



Retention and Disposal Schedule

Children and Families Directorate Redcar and Cleveland Borough Council

Document Control – Ownership and Review			
Date Developed:	October 2020	Developed By:	Anthea Henderson
Review date:	November 2022	Reviewed By:	Andrew Dixon
Approval date:	02 Dec 2020	Approved By:	C&F DMT
Next Review Date:	November 2024		
Version Control			
Version	Date	Author	Changes
1.0	10 October 2020	Anthea Henderson	First Draft
2.0	22 November 2022	Alex Bartram	Additional categories to retention guidelines

November 2022

Contents

Summary	4
Objectives	4
Scope.....	4
Roles and Responsibilities.....	4
Legal Requirements	5
Freedom of Information Act 2000	5
Data Protection Act 2018.....	5
The Local Government Act 2000.....	6
The Independent Inquiry into Child Sexual Abuse (previously The Goddard Inquiry)	6
Records Retention and Disposal Policy.....	7
Disposal of Records.....	7
Transfer of records to archival storage for permanent retention	7
Transfer of records to off-site storage.....	7
Review and Sign Off	8
Explanation of Retention Guidelines Headings.....	8
Retention Guidelines	9
Children and Families Services.....	9
Looked After Children	9
Child Protection	10
Children’s Services – General	11
Supporting Disabilities	11
Family Support	11
Programme Management and Development	12
Residential Homes	12
Social issues	12
Supporting Children	12
Local Authority Designated Officers (LADO)	13
Education and Partnership.....	14
Access and Inclusion	14
Admissions and Exclusions	14
Special Educational Needs	14
Education Psychology	15
Supporting Children	15

Attendance	15
Management of Schools	15
Arts Services	17
Curriculum Development	17
Youth Service	18
Youth Service Provision	18
Children’s Commissioning.....	19
Children’s Services Commissioning Provision	19
Sports, Events and Parks.....	20
Sports and Physical Activities	20
Arts and Events	20
Parks and Green Spaces	21
Health Visiting and School Nursing	22
Health Visiting and School Nursing	22
Appendices.....	25
Appendix 1 – Disposal of Records Template.....	25

Summary

Redcar and Cleveland Borough Council is required by the Code of Practice on the Management of Records (issued under Section 46 of the Freedom of Information Act 2000) to have and to implement a records retention and disposal schedule. This schedule relates to records held by the Children & Families Directorate.

Records are defined as *'information created, received, and maintained as evidence and/or information by an organisation or person, in pursuance of legal obligations or in the transaction of business'*.

Objectives

The purpose of this schedule is to:

- Prevent the premature destruction of records that need to be retained for a specific period to satisfy legal, financial and other requirements of public administration
- Assist in identifying records that may be worth preserving permanently as part of Redcar and Cleveland's local history and archives
- Provide consistency for the destruction of those records not required permanently after specified periods
- Promote improved records management practices

Scope

This schedule sets out the legislation, guidance and best practice regarding record retention and disposal, and incorporates retention guidelines as issues by the Information and Records Management Society (IRMS).

This schedule should be read in conjunction with the [Council's Document Retention and Disposal Policy](#).

This schedule applies to all records held as recorded information by the Children & Families Directorate (including paper, electronic, microform, audio-visuals etc. and copies and backups), which are created, collected, processed, used, stored and/or disposed of by the Council's employees, partners and agents in the course of the Council's business activities.

The schedule is intended to cover the continuum of records and information from creation through to destruction or for retention for historical or research purposes.

Roles and Responsibilities

This schedule provides consistent instructions for all staff who deal with records, and a formal policy for records retention and disposal.

All staff are responsible for:

- Following procedures and guidelines for managing, retaining and disposing of records.
- Only disposing of records in accordance with the requirements outlined in this schedule (if authorised to do so).

- Ensuring that any proposed divergence from records retention and disposal policies is authorised.

Service Managers and Team Managers are responsible for ensuring:

- Record retention policies are implemented in their area/team, supported by written procedures.
- Record keeping systems and arrangement of records enable identification of records due for disposal.
- Records due for disposal are routinely identified and reviewed to ensure they are no longer required.
- Staff dispose records only in accordance with Council policies.
- Records are disposed of appropriately considering their sensitivity, security classification and the media and format(s) in which they are held in line.
- ICT equipment and storage media are disposed of securely ensuring all records, data and information are removed in such a way that it is not recoverable.
- Records of potential historic interest or research value are identified.
- Evidence of the disposal process is kept.

Legal Requirements

This retention and disposal schedule details the specific legislation, regulations, guidelines or codes of practice that stipulate or recommend how long records must be kept before they are disposed of. Where no such legislation or guidance exists, the Directorate will determine the retention requirements that best suit each business activity in conjunction with the Council's Information Governance Manager.

Some overarching legislation requires that records be kept for a certain amount of time. These include:

Freedom of Information Act 2000

The Act is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to records held by the Council. The Code of Practice sets out rules on how the Council should manage records and information, including responsibilities on all staff to implement records retention and disposal schedules.

Data Protection Act 2018

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR). It requires under Article 5 (Principles relating to processing of personal data) that personal data shall be.

i adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed ('data minimisation')

The GDPR raises the threshold from the data controller being limited to processing that is not excessive to only enabling the data controller to process data that is necessary.

ii accurate and, where necessary, kept up to date ('accuracy');

The data controller is required to take reasonable steps to ensure the accuracy of the data. The qualification of 'reasonableness' is now expressly contained within the principle.

iii not kept longer than is necessary for the purpose ('storage limitation')

The GDPR expands on the list of exemptions to this principle. It permits the storage of data for longer periods than necessary where the data is being processed for archiving purposes in the public interest and/or scientific purposes, this is in addition to the statistical or historical purposes covered in the DPA.

Retention and disposal schedules assist with compliance under the Data Protection legislation, which requires the Council to keep personal data no longer than is necessary for the purpose for which it was collected. The time limits for keeping records are based on statutory requirements, common business practice, and national guidance and best practice.

In some parts of the schedule the recommended retention period given is 6 years. This is based on the 6 year time limit within which legal proceedings must be commenced as laid down in the Limitation Act 1980. It should also be noted that under this Act, civil action could be taken up to 12 years following certain events.

[The Local Government Act 2000](#)

Section 22 of the Act requires that written records of a local authority executive or a committee of such an executive are made available to the public.

[The Independent Inquiry into Child Sexual Abuse \(previously The Goddard Inquiry\)](#)

On Thursday 12 March 2015 the Home Secretary established a statutory inquiry under the 2005 Inquiries Act with the aim of conducting an overarching national review of the extent to which institutions in England and Wales have discharged their duty of care to protect children against sexual abuse.

On 2nd July 2015 Justice Goddard the previous lead wrote to every Chief Executive of a Local Authority in England and Wales, requesting that the organisation:

'retain any and all documents; correspondence; notes; emails and all other information – however held – which contain or may contain content pertaining directly or indirectly to the sexual abuse of children or to child protection and care. For the purposes of this appendix, the word "children" related to any person under the age of 18'

As part of this inquiry:

The Local Authority were ordered that we must not destroy, and must make available for inspection, all reports; reviews; briefings; minutes; notes and correspondence in relation to –

- Allegations (substantiated or not) of individuals, organisations, institutions, public bodies or otherwise who may have been involved in, or have knowledge of, child sexual abuse, or child sexual exploitation.
- Allegations (substantiated or not) of individuals having engaged in sexual activity with, or having sexual interest in, children
- Institutional failures to protect children from sexual abuse or other exploitation
- Statutory responsibilities for the care of children in public or private care
- The development of policy on child protection

- The determination of the award of Honours to persons who are now demonstrated to have had an sexual interest in children or are suspected of having had such an interest.

All of these documents – in whatever format – must be “retained pending further requests from the Inquiry”

The instructions received by the Inquiry constituted a legal hold as defined by section 12.3 of the code of practice issues under Section 46 of the Freedom of Information Act. As such all records that fall within the above categories were retained, and not destroyed, until were directed otherwise.

On 16th November 2022, following the publication of the Inquiry’s Final Report on 20th October 2022, Professor Alexis Jay Chair of the Inquiry, wrote to all local authorities in England and Wales to lift the moratorium and therefore the Local Authority can resume disposal of records that have been retained for the IICSA in line with retention schedules. In doing so, the Inquiry has asked that the Local Authority consider if any of the records are likely to be of significant personal interest to victims and survivors and to update retention schedules to reflect the recommendations in the Final Report pending further guidance from the Information Commissioner’s Office.

Further information can be sought on the [Independent Inquiry into Child Sex Abuse website](#).

Records Retention and Disposal Policy

Disposal of Records

Transfer of records to archival storage for permanent retention

The Data Protection legislation provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely, provided specific requirements are met. Any documents which on review are identified as worthy of permanent preservation must be clearly marked as being held indefinitely with a clear reason as to why.

Transfer of records to off-site storage

It is rarely possible to retain files on-site for the length of time for which they must be retained and safe and a contract for secure storage/archive and retrieval or disposal has been agreed. The contract is managed by the Procurement Team. There is a dedicated contact within the services who can advise on storage and retrieval from archive

Where records have been identified to be destroyed it should be done in a responsible way, and in accordance with the Data Disposal Guidelines.

Backup copies stored on alternative media (server/microfilm/paper) should also be destroyed. This is vital to ensure compliance with the requirements of Data Protection and Freedom of Information legislation.

Whenever there is the possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

All records containing personal information, or sensitive information should be disposed securely after administrative use is concluded.

When records identified for disposal in the schedule are destroyed, a register of such records needs to be kept. It is not sufficient to document that a quantity of records had been destroyed on a certain date. Enough details should be retained to identify which records have been destroyed. Such records of destruction need to be maintained by the business area.

Staff should record at least, the following and save in a central repository:

- File/folder reference (or other unique identifier)
- File/folder title (or brief description) *e.g. xxx records 2004 to 2005*
- Number of files/size of folder
- The name of the authorising officer
- Date of destruction

See disposal of records template in Appendix 1, page 21.

Review and Sign Off

This retention and disposal schedule will be reviewed every two years, and approved by Children and Families DMT and shared with the Information Governance Group for information.

It will be amended as and when details change due to Council policy, if new information is created, to remove any obsolete record titles, or regulations and legislation that govern information and its use are introduced or altered.

Explanation of Retention Guidelines Headings

Ref: The function or entry reference number provides citation and ease of reference

Function: The name of each function is specified in this entry. This relates to a group of records that perform the same activity.

Function description: The Schedule provides notes that define each function in terms of the related activities.

Retention action: This entry provides the archival status of each process being either permanent or temporary. In relation to the temporary status of records the entry also provides a retention period or sentence specifying how long the records should be kept prior to destruction and the activity, transaction or event to which the retention period or sentence should be tied.

Example of records: The section provides common examples of the type of records included within the particular function. This list is not exhaustive.

Notes: This indicates if the retention action is common practice or statutory, and/or the authority guiding the retention period.

Retention Guidelines

Children and Families Services

Ref	Function Description	Retention Action	Examples of Records	Notes
1.1	Looked After Children			
1.1.1	Systems which manage children, looked after by the Local Authority in summary form	Permanent. Offer for review after administrative use is concluded.	<ul style="list-style-type: none"> • Children's home register 	Common Practice, Closed for 50 years.
1.1.2	Process involving individual case management of children looked after by the local authority This includes children and young people: 1. Adopted via the local authority 2. In children's home 3. Fostered by local authority 4. On custodianship orders 5. On residence orders	Destroy 75 years from 18th birthday	<ul style="list-style-type: none"> • Young person's being looked after files • Looked after children client files • Residential care children's file • Privately fostered children's file • Guardian CAFCASS files • Guardian ad litem • After-care services file 	Common Practice, Statutory basis
1.1.3	Adoption Records Children who are adopted through the Council or placed by another agency where RCBC staff have undertaken Inquiries. Includes all records held in connection with an adoption or later counselling of adopted persons	Destroy 100 years after adoption date. (Note: This retention period only applies to adoptions on or after 30 th December 2005. For adoptions prior to this date the previous retention period of 75 years will still apply)	<ul style="list-style-type: none"> • Adoption files 	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 section 6

1.1.4	Children and young people subject to supervision orders	Destroy 21 years from DOB	<ul style="list-style-type: none"> • Court documentation or matters involving a solicitor 	
1.1.5	Process involved in checking the suitability of people to become adoptive parents or foster carers	Destroy 25 years from closure of file	<ul style="list-style-type: none"> • Adoptive parent counselling files • Approved adopters 	Common Practice
1.1.6	Process involving individual case management of families or adults who have fostered children in their care	Destroy 35 years after carer has ceased to foster	<ul style="list-style-type: none"> • Foster carer files • Supporting lodging files 	Common Practice
2	Child Protection			
1.2.1	Process involving summary case management of children under the protection of local authority	Permanent. Offer for review after administrative use is concluded.	<ul style="list-style-type: none"> • Child Protection Register 	Common Practice, Closed for 70 years
1.2.2	Process involving summary case management of adults convicted of Schedule 1 offences	Permanent. Offer for review after administrative use is concluded.	<ul style="list-style-type: none"> • Schedule 1 offenders 	Common practice, Closed for 70 years
1.2.3	Process involving individual case assessment, investigation, registration and management of children involved in child protection: a) investigated, conferenced and registered b) core assessment c) investigated but not conferenced and registered	Destroy 35 years from closure of file	<ul style="list-style-type: none"> • Child protection case files which have: a) Conference minutes b) Core assessment c) Investigation d) Registration 	Common practice
1.2.4	Process involving individual cases involving initial assessment and provision of advice in regards child protection	Destroy 5 years from closure of file	<ul style="list-style-type: none"> • Child protection files a) Initial assessment b) Advice only 	Common practice

1.3	Children's Services – General			
1.3.1	Children in need (who have not been adopted or looked after and who have not been the subject of a child protection inquiry)	Destroy 10 years from closure of file		Common Practice
1.3.2	Process involving individual case management of services or support to unaccompanied minors (e.g. Asylum Seekers) if not “looked after”	Destroy 10 years from closure of file		Common Practice
1.3.3	Process involving individual case management of services or support to youth.	Destroy 25 years from DOB. Or destroy 10 years from last contact	<ul style="list-style-type: none"> • Youth Service client files • Youth Justice 	Common Practice
1.3.4	Child Death Reviews	Retain from date of report for 15 years	All records relating to Child Death Reviews	
1.3.5	Serious Case Review	Retain from date of report for 15 years	All records relating to Serious Case Reviews including the final report, chronologies, individual management reviews	
1.4	Supporting Disabilities			
1.4.1	Process involving individual case assessment of a child with a disability	Destroy 6 years after last contact or 2 years from the date of death if the child dies before they reach 18 years	<ul style="list-style-type: none"> • Core assessments • Pathway plans • LBTH assessments • CWD care package reports 	
1.5	Family Support			
1.5.1	Process involving individual case management in the provision of support by the local authority to families	Destroy 7 years from closure of file	<ul style="list-style-type: none"> • Parenting skills • Special education • Attendance records • Project files 	Common Practice
1.5.2	Process involved in assessing a family's suitability in the care of children	Destroy 25 years from DOB of youngest child		Common Practice

1.6	Programme Management and Development			
1.6.1	Process involved in provision of services or programmes to support the development of children	Destroy 25 years from closure of file	<ul style="list-style-type: none"> • Attendance records • Course reports 	Common Practice
1.6.2	Process involved in provision of a services or programmes to support the development of young persons	Destroy 15 years from closure of file		Common Practice
1.7	Residential Homes			
1.7.1	Summary management systems that manage children housed by the local authority	Permanent. Offer for review after administrative use is concluded.	<ul style="list-style-type: none"> • Children's home registers • Admissions registers • Discharge registers 	Common Practice
1.7.2	Documentation relating to the operation of the establishment	Destroy 15 years from date of last entry	<ul style="list-style-type: none"> • Diaries • Rotas • Daily logs • Secure unit records 	Children's Homes Regulations 2001 reg. 29
1.8	Social issues			
1.8.1	Substance misuse	Destroy 6 years from last contact or 2 years from the date of death if the child dies before they reach 18 years	<ul style="list-style-type: none"> • Support services and related information 	
1.9	Supporting Children			
1.9.1	Early Help Assessment (EHA) An early intervention assessment tool for a child or young person.	The record is closed and transferred to off-site storage after the 25th birthday.	<ul style="list-style-type: none"> • A completed EHA form, which contain information from various agencies 	The record contains information subject to different retention periods, in such cases destruction should only occur once the longest retention period has been reached.

1.9.2	Children Centres Information a) Files held that do not fall under any other category b) Sure start advisory and sub-group boards c) Signing in sheets d) Document completed for children's centre creches	a) Destroy 25 years after DoB b) Destroy 4 years after administrative use is concluded c) Destroy 6 years after administrative use is concluded d) Date of last crèche session + 6 years	<ul style="list-style-type: none"> • copies of minutes and meeting documentation • sign in sheets • crèche information 	Limitation Act 1980 (Section 2)
1.10	Local Authority Designated Officers (LADO)			
1.10.1	Allegations a) Resulting in a joint 47 investigation under Children Act 1989 or single agency criminal investigation b) Records relating to substantiated allegation	Date of referral + 40 years		
1.10.2	Records relating to 'Risk by Association' (Disqualification under Child Care Act 2006)	Date of referral + 10 years or until the person has reached normal retirement age (65 years) if that is longer		
1.10.3	Register of those Posing A Risk to Children	Date of the caution/conviction + 75 years		
1.10.4	Records relating to all other LADO contacts	Date of last contact + 6 years		
1.11	Safeguarding Children's Board			
1.11.1	Safeguarding Children's Board Records	Retain from year records created for 4 years	All records relating to the constitution and management	

			of the Local Safeguarding Children's Board	
--	--	--	--	--

Education and Partnership

Ref	Function Description	Retention Action	Examples of Records	Notes
2.1	Access and Inclusion			
2.1.1	Educational access and inclusion related projects	Destroy 7 years after closure of project	<ul style="list-style-type: none"> • Project initiation document • Other project related documentation 	
2.1.2	Activities aimed at ensuring access to education for travellers	Destroy 7 years after closure of project	<ul style="list-style-type: none"> • Documented outreach work • Case notes 	
2.2	Admissions and Exclusions			
2.2.1	Appeals	Destroy 7 years after decision	<ul style="list-style-type: none"> • School place appeal letter and other documentation produced as a result of an Appeal Panel Hearing 	
2.2.2	Parental Choice	Destroy 3 years after new literature has taken its place	<ul style="list-style-type: none"> • Brochures and information packs 	
2.2.3	Exclusion Files (Permanent and Fixed Term)	Destroy when child reaches 25 years	<ul style="list-style-type: none"> • exclusion files 	Limitation Act 1980 (Section 2)
2.2.4	School Directories	Permanent retention by service area.	<ul style="list-style-type: none"> • School directory 	
2.3	Special Educational Needs			

2.3.1	Process involving in assessing and providing individual support for children who have need of special education support	Destroy 35 years from closure of file	• SEN files	Common Practice
2.4	Education Psychology			
2.4.1	Assessing children for special educational needs and assisting children who may need counselling as a result of an incident	Destroy 35 years from closure of file	• Assessments • Reports	Common Practice, Limitation Act 1980 (Section 2)
2.5	Supporting Children			
2.5.1	Hospital and home tuition Tuition for sick children and pregnant schoolgirls in the home or a hospital environment	Destroy on child's 21st birthday	• Home schooling documentation	
2.6	Attendance			
2.6.1	Attendance and Truancy	Destroy 3 years after date of register	• Daily register (attendance and absences)	
2.6.2	Process in providing individual support for children to receive the opportunity for appropriate education and attend school.	Manual family files transferred to off-site storage with date given for them to be destroyed when youngest known child in family reaches 21 years of age.	• EWO files	Common Practice
2.7	Management of Schools			
2.7.1	Admissions	Destroy 25 years from last action	• Policy and procedures	Common Practice

2.7.2	Emergency contacts	Destroy 7 years after administrative use is concluded	<ul style="list-style-type: none"> • Parental/guardian details e.g. paper or electronic records 	Destroy with recommended destruction date of source file, if emergency contact information is part of a larger file
2.7.3	General information involved regarding the school's holidays, etc.	Destroy 7 years after administrative use is concluded	<ul style="list-style-type: none"> • Letters and email notification etc. 	
2.7.4	Governing bodies	Destroy 7 years after the end of the academic year Destroy 5 years from the end of the academic year when they are superseded	<ul style="list-style-type: none"> • Signed minutes of the school governors • Instruments of Government 	Minutes may be needed by Ofsted and auditors. Copies are also kept electronically
2.7.5	Governor contacts	Destroy 5 years from the end of the academic year after governor leaves	<ul style="list-style-type: none"> • Paper or electronic records • Application forms • Signed eligibility forms • Signed Business Interest forms 	
2.7.6	Home to school transport	Destroy 25 years after DoB	Records relating to the application for, allocation and management of Home to School Transport covering Years R-11	
2.7.7	Inspections	Destroy 6 years after inspection	Independent inspectors' reports/papers for inspection	
2.7.8	Performance	Permanent retention by service area.	<ul style="list-style-type: none"> • School exam results 	Kept for historical and statistical purposes
2.7.9	Plans and policies	Permanent. Offer for review after	<ul style="list-style-type: none"> • Policy and procedures 	

		administrative use is concluded.		
2.7.10	School catering	Destroy 3 years after administrative use is concluded	<ul style="list-style-type: none"> • Menus • Delivery information 	
2.8	Arts Services			
2.8.1	Music tuition provided for individuals or groups within schools or music centres	Destroy 7 years after administrative use is concluded	<ul style="list-style-type: none"> • Pupil Information and timetables • Finance and budget records • Contracts information 	
2.8.2	Organisation and management of bookings for arts performances	Destroy 7 years after administrative use is concluded	<ul style="list-style-type: none"> • Orders and bookings 	
2.9	Curriculum Development			
2.9.1	National curriculum	Destroy 7 years after administrative use is concluded	<ul style="list-style-type: none"> • Consultation documents • Advisory information • Templates 	
2.9.2	Out of schools projects	<p>Destroy 7 years after administrative use is concluded</p> <p>Destroy 14 years after date of visit</p>	<ul style="list-style-type: none"> • Records created by schools to obtain approval to run an educational visit outside the classroom – Primary Schools • Records created by schools to obtain approval to run an educational visit outside the 	3 part supplement to the Health & Safety of Pupils on Educational Visits (HASPEV) (1998).

			classroom - Secondary Schools	
2.9.3	Schools curricula	Destroy 7 years after administrative use is concluded	<ul style="list-style-type: none"> Documents associated with the curriculum advisory service 	
2.10	Post 16 Participation			
2.10.1	Year 11 intended destinations and September Guarantee	Archive at 20 years, retain for 10 years and then destroy. For those with EHCP, archive at 25 years, then follow SEN procedures: 2.3.1	Electronic records of intended destinations, college and training provider offers and enrolments	DfE Management Information Requirements – ESA 2008
2.10.2	Year 12 September Guaranteed and tracking of young people’s participation in education, employment, and training	Archive at 20 years, retain for 10 years and then destroy. For those with EHCP, archive at 25 years, then follow SEN procedures: 2.3.1	Electronic records of college and training provider offers and enrolments, current situation of young person (not participating / participating) and current base.	DfE Management Information Requirements – ESA 2008

Youth Service

Ref	Function Description	Retention Action	Examples of Records	Notes
3.1	Youth Service Provision			
3.1.1	Youth Services	Destroy 25 years from date of birth or 10 years from last contact	<ul style="list-style-type: none"> Electronic record 	<p>Statutory Children Act 2004</p> <p>Education and Inspections Act 2006</p>

3.1.2	Strategic documentation	High level management records – Permanent . Offer for review after administrative use is concluded. Destroy other records 7 years after administrative use is concluded	<ul style="list-style-type: none"> • Plans • Surveys 	Common Practice
3.1.3	Youth provision monitoring	High level management records – Permanent . Offer for review after administrative use is concluded. Destroy other records 7 years after administrative use is concluded	<ul style="list-style-type: none"> • Monitoring records • Service level agreements 	Common Practice

Children’s Commissioning

Ref	Function Description	Retention Action	Examples of Records	Notes
4.1	Children’s Services Commissioning Provision			
4.1.1	Management of processes involved in arranging, tendering, managing contracts and other purchasing of the organisation	Destroy 7 years after the end of the financial year	<ul style="list-style-type: none"> • Documentation relating to contracts 	Common Practice
4.1.2	Procurement contracting	Destroy 7 years after the end of the financial year	<ul style="list-style-type: none"> • Contract monitoring 	Common Practice

4.1.3	Procurement tendering	Destroy 7 years after the end of the financial year	<ul style="list-style-type: none"> • Documentation relating to tendering policies • Tender files 	Common Practice
-------	-----------------------	--	--	-----------------

Sports, Events and Parks

Ref	Function Description	Retention Action	Examples of Records	Notes
5.1	Sports and Physical Activities			
5.1.1	Clubs and societies	Permanent. Offer for review after administrative use is concluded.	<ul style="list-style-type: none"> • Directory of clubs • Contract details 	Common Practice
5.1.2	Contract monitoring	Destroy 2 years after the term of the contract has expired	<ul style="list-style-type: none"> • Contract • Financial records • Monitoring records • Performance records • Assets lease and deeds 	Common Practice
5.1.3	Sports development	Permanent. Offer for review after administrative use is concluded. Destroy other records 7 years after administrative use is concluded	<ul style="list-style-type: none"> • Strategies • Financial records 	Common Practice
5.2	Arts and Events			
5.2.1	Arts promotions Information on services related to the arts, and supporting third sector arts development	Destroy 7 years after administrative use is concluded Except for policy and procedures, which should	<ul style="list-style-type: none"> • Arts directorate • Consultations • Equality monitoring • Performance monitoring • Policy and procedures • Accreditation documents 	Common practice

		be kept live until superseded		
5.2.2	Venues Details of venues that are available for hire or leased	Destroy 7 years after they end	<ul style="list-style-type: none"> • Service level agreements • Lease documents • Records of hire and usage • Financial records 	Common practice
5.2.3	Equipment Hire items of equipment for events	Destroy 7 years after administrative use is concluded	<ul style="list-style-type: none"> • Records of equipment hire • Annual inventory checks • Financial records • Maintenance records 	Common practice
5.2.4	Grants Provision of funding third sector organisations	Destroy 7 years after administrative use is concluded	<ul style="list-style-type: none"> • Applications • Assessments and feedback • Monitoring records • Financial records 	Common practice
5.2.5	Facilities developments Provision of developing existing facilities and development of new ones	Permanent. Offer for review after administrative use is concluded. Destroy other records 7 years after administrative use is concluded	<ul style="list-style-type: none"> • Capital investment programme records • Funding records 	Common practice
5.3	Parks and Green Spaces			
5.3.1	Exhibition Activities arranged by or held on Council premises	Destroy 7 years after administrative use is concluded	<ul style="list-style-type: none"> • Financial records • Policy and procedures 	Common practice
5.3.2	Playgrounds and play areas Activities related to the maintenance of play area equipment	Destroy 7 years after administrative use is concluded	<ul style="list-style-type: none"> • Inspection records • Insurance records 	Common practice
5.3.3	Film and television Process of permitting filming location sites and copies	Destroy 7 years after the agreements	<ul style="list-style-type: none"> • Contract • Financial records 	Common practice

		Permanent. Copies of filming.		
--	--	--------------------------------------	--	--

Health Visiting and School Nursing

Ref	Function Description	Retention Action	Examples of Records	Notes
6.1	Health Visiting and School Nursing			
6.1.1	Universal Health Visiting & School Nursing Service – Children’s paper records	Retain up to their 25 th birthday or 26 if the patient was 17 when the treatment was ended.	Paper Health Visiting & School Nursing records	Disposal action: Review & destroy if no longer required
6.1.2	Universal Health Visiting & School Nursing Service – Children’s electronic health records	Health Visitors & School nurses document on the child’s electronic health records from 0-19 years. Following their 19 th birthday, their record is de-registered from the RCBC Health Visiting & School Nursing module. All health information is retain on the NHS national spine.	Electronic health record - Systmone	

Complaints and Information Governance

Ref	Function Description	Retention Action	Examples of Records	Notes
7.1	Complaints			

7.1.1	Statutory complaints made about the provision of services for children in the care of the Local Authority	Retain from date of birth of the looked after child for 75 years	Records of complaint, investigation reports and letters of response from the Local Authority	Disposal action: Review & destroy if no longer required
7.1.2	All records relating to complaints referred to the Local Government Ombudsman	Retain from date complaint resolved for 10 years	Records of complaint, investigation reports and letters relating to complaints referred to the LGO	Disposal action: Review & destroy if no longer required
7.1.3	All records relating to complaints investigated under the Corporate Complaint Procedure	Retain from year records created for 6 years	Records of complaint, investigation reports and letters of response from the Local Authority.	Disposal action: Review & destroy if no longer required
7.1.4	All records relating to complaints about services dealt with as business as usual 'informal complaints'	Retain from year records created for 3 years	Records of complaint and responses	Disposal action: Review & destroy if no longer required
7.1.5	Complaint Management Process – records relating to the processes to support the provision of a complaint process	Retain from date processes change for 6 years	Complaints, Compliments and Comments Procedure Register of complaints	Disposal action: Review & destroy if no longer required
7.2	Information Governance			
7.2.1	Subject Access Requests (DSAR) – all records relating to the management of subject access requests under GDPR	Retain from year records created for 2 years	Data Subject Access Requests (DSAR) and disclosure correspondence	Disposal action: Review & destroy if no longer required
7.2.2	Freedom of Information (FOI) Requests – all records relating to the management of FOI requests	Retain from year records created for 2 years	Records relating to the management of Freedom of Information Requests within Children and Families	Disposal action: Review & destroy if no longer required
7.2.3	Disposal of records process	A copy should be retained as evidence of what retention periods were in place at the point of destruction	Disposal logs, disposal procedures	Archive
7.3	Customer Engagement			

7.3.1	Customer Satisfaction Surveys	Retain from year records created for 3 years	All information relating to the creation and analysis of customer satisfaction surveys	Disposal action: Review & destroy if no longer required
7.3.2	Feedback and Suggestions	Retain from year records created for 3 years	All records relating to feedback and suggestions made by children and families using our services	Disposal action: Review & destroy if no longer required
7.3.3	Compliments	Retain from year records created for 3 years	All records relating to compliments made to the service	Disposal action: Review & destroy if no longer required

Appendices

Appendix 1 – Disposal of Records Template

RCBC Children and Families - Disposal of Records	
Schedule Reference	
File / Folder Reference	
Title	
Description	
Service Area	
Paper Copy / Computer Copy	
Disposal Decision and Reason	
Notes	
Reviewed By	
Date of Destruction	