

	Description of Records / Information Asset Name	Function	Activity	Category	Data Subjects	Format	Retention Period	Event Trigger	Legislation / Regulations (Where appropriate)	Date of Last Review
1.01	Draft/ Rough Minutes (All formats incl Audio Tapes)	AfC Business Services	Decision Making	Sensitive Personal Data	Child /Family /Client	Excel Spreadsheet or Access database	0	Destroy after date of confirmation of the minutes	Common Practice	20/7/2017
1.02	Policy, procedure, precedent, instructions; Organisation Charts; Records relating to policy implementation and development; Education Plan; Children's services plan; Community Strategy; Community plan; Community safety plan	AfC Business Services	Policy, Procedures, Strategy & Structure	Sensitive Personal Data	Staff / Employee	Paper file	6 years	from date of meeting / decision	The Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	20/7/2017
1.03	Asset management plan	AfC Business Services	Policy, Procedures, Strategy & Structure	Sensitive Personal Data			6 years	from year records created	<i>From ESD Local Government Record Retention</i>	20/7/2017
1.04	Minutes of monitoring and reviewing strategic plans, policies and procedures	AfC Business Services	Policy, Procedures, Strategy & Structure	Personal Data			6 years	from creation of records	<i>From ESD Local Government Record Retention</i>	20/7/2017
1.05	Reports to Central Government	AfC Business Services	Statutory Returns	Sensitive Personal Data			7 years	from closure	Common Practice	20/7/2017
1.06	Publications	AfC Business Services	AfC Communication				3 years	from year record created	<i>From ESD Local Government Record Retention</i>	20/7/2017
1.07	Management of detailed response on council action, policy or procedure (Reports; Returns; Correspondence)	AfC Business Services	Enquiries & Complaints				7 years	after administrative use is concluded	Common Practice	20/7/2017
1.08	Management of enquiries, submission and complaints which result in significant change in	AfC Business Services	Enquiries & Complaints				Permanent		Common Practice	20/7/2017
1.09	Ombudsman Referrals	AfC Business Services	Enquiries & Complaints				10 years	from date complaint resolved	<i>From ESD Local Government Record Retention</i>	20/7/2017
1.10	Printed Material; Form letters	AfC Business Services	Enquiries & Complaints				2 years	after administrative use is concluded	Common Practice	20/7/2017
1.11	Case file records detailing the authorisation	AfC Business Services	Information Governance				5 years	after last used	Common Practice	20/7/2017
1.12	Case file records detailing the request, consideration of exemptions and subsequent appeals	AfC Business Services	Information Governance				2 years	from year records created	<i>From ESD Local Government Record Retention</i>	20/7/2017
1.13	Data about requests answered and outcomes	AfC Business Services	Information Governance				10 years	after creation	The National Archives	20/7/2017
1.14	Documents of the Council's DPA/FOIA/EIR/PSI policies and procedures	AfC Business Services	Information Governance				3 years	from date of policy expired	<i>From ESD Local Government Record Retention</i>	20/7/2017
1.15	Retention and Disposal Policy	AfC Business Services	Information Governance				10 years	from year records created	<i>From ESD Local Government Record Retention</i>	20/7/2017
1.16	Agendas; Minutes; Council reports; Recommendations	AfC Business Services	Preparing Business				6 years	from date of meeting / decision	Local Authorities (Access to Information) Regulations 2000	20/7/2017
1.17	Documents establishing the committee; Reports; Recommendations; Supporting documents such as Council briefing and discussion papers	AfC Business Services	Preparing Business				4 years	from date records superseded	<i>From ESD Local Government Record Retention</i>	20/7/2017
1.18	Process of consulting the public and staff in the development of minor policies of the local	AfC Business Services	Public Consultation				1 year	from closure		20/7/2017
1.19	Process of consulting the public and staff in the development of significant policies of the local	AfC Business Services	Public Consultation				6 years	from date records created	<i>From ESD Local Government Record Retention</i>	20/7/2017
1.20	Assessment Form	AfC Business Services	Quality & Performance Management				2 years	from closure	Common Practice	20/7/2017
1.21	Best Value Review	AfC Business Services	Quality & Performance Management				5 years	from closure	Common Practice	20/7/2017
2.01	Adoption files	AfC CSC	Adoption & Fostering	Sensitive Personal Data			100 years	at least 100 years from the date of adoption order	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 <i>From ESD Local Government Record Retention</i>	20/7/2017
2.02	Prospective adopters either approved or unapproved at panel stage not yet placed with a	AfC CSC	Adoption & Fostering	Sensitive Personal Data			as consider appropriate	Must keep the child's case record and the prospective adopter's case record for such	Common Practice	20/7/2017

2.03	Prospective foster carers who are either approved or unapproved at panel stage not yet placed with a child	AfC CSC	Adoption & Fostering	Sensitive Personal Data			75 years	from last contact	Fostering Service Regulations 2002 <i>From ESD Local Government Record Retention</i>	20/7/2017
2.04	Persons who have formally applied to be assessed as prospective adopters / foster carers but not reached Panel stage	AfC CSC	Adoption & Fostering	Sensitive Personal Data			>10 years	at least 10 years from the date on which the placement is terminated	<i>From IRMS Children &amp; Families Care Service / Adoption and Fostering</i>	20/7/2017
2.05	Foster parent files	AfC CSC	Adoption & Fostering	Sensitive Personal Data			>10 years	at least 10 years from the date on which the placement is terminated	Fostering Service Regulations 2002	20/7/2017
2.06	Supported lodging files	AfC CSC	Adoption & Fostering	Sensitive Personal Data			>10 years	at least 10 years	Common Practice	20/7/2017
2.07	Looked after children client files on the adopted person / Residential care children's file on the	AfC CSC	Adoption & Fostering	Sensitive Personal Data			100 years	from date of adoption order	S56 Adoption of Children Act. Adoption Information (Post Commencement Adoptions)	20/7/2017
2.08	Correspondance of enquiries from potential adopters / foster carers	AfC CSC	Adoption & Fostering	Sensitive Personal Data			1 year	from last contact	Common Practice	20/7/2017
2.09	Children's Home Register	AfC CSC	Residential Homes	Sensitive Personal Data			Permanent		Common Practice	20/7/2017
2.1	Admissions registers; Discharge registers; Diaries; Rotas; Daily logs; Record of pocket money and valuables; medical/health care; Visitors; Fire precaution and practice; Register of adults working in the home; Menu	AfC CSC	Residential Homes	Sensitive Personal Data			>15 years	At least 15 years from the date of last entry, except for records of menus, which needs to be kept for 1 year.	Children's Homes Regulations 2001 reg. 29 & Schedule 4	20/7/2017
2.11	Inspection Reports relating to the operation of the establishment	AfC CSC	Residential Homes	Sensitive Personal Data			15 years	from date of last entry	Children's Homes Regulations 2001	20/7/2017
2.12	Record of authorised/ unauthorised absences	AfC CSC	Residential Homes	Sensitive			15 years	from date of last entry	Children's Homes Regulations 2001	20/7/2017
2.13	Young persons being looked after files / Looked after children client files / Residential care children's files	AfC CSC	Supporting Children	Sensitive Personal Data			75 years	from the date of birth or, if the child dies before the age of 18, 15 years from date of death	<i>From ESD Local Government Record Retention</i>	20/7/2017
2.14	Privately fostered children's file	AfC CSC	Supporting Children	Sensitive Personal Data			2 years	from last contact	The Children (Private Arrangements for Fostering) Regulations 2005; Children Act 2004	20/7/2017
2.15	Guardian CAFCASS files / Guardian ad item	AfC CSC	Supporting Children	Sensitive Personal Data			>10 years	at least 10 years from the date on which the placement is terminated	Information & Record Management Society	20/7/2017
2.16	Schedule 1 Offenders	AfC CSC	LADO	Sensitive Personal Data			Permanent		Sex Offenders Act 1997 <i>From ESD Local Government Record Retention</i>	20/7/2017
2.17	Child Protection Register	AfC CSC	Supporting Children	Sensitive Personal Data			Permanent		Arrangements for the Placement of Children (General) Regulations 1991	20/7/2017
2.18	Child Protection Case Files, Conference Minutes; Core Assessment; Investigation; Registration;	AfC CSC	Supporting Children	Sensitive Personal Data			40 years	from date of birth	Arrangements for the Placement of Children (General) Regulations 1991	20/7/2017
2.19	Initial Assessment and Advice in regards child protection	AfC CSC	Supporting Children	Sensitive Personal Data			10 years	from closure	Statutory	20/7/2017
2.20	Case records of unaccompanied minors if not looked after	AfC CSC	Supporting Children	Sensitive Personal Data			10 years	from closure	Common Practice	20/7/2017
2.21	Investigation of allegations/incidents	AfC CSC	LADO	Sensitive Personal Data			10 years	from date of the allegation	<i>From ESD Local Government Record Retention</i>	20/7/2017
2.22	Ofsted checks	AfC CSC	Adoption & Fostering	Sensitive Personal Data			2 years	from date response provided	Information & Record Management Society	20/7/2017
2.39	Other fostering agency checks	AfC CSC	Adoption & Fostering	Sensitive			7 years	from date response provided	Common Practice	20/7/2017
2.40	Children in need (who have not been adopted or looked after and who have not been the subject of a child protection inquiry)	AfC CSC	Youth Service Provision	Sensitive Personal Data			10 years	from closure	Common Practice	20/7/2017
2.41	Files relating to work with adults; Pre-Court Decision : Reprimand; Final Warnings; Referral Orders	AfC CSC	Youth Service Provision	Sensitive Personal Data			3 years	from closure or child reaches 18th birthday whichever occurs first	Youth Offending Teams (England) YJB 2011	20/7/2017
2.42	Sex Offenders Register	AfC CSC	Youth Service Provision	Sensitive				Subject to the length of time on register	Youth Offending Teams (England) YJB 2011	20/7/2017
2.43	Offender case files (Court Orders)	AfC CSC	Youth Service Provision	Sensitive Personal Data			5 years	from closure or child reaches 18th birthday whichever occurs first	Youth Offending Teams (England) YJB 2011	20/7/2017

2.44	Case files for young people who have had a custodial sentence or where they have had a Supervision Order resulting in them becoming 'Looked After'	AfC CSC	Youth Service Provision	Sensitive Personal Data			75 years	from date of birth or 15 years from date of death if the child dies before the age of 18	Youth Offending Teams (England) YJB 2011	20/7/2017
2.45	Statutory Orders	AfC CSC	Youth Service Provision	Sensitive Personal Data			5 years	from closure	Youth Offending Teams (England) YJB 2011	20/7/2017
3.01	process involved in assessing a family's suitability in the care of children - Parenting skills; Family aide work; Intensive support team	AfC Early Help	Programme Management & Development	Sensitive Personal Data				Destroy in accordance with applicable retention period for main Social Care and Health Case Record	Common Practice	20/7/2017
3.02	Provision of services or programmes to support the development of young persons - Correspondence	AfC Early Help	Youth Services	Sensitive Personal Data			15 years	from closure	Common Practice	20/7/2017
3.03	process involving individual case management in	AfC Early Help	Programme	Sensitive			7 years	from closure	Common Practice	20/7/2017
3.04	Provision of services or programmes to support the development of children - Course Reports; Attendance records	AfC Early Help	Youth Service Provision	Sensitive Personal Data			25 years	from closure	Common Practice	20/7/2017
3.05	Process involving individual case management in the provision of support by AfC to families inc Parenting skills, Special education, Attendance records, Project files.	AfC Early Help	Family Support Workers	Sensitive Personal Data			15 Years	On record completion / closure	Limitation Act 1980 (Section 2)	20/7/2017
4.01	SEN Files; City Youth Justice Team Records	AfC Education	Special Education	Sensitive Personal Data			35 years	from date of birth	<i>From ESD Local Government Record Retention</i>	20/7/2017
4.02	Free school meals	AfC Education	Programme Management & Development	Sensitive Personal Data			6 years	from year records created	HMRC - Compliance Handbook Manual CH15400 <i>From ESD Local Government Record Retention</i>	20/7/2017
4.03	Exclusion Files	AfC Education	Programme Management & Development	Sensitive Personal Data			23 years	from date of birth	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>	20/7/2017
4.04	Appeal Files;	AfC Education	Admissions	Sensitive Personal Data			2 years	from end of the appeal process	School Admissions Appeals Code 2012 <i>From ESD Local Government Record Retention</i>	20/7/2017
4.05	Registration files of childminders or day care providers	AfC Education	FIS	Sensitive Personal Data			10 years	from last contact (function carried out by Ofsted since 01/04/2002. Some files remain at LCC)	Ofsted	20/7/2017
4.06	Records on child minders	AfC Education	FIS	Sensitive Personal Data			1 year	from year records created	<i>From ESD Local Government Record Retention</i>	20/7/2017
4.07	Records on child minders (where children have stayed overnight); Records on sessional carers (where children have stayed overnight); Investigation of allegations/incidents (where children have stayed overnight)	AfC Education	FIS	Sensitive Personal Data			35 years	from last contact	Statutory	20/7/2017
4.08	Records on sessional carers	AfC Education	FIS	Sensitive Personal Data			10 years	from last contact	Statutory	20/7/2017
4.09	Delegated Budget; Educational Records; Nuisance (Schools); Pupils; School Premises; School Transport; Student Transport; ACPC; Registered	AfC Education	Education Files	Sensitive Personal Data			7 years		Common Practice	20/7/2017
4.10	Special Educational Needs	AfC Education	Education Files	Sensitive	Child /Family	Case	75 years	75th anniversary from the date of birth or, if	Children's Homes Regulations 2001 reg. 28	20/7/2017
4.11	Educational Trusts	AfC Education	Educational Trusts	Sensitive			> 7 years	keep for minimum of 7 years	Common Practice	20/7/2017
4.12	Preventative Services: Integrated Family Support Service: 0-11 Children's Centres: Records relating to evaluations connected to groups and services delivered to families. This will include details of families, progress, achievements etc. <b>Client files held in Childrens'</b>	AfC Education	Children's Centres	Sensitive Personal Data			10 Years	On record completion / closure	Limitation Act 1980 (Section 2)	20/7/2017

5.01	Signed Audited Accounts	AfC Finance	Accounts & Audit				permanent		Audit Commission Act 1998	20/7/2017
5.02	Financial Account Working Papers; FMIS records;	AfC Finance	Accounts & Audit				3 years		National Archive (11) Internal Audit Records	20/7/2017
5.03	Audit Reports (long term contracts)	AfC Finance	Accounts & Audit				6 years		National Archive (11) Internal Audit Records	20/7/2017
5.04	Committee Reports; Background Papers	AfC Finance	Accounts & Audit				4 years	from date of meeting / decision	The Local Authorities (Executive Arrangements)	20/7/2017
5.05	Contracts; Agreements	AfC Finance	Accounts & Audit				6 years	from end of contract	NA(5) Contractual Records	20/7/2017
5.06	Internal Audit Files	AfC Finance	Accounts & Audit					Until Next Full Audit Review		20/7/2017
5.07	Audit Programmes/Plans/Strategies	AfC Finance	Accounts & Audit				1 year		National Archive (11) Internal Audit Records	20/7/2017
5.08	Standing Orders; Financial Regulations; Computer Hardware and Software Descriptions	AfC Finance	Accounts & Audit				permanent		Common Practice	20/7/2017
5.09	Asset Register	AfC Finance	Asset Management				6 years	after asset is disposed of	National Archive (10) Central Expenditure Records HMRC - Compliance Handbook Manual CH15400	20/7/2017
5.10	Journals; Expense claims; Allowance claims; Copy receipts; Goods Received Notes	AfC Finance	Financial Transaction Management				6 years	from end of financial year to which records relate	National Archive (3) Accounting Records	20/7/2017
5.11	Audit records of monies paid and received	AfC Finance	Financial Transaction Management				6 years	from year records created	HMRC - Compliance Handbook Manual CH15400 <i>From ESD Local Government Record Retention</i>	20/7/2017
5.12	Timesheets; Car Allowance Claims; Overtime Claims	AfC Finance	Payroll & Pensions				6 years	from year records created	Limitation Act 1980 (Section 2) <i>From ESD Local Government Record Retention</i>	20/7/2017
6.01	Maternity leave; Paternity leave	AfC HR	Personnel Administration				3 years	Destroy 3 years after the end of the Tax Year in which the leave period ends	Maternity and parental leave regulations 1999	20/7/2017
6.02	Organisational Units - Changes to Existing or Creation of New; JE Creation of New Post Documentation	AfC HR	Personnel Administration				6 years	Destroy 6 years after date created	Common Practice	20/7/2017
6.03	Paper Personal Files & Backscanned Images NOTE: Backscanned Images currently contained in system Scanfile (CYP) and 6pm (Adults & Housing)	AfC HR	Personnel Administration				6 years	Minimum Legal requirement is to destroy 6 years after the Employee Leaving Date. NOTE If the Employee worked with Children - Destroy 25 years after Employee Leaving Date.	Limitation Act 1980	20/7/2017
6.04	Probationary assessment & Appraisal Records	AfC HR	Personnel Administration				6 years	Minimum Legal requirement is to destroy 6 years after the Employee Leaving Date. NOTE If the Employee worked with Children - Destroy 25 years after Employee Leaving Date.	Retention Guidance for Local Authority 2013	20/7/2017
6.05	Salary Record; Overtime, Bonus, Payment & Expenses Records; Mileage and Car Loans, Payroll	AfC HR	Personnel Administration				6 years	Payment is subject to PAYE therefore destroy 6 years after end of Tax Year to which	HMRC CH14530 PAYE Record Keeping Guidelines	20/7/2017
6.06	Application forms; References - Unsuccessful candidate	AfC HR	Recruitment & Selection				6 months	Destroy 6 months after date recruitment finalised	CIPD recommended retention period guidelines 2010	20/7/2017
6.07	DBS Disclosures	AfC HR	Recruitment & Selection				6 months	Destroy paper disclosure forms 6 months after date received. Record of DBS expiry date can be retained , to trigger 3 year renewals	CRB code of practice	20/7/2017
6.08	Recruitment document (Unsuccessful Disabled Candidates)	AfC HR	Recruitment & Selection				1 year	Destroy 1 year after date recruitment finalised to allow for any claims under the DDA 1995.	CIPD recommended retention period guidelines 2010	20/7/2017

6.09	Recruitment document for Social Worker Post (Unsuccessful Candiditates)	AfC HR	Recruitment & Selection				1 year	Destroy 1 year after date recruitment finalised - this is a business need to allow for "pool recruitment".	LCC business need	20/7/2017
6.10	References, regrading and salary change documents - successful candidate	AfC HR	Recruitment & Selection				6 years	Minimum Legal requirement is to destroy 6 years after the Employee Leaving Date. NOTE If the Employee worked with Children - Destroy 25 years after Employee Leaving Date.	Limitation Act 1980	20/7/2017
6.11	Certification of absence forms; Self-certification forms; Doctors Certificates; Monitoring,	AfC HR	Sickness Records				6 years	Minimum Legal requirement is to destroy 6 years after the Employee Leaving Date. NOTE	Statutory Sick Pay Regulations 1982	20/7/2017
6.12	Staff absence form/return	AfC HR	Sickness Records				2 years	after date of record	Retention Guidance for Local Authority 2003	20/7/2017
6.13	Dismissal document	AfC HR	Termination				6 years	Minimum Legal requirement is to destroy 6 years after the Employee Leaving Date. NOTE	ICO Corporate Disciplinary Procedure	20/7/2017
6.14	Retirement & Transfers (TUPE); Redeployment	AfC HR	Termination				6 years	from date of transfer	Transfer of Undertakings (Protection of Employment) Regulations 2006	20/7/2017
6.15	Training Course Materials	AfC HR	Training & Development				2 years	Destroy 2 years after course superceeded.	Retention Guidance for Local Authority 2003	20/7/2017
6.16	Training requests, training certificates and records. Proof of training course completion	AfC HR	Training & Development				6 years	Keep for a reasonable time based on business needs. 6 years minimum legal requirement.	ICO employment practices data protection code part 1	20/7/2017
7.01	Classification Schemes, Registers; Authorised lists of file headings and Indexes of activities whereby	AfC Information	Records Management	Sensitive Personal Data			Permanent			20/7/2017
7.02	Disposal Certificates	AfC Information Management	Records Management	Sensitive Personal Data			10 years	from year records created	From ESD Local Government Record Retention	20/7/2017
8.01	Adoption files; CICA Claims; Care Proceedings; Private Law Proceedings; Case Conferences; S7 Report; S37 Report; Looked After Children Report; Secure Accomodation; Inherent Jurisdiction	AfC Legal & Contracts	Social Care & Health	Sensitive Personal Data			10 years		Common Practice	20/7/2017
8.02	Adoption panel; Complaints panel; Children in need; Community care assessments; Disclosure - P11; Health partnerships; Learning disabilities; Adult services; General advice (adults); Financial assessment advice; Mental health; Registered	AfC Legal & Contracts	Social Care & Health	Sensitive Personal Data			7 years		Common Practice	20/7/2017
9.01	Major Works; Minor Works (non standard); Minor Works (Unit Rate); Computer; Consultancy; Goods; Services; Concession; Commission (work); General; Consortium Agreement; Warranties and Indemnities; Agency Contracts	AfC Procurement	Contracting	Sensitive Personal Data			16 years		Common Practice	20/7/2017