

West Sussex County Council Children's Services Retention Schedule

Introduction

The County Council's record retention and disposal schedule for Children's Services has been developed by the Records Management Service in collaboration with 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 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

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
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
Fileplan	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, departments have reviewed and provided updates for their areas to establish a 'best practice' retention period where there is not 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

Children's Services

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS1 Child Employment							
CS1.1	Case records / licences of children and young people in entertainment	25 years	Date of birth	Business need	Yes	Destruction	n/a
CS1.2	Chaperone records for successful applications (Includes applications, licences and training records)	10 years	Closure of file	Best practice	Yes	Destruction	n/a
CS1.3	Unsuccessful applications to become Chaperones	3 years	Closure of file	Best practice	Yes	Destruction	n/a
CS2 Childminding and Early Years							
CS2.1	Education entitlement - child's record	7 years	End of claim	Limitation Act 1980	Yes	Destruction	n/a
CS2.2	Minutes, agendas and circulated papers of the Early Years meetings	7 years	Date of meeting	Best practice	No	Appraise for potential permanent archive	n/a
CS2.3	Actions against settings	7 years	End of financial year	Best practice	No	Destruction	n/a
CS2.4	Assessment/monitoring of early years settings	7 years	End of financial year	Best practice	No	Destruction	n/a
CS2.5	Moderation of settings at the end of the foundation stage	7 years	End of financial year	Best practice	No	Destruction	n/a

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	Yes	Destruction	n/a
CS3.1 Disabilities and Sensory Support							
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	Yes	Retain 5% sample for archive	n/a
CS4 Early Intervention / Early Help <i>(this covers people who had an Early Help Plan or Level 2 Enabling Families)</i>							
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	Yes	Retain 5% sample for archive	Early Help cases are familybased, 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	Yes	Retain 5% sample for archive	Early Help cases are familybased, the retention period will be based on the youngest recorded family member
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	Yes	Retain 5% 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
CS4.4	No further action referrals	7 years	Closure of file	Limitation Act 1980	Yes	Retain n% (tbc) sample for archive	n/a
CS5 Education Psychology							
CS5.1	Education Psychology case file	50 years	Date of birth	Business need - allows for child to access file later in life	Yes	Retain 5% sample for archive	n/a
CS5.2	Portage	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	Yes	Retain 5% sample for archive	n/a
CS6 Education Welfare							
CS6.1	Education Welfare / Pupil Entitlement case file <i>Assumption is that this covers:</i> - EHE - CME/Non-Attendance/FPN - LBAT / ASCT - EMTAS - Fair Access - Dedicated Schools Team	25 years	Date of birth	18th Birthday + limitation act	Yes	Retain 5% 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

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS7 Financial Records							
CS7.1	Expenses forms	8 years	Date of form	Financial Regulations + alignment with Adults' Services financial retention	Yes	Destruction	n/a
CS7.2	General expenditure request forms	8 years	Date of form	Financial Regulations + alignment with Adults' Services financial retention	Yes	Destruction	n/a
CS8 Looked After Children - Adoption							
CS8.1	Adoption Case File (assume this covers the adopter and the adopted)	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.	Yes	Retain 5% sample for archive	n/a
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.	Yes	Retain 5% sample for archive	n/a
CS8.3	Adoption Panel Members	25 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)	Yes	Appraise for potential permanent archive	n/a

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	25 years	Date of refusal or withdrawal	Best practice in event of reapplication	Yes	Destruction	n/a
CS8.5	Access to birth records: unsuccessful enquiries from adopted people	3 years	Date of enquiry	Mirrors unsuccessful subject access request applications	Yes	Destruction	n/a
CS9 Looked After Children - Fostering							
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	Yes	Retain 5% sample for archive	n/a
CS9.2	Statement of Purpose	10 years or 100 if service closing	Date it is superseded	The Fostering Services (England) Regulations 2011 + Best Practice	No	Pass to archive	n/a
CS9.3	The Children's Guide	10 years	Date it is superseded	The Fostering Services (England) Regulations 2011 + Best Practice	No	Pass to archive	n/a

West Sussex County Council Children's Services Retention Schedule – June 2024

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS9.4	A record in the form of a register showing in respect of each child placed with foster parents	100 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	Yes	Appraise for potential permanent archive	n/a
CS9.5	Record in respect of each person working for the fostering service provider	100 years	Date of last entry	The Fostering Services (England) Regulations 2011, Regulation 22, Records with respect to fostering services, Schedule 2.	Yes		n/a
CS9.6	Record of accidents to children whilst with foster parents	100 years	Date of last entry	The Fostering Services (England) Regulations 2011, Regulation 22, Records with respect to fostering services, Schedule 2 + best practice	Yes	Destruction	n/a
CS9.7	Fostering Panel Members	15 years change to 25 years	Leaving panel	Mirrors the retention period of those who work for the fostering service	Yes	Appraise for potential permanent archive	n/a

West Sussex County Council Children's Services Retention Schedule – June 2024

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 (including Supported Lodgings)	100 years	Date of termination of approval	The Fostering Services (England) Regulations 2011, Regulation 30 (14), 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	Yes	Retain 5% sample for archive	n/a
CS9.9	Fostering Panel Papers	100 years	Final date in papers	The Fostering Services (England) Regulations 2011, Regulation 24, Meetings of fostering panel.	Yes		n/a
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.	Yes	Destruction	n/a
CS9.11	Register of foster parents	10 years	Final date in register	The Fostering	Yes	Appraise for potential permanent archive	n/a
CS9.12	Kinship carer records (Assume this includes Special Guardians)	100 years	Termination of approval	Mirrors retention of foster parent files	Yes	Retain 5% sample for archive	n/a

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	Yes	Destruction	n/a
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),	Yes	Destruction	n/a
CS10 Looked After Children - Residential / Day care							
CS10.1	Children's Homes Case Files	100 years	Date of birth	The English Children's Homes Regulations 2015	Yes	Retain 5% sample for archive	n/a
CS10.2	Financial Records / Budgets	15 years	Last date on record	The English Children's Homes Regulations 2015	No	Destruction	n/a
CS10.3	Building Maintenance Records	15 years	Date of work / inspection	The English Children's Homes Regulations 2015	No	Destruction	n/a
CS10.4	Equipment Maintenance Records	15 years	Date of work / inspection	The English Children's Homes Regulations 2015	No	Destruction	n/a
CS10.5	Staff Records	100 years	Closure of file	WSCC HR Employee File Retention Policy (Supervision Records - Safeguarding and Children's Homes cases)	Yes	Retain 5% sample for archive	n/a
CS10.6	Record of visitors / signing In Sheets	100 years	Last entry	The English Children's Homes Regulations 2015 + best practice as may contain information relating to individual children	Yes	Appraise for potential permanent archive	n/a

West Sussex County Council Children's Services Retention Schedule – June 2024

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	Yes	Appraise for potential permanent archive	n/a
CS10.8	Unit Planners Created by Children's Residential Homes	1 year	Date of planner	Best practice	No	Appraise for potential permanent archive	n/a
CS10.9	Shift Logs and Staff Rotas	100 years	Last entry	Best practice	Yes	Appraise for potential permanent archive	n/a
CS10.10	Fire Drill Records + Fire Book	6 years	Date of drill / last date in book	Limitation Act 1980	No	Destruction	n/a
CS10.11	Inspections under Regulation 34 of the Children's Home Regulations 2001	100 years	Date of inspection	The English Children's Homes Regulations 2015 + best practice	No	Appraise for potential permanent archive	n/a
CS10.12	Yearly Diaries	100 years	Last entry in diary	The English Children's Homes Regulations 2015 + best practice as may contain information relating to individual children	Yes	Appraise for potential permanent archive	n/a
CS10.13	Records of Medicine Given to Children	25 years change to 100 years	Date of birth	Limitation Act 1980 + best practice	Yes	Destruction	n/a

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS10.14	Logbooks	100 years	Last entry	The English Children's Homes Regulations 2015 + best practice as may contain information relating to individual children	Yes	Appraise for potential permanent archive	n/a
CS10.15	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.	Yes	Appraise for potential permanent archive	n/a
CS10.16	Admission & Discharge Registers	100 years	Date of last entry	The English Children's Homes Regulations 2015 + best practice as may contain information relating to individual children	Yes	Appraise for potential permanent archive	n/a
CS11 Looked After Children - Secure Accommodation							
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	Yes	Retain 5% sample for archive	n/a
CS11.2	Statement of purpose	Until superseded change to 100 years		The Children (Secure Accommodation) Regulations 1991.	No	Appraise for potential permanent archive	n/a
CS11.3	Children's guide	Until superseded		The Children (Secure Accommodation) Regulations 1991.	No	Appraise for potential permanent archive	n/a

West Sussex County Council Children's Services Retention Schedule – June 2024

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS11.4	Policies and procedures	Until superseded change to 100 years		The Children (Secure Accommodation) Regulations 1991.	No	Appraise for potential permanent archive	n/a
CS11.5	Admission & Discharge Registers	100 years	Last date in register	The Children (Secure Accommodation) Regulations 1991. These do not specify retention so this mirrors that of residential / day care	Yes	Appraise for potential permanent archive	n/a
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	Yes	Destruction	n/a
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	No	Destruction	n/a
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	No	Destruction	n/a

West Sussex County Council Children's Services Retention Schedule – June 2024

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
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	No	Destruction	n/a
CS11.10	Shift Logs and Staff Rotas	100 years	Last entry	The Children (Secure Accommodation) Regulations 1991. These do not specify retention so this mirrors that of residential / day care	Yes	Appraise for potential permanent archive	n/a
CS11.11	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	Yes	Appraise for potential permanent archive	n/a
CS11.12	Record of visitors / signing In Sheets	100 years	Last entry	The Children (Secure Accommodation) Regulations 1991. These do not specify retention so this mirrors that of residential / day care	Yes	Appraise for potential permanent archive	n/a
CS11.13	Records of Medicine Given to Children	100 years	Date of birth	The Children (Secure Accommodation) Regulations 1991. These do not specify retention so this mirrors that of residential / day care	Yes	Destruction	n/a

West Sussex County Council Children's Services Retention Schedule – June 2024

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS11.14	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	Yes	Appraise for potential permanent archive	n/a
CS11.15	Staff Records	100 years	Closure of file	The Children (Secure Accommodation) Regulations 1991. These do not specify retention so this mirrors that of residential / day care	Yes	Retain 5% sample for archive	n/a
CS11.16	Financial Records / Budgets	15 years	Last date on record	Mirrors that of residential / day care	No	Destruction	n/a
CS12 Safeguarding							
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.	Yes	Destruction	n/a

West Sussex County Council Children's Services Retention Schedule – June 2024

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	Yes	Destruction	n/a
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 7. This document does not specify retention periods so retention period is best practice	Yes	Destruction	n/a
CS12.4	Risk assessments for outings and activities involving children and young people	25 years	Date of birth of youngest child	Limitation Act 1980	No	Destruction	n/a

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS12.5	Approval and registration of centres for use for activities involving children and young people	25 years	Expiry of registration	Limitation Act 1980	No	Destruction	n/a
CS12.6	Approval and registration of leaders who have contact with children and young people	35 years	End of valid qualification / registration	Best Practice	Yes	Destruction	n/a
CS12.7	Approval of outings and activities involving children and young people	25 years	Date of birth	Limitation Act 1980	Yes	Destruction	n/a
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	Yes	Destruction	n/a
CS12.9	Parental consents for children and young people to participate in activities or outings	25 years	Date of birth	Limitation Act 1980	Yes	Destruction	n/a
CS13 Social Care							
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	Yes	Retain 5% sample for archive	n/a

West Sussex County Council Children's Services Retention Schedule – June 2024

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	Yes	Retain 5% sample for archive	n/a
CS13.3	Case records of children or young people receiving services from social care teams but not subject of Child Protection Plans (<i>Assume this includes Accommodation Team, YHP, Young Carers</i>)	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	Yes	Retain 5% sample for archive	n/a
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	Yes	Retain for specified length of time as part of relevant child's case file.	n/a
CS13.5	Contacts or referrals that did not proceed to Assessment (no other records)	25 years	Date of birth	tbc	Yes	Retain n% (tbc) sample for archive	n/a

West Sussex County Council Children's Services Retention Schedule – June 2024

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS13.6	Case records of unaccompanied minors, e.g. refugees or asylum seekers	25 years if CWCF 100 years	Date of birth	Best practice	Yes	Retain 5% sample for archive	If age not known retain 15 years from case closure CWCF rules over-ride where relevant
CS14 Special Educational Needs							
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	Yes	Retain 5% sample for archive	n/a
CS15 Substance Misuse							
CS15.1	Case records of children and young people involved in substance misuse	25 years	Date of birth of youngest child	Best practice	Yes	Destruction	n/a
CS15.2	Case records of family substance misuse	25 years	Date of birth of youngest child	Best practice	Yes	Destruction	n/a

West Sussex County Council Children's Services Retention Schedule – June 2024

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
CS16 Youth Offending							
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.	Yes	Retain 5% sample for archive	n/a
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.	Yes	Destruction	n/a
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.	Yes	Destruction	n/a

West Sussex County Council Children's Services Retention Schedule – June 2024

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
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	Yes	Retain 5% sample for archive	n/a
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.	Yes	Destruction	n/a
CS17 Radicalisation							
CS17.1	Records relating to the activities of the Channel Panel including case records	6 years	Date case is no longer on the programme	Home Office Channel Panel data privacy information notice	Yes	Review and destroy	Individual is deemed no longer in the programme once the 12-month review (after closure of case) is complete