Psychology</u></b>							
CS5.1	Education Psychology case file	50 years	Date of birth	Business need - allows for child to access file later in life	Y	Retain sample for archive	
<b><u>CS6 Education Welfare</u></b>							
CS6.1	Education Welfare / Pupil Entitlement case file	25 years	Date of birth	18th Birthday + limitation act	Y	Retain sample for archive	Previously retention was 50 years. This was agreed by pupil entitlement and legal services to be excessive and therefore 25 years implemented to bring it in-line with pupil records



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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
<b><u>CS7 Financial Records</u></b>							
CS7.1	Expenses forms	8 years	Date of form	Financial Regulations + alignment with Adults' Services financial retention	Y	Destruction	
CS7.2	General expenditure request forms	8 years	Date of form	Financial Regulations + alignment with Adults' Services financial retention	Y	Destruction	
<b><u>CS8 Looked After Children - Adoption</u></b>							
CS8.1	Adoption Case File	100 years	Date of adoption order	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 section 6 - to enable any adopted person to access their records throughout their lifetime.	Y	Retain sample for archive	

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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS8.2	In Care and Adoption Orders	100 years	Date of adoption order	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 section 6 - to enable any adopted person to access their records throughout their lifetime.	Y	Retain sample for archive	
CS8.3	Adoption Panel Members	15 years	After leaving panel	Mirrors retention of those working in Fostering & Adoption service - Fostering Services Regulations 2011, Regulation 22 (Records with respect to fostering services) / Schedule 2 (Records to be kept by Fostering Service Providers)	Y	Appraise for potential permanent archive	

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS8.4	Unsuccessful applications to be adopters	10 years	Date of refusal or withdrawal	Best practice in event of re-application	Y	Destruction	
CS8.5	Access to birth records: unsuccessful enquiries from adopted people	3 years	Date of enquiry	Mirrors unsuccessful subject access request applications	Y	Destruction	
<b><u>CS9 Looked After Children - Fostering</u></b>							
CS9.1	Fostering case records	100 years	Date of birth	Arrangements for Placement of Children (General) Regulations 1991 No 890, Regulation 9, Retention and confidentiality of records. This states that these records should be kept for 75 years from date of birth. 100 years being used as best practice to ensure files can be accessed to service used throughout their lifetime	Y	Retain sample for archive	

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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS9.2	Statement of Purpose	10 years	Date it is superseded	The Fostering Services (England) Regulations 2011 + Best Practice	N	Pass to archive	
CS9.3	The Children's Guide	10 years	Date it is superseded	The Fostering Services (England) Regulations 2011 + Best Practice	N	Pass to archive	
CS9.4	A record in the form of a register showing in respect of each child placed with foster parents	15 years	Date of last entry	The Fostering Services (England) Regulations 2011, Regulation 22, Records with respect to fostering services. This states that records should be kept for a minimum of 15 years from the date of the last entry	Y	Appraise for potential permanent archive	

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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS9.5	Record in respect of each person working for the fostering service provider	15 years	Date of last entry	The Fostering Services (England) Regulations 2011, Regulation 22, Records with respect to fostering services, Schedule 2.	Y		
CS9.6	Record of accidents to children whilst with foster parents	25 years	Date of last entry	The Fostering Services (England) Regulations 2011, Regulation 22, Records with respect to fostering services, Schedule 2 + best practice	Y	Destruction	Legislation requires minimum of 15 years. We are choosing to retain for 25 years as best practice
CS9.7	Fostering Panel Members	15 years	Leaving panel	Mirrors the retention period of those who work for the fostering service	Y	Appraise for potential permanent archive	

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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS9.8	Case records for foster parents	75 years	Date of termination of approval	The Fostering Services (England) Regulations 2011, Regulation 30 (1-4), Case records relating to foster parents and others. Minimum retention is specified in Regulation 32, Retention and confidentiality of records. Being retained for reasonable length of time that foster child may wish to access	Y	Retain sample for archive	
CS9.9	Fostering Panel Papers	10 years	Final date in papers	The Fostering Services (England) Regulations 2011, Regulation 24, Meetings of fostering panel.	Y	Appraise for potential permanent archive	

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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS9.10	Record of unsuccessful applications to become foster parents	3 years	Date of refusal or withdrawal	The Fostering Services (England) Regulations 2011, Regulation 30 (5), Case records relating to foster parents and others. Minimum retention is specified in Regulation 32 (3), Retention and confidentiality of records.	Y	Destruction	
CS9.11	Register of foster parents	10 years	Final date in register	The Fostering Services (England) Regulations 2011, Regulation 31, Register of foster parents.	Y	Appraise for potential permanent archive	
CS9.12	Kinship carer records	75 years	Termination of approval	Mirrors retention of foster parent files	Y	Retain sample for archive	

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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS9.13	Unsuccessful Kinship Applications	3 years	Date of refusal	Mirrors retention of unsuccessful applications to become foster parents	Y	Destruction	
CS9.14	Local Authority Check Response letters	10 years	Date of letter	The Fostering Services (England) Regulations 2011, Regulation 30 (5), Case records relating to foster parents and others. Minimum retention is specified in Regulation 32 (3),	Y	Destruction	
<b>CS10 Looked After Children - Residential / Day care</b>							
CS10.1	Children's Homes Case Files	100 years	Date of birth	The English Children's Homes Regulations 2015 + best practice	Y	Retain sample for archive	
CS10.2	Financial Records / Budgets	15 years	Last date on record	The English Children's Homes Regulations 2015	N	Destruction	



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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS10.3	Building Maintenance Records	15 years	Date of work / inspection	The English Children's Homes Regulations 2015	N	Destruction	
CS10.4	Equipment Maintenance Records	15 years	Date of work / inspection	The English Children's Homes Regulations 2015	N	Destruction	
CS10.5	Staff Records	75 years	Closure of file	WSCC HR Employee File Retention Policy (Supervision Records - Safeguarding and Children's Homes cases)	Y	Retain sample for archive	
CS10.6	Record of visitors / signing In Sheets	75 years	Last entry	The English Children's Homes Regulations 2015 + best practice as may contain information relating to individual children	Y	Appraise for potential permanent archive	

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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS10.7	Minutes / Reports of Meetings	100 years	Date of last meeting	The English Children's Homes Regulations 2015 + best practice as may contain information relating to individual children	Y	Appraise for potential permanent archive	
CS10.8	Unit Planners Created by Children's Residential Homes	1 year	Date of planner	Best practice	N	Appraise for potential permanent archive	
CS10.9	Shift Logs and Staff Rotas	75 years	Last entry	Best practice	Y	Appraise for potential permanent archive	
CS10.10	Fire Drill Records + Fire Book	6 years	Date of drill / last date in book	Limitation Act 1980	N	Destruction	
CS10.11	Inspections under Regulation 34 of the Children's Home Regulations 2001	75 years	Date of inspection	The English Children's Homes Regulations 2015 + best practice	N	Appraise for potential permanent archive	

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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS10.1 2	Yearly Diaries	75 years	Last entry in diary	The English Children's Homes Regulations 2015 + best practice as may contain information relating to individual children	Y	Appraise for potential permanent archive	
CS10.1 3	Records of Medicine Given to Children	25 years	Date of birth	Limitation Act 1980 + best practice	Y	Destruction	
CS10.1 4	Logbooks	100 years	Last entry	The English Children's Homes Regulations 2015 + best practice as may contain information relating to individual children	Y	Appraise for potential permanent archive	
CS10.1 5	Incident Books	100 years	Date of birth of child involved	Limitation Act 1980 + best practice as likely to include details of physical interventions, sanctions, rewards etc.	Y	Appraise for potential permanent archive	

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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS10.16	Admission & Discharge Registers	75 years	Date of last entry	The English Children's Homes Regulations 2015 + best practice as likely to contain information relating to individual children	Y	Appraise for potential permanent archive	
<b>CS11 Looked After Children - Secure Accommodation</b>							
CS11.1	Case files of children in secure accommodation	100 years	Date of birth	The Children (Secure Accommodation) Regulations 1991. No retention periods mentioned in the act but it should mirror retention period of case files of children in residential care	Y	Retain sample for archive	
CS11.2	Statement of purpose	Until superseded		The Children (Secure Accommodation) Regulations 1991	N	Appraise for potential permanent archive	

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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS11.3	Children's guide	Until superseded		The Children (Secure Accommodation) Regulations 1991	N	Appraise for potential permanent archive	
CS11.4	Policies and procedures	Until superseded		The Children (Secure Accommodation) Regulations 1991	N	Appraise for potential permanent archive	
CS11.5	Admission & Discharge Registers	75 years	Last date in register	The Children (Secure Accommodation) Regulations 1991. These do not specify retention so this mirrors that of residential / day care	Y	Appraise for potential permanent archive	
CS11.6	Accident / Incident records	100 years	Date of last accident / incident	The Children (Secure Accommodation) Regulations 1991. These do not specify retention so this mirrors that of residential / day care	Y	Destruction	

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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS11.7	Fire Drill Records + Fire Book	6 years	Date of drill / last date in book	The Children (Secure Accommodation) Regulations 1991. These do not specify retention so this mirrors that of residential / day care	N	Destruction	
CS11.8	Building Maintenance Records	15 years	Date of work / inspection	The Children (Secure Accommodation) Regulations 1991. These do not specify retention so this mirrors that of residential / day care	N	Destruction	
CS11.9	Equipment Maintenance Records	15 years	Date of work / inspection	The Children (Secure Accommodation) Regulations 1991. These do not specify retention so this mirrors that of residential / day care	N	Destruction	

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS11.1 0	Shift Logs and Staff Rotas	75 years	Last entry	The Children (Secure Accommodation) Regulations 1991. These do not specify retention so this mirrors that of residential / day care	Y	Appraise for potential permanent archive	
CS11.1 1	Log Books	100 years	Last entry	The Children (Secure Accommodation) Regulations 1991. These do not specify retention so this mirrors that of residential / day care	Y	Appraise for potential permanent archive	
CS11.1 2	Record of visitors / signing In Sheets	75 years	Last entry	The Children (Secure Accommodation) Regulations 1991. These do not specify retention so this mirrors that of residential / day care	Y	Appraise for potential permanent archive	

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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS11.1 3	Records of Medicine Given to Children	25 years	Date of birth	The Children (Secure Accommodation) Regulations 1991. These do not specify retention so this mirrors that of residential / day care	Y	Destruction	
CS11.1 4	Minutes / Reports of Meetings	100 years	Date of last meeting	The Children (Secure Accommodation) Regulations 1991. These do not specify retention so this mirrors that of residential / day care	Y	Appraise for potential permanent archive	
CS11.1 5	Staff Records	75 years	Closure of file	The Children (Secure Accommodation) Regulations 1991. These do not specify retention so this mirrors that of residential / day care	Y	Sample retained for archive	



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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS11.1 6	Financial Records / Budgets	15 years	Last date on record	Mirrors that of residential / day care	N	Destruction	
<b>CS12 Safeguarding</b>							
CS12.1	Safeguarding and allegations against people in positions of trust	75 years	Termination of employment	Working Together to Safeguard Children: A Guide to inter-agency working to safeguard and promote the welfare of children, July 2018, Department for Education (DfE) Appendix 5, p360 (Record keeping) specifies the retention period.	Y	Destruction	

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS12.2	Child Death Overview Panel (CDOP) records	8 years	Date of last document or according to advice from clinician, whichever is later.	Working Together to Safeguard Children: A Guide to inter-agency working to safeguard and promote the welfare of children', July 2018 Department for Education (DfE) (formerly Department for Children, Schools and Families (DfCSF)), Chapter 7. This document does not specify retention periods so retention period is best practice	Y	Destruction	

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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS12.3	Serious Case Reviews	10 years	Date the serious case review ends	Working Together to Safeguard Children: A Guide to inter-agency working to safeguard and promote the welfare of children', July 2018 Department for Education (DfE) (formerly Department for Children, Schools and Families (DfCSF)), Chapter 8. This document does not specify retention periods so retention period is best practice	Y	Destruction	
CS12.4	Risk assessments for outings and activities involving children and young people	25 years	Date of birth of youngest child	Limitation Act 1980	N	Destruction	
CS12.5	Approval and registration of centres for use for activities involving children and young people	25 years	Expiry of registration	Limitation Act 1980	N	Destruction	

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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS12.6	Approval and registration of leaders who have contact with children and young people	35 years	End of valid qualification / registration	Best Practice	Y	Destruction	
CS12.7	Approval of outings and activities involving children and young people	25 years	Date of birth	Limitation Act 1980	Y	Destruction	
CS12.8	Parental consents for children and young people to have their photograph taken or to be filmed	25 years	Date of birth	Limitation Act 1980	Y	Destruction	
CS12.9	Parental consents for children and young people to participate in activities or outings	25 years	Date of birth	Limitation Act 1980	Y	Destruction	

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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
<b>CS13 Social Care</b>							
CS13.1	Case records of children or young people subject of Child Protection Plans who are not looked after or adopted children	100 years	Date of birth of youngest child	The Children Act 1989 and Working Together to Safeguard Children: A Guide to inter-agency working to safeguard and promote the welfare of children, July 2018 Department for Education (DfE) + best practice to retain file for lifetime of the child	Y	Retain sample for archive	

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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS13.2	Case records of children or young people subject of Child Protection Plans who are looked after or adopted children	100 years	Date of birth of youngest child	The Children Act 1989 and Working Together to Safeguard Children: A Guide to inter-agency working to safeguard and promote the welfare of children, July 2018 Department for Education (DfE) + best practice to retain file for lifetime of the child	Y	Retain sample for archive	

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS13.3	Case records of children or young people receiving services from social care teams but not subject of Child Protection Plans	50 years	Date of birth of youngest child	The Children Act 1989 and Working Together to Safeguard Children: A Guide to inter-agency working to safeguard and promote the welfare of children, July 2018 Department for Education (DfE) + best practice	Y	Retain sample for archive	
CS13.4	Case records of carers, other than local authority foster parents, adopters and child minders	100 years	Date of birth of youngest child being cared for	Best practice	Y	Retain for specified length of time as part of relevant child's case file.	
CS13.5	Case records of unaccompanied minors, e.g. refugees or asylum seekers	25 years	Date of birth	Best practice	Y	Retain sample for archive	If age not known retain 15 years from case closure

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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
<b><u>CS14 Special Educational Needs</u></b>							
CS14.1	Special Educational Needs Case File	31 years	Date of birth	Education, Health and Care Plan is valid until the individual reaches the age of 25 years - the retention period adds an additional 6 years from the end of the plan in line with the Limitation Act - Information and Records Management Toolkit for Schools Version 6.0 (2019)	Y	Retain sample for archive	
<b><u>CS15 Substance Misuse</u></b>							
CS15.1	Case records of children and young people involved in substance misuse	25 years	Date of birth of youngest child	Best practice	Y	Destruction	
CS15.2	Case records of family substance misuse	25 years	Date of birth of youngest child	Best practice	Y	Destruction	



Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
<b>CS16 Youth Offending</b>							
CS16.1	Youth Offending Case Files (looked after or adopted children)	100 years	Date of birth	Mirrors the retention period of the main case record for looked after and adopted children. See 'Advice on Information Management in Youth Offending Teams (England), Youth Justice Board', January 2011, section 3.6, p17 Children and young people looked after or supervised by the Local Authority.	Y	Retain sample for archive	
CS16.2	Youth Offending Case Files (non-looked after or adopted children)	25 years	Completion of programme	For cases returning to YOT notice; to ensure retention of cases for legal proceedings.	Y	Destruction	

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Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS16.3	Case records of parents	25 years	Completion of programme	Advice on Information Management in Youth Offending Teams (England), Youth Justice Board', January 2011 recommends destroy on completion of Parenting Order sanctioned by a Court or on completion of other programme. Best practice to retain these records for longer - for cases returning to YOT notice; to ensure retention of cases for legal proceedings.	Y	Destruction	
CS16.4	Case records of victims (looked after or adopted children)	100 years	Date of birth	Mirrors retention of main case file for looked after children	Y	Retain sample for archive	

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS16.5	Case records of victims (non-looked after or adopted children)	25 years	Completion of programme	For cases returning to YOT notice; to ensure retention of cases for legal proceedings.	Y	Destruction	