

Retention of Records

Note: If printed, this document is for immediate reference only. Do not file it, as it will go out-of-date over time and be replaced by newer versions on-line. Always refer to the latest CMS version.

There are statutory requirements governing the periods of time records have to be maintained, as detailed below.

Care Act Assessment	Recommend 5 years after cessation of service	To be in writing Section 12(3)	Statutory	Care Act 2014 Chapter 23 Section 9, 13
Carer's assessment	Recommend 5 years after cessation of service	To be in writing Section 12(4)	Statutory	Care Act 2014 Chapter 23 Section 10, 13
Financial assessment	Recommend 5 years after cessation of service Audit may require current year plus 6 years	To be in writing Section 17(6)	Statutory	Care Act 2014 Chapter 23 Section 17
Care and Support Plan Support Plan (carer) including Personal Budget	Recommend 5 years after cessation of service	To be in writing	Statutory	Care Act 2014 Chapter 23 Section 25 Section 26 See also SI 2014 No 1652 for personal budget
Register of sight impaired adults, disabled adults	To be kept up to date	None specified	Statutory	Care Act 2014 Chapter 23 Section 25 Section 77
Adult Social Care record	7 years after death or cessation of service subject to Service Manager's decision that matter is unlikely to recur	Paper	Corporate	In view of increased litigation some authorities are retaining for 25 years but be aware of the requirements of the General Data

				Protection Regulations, Data Protection Act 2018 and the Freedom of Information Act 2000
Mental Health	20 years after treatment, 10 years after death or cessation of service subject to Service Manager's decision that matter is unlikely to recur	Paper	Corporate	Mental Health Act 1985 In view of increased litigation some authorities are retaining for 25 years but be aware of the requirements of the General Data Protection Regulations, Data Protection Act 2018 and the Freedom of Information Act 2000