

## Leicestershire County Council

# Children and Family Services Retention Schedule

Status: Draft

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## Document Control

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### Document Amendment Record

Issue	Amendment Detail	Author	Date	Approved
1				

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### Document Sign-off

#### Introduction

This retention schedule needs to be read in conjunction with the [CFS Retention Guidance](#). Any amendments or additions to the schedule should be made via Debbie Clarke, Organisational Planning Officer who can be contacted via email ([Debbie.clarke@leics.gov.uk](mailto:Debbie.clarke@leics.gov.uk)) or by telephone on 0116 3055985.

For Closed schools where the Local Authority has to retain the files please see the Records Management Toolkit for Schools, adopted by DMT April 2015.

#### Police Requesting Files

If a request is received from any Police Authority requesting disclosure of social care records, education records or to view social care files, then the request should be forwarded to the [SPOC@leics.gov.u.k.cjism.net](mailto:SPOC@leics.gov.u.k.cjism.net) email address **after** being advised to complete an Annex C form if the request is in respect of a child abuse investigation or a S29(3) Data Protection Act 1998 form for other requests.

Authority Key-

RGLA = Retention Guidelines for Local Authorities – document produced by The Records Management Society of Great Britain.

<b>Business Classification</b>	<b>Scope Notes</b>	<b>Retention Trigger</b>	<b>Retention Period</b>	<b>Disposal Action</b>	<b>Authority</b>
<b>Early Years</b>					
Additional funding for out of schools	Info on the setting the child attends, name of hid, how additional staff will support the child	closure of record	7 years, however if funding is from the EU then needs to be kept for 12 years	destroy	LCC financial rules and regulations
Playscheme integrated funding	Info on the setting the child attends, name of hid, how additional staff will support the child	closure of record	7 years, however if funding is from the EU then needs to be kept for 12 years	destroy	LCC financial rules and regulations
Payment Information	Headcount and mid-term adjustment information	closure of record	7 years	destroy	LCC financial rules and regulations
Additional adult funding	Monitoring of additional adult spend (advice, support and challenge to 0-5 sector)	closure of record	8 years. However if funding is from the EU then needs t be kept for 12 years	destroy	LCC financial rules and regulations
ELCC children in care spread sheet	To see which children are not accessing FEEE entitlement and which districts	closure of record	7 years	destroy	LCC financial rules and regulations
Early Year Nursery Education Funding (NEF) forms	Pupil details and session claim data	closure of record	7 years	destroy	LCC financial rules and regulations
Nursery Education Funding Audit and Monitoring Files	Children data, provision data, visit notes	month the event ceased	7 years	destroy	LCC financial rules and regulations

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<b>Leicestershire Music Service</b>					
Music Tuition	Completed orders and acceptance forms from schools and parents	Closure of record	7 years	destroy	LCC financial rules and regulations
Ensemble Teaching	Completed order forms, booking forms and timetable information	Closure of record	7 years	destroy	LCC financial rules and regulations
Instrument Hire	Completed acceptance forms and booking forms from schools, parents and external venues.	Closure of record	7 years	destroy	LCC financial rules and regulations
Membership Forms	Completed acceptance forms and booking forms from schools, parents and external venues.	Closure of record	7 years	destroy	LCC financial rules and regulations
Tours	Registration of pupils for attendance on Tours, Residential trips and excursions	Closure of record	7 years	destroy	LCC financial rules and regulations
VAT Scheme applications	Applications submitted by parents for the purchase of an instrument VAT free. Applications approved by VAT officer	Closure of record	7 years	destroy	LCC financial rules and regulations
Ensemble database	Parent contact name, address, name of child and group attending that the charges relate too, charge.	Closure of record	8 years.	destroy	LCC financial rules and regulations

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<b>Leicestershire Psychology Service</b>					
Pupil Files	Personal pupil level details, subsequent information added if required, such as decisions letters, referral if needed	Month the event ceased	35 years - unless child is or becomes looked after then its 75 years from the age of 18	destroy	RGLA 3.13
<b>School Admissions &amp; Pupil Services</b>					
School Applications Case Files including appeals (need to check whether legal keep their copy)	Personal pupil level details, subsequent information added if required, such as decisions letters, referral if needed	after file closed	25 years from last action	destroy	RGLA 3.19
Exclusions Case Files	Personal pupil level details, also subsequent information added if required, such as decisions letters, referral if needed	after file closed	25 years from last action	destroy	RGLA 3.19
Attendance Case Files	Personal pupil level details, penalty information, attendance, open cases, cases withdrawn, court dates	after file closed	25 years from closure	destroy	RGLA 3.21
Children Missing Education Case Files/ School Attendance Management	Personal pupil level detail, record of last known position of pupil, other agencies involved, open cases, closed cases	after file closed	25 years from closure	destroy	RGLA 3.19
Home Education Case Files	Personal level details, previous permits etc., other relevant information	closure of record	25 years from last action	destroy	RGLA 3.19
Child Employment Licensing	Personal level details, previous permits etc., other relevant information	6 years	6 years from date created	destroy	best practice

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Child Performance Licensing	Personal level details, previous permits etc., other relevant information	6 years	25 years from dob	destroy	best practice
Education Medical Needs File	Personal pupil level details, open cases, tuition levels, invoicing	closure of record	25 years from closure	destroy	RGLA 3.13
Chaperone Licences	Personal level details, previous permits etc., other relevant information	closure of record	25 years from closure of child's file	destroy	best practice
Name Changes	forms part of the case files where necessary	closure of record	25 years from last action	destroy	RGLA 3.18
Post 16 Transport Applications	Personal details including financial information	closure of record	6 years after the conclusion of the financial transaction that record supports	destroy	RGLA 7.5
<b>Youth Services</b>					
Offsite visits	Names addresses emergency contact details parental consent medical information	once visit has occurred	3 years	destroy	best practice
Youth Services case files	Names of young people and info on issues within their lives plus work done by staff with them including info from other agencies such as CAF, Schools, YOT	after file closed	Destroy 25 years from DOB. Or destroy 10 years from last contact	destroy	RGLA 3.12
Safeguarding and Child Protection	Names and addresses of young people and info on issues within their lives plus work done by staff with them	after file closed	Permanent. Offer to archivist. Transfer to place of deposit after administrative use is concluded	destroy	RGLA 3.6

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<b>Children's Centres</b>					
Risk Assessments	risk assessments for activities	closure of risk assessment	current year plus 3 years	destroy	Best practice
Accident Reporting - Children	Will contain full contacts details of child and parent and accident details	closure of record	25 years from Closure	destroy	RGLA 9.10
Accident Reporting - Adults	Will contain full contacts details of adult and accident details	closure of record	3 years from Closure	destroy	RGLA 9.9
Family Outreach Workers case records	Each case record contains full contact details, home visiting recording, referral details, assessment details, outcome records; and may contain child protection documentation.	once case closed	process involving individual case management in the provision of support by the local authority to families	destroy	RGLA 3.14
Children's centre commissioned services case records.	Each case record contains full contact details, home visiting recording, referral details, assessment details, outcome records; and may contain child protection documentation.	once case closed	process involving individual case management in the provision of support by the local authority to families	destroy	RGLA 3.14
registration forms	Name, date of birth of child and family name and activity undertaken	Once entered onto the system	date entered on the system plus 3 months	destroy	RGLA 9.7
<b>Education Children in Care</b>					
PLACE Panel	agenda, minutes & referrals containing sensitive information data	event closed	once moved on to main case file, document can be destroyed. Retention of physical/electronic case file is then followed	once moved on to main case file, document can be destroyed	RGLA 3.2

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Attendance Records	record of pupil names, dob, school placement, date came into care, attendance figures, exclusion data	event closed	once moved on to main case file, document can be destroyed. Retention of physical/electronic case file is then followed	once moved on to main case file, document can be destroyed	RGLA 3.2
Attainment Records	record of pupil names, dob, school placement, date came into care, key stage attainment levels, school working levels, target levels	event closed	once moved on to main case file, document can be destroyed. Retention of physical/electronic case file is then followed	once moved on to main case file, document can be destroyed	RGLA 3.2
PEPs	personal information, school information and achievement data, young persons views & opinions, pupil premium details, meeting notes & actions to be taken	event closed	once moved on to main case file, document can be destroyed. Retention of physical/electronic case file is then followed	once moved on to main case file, document can be destroyed	RGLA 3.2
Young people's case files	Correspondence, PEP documents, school reports, attainment levels, possibly ROA documents and other confidential documents, examples of children's work.	event closed	75 years from 18 years i.e. 93 years	once moved on to main case file, document can be destroyed	RGLA 3.2
SIMS	Virtual school management on system, used on a daily basis. a day to day basis. Resource for team managers to track children in care. Aligned to schools reporting system.	event closed	75 years from 18 years i.e. 93 years	once moved on to main case file, document can be destroyed	RGLA 3.2



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<b>SENDIASS</b>					
Database	information about children and their SEN	individual case closed	35 years - unless child is or becomes looked after then its 75 years from the age of 18	destroy	RGLA 3.13
<b>SENA</b>					
Special school waiting lists	prioritising admissions to special schools and units	End of each Academic year	last information plus 6 years	destroy	best practice
SEN & Disability tribunal records	monitoring appeals and their financial impact, national reporting purposes	Individual case closed	destroy 35 years from closure	destroy	RGLA 3.13
Finance	contains info about children	Case closed	7 years	destroy	best practice
Children's case files	statement of seen, copies of capita one correspondence, casework asset and sen officer individual letters, annual reviews, transport requests, assessment advice, referral for assessment, note in lieu	individual case closed	destroy 35 years from closure	destroy	RGLA 3.13
<b>Specialist Teaching Service</b>					
Children's case files	Correspondence from Health Professionals, Contact logs, STS reports, Agreements, Annual review reports, SEN Statements, lesson plans	individual case closed	destroy 35 years from closure	destroy	RGLA 3.13

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Working files	Correspondence from Health Professionals, Contact logs, STS reports, Agreements, Annual review reports, SEN Statements, lesson plans	1 week and document to be moved to the main f drive i.e. electronic case file	once moved on to main case file, document can be destroyed. Retention of physical/electronic case file is then followed	once moved on to main case file, document can be destroyed	RGLA 3.13
Noah database	programming storing hearing aid info	Case closed	should be transferred across to main case file	needs to be moved to main case file and then destroyed	RGLA 3.13
FM Successware	Programming and storing the details of the radio systems	Case closed	should be transferred across to main case file	needs to be moved to main case file and then destroyed	RGLA 3.13
Social Care Files					
Adoption Case Records	application form, statutory checks, PAR, Matching material, court info, case recording, supervision record	case closed	All case records will be kept for a period of 100 years from the date of the adoption order - refer to Trix guidance for up to date details	destroy	<a href="#">Trix</a>
Withdrawn Adoption Case Record	person who have applied to become adopters, but whose applications have not progressed to or beyond panel stage	case closed	retain 25 years from closure	destroy	<a href="#">Trix</a>
Refused / Disrupted Adoption Case Record	application form, statutory checks, PAR, Matching material, court info, case recording, supervision record	case closed	retain 25 years from closure	destroy	<a href="#">Trix</a>

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Enquiries from Potential adopters	enquiries from potential adopters who have not proceeded to submit formal application to commence approval process	last contact	retain for 1 year from last contact	destroy	<a href="#">Trix</a>
LSCB Board Papers	Board and the Board sub group meeting agendas and supporting papers to provide CEO Assurance, CEO agency assurance that Safeguarding policies are in place and effective.	once meeting has happened	permanent. Offer to archivist. Transfer to place of deposit after administrative use is concluded	Transfer to archivist	RGLA 1.6
Children who are Accommodated or on Statutory Orders	Everything that relates to the young person - referral, placement information, management of risk, review of arrangements, case work/planning, daily living, personal finances, other correspondence and a closed section.	case closed	records are retained for 75 years from the date of the child's 18th birthday	destroy	<a href="#">Trix</a>
Private Fostering Case Records	Case file	case closed	All case records relating to the fostered child will be kept for a period in line with that applicable to children who have been accommodated or on statutory orders i.e. records are retained for 75 years from the date of the child's 18th birthday i.e. until the child's 93rd birthday	destroy	<a href="#">Trix</a>

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Children's Homes - Children's Case Records	Everything that relates to the young person - referral, placement information, management of risk, review of arrangements, case work/planning, daily living, personal finances, other correspondence and a closed section.	case closed	All case records relating to child accommodated a children's home will be kept for a period in line with that applicable to children who have been accommodated or on statutory orders i.e. records are retained for 75 years from the date of the child's 18th birthday i.e. until the child's 93rd birthday	destroy	<a href="#">Trix</a>
Children's Homes - other records/data	daily logs, incident book, accident/injury book and menus	case closed	all records relating to the operation of the community home, including menus are kept for 15 years from date of last entry into this record	destroy	<a href="#">Trix</a>
Register of Children Placed	Register of children placed containing child's name, date of birth and type of placement that they are in and associated costs	Case closed	retain indefinitely	retain	<a href="#">Trix</a>
Child Protection Cases	A case record relating to a child who is/has been the subject of a child protection investigation (i.e. the case progressed beyond initial assessment and advice to a core assessment / single assessment, case conference etc.) shall be kept for a period of 35 years from the date of last contact;	date of last contact	35 years	destroy	<a href="#">Trix</a>

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Child Protection Cases	A case record relating to a child who is/has been the subject of a child protection investigation (i.e. the case progressed beyond initial assessment and advice to a core assessment / single assessment, case conference etc.) shall be kept for a period of 35 years from the date of last contact;	date of last contact	35 years	destroy	<a href="#">Trix</a>
Child Protection Cases	A case record involving only initial assessment / single assessment will be kept until the youngest child to whom the assessment applied attains the age of 25 years;	youngest child	youngest child to whom the assessment applied attains the age of 25 years	destroy	<a href="#">Trix</a>
Child Protection Cases	A case record involving only advice will be kept until the youngest child to whom the referral applied attains the age of 21 years;	youngest child	youngest child to whom the referral applied attains the age of 25 years	destroy	<a href="#">Trix</a>

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Children in Need Cases	Where a Child in Need assessment has been carried out	youngest child	the case record will be kept until the youngest child reaches the age of 25;	destroy	<a href="#">Trix</a>
Children in Need Cases	Where a referral has not progressed to a Child in Need assessment,	youngest child	the case record will be kept until the youngest child reaches the age of 21.	destroy	<a href="#">Trix</a>
Children with Disabilities (including those with OT involvement)	case file	From closure	records on children with disabilities are retained for the period applicable to the type of case (looked after child, child protection, child in need etc.)	destroy	<a href="#">Trix</a>
Unaccompanied Asylum Seeking Children	Case file	from closure	Retain for 10 years from closure, unless case falls into a looked after child, child protection, child in need etc.	destroy	<a href="#">Trix</a>
All other children's case records/files and data	Case file	youngest child	case records for any other type of child case shall be retained for the period applicable to children in need referrals i.e. until the youngest child reaches age 21	destroy	<a href="#">Trix</a>

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Foster Carers' Independent Visitor, supported lodgings and befrienders care records/data	Foster carer & supported lodgings provider records – retain for 35 years after the carer has ceased to foster;	ceased to foster	retain for 35 years	destroy	<a href="#">Trix</a>
	Persons who have applied to become foster parents/supported lodgings providers, but whose applications have not progressed to or beyond panel stage (i.e. who have had no placements) – retain for 25 years from closure;	from closure	retain for 25 years	destroy	
	Enquiries from potential carers who have not proceeded to submit formal application to commence approval process – retain for 1 year from last contact.	last contact	retain for 1 year from last contact	destroy	
Personal information in Careworks	Personal information relating to young people	Age of child	Depends on age and criteria of child	Destroy	YOS Justice Board in line with ICO
Victim Information	Minimum personal information relating to victims	From closure	12 months	Destroy	YOS Justice Board in line with ICO
Volunteer Information	Personal information about volunteers	When person stops volunteering	12 months	Destroy	YOS Justice Board in line with ICO

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<b>Procurement Files</b>					
Tender/Contract documentation	Tender/contract information	Expiry of a contract where the contract is under hand	6 years	Destroy	Contract Procedure Rules
	Tender/contract information	Expiry of a contract where the contract is under seal	12 years	Destroy	Contract procedure rules
	Tender/contract information for unsuccessful applicants/tenderers	Appointment to successful applicants/tenderers	12 months	Destroy	Contract procedure rules
<b>Education Quality</b>					
Notes of Visit following an Inspection		Ofsted visit	Next inspection or 5 years whichever is sooner	Destroy	Coincides with Ofsted Inspection regime