



Records Retention Schedule

June 2023

Record Retention Schedule

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'*.

This Sandwell Children's Trust Retention Schedule attempts to identify processes i.e. Looked After Children, Child Protection etc., which records support, rather than identifying individual types of records. This is for two reasons:

- To make the retention period apply to all records independent of any format, i.e. the same rules apply to a paper file, an e-mail or electronic document
- To allow flexibility in developing the schedule to cover new processes and amend existing ones over time.

The Schedule is intended to cover the lifecycle of records and information from creation through to destruction or permanent preservation. Records intended for destruction under the Schedule may be destroyed in accordance with the provisions of the Schedule.

These are minimum retention periods, so once documentation has reached the end of its retention period you may wish to review it to see if it needs to be retained any longer. If you decide that records should be kept for a longer period of time, then this decision should be documented, and a new review date assigned.

The fifth data protection principle states that personal information must not be kept for longer than necessary. If you wish to keep personal data beyond the retention period shown in this document, then please contact the Information Management Unit for further advice or assistance.

UK Covid-19 Inquiry

The UK Covid-19 Inquiry has been set up to examine the UK's response to, and impact of, the Covid-19 pandemic and learn lessons for the future. The Inquiry will examine, consider and report on preparations and the response up to and including the Inquiry's formal setting-up date of 28 June 2022. Bodies exercising public functions, including local authorities (which includes Sandwell Children's Trust), are required to comply with the Inquiry. They must:

“ensure that a full and clear record of their part in events exists, is accessible, and that they apply a precautionary principle by retaining all material that could be relevant”

Under section 35 of the Inquiries Act 2005 it is an offence to alter, destroy or prevent relevant documents from being provided to the Inquiry. Documents that may be relevant to the Inquiry, considering the [Inquiry's Terms of Reference](#), must be securely retained and kept accessible in case they need to be disclosed to the Inquiry.

As such some of the personal information we hold will need to be kept longer than the stipulated retention periods set out in this retention schedule.

Once the Inquiry has been completed and authorisation has been given by the Inquiry, records will be deleted in line with the retention periods stipulated within this schedule.

Important note in relation to the Independent Inquiry into Child Sexual Abuse

In 2015, local authorities were ordered by the Independent Inquiry into Child Sexual Abuse (IICSA) to halt destruction of records relevant to the Inquiry. Sandwell Children's Trust responded by suspending various rules in its retention schedules. The Inquiry released its final report in October 2022 and lifted the moratorium. This update to the schedule therefore removes the suspensions. Destruction of records can resume as normal.

One of IICSA's key recommendations was that records known to relate to allegations or cases of child sexual abuse should be retained for a minimum of 75 years with appropriate review periods.

The following schedule periods will be superseded by the above IISCA recommendation should the case meet the criteria set out by the Inquiry.

When records have reached the end of their agreed retention period they should be securely disposed of.

The schedule is arranged into different sections or classifications. This is to assist in the management of the schedule and to allow users to navigate around the document by function. Please see table of contents on the following page.

Contents

Record Retention Schedule	2
UK Covid-19 Inquiry	2
Important note in relation to the Independent Inquiry into Child Sexual Abuse	3
General Information in Sandwell Children's Trust	6
GI1 Asylum Seekers	6
GI2 Complaints and Representations	6
GI3 Data Protection & FOI	6
GI4 Hardback Books	6
GI5 Emergency Duty Team	7
GI6 Finance	7
GI7 Supervision Notes	7
GI8 Transport	7
Sandwell Children's Trust Case Recording	8
CS1 Early Help	8
CS2 SPOC, MASH, SAAT	8
CS3 Children in Need	8
CS4 Child Protection	8
CS5 Children Looked After	10
CS6 Fostering	12
CS7 Adoption	13
CS8 Procurement and Payments	15
CS9 Register of Persons Posing a Risk to Children	16
CS10 Multi-Systemic Therapeutic Services	16
CS11 Substance Misuse Services	16

CS12 Youth Offending Service 16

CS13 LADO Service 17

CS14 Data Intelligence 17

CS15 Commissioning and Contracts 18

CS16 Management 19

CS17 Health and Safety 23

General Information in Sandwell Children's Trust

Ref.	Description	Retention Period	Contains Personal Information	Action at End of Retention
GI1 Asylum Seekers				
GI1	Asylum Seekers	Retain according to the appropriate service user need category	Yes	Secure Disposal
GI2 Complaints and Representations				
GI2.1	Management Summary Records	Permanently	Yes	Secure Disposal
GI2.2	Individual Complaints & Representations records	6 years after administrative use ends	Yes	Secure Disposal
GI2.3	Ombudsman Complaints	Date complaint resolved + 10 years	Yes	Secure Disposal
GI2.4	Compliments	Current year + 1 year then review	Yes	Secure Disposal
GI3 Data Protection & FOI				
GI3.1	Data Protection – Subject Access Request	Retain for two years	Yes	Secure Disposal
GI3.2	FOI Access Request	Retain for two years [requests that result in a policy change, retain for six years	Yes	Secure Disposal
GI4 Hardback Books				
GI4.1	Containing information about service users	Entries to be placed on the service user case record routinely, which will be destroyed with the case record at the appropriate time. Destroy paper diaries as soon as information has been transferred to case file. As part of the leavers process managers should ensure information in paper diaries is transferred to case file before the worker leaves.	Yes	Secure Disposal

Ref.	Description	Retention Period	Contains Personal Information	Action at End of Retention
G14.2	Containing information about staff	Entries to be placed on the supervision notes concerning the worker routinely. Destroy paper diaries as soon as information has been transferred. As part of the leavers process managers should ensure information is transferred to the supervision file before worker leaves.	Yes	Secure Disposal
G15 Emergency Duty Team				
G15.1	Summary information: lists, reports, minutes	Retain 3 years then destroy	Yes	Secure Disposal
G15.2	Individual service user records:	Copy to appropriate team at the time. EDT to keep for 3 years then destroy.	Yes	Secure Disposal
G16 Finance				
G16	Finance	7 years from case closure or no further action.	Yes	Secure Disposal
G17 Supervision Notes				
G17.1	Concerning the service user	Place on case record - destroyed with the case record at the appropriate time.	Yes	Secure Disposal
G17.2	Concerning the worker	Retain 25 years after employment terminated.	Yes	Secure Disposal
G18 Transport				
G18	Transport	Keep for 3 years after lists no longer current then destroy.	Yes	Secure Disposal

Sandwell Children's Trust Case Recording

Ref.	Description	Statutory Provisions	Retention Period	Contains Personal Information	Action at End of Retention
CS1 Early Help					
CS1	Preventative Services (including Early Help Assessment) children's files	Every Child Matters: Change for Children Section 3.30; Children Act 2004	Date of birth + 25 years	Yes	Secure Disposal
CS2 SPOC, MASH, SAAT					
CS2.1	Ineligible Initial Contacts/Single Assessment (no further action)	Children Act 1989 and Revision 2006	2 years from date of death or 6 years from date service provision ended (whichever is the earlier).	Yes	Secure Disposal
CS2.2	Contact Information and Advice (immediate no further action)		1 year	Yes	Secure Disposal
CS2.3	Referral (no further action)	Children Act 1989 and Revision 2006	2 years from date of death or 6 years from date service provision ended (whichever is the earlier).	Yes	Secure Disposal
CS2.4	Referral/Single Assessment	Limitation Act 1980	25 years from date provision ends	Yes	Secure Disposal
CS2.5	Ofsted Checks		1 year after check carried out	Yes	Secure Disposal
CS3 Children in Need					
CS3.1	All records relating to children and young people who do not fall into any of the below categories but are considered children in need.	Children Act 1989 and Revision 2006	25 years from date provision ends	Yes	Secure Disposal
CS4 Child Protection					
CS4.1	Child Protection Register	Children Act 2004	Permanent	No	
CS4.2	Child subject to Child Protection Plan	Children Act 1989 and Revision 2006	35 years after closure.	Yes	Secure Disposal

CS4.3	Child Protection CP investigation/assessment (but not subject to CP Plan)	Children Act 1989 and Revision 2006	35 years after closure	Yes	Secure Disposal
CS4.4	Child Protection: people deemed to present a risk to children	Children Act 1989 and Revision 2006	75 years from date risk assessed or 6 years after risk re-assessed to no longer exist, or 2 years after date of death.	Yes	Secure Disposal
CS4.5	Child Protection enquiries re whether there is a CP plan/advice not leading to Child Protection Conference	Children Act 1989 and Revision 2006	Till age 21 of youngest child in family or 2 years from child's date of death or child leave country, or 6 years from date service provision ends (whichever the earlier)	Yes	Secure Disposal
CS4.6	Child Protection order applications	Children Act 1989 and Revision 2006	75 years	Yes	Secure Disposal
CS4.7	Temporary cross boarder child protection registration	Children Act 1989 and Revision 2006	75 years	Yes	Secure Disposal
CS4.8	Child Exploitation (including CSE)	Children Act 1989 and Revision 2006	75 years	Yes	Secure Disposal
CS4.9	Children with Disabilities		Retain until the person reaches the age of 18 or 2 years from date of last contact, whichever is the longer then destroy except if person continues to receive a service from Sandwell as an Adult file should be transferred to the relevant team in Adult Services.	Yes	Secure Disposal if necessary, see previous column
CS4.10	Records created by Family Support Service	Limitation Act 1980	6 years from date of last contact	Yes	Secure disposal
CS4.11	Records created by Family Group Conference	Framework for the Assessment for	Retain in FGC team for 1 year then placed in secure area of	Yes	Not applicable

		Children in need and their Families (Department of Health 2000)	client file of the youngest child involved in the conference and cross referenced on the files of all other children involved in the conference		
CS4.12	Family Group Conference Service: Family member contacts list	Framework for the Assessment of Children in Need and their Families (Department of health 2000)	This is intended to be a dynamic resource and will be cleansed and updated on a routine basis	Yes	Secure disposal
CS4.13	Family Group Conference: Feedback Questionnaires		Date of questionnaire + 3 years.	No	Secure disposal
CS5 Children Looked After					
CS5.1	Children looked After by Sandwell or other LAs and supervised by Sandwell	Arrangements for Placement of children (General) Regulations 1991, Reg 10(s)	75 years from child's dob or 15 years from death of child if child dies before reaching 18 years (whichever is the earlier)	Yes	Secure disposal
CS5.2	Children looked After by other LAs, notified to Sandwell, but not supervised by Sandwell	Arrangements for Placement of children (General) Regulations 1991, Reg 10(s)	23 years from date of birth or 5 years from date of death if child dies before reaching 18 years (whichever is the earlier)	Yes	Secure disposal
CS5.3	Children looked After (records with foster carers, placement agencies)	Arrangements for placement of Children (General) Regulations 1991	75 years from child's date of birth or 15 years from date of death if child dies before reaching 18 years (whichever is the earlier)	Yes	Secure disposal
CS5.4	Children Looked After registers/summary information		70 years after administrative use ends	Yes	Secure disposal
CS5.5	Children Looked After IRO records of individual children		3 years after child ceases to be looked after	Yes	Destroy duplicate records. Attach

					unique records to main child's file
CS5.6	Children on Supervision Orders never looked after		21 years from child's date of birth or 2 years from date of death if child dies before reaching 18 years (whichever the earlier)	Yes	Secure disposal
CS5.7	Children direct work records	Depends on whether CIN, CP or CLA see above		Yes	When direct work ends attach to main child's record
CS5.8	Custodianship and Residence Orders never looked after		18 years from date of birth or 2 years after last contact, whichever is the later	Yes	Secure Disposal
CS5.9	Health records re Looked After Children	Boarding Out of Children Regulations 1991, Arrangements for Placement of Children (General) Regulations 1991	75 years from child's date of birth	Yes	Secure Disposal
CS5.10	Appointment of Independent Visitors for Looked After Children and reports by such Visitors	Boarding Out of Children Regulations 1991, Arrangements for Placement of Children (General) Regulations 1991	75 years from child's date of birth	Yes	Secure Disposal
CS5.11	After Care: Records of young people who are provided with an after-care service under the Children Act. This applies to any records kept relating the after care of young people who were	The Children (Leaving Care) Act 2000	75 years from child's date of birth	Yes	Secure Disposal

	previously looked after either by Sandwell or another local authority/agency.				
CS5.12	Pupil Premium Grant (formerly Personal Education Allowance) applications for Looked After Children	Care Matters 2007; Children Act 2004 Section 52	If successful date of application + 6 years, if unsuccessful date of application + 1 year	Yes	Secure Disposal
CS5.13	Records relating to Looked After Children maintained by the Virtual School	Children Act 2004 Section 52	To be held by the Virtual School Team for 2 years from last contact and then send back to Sandwell Children's Trust to be included on main child's file	Yes	To be put on main child's file and then disposed of as recorded above
CS5.14	Electronic Personal Education Plans	Arrangements for Placement of Children (General) Regulations 1991	To be retained as part of the Looked After Child's file	Yes	Secure Disposal
CS5.15	Placement of Children with Parents	Arrangements for Placement of Children (General) Regulations 1991	75 years from date of birth	Yes	Secure Disposal
CS5.16	Sandwell Missing Child/Family	Children Act 1989 and Revision 2006	75 years	Yes	Secure Disposal
CS5.17	Other LA missing and found persons		3 years after notification received or immediately after another LA notify us missing person found	Yes	Secure Disposal
CS6 Fostering					
CS6.1	Private Fostering: Children fostered by private arrangement supervised by Sandwell	The Children (Private Arrangements for Fostering) Regulations 2005;	75 years from child's date of birth or 15 years from date of death if child dies before reaching 18 years (whichever is the earlier)	Yes	Secure Disposal

		Children Act 2004 Section 44			
CS6.2	Recruit Foster Carer/Adoptive Parent	Fostering Service Regulations 2002; Adoption Act 1976	10 years from completion of recruitment process	Yes	Secure Disposal
CS6.3	Foster carer initial enquiry taken no further	Fostering Service Regulations 2002	3 years from date of last contact or 2 years after date of death if earlier	Yes	Secure Disposal
CS6.4	Assessment of Potential Carers (carers not approved)	Fostering Service Regulations 2002; Adoption Act 1976	3 years from refusal/withdrawal or 2 years after date of death if earlier or 75 years if concerns exist	Yes	Secure Disposal
CS6.5	Assessment of Potential Carers (Approved Carer)	Fostering Service Regulations 2002; Adoption Act 1976	10 years from completion of recruitment process	Yes	Secure Disposal
CS6.6	Foster Carers (approved) plus Supportive Lodgings	Fostering Service Regulations 2002	25 years from date approval ended or 2 years after date of death if earlier	Yes	Secure Disposal
CS6.7	Training of Approved Carers	Fostering Service Regulations 2002; Adoption Act 1976	10 years from completion of training	Yes	Secure Disposal
CS6.8	Management of Foster Carer	Fostering Service Regulations 2002;	10 years from last contact	Yes	Secure Disposal
CS6.9	Management of Foster Care Service Provision	Fostering Service Regulations 2002;	15 years from last contact	Yes	Secure Disposal
CS7 Adoption					
CS7.1	Adoption: Children adopted before 30 December 2005	Adoption Agencies Regs 1983 S14(3)	75 years from the date of adoption order or from the date adoption allowances cease or on the expiry of time for appeal post Court hearing where the	Yes	Secure Disposal

			Department has acted as, or on behalf of a Gal/RO		
CS7.2	Adoption: Children adopted on or after 30 December 2005	Disclosure of Adoption Information (Post Commencement Adoptions) Regulations 2005	100 years from the date of adoption order or from the date adoption allowances cease or on the expiry of time for appeal post Court hearing where the Department has acted as, or on behalf of a Gal/RO	Yes	Secure Disposal
CS7.3	Adopters: Agency and step parent	Adoption Agencies Regs 2005 + Disclosure of Adoption Information Regulations 2005	100 years from the date of adoption order or from the date adoption allowances cease or on the expiry of time for appeal post Court hearing where the Department has acted as, or on behalf of a Gal/RO	Yes	Secure Disposal
CS7.4	Adoptors: Not proceeded with	Common Practice	25 years from date application withdrawn or refused	Yes	Secure Disposal
CS7.5	Records relating to children placed by other agencies in Sandwell		Return to placing agency when contact with adoptive family has ceased	Yes	
CS7.6	Adoption Panel Records	Disclosure of Adoption Information (Post Commencement Adoptions) Regulations 2005 Section 6	Date of Adoption Order + 100 years	Yes	Secure disposal
CS7.7	Records relating to Adoption and Special Guardianship Finance	Local Government Act 1972 s 100b Local Authorities (Executive Arrangements)	Date of the decision + a minimum of 6 years then review	Yes	Secure disposal

		(Access to Information) (England) Regulations 2000			
CS8 Procurement and Payments					
CS8.1	Finance and Procurement: Financial Services: Payments: All records relating to the administration of the foster payments system including short breaks payments and direct payments	HMRC – Compliance Handbook Manual CH15400	Current year + 6 years	Yes	Secure disposal
CS8.2	Scanned invoices relating to the funding of the placement of looked after children by the voluntary and community sector where the original has been sent to P2P for payment.		Current year + 1 year	Yes	Secure disposal
CS8.3	Records relating to the Adoption and SGO finance	Local Government Act 1972 s100b Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Date of decision + a minimum of 6 year then review	Yes	Secure disposal
CS8.4	Adoption Allowance File	Adoption Allowances Regulations 1991	75 years from start of allowance	Yes	When closed add to main Adoptor's file
CS8.5	Procurement standard documentation used in the procurement process		Until the documentation superseded + 3 years	No	Secure disposal

CS9 Register of Persons Posing a Risk to Children					
CS9.1	Register of People Posing a Risk to Children	Children and Young Persons Act 1933	75 years from date of caution or conviction	Yes	Secure disposal
CS9.2	People cautioned/convicted of Offences against children	Children and Young Persons Act 1933	75 years from date of caution or conviction	Yes	Secure disposal
CS10 Multi-Systemic Therapeutic Services					
CS10.1	Multi agency therapeutic records relating to children and their families		75 years from date of birth	Yes	Secure disposal
CS11 Substance Misuse Services					
CS11.1	Records relating to clients who misuse drugs and alcohol		Date of last contact + 6 years, or date of death + 2 years	Yes	Secure disposal
CS12 Youth Offending Service					
CS12.1	Children and Young People subject to Supervision	Advice on Information Managing in Youth Offending Teams (England) (Youth Justice Board 2011)	5 years from date of last contact	Yes	Secure disposal
CS12.2	Records of Young Offenders held by YOT	Advice on Information Managing in Youth Offending Teams (England) (Youth Justice Board 2011)	Until the person reaches the age of 21, in exceptional cases, records may be retained beyond this period on the authorisation of an Area Youth Justice Manager	Yes	Secure disposal
CS12.3	Records of Referral panel members, including those who have been rejected	Advice on Information Managing in Youth Offending Teams (England) (Youth Justice Board 2011)	2 years from date of last contact	Yes	Secure disposal

Sandwell Children's Trust
Record Retention Schedule: June 2023

CS12.4	Records of Appropriate Adults	Advice on Information Managing in Youth Offending Teams (England) (Youth Justice Board 2011)	3 years from date of last contact	Yes	Secure disposal
CS12.5	Youth Justice – Statutory Court Files	Advice on Information Managing in Youth Offending Teams (England) (Youth Justice Board 2011)	21 years from date of birth (outcomes to be added to electronic file and documentation to be added to the court file)	Yes	Secure disposal
CS13 LADO Service					
Awaiting Approval from Service Area Lead					
CS14 Data Intelligence					
CS14.1	Information and data standards created for Sandwell Children's Trust		Date standard superseded + 6 years	No	Secure disposal
CS14.2	Data quality monitoring reports		Current year	No	Secure disposal
CS14.3	Statistical and demographic data relating to Children's Services		Current year + 5 years then review	No	Secure disposal
CS14.4	Social Care Performance Data Unit – reports run off the system		Current year + 5 years	No	Secure disposal
CS14.5	Social Care Performance Data Unit working papers for reports, briefing notes, proposals, etc		Current year + 4 years	No	Secure disposal
CS14.6	Social Care information relating to performance indicators and targets		Current year + 5 years then review	No	Secure disposal
CS14.7	Key Information Statistics		Current year + 5 years then review	No	Secure disposal

CS15 Commissioning and Contracts					
CS15.1	Contract files under seal	Limitation Act 1980 (Section 8)	Last action on the contract + 12 years	No	Secure disposal
CS15.2	Contract files under signature	Limitation Act 1980 (Section 5)	Last action on the contract + 6 years	No	Secure disposal
CS15.3	Social Care open-ended contract files	Limitation Act 1980 (Section 5)	End of contract term + 6 years	Yes	Secure disposal
CS15.4	Private and Voluntary sector placements data base		Current year + 5 years	Yes	Secure disposal
CS15.5	Record of fee increases requested from the providers of private and voluntary placements for looked after children		Current year + 5 years	Yes	Secure disposal
CS15.6	Contract documentation relating to the placement of looked after children in the voluntary and community sector held electronically.	Limitation Act 1980 (Section 8)	Last action on the contract + 12 years	Yes	Secure disposal
CS15.7	Contract documentation relating to the placement of children in the private and voluntary sector whilst the placement is active		Retain in unit see CS14.8 below	Yes	Secure disposal
CS15.8	Contract documentation relating to the placement of children in the private and voluntary sector once the placement is completed.	Limitation Act 1980 (Section 8)	Last action on the contract + 12 years	Yes	Secure disposal
CS15.9	Unsuccessful tender documents		Date contract awarded + 6 months	Yes	Secure disposal
CS15.10	Unsuccessful tender documents – European		Date contract awarded + 4 years	Yes	Secure disposal
CS15.11	Pre-Qualification Questionnaires		Current year + 7 years	No	
CS15.12	Register of external contracts		Permanent	No	

CS16 Management					
CS16.1	Business Planning – Strategic statement supporting papers and monitoring papers		Current year + 5 years	No	Secure disposal
CS16.2	Annual Business Plans – examples may include the unit business plan and where appropriate local action plans		Current year + 3 years	No	Secure disposal
CS16.3	Records relating to business plan monitoring, corporate strategy plan monitoring, performance management monitoring created by individual directorate business information managers		Current year + 5 years then review	No	Secure disposal
CS16.4	Emergency Planning – individual Directorate/ Divisions/Unit business continuity plans		These are dynamic documents which are being constantly reviewed. Each version will replace the former unless the plan has had to be activated in which case it may be submitted with the major incident report.	Yes	Secure disposal
CS16.5	Records relating to the testing of individual Directorate/Division/Unit business continuity plans.		Life of the plan being tested unless the plan has had to be activated in which case the test records may be submitted with the major incident report.	Yes	Secure disposal
CS16.6	Records relating to the creation of emergency plans for Sandwell		These are dynamic documents which will remain active whilst the plan is in operation.	Yes	Secure disposal
CS16.7	Records relating to the management of serious incidents by duty directors.	Limitation Act 1980 (Section 2)	Date of incident resolved + 6 years	Yes	Review

Sandwell Children's Trust
Record Retention Schedule: June 2023

CS16.8	Risk Management – Risk registers maintained by individual directorates		These will be dynamic documents which are being continually refreshed. A snapshot needs to be taken if the risk register needs to be produced as part of a major incident investigation.	No	Secure disposal
CS16.9	Risk Register		Closure + 5 years	No	Secure disposal
CS16.10	Service Level Agreements – records relating to the constitution of partnerships and agreements with partners	Limitation Act 1980 (Section 2)	Life of partnership + 6 years	No	Secure disposal
CS16.11	Service level agreements with partner organisations		Life of agreement + 6 years	No	Secure disposal
CS16.12	Corporate Policies and Procedures		Life of Policy + 3 years then review	No	Secure disposal
CS16.13	Unit policies and procedures		Life of Policy + 3 years then review	No	Secure disposal
CS16.14	Files relating to the support given to managing directors by their staff officers and support staff (held in paper, electronic including incoming and sent emails)		Current year + 3 years then review	No	Secure disposal
CS16.15	Team Meeting/Management Team meeting minutes and papers where no corporate decisions are made and the meeting minutes will not be required as part of an audit trail		Date of meeting + 1 year then review	No	Secure disposal

Sandwell Children's Trust
Record Retention Schedule: June 2023

CS16.16	Team Meeting/Management Team meeting minutes and papers where no corporate decisions are made but where the meeting minutes will be required as part of an audit trail.	Limitation Act 1980 (Section 2)	Date of meeting + 6 years	No	Secure disposal
CS16.17	Social Care: Directors' files relating to ordinary issues		Closure of file + 2 years then review	Yes	Secure disposal
CS16.18	Social Care: Directors' files relating to complex or long running issues including asylum.		Current year + 3 years then review	Yes	Secure disposal
CS16.19	Social Care: Directors' day books		Current year + 2 years	Yes	Secure disposal
CS16.20	Gifts and Hospitality – all records relating to the receipt of gifts or corporate hospitality	Limitation Act 1980 (Section 2)	Fiscal year of receipt + 6 years	Yes	Secure disposal
CS16.21	Internal communications and engagement with staff		Current year + 1 year	No	Secure disposal
CS16.22	Archived web pages		Date pages archived + 3 years then review	NO	
CS16.23	Induction – records relating to employee induction.		Date of induction ends + 12 months then review.	Yes	Secure disposal
CS16.24	Recruitment and selection process of an individual for an established position		Recruitment finalised + 1 year.	Yes	Secure disposal
CS16.25	Recruitment and selection records relating to the process concerning unsuccessful candidates.		Date of interview + 6 months	Yes	Secure disposal

Sandwell Children's Trust
Record Retention Schedule: June 2023

CS16.26	Disclosure and Barring Service (DBS) checks		The certificate is the property of the person who has been checked, but the employer can take a copy and put it on an individual's file. The organisation making the check should not take copies of documents but inspect the original documents provided by the person who is being checked.	Yes	Secure disposal
CS16.27	Job Descriptions and Person specifications	Limitation Act 1980/ Sex Discrimination Act 1975 + 1986/ Race Relations Act 1976	Date of JD/Pers Spec superseded + 6 years	No	Secure disposal
CS16.28	Records relating to the restructuring of directorates or service units		Year review completed + 6 years	Yes	Secure disposal
CS16.29	Disciplinary and grievance investigations where unfounded		Immediately after found to be unfounded, or after appeal	Yes	Secure disposal
CS16.30	Equal opportunities investigations		5 years after action completed	Yes	Secure disposal
CS16.31	Occupational Health matters		5 years after action completed	Yes	Secure disposal
CS16.32	Occupational health and safety matters		50 years after training completed. Individual course records should be destroyed once the training has been renewed every 3 years	Yes	Secure disposal
CS16.33	Staff Appraisals		5 years after action is completed	Yes	Secure disposal
CS16.34	Staff leave and attendance		2 years after end of complete leave year	Yes	Secure disposal
CS16.35	Training and Development routine matters		2 years after action completed	Yes	Secure disposal
CS16.36	Training materials		1 year after course is superseded	No	Secure disposal
CS16.37	Training, proof of completion		7 years after completion	Yes	Secure disposal

CS17 Health and Safety					
CS17.1	Accident Reporting		Date of the accident + 4 years where the injured person is an adult at the time of the accident; date of birth + 22 year where the injured person is a minor at the time of the accident.	Yes	Secure disposal
CS17.2	Records relating to first aid training		Date of training + 3 years	Yes	Secure disposal
CS17.3	Social Care course files		Current year + 5 years then review	No	Secure disposal
CS17.4	Display Screen Equipment Reports	Limitation Act 1980 (Section 11)	Life of assessment + 4 years	Yes	Secure disposal
CS17.5	Fire Risk Assessments	Limitation Act 1980 (Section 11)	Date of the risk assessment superseded + 4 years	No	Secure disposal
CS17.6	Records relating to health and safety training		Date of training + 7 years	No	Secure disposal
CS17.7	Records relating to health and safety strategy planning		Closure of file + 6 years then review	No	Secure disposal
CS17.8	Health and Safety Working Party	Limitation Act 1980 (Section 2)	Date of meeting + 6 years	No	Secure disposal
CS17.9	Health and Safety Policy		Date of policy superseded + 6 years	No	Secure disposal