

Records Retention Schedule 2025 – 2028

Introduction and scope

Sandwell Children's Trust Retention Schedule identifies processes 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 has been based upon various organisations to ensure best practice, which includes (but not limited to) the Information Commissioner's document and National Archives. It is intended to cover the lifecycle of records and information from creation through to destruction or permanent preservation.

The Schedule contains minimum retention periods, 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. Information must be kept for the length of time defined in the Schedule unless there is an overriding legal requirement to destroy it sooner.

Records intended for destruction may be destroyed in accordance with the provisions of the Schedule. Backup copies stored on alternative media (server/microfilm/paper) should also be destroyed. This is vital to ensure compliance with the requirements of the Data Protection Act 2018 (DPA 2018), UK General Data Protection Regulation 2016 (UK GDPR 2016) and Freedom of Information Legislation.

Divergence from the retention schedule may be appropriate in certain circumstances. For example, a pending or actual legal action, change of legislation or regulation, or legitimate business need. Any divergence requires liaison with the Senior Information Risk Officer and the Information Asset Owner.

The aim of the Schedule is to outline the approach to managing the retention and secure disposal of our information in line with our:

- business requirements, and,
- legal obligations.

There are various pieces of legislation which outline retention requirements. These include, but is not exhaustive, the following:

- Freedom of Information Act 2000 – including the Code of Practice Section 46 (FOIA)
- The UK General Data Protection Regulations (the UK GDPR)
- Data Protection Act 2018 (DPA 18)
- Public Records Act 1958

The requirements outlined in this Schedule have been developed to provide a consistent

approach to the retention and disposal of corporate information. This policy applies to all physical and digital information, regardless of storage location.

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.

Independent Inquiry into Child sexual Abuse (IICSA)

As part of the review of the Trust retention schedule, recommendations from the Inquiry into Child Sexual Abuse (IICSA) are being included. The published guidance suggests considering an extension of the retention period for Social Care records in cases involving potential sexual abuse, owing to the sensitive nature of these incidents and the extended time it often takes for victims to come forward with their allegations. Whilst this is not currently legislation Sandwell Children's Trust have made the decision to include the recommendations in the retention schedule. This is caveated by the access rights afforded to the British public under UK GDPR whereby Right to be Forgotten can be requested and reviewed on a case-by-case basis.

Roles and Responsibilities

All Trust staff are responsible for managing the information they create and receive as part of their normal daily business activities and should familiarise themselves with this Schedule.

Specific records management responsibilities are also allocated to individual staff members / groups across our corporate structure. The following roles have additional responsibilities around retention and disposal:

Information Asset Owners (IAO):

IAOs ensure that all assets under their control are following retention schedule rules. They have ownership of the assets and are therefore responsible for ensuring adherence to the Schedule. IAOs are responsible for authorising the destruction of information when required.

Information Governance Working Group (IGWG) representative:

The IGWG meets bi-monthly. The purpose of the group is to provide a strategic lead in creating and sustaining an information culture within Sandwell Children's Trust. The IGWG rep for each area is to ensure flow of information from IGWG to the service, as well as for services to flow information into IGWG. This would include IAOs wanting to flag any information concerns regarding information for which they are accountable.

Retention Periods

Our retention periods are driven by legislation and/or business need. If there is no legally defined retention period for corporate information then it is the responsibility of the relevant IAO(s) to determine an appropriate retention period related to service need.

The Trust assigns clearly defined retention periods to our information to ensure it is kept for the appropriate length of time. Each retention period has two elements:

- **Retention:** the trigger and the length of time the information will be kept
- **Disposal:** once the retention period has elapsed then the records must be reviewed and determined whether to 'retain' or 'destroy'.
 - Retain: If the action is 'retain' then the IAO must agree justify an extension and agree a future review period.
 - Destroy: If the action is 'destroy', then the sign-off for destruction must come from the relevant service / IAO.

Retaining instead of destroying

Information should only be retained beyond its retention period in limited circumstances. When conducting a review, the following factors should be taken into account:

- Is the information required to fulfil statutory or regulatory requirements?
- Is the information relevant to ongoing litigation / subject to a legal hold?
- Is the information the subject of an information request or relate to information recently disclosed in a response?
- Is retention required to evidence events in the case of a dispute?
- Does the information fall under the selection criteria for permanent preservation and transfer to the National Archives outlined in the Selection and Appraisal Methodology?
- Is the information required for a Public Inquiry?
- Is there another demonstrable business need for retaining the information? If the information is deemed to still be required, an extension of two years is given, the information needs to be reviewed again at the end of the extension.

Destruction

Data Asset

If a data asset contained within the Schedule is to be destroyed it should follow certain routes:

Service / team – data asset:

If the data asset is held by a team / service (i.e. on a system and/or hard-copy store room) the information will require sign-off for disposal by the relevant service / IAO. Secure disposal is required:

- **physical / hardcopy small volumes** these can be disposed of via standard confidential waste (i.e. Blue Bins).
- **physical / hardcopy large volumes** then the Information Governance Team can be contacted for disposal advice.
- **Electronic data** can be deleted
- Record of destruction to be retained

If the data asset is held by a service / team and has no business or legal need to be retained, the team can destroy it themselves. There is no requirement to note such destruction.

Individual – data asset. An individual should not be retaining information

themselves that falls under this Schedule. Any such information should be held in a shared access area (whether physical or electronic).

Service / teams / individuals – hard copy

- Small volumes. Small volumes can be disposed of via the corporate confidential waste process.
 - A log of destruction is required.
- Large volumes. In the unlikely event that a service holds a large volume of data assets to be disposed of in one go, please contact your IAO
 - Advise the IAO:
 - Volume
 - What the data is
 - Where it is located
 - The IAO should then be able to assess and approve destruction. The IAO or relevant service manager should then contact the Information Governance Team for advice on confidential collections.

Service / teams / individuals – electronic

- **Electronic (automated)** Any automated destruction by a system should be in line with retention periods. The cycle of automated destruction should be formally noted within a Data Privacy Impact Assessment, which will Act as a record of destruction.
- **Electronic (manual)** Information to be manually deleted (e.g. network folder) once retention has elapsed should already have approval from the IAO prior to its deletion.
- **'one-off' manual deletion** An email confirming the planned deletion to the IAO, plus the IAO's approval, should be retained.
- **Routine manual deletions** If information is to be manually deleted on a recurring basis, this a record of this should be kept in a relevant file – including IAO's approval for the cycle.

Non-intentional disposals

If information is disposed in error or is lost / corrupt within its retention period then this is a data loss and may constitute a data breach. As soon as the issue is discovered, which is sometimes after the event, then the data breach process should be followed.

Retention at a glance

This section is intended to provide a quick reference guide to records retention periods. However, it does not give the full details of retention requirements, triggers, disposal actions and codes of practice, nor the authorities requiring or guiding retention periods. For full details please consult the detailed section of this Schedule by clicking on the heading.

Children and Families	
Adoptions Management	100 years from date of adoption order (minimum)
Case Management	75 years from DOB of the youngest child
Child Protection	75 years from DOB of the youngest child
Children in Need	75 years from DOB of the youngest child
Foster Carer Supervision and Support (Unsuccessful or withdrawn applicants)	3 years from decision or withdrawal
Foster Carer Supervision and Support (Successful applicants)	10 years from termination of approval
LADO (Local Authority Designated Officer)	Date of last action plus 75 years
Looked After Children	Until person's 75 th birthday
Residential Homes Management and Administration	15 years from date created
Safeguarding	75 years from DOB of the youngest child
Targeted Intervention and Support	75 years from DOB of the youngest child
Youth Offender Support and Supervision	75 years from DOB of the person

Finance	
Accounting and Reporting	6 years after end of financial year
Banking Administration	6 years after end of financial year
Budgets Management	6 years after end of financial year
Charities and Trusts Administration (Administrative records)	6 years after end of financial year
Charities and Trusts Administration (Deeds and instruments)	Transfer after wound-up
External Funding Acquisition	Minimum 6 years after end of funding period or as required by funding body
Financial Planning	6 years after end of planning period or strategy superseded

Grant Funding Administration	Minimum 6 years after end of funding period or as required by funding body
Income Processing	6 years after end of financial year
Loans and Leasing Administration	6 years after settlement or end of lease
Payroll Administration	6 years after end of financial year
Pension Fund Management	6 years after end of scheme
Pension Scheme Administration	6 years after death of last known beneficiary of member
Procurement (Unsuccessful tenders)	1 year after contract awarded
Procurement (Awarded contracts)	6 /12 / 15 years after end of contract
Purchasing and Payment Processing	6 years after end financial year

Health and Safety

Accident and Incident Reporting and Investigation (Children)	Until person's 75 th birthday
Advice Provision	6 years after date created
Health Assessment	6 years after last assessment
Pre-employment health screening	1 year after date created
Risk Assessment	6 years after assessment superseded

Human Resources

Attendance and Time Recording	2 years after date created
Employment Contracts Management	6 years after end of Trust employment
Disciplinary and Grievance Procedures Administration	6 years after end of Trust employment
Disclosure and Barring Service Checking (DBS reports)	6 months after receipt
Disclosure and Barring Service Checking (Records of checking)	6 years after termination of relevant contract
Industrial Relations Management	10 years after date created or end of agreement
Performance Monitoring and Review	6 years after date created
Recruitment and Termination Administration (Unsuccessful candidates)	1 year after recruitment decision
Recruitment and Termination Administration (Successful candidates)	6 years after end of Trust employment
Sickness Absence Management	6 years after end of Trust employment

Leave Administration	3 years after end of financial year
Staff Training (Individual training records)	6 years after end of Trust employment
Training Provision (Course administration)	6 years after date created
Training Provision (Course content)	6 years after superseded or course no longer provided

Information and Communication Technology (ICT)

ICT Service Design	6 years after date created
ICT Service Operation	1 year after date created

Information Management

Information Access Management	5 years after date created
Information Security Management	3 years after date created
Records Storage Management	Lifetime of organisation
Voice Call Recording	6 months after recording

Legal

Litigation	75 years from child's 18 th birthday
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Management

Business Planning	6 years after date created
Communications Management and Marketing	7 years after date created
Complaints Management (Service complaints)	6 years after resolution
Consultation and Engagement	6 years after date created
Events Management	6 years after event
Feedback Processing	2 years after date created
Partnership Development	Retain Indefinitely
Performance Monitoring and Reporting	6 years after date created
Policy and Procedures Development	6 years after superseded

Research and Analysis (Raw data)	Out of date and/or no longer required
Research and Analysis (processed data, analysis and interpretation)	6 years after date created
Strategic Planning	6 years after superseded
Transformation and Change Management	6 years after date created

Physical Assets and Property

Property and Land Management	Retain Indefinitely
Property Acquisition and Disposal	15 years after disposal of land or property
Asset Monitoring and Maintenance	7 years after last action
Equipment Management, Vehicle and Fleet Maintenance Management	6 years after disposal of equipment and or vehicle

Risk Management and Insurance Administration

Business Continuity Planning	6 years after superseded
Insurance Claims Administration	6 years after settlement or repudiation but not before claimant reaches age of 24
Insurance Policy Administration (Liability)	40 years after end of policy
Insurance Policy Administration (Non-liability)	10 years after end of policy

Audit

Audit	6 years after audit or investigation or legal action
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Whistleblowing

Whistleblowing	6 years after audit or investigation or legal action
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Detailed Retention Schedule

Children and Families

Adoption Management		
Retention	Disposal	Authority
Retain records for minimum of 100 years from date of adoption order	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Requirement to maintain "Section 56 information" taken from The Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 .
<p>Scope: The guidance on adoption for local authorities published by the DfE in 2014 specifies "Section 56" information that is covered by the 100 year retention rule as being:</p> <ul style="list-style-type: none"> • Identifying information about the child, the birth parents, other birth relatives, adoptive parents and any other people involved in the adoption such as foster carers and professionals. • Background information including the child's birth and medical history, education, and development • Information supplied by the birth parent and other birth relatives including photographs and letters • Information supplied by the adoptive parent(s) after the adoption • Information supplied by any foster carer • Information that the adopted person has asked to be kept, this would include their views on any contact • A copy of the child's permanence record (CPR) • The prospective adopters' report • Written record of the proceedings of the adoption panel and the agency decision • Any consent to placement and placement orders and any withdrawal of consent • The Adoption Placement Report • The Adoption Support Plan • The Adoption Placement Plan • Any other information the agency considers necessary to keep <p>In addition</p> <ul style="list-style-type: none"> • Care Experienced support records 		

Case Management

Retention	Disposal	Authority
75 years from DOB of the youngest child	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Following the IICSA Recommendations.
Scope: Management and administration of Children and family's health and care cases, including: enquiry processing, referral, needs assessment, care and support planning, key information recording		

Child Protection

Retention	Disposal	Authority
75 Years from DOB of the youngest child	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Children Act 1989 and following the IICSA Recommendations.
Scope: Child Protection Register, Case involving Child Protection, Serious Case Reviews, Management Investigation Records (Part 8 enquiries), Child Protection Enquiries where there is further action.		

Children in Need

Retention	Disposal	Authority
75 Years from DOB of the youngest child	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Following the IICSA Recommendations.
Scope: Process involving children in need who have not been adopted or looked after and who have not been the subject of a child protection inquiry or plan.		

Foster Carer Supervision and Support

Retention	Disposal	Authority
Retain application and assessment records for unsuccessful applicants 3 years from application withdrawal or refusal. Retain records of Successful applicants 10 years end of last placement is terminated after carer ceases to provide care	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Foster Placement (Children) Regulations 1991 s.14 Fostering Services Regulations 2002 s.32
Scope: Foster carer enquiry, application and assessment records, case files and statutory register maintenance		

LADO

Retention	Disposal	Authority
Date of last action plus 75 years	Destroy (See UK Covid-19 Inquiry hold advice p.4)	This retention period ensures adequate retention of information in relation to abuse allegations involving children. See IICSA recommendations.
Scope: All documents relating to process, including LADO minutes, LADO strategy discussion/meeting minutes		

Looked After Children Support

Retention	Disposal	Authority
Retain records until Person's 75 th birthday	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Arrangement for the Placement of Children (General) Regulations 1991 s.9 and Care Planning, Placement and Case Review (England) Regulations 2010 s.50
<p>Scope: The Care Planning, Placement and Case Review (England) Regulations 2010 specifies in s.49 – Establishment of Records that the case records of a Looked After Child, must include:</p> <ul style="list-style-type: none"> • Care plan, including any changes made to the care plan and any subsequent plans • Reports obtained under regulation 7 • Any other document created or considered as part of any assessment of child's needs, or of any review of child's case • Any court order relating to child • Details of any arrangements that have been made by the responsible authority with any other local authority or with an independent fostering agency under regulation 26 and Schedule 5, or with a provider of social work services, under which any of the responsible authority's functions in relation to care are discharged by that local authority or independent fostering agency or provider of social work services <p>In addition</p> <ul style="list-style-type: none"> • Care Experienced support records 		

Residential Homes Management and Administration

Retention	Disposal	Authority
Retain records minimum of 15 years from created	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Children's Homes Regulations 1991 s.17
Scope: Management and administration of children's residential homes including records and registers relating to multiple residents Including: records specified within schedule 3 of the regulations – Admission and discharge, accidents, administration of medicinal products, money and valuable deposited for safekeeping, disciplinary records and daily log of events. In addition, record of persons employed by or working at children's home, duty rotas, record of other persons resident at the home and accounts.		

Safeguarding

Retention	Disposal	Authority
75 Years from DOB of the youngest child	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Following the IICSA Recommendations.
Scope: Child Protection administration, referrals and management, child sexual exploitation investigation, allegations and causes for concern about carers / adopters, medical arrangements, court case preparation and orders, liaison with police and other agencies		

Targeted Intervention and Support

Retention	Disposal	Authority
75 Years from DOB of the youngest child	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Following the IICSA Recommendations.
Scope: Eligibility and assessment records, requests for support, consent, children missing education, intensive prevention		

Youth Offender Supervision and Support		
Retention	Disposal	Authority
75 years from DOB of the person	Destroy (See UK Covid-19 Inquiry hold advice p.4)	recommended by the Data Recording Requirements for youth justice services 2024/25 and following the IICSA Recommendations.
Scope: Young offender case management, bail and remand supervision, education, health, safeguarding assessment and intervention, and public protection assessment intensive supervision and surveillance, and restorative justice and reparation management, parent and carer support		

Finance

Accounting and Reporting

Retention	Disposal	Authority
Retain records 6 years after the end of the financial year in which records created	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Companies Act 2006 and Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3
Scope: Statutory, corporate and management accounts, abstracts, ledgers, budgetary control records		

Banking Administration

Retention	Disposal	Authority
Retain records 6 years after the end of the financial year in which records created	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Companies Act 2006 and Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3
Scope: Bank accounts administration including instruction and payments, bank deposits, account monitoring and reconciliation		

Budgets Management

Retention	Disposal	Authority
Retain records 6 years after the end of the financial year in which records created	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Companies Act 2006 and Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3
Scope: Management of capital and revenue budgets		

Charities and Trusts Administration

Retention	Disposal	Authority
<p>Retain administrative records 6 years after the end of the financial year in which records created</p> <p>Retain trust deeds and charity and endowment instruments until charity, trust or endowment wound up</p>	<p>Destroy (See UK Covid-19 Inquiry hold advice p.4)</p> <p>Transfer records to Archives Service.</p>	<p>The Trust's Business need</p> <p>6 year period for which annual reports and all supporting documents must be retained under Charities Act 2011 s.165</p>
<p>Scope: Administration of charity, trust and endowment for which The Trusts acts as trustee including annual reports, deeds, instruments, winding-up records</p>		

External Funding Acquisition

Retention	Disposal	Authority
<p>Retain records a minimum of 6 years after the end of funding period unless otherwise specified by external funding body</p>	<p>Destroy (See UK Covid-19 Inquiry hold advice p.4)</p>	<p>Funding body requirements</p>
<p>Scope: Identification of funding opportunities and resources, development and submission of bids, management of funding resources, monitoring and reporting of outcomes to funding body Excluding grant funding administration</p>		

Financial Planning

Retention	Disposal	Authority
Retain records 6 years after the end of planning period or strategy superseded	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Companies Act 2006 and Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3
Scope: Strategic medium and long term financial planning		

Grant Funding Administration

Retention	Disposal	Authority
Retain records minimum of 6 years after end of funding or monitoring period or period specified by funding body	Destroy (See UK Covid-19 Inquiry hold advice p.4)	The Trust's Business need or body requirements
Scope: Processing and assessment of applications for grant funding, administration of funding payments, financial and outcome monitoring and reporting		

Income Processing

Retention	Disposal	Authority
Retain records 6 years after the end of the financial year in which records created	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Companies Act 2006 and Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3
Scope: Processing income received for supply of goods and services, posting slips, tabulations, income records, receipt books, debtor accounts.		

Loans and Leasing Administration

Retention	Disposal	Authority
Retain records 6 years after end lease period or settlement of loan	Destroy (See UK Covid-19 Inquiry hold advice p.4)	The Trust's business need
Scope: Processing of staff loan and leasing applications, administration of loans, repayments and leasing		

Payroll Administration

Retention	Disposal	Authority
Retain records 6 years after the end of the financial year in which records created	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Taxes Management Act 1970 s.34
Scope: Transactional HR records including expenses and allowances claims, changes to pay, increments, loss of earnings, statutory and non-statutory payments and deductions, additional hours claims redundancy payments, income tax and national insurance records		

Pension Fund Management

Retention	Disposal	Authority
Retain records 6 years after the end of scheme	Destroy (See UK Covid-19 Inquiry hold advice p.4)	The Retirement Benefits Schemes (Information Powers) Regulations 1995 s.15
Scope: The Trusts pension fund management records including fund management strategy, policy and guidance influencing decisions excluding accounting and reporting		

Pension Scheme Administration

Retention	Disposal	Authority
Retain records 6 years after death of last known beneficiary of Member	Destroy (See UK Covid-19 Inquiry hold advice p.4)	The Retirement Benefits Schemes (Information Powers) Regulations 1995 s.15
Scope: Records of member and employer pension contributions, member notifications administration of pension benefit payments to scheme members, repayment of contributions to members withdrawing from scheme including copies of legislation, regulation, guidance notices, policies affecting contributions and payments (Note: documents may that may not be readily available from other sources in the long-term)		

Procurement

Retention	Disposal	Authority
<p>Retain unsuccessful tenders 1 year after contract award decision</p> <p>Retain awarded contract records 6 years (signed – ‘simple contracts’) 12 years (under seal) 15 years (conveyancing) after end of contract, substantial completion, or end of overage or clawback period as applicable</p>	<p>Destroy (See UK Covid-19 Inquiry hold advice p.4)</p>	<p>Retention of unsuccessful Tenders - Trust business need.</p> <p>The authority for awarded contracts depends on the nature or value of contract Limitation Act 1980 s.5 or Limitation Act 1980 s.8 or Limitation Act 1980 s.14B</p>
<p>Scope: Pre-tender planning, tender process, contract award and contract management including pre-qualification questionnaires, requests for information, invitations to tender, tender evaluation, tender negotiation, supplier approval, bids and correspondence</p>		

Purchasing and Payment Processing

Retention	Disposal	Authority
Retain records 6 years after the end of the financial year in which records created	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Companies Act 2006 and Value Added Tax Act 1994 s.6 and Finance Act 1998 Sch.18 pt. 3
Scope: Orders, credit notes, creditor invoices, delivery notes, payment records, records of advances		

Health and Safety

Accidents and Incident reporting and Investigation (Children)

Retention	Disposal	Authority
Until person's 75th birthday	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Following the IICSA Recommendations.
Scope: Reporting and investigation of accidents or incidents, accidents, violent or aggressive conduct involving children		

Advice Provision

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Scope: Provision of health and safety advice and support		

Health Assessment

Retention	Disposal	Authority
Retain records 6 years after last assessment	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Scope: Manager referred and self-referred employee health assessment records		

Pre-Employment Health Screening

Retention	Disposal	Authority
Retain records 1 year after date created	Destroy (See UK Covid-19 Inquiry hold advice p.4)	The Trust's business need
Scope: Pre-employment health screening assessment		

Risk Assessment

Retention	Disposal	Authority
Retain records 6 years after assessment has been superseded	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Scope: Identification, assessment of, and planning to mitigate risks including operational activities, individual or groups of employees, young people and adults, first aid, machinery and equipment, premises and plant, and health and safety audits excluding hazardous substances		

Human Resources

Attendance and Time Recording

Retention	Disposal	Authority
Retain records 2 years after date created	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Working Time Regulations 1998
Scope: Timesheets, annual leave recordings		

Employment Contracts Management

Retention	Disposal	Authority
Retain records 6 years after end of Trust employment	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Scope: Individual employees' terms and condition of employment, job description, personal specification, pay grade, change of role and record of changes to individuals' employment contracts		

Disciplinary and Grievance Procedures Administration

Retention	Disposal	Authority
Retain records 6 years after end of Trust employment	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Scope: Administration of formal disciplinary and grievance processes including tribunal cases		

Disclosure and Barring Service Checking

Retention	Disposal	Authority
<p>Retain disclosure reports 6 months after receipt.</p> <p>Retain records of checking 6 years after termination of relevant contract</p>	<p>Destroy (See UK Covid-19 Inquiry hold advice p.4)</p>	<p>Home Office Code of Practice For Registered Persons</p> <p>The Information Commissioner's Office</p> <p>Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5</p>
<p>Scope: Record of routine Disclosure and Barring Service (DBS) (formerly Criminal Records Bureau – CRB) checks having been made during employment where required by nature of job role</p>		

Industrial Relations Management

Retention	Disposal	Authority
<p>Retain records 10 years after date created or agreement ceases to be effective</p>	<p>Destroy (See UK Covid-19 Inquiry hold advice p.4)</p>	<p>CIPD Recommendation</p>
<p>Scope: Management of relationship between The Trust, trade unions or employee representative organisations</p>		

Performance Monitoring and Review

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Scope: Individual target setting to meet business plan requirements, mid-year and end of year formal review of performance against targets		

Recruitment and Termination Administration

Retention	Disposal	Authority
Retain records of Unsuccessful applicants 1 year after recruitment decision	Destroy (See UK Covid-19 Inquiry hold advice p.4)	National Archives Guidance Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Retain records of Successful applicants (employees) 6 years after end of Trust employment		
Scope: Recruitment planning, application processing and assessment, interview administration and candidate assessment, pre-employment vetting and checks, contract offer administration, planning and management of employee probationary period and administration of employment termination processes Excluding transactional HR payments administration		

Sickness Absence Management

Retention	Disposal	Authority
Retain records 6 years after end of Trust employment	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Scope: Formal sickness absence management processes including sickness absence records, self-certification, fit notes, occupational health referrals and reports, return to work documentation, formal absence process records		

Leave Administration

Retention	Disposal	Authority
Retain records 3 years after end of financial year in which records created	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Statutory Sick Pay (General) Regulations Statutory Maternity Pay (General) Regulations 1986 reg.26 Statutory Paternity and Statutory Adoption Pay (Administration) Regulations 2002 reg.9
Scope: Maternity and paternity leave and non-statutory leave e.g. contractual leave and unpaid leave		

Staff Training (Individual training records)

Retention	Disposal	Authority
Retain records 6 years after end of Trust employment	Destroy (See UK Covid-19 Inquiry hold advice p.4)	CIPD Guidance
Scope: Training and development records relating to attendance and achievement of individual employees excluding records of training for work with hazardous substances		

Training Provision

Retention	Disposal	Authority
Retain course administration records 6 years after date created	Destroy (See UK Covid-19 Inquiry hold advice p.4)	The Trust’s business need
Retain course content and supporting materials until superseded or course no longer provided		
Scope: Development and provision of training and courses including e-learning courses, course content and supporting materials, records of completion and attendance Excluding individual staff training records		

Information and Communications Technology (ICT)

ICT Service Design

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5
Scope: ICT architecture management, infrastructure, capacity and availability management, design coordination, service catalogue maintenance		

ICT Service Operation

Retention	Disposal	Authority
Retain records 1 year after date created	Destroy (See UK Covid-19 Inquiry hold advice p.4)	The Trust's business need
Scope: ICT systems access management, application management, event and incident management, operations control, problem management, request fulfilment, technical management		

Information Management

Information Access Management		
Retention	Disposal	Authority
Retain records 5 years after date created	Destroy (See UK Covid-19 Inquiry hold advice p.4)	The Trusts business need based on National Archives Guidance
Scope: Information access request processing, FOI's, DSAR, data publication re-use and licensing		

Information Security Management		
Retention	Disposal	Authority
Retain records 3 years after date created	Destroy (See UK Covid-19 Inquiry hold advice p.4)	The Trusts business need
Scope: Incident response and investigation, compliance audit		

Records Storage Management		
Retention	Disposal	Authority
Lifetime of organisation	Transfer to authorised contractor for confidential disposal	The Trusts business need based on Freedom of Information Act s. 46 Code of Practice
Scope: Records transfer processing, retrieval, disposal excluding equipment and premises		

Voice Call Recording		
Retention	Disposal	Authority
Retain 6 months after recording	Destroy (See UK Covid-19 Inquiry hold advice p.4)	The Trusts business need
Scope: Recordings of content of telephone calls		

Legal

Litigation		
Retention	Disposal	Authority
<p>Destroy 7 years from last action</p> <p>Destroy Childcare Proceedings 75 years from child's 18th birthday</p>	<p>Destroy (See UK Covid-19 Inquiry hold advice p.4)</p>	<p>Business Need</p> <p>Dept of Health Guidance</p>
<p>Scope: Civil, Commercial and Criminal Case Files, Childcare proceedings</p>		

Management

Business Planning

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy (See UK Covid-19 Inquiry hold advice p.4)	The Trusts business need
Scope: Business planning to achieve operational service delivery priorities based on corporate priority outcomes, and management of The Trusts relationships with, and planning of joint and 'joined up' service delivery with other local authorities, partnership, private and third sector (voluntary) organisations including joint service delivery planning, monitoring and review		

Communications Management and Marketing

Retention	Disposal	Authority
Retain records 7 years after date created	Destroy (See UK Covid-19 Inquiry hold advice p.4)	The Trusts business need
Scope: Management of the Trust's engagement with both its external and internal audience including media monitoring and media relations management, marketing excluding consultation and engagement, events management		

Complaints Management

Retention	Disposal	Authority
Retain records 6 years after complaint resolution	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Based on a 6 year timescale in which an action can be brought in the case of tort under Limitation Act 1980 s.2
Scope: Processing and investigation of, and response to complaints against The Trust concerning decision making, service provision or staff, including statutory, ombudsman, and non-statutory complaints processes and legal defence case preparation		

Consultation and Engagement

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy (See UK Covid-19 Inquiry hold advice p.4)	The Trusts business need
Scope: Community and stakeholder consultation and engagement including surveys, questionnaires, display materials		

Events Management

Retention	Disposal	Authority
Retain records 6 years after event	Destroy (See UK Covid-19 Inquiry hold advice p.4)	The Trusts business need
Scope: Management of communications, marketing, engagement and training events to promote The Trust's, partner organisations, supported organisations and their services, and management of business events including development of programmes of events, event planning, delegate, event delivery and evaluation		

Feedback Processing

Retention	Disposal	Authority
Retain records 2 years after date created	Destroy (See UK Covid-19 Inquiry hold advice p.4)	The Trusts business need
Scope: Processing of customer feedback and comments excluding complaints management processes		

Partnership Development

Retention	Disposal	Authority
Retain Indefinitely	Destroy (See UK Covid-19 Inquiry hold advice p.4)	The Trusts business need
Scope: Local partnership working, planning, growth initiatives		

Performance Monitoring and Reporting

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy (See UK Covid-19 Inquiry hold advice p.4)	The Trusts business need
Scope: Performance monitoring, bench marking, collection and analysis of performance data, reporting to external agencies, partner organisations and internally within The Trust		

Policy and Procedures Development

Retention	Disposal	Authority
Retain records 6 years after superseded	Destroy (See UK Covid-19 Inquiry hold advice p.4)	The Trusts business need
Scope: Development and review of Trust corporate and operational policy, development and review of safe, efficient and effective business processes, methods of work and quality assurance measures and compliance monitoring		

Research and Analysis

Retention	Disposal	Authority
<p>Retain raw datasets until out of date and/or no longer required</p> <p>Retain processed data, analysis and interpretation 6 years from date processed or created</p>	<p>Destroy (See UK Covid-19 Inquiry hold advice p.4)</p>	<p>The Trusts business need</p>
<p>Scope: Primary data collection, secondary source raw data, data processed for specific purposes, data analysis and interpretation</p>		

Strategic Planning

Retention	Disposal	Authority
<p>Retain records 6 years after superseded</p> <p>Retain working papers and drafts for 1 year after strategy adoption</p>	<p>Destroy (See UK Covid-19 Inquiry hold advice p.4)</p>	<p>The Trusts business need</p>
<p>Scope: Identification, development and planning to establish corporate strategic aims and objectives and priority outcomes</p>		

Transformation and Change Management

Retention	Disposal	Authority
Retain records 6 years after date created	Destroy (See UK Covid-19 Inquiry hold advice p.4)	The Trusts business need
Retain working papers and drafts to be retained for 1 year after implementation completed		
Scope: Planning and management of change, oversight of major projects to achieve strategic aims and objectives and improve business delivery		

Physical Assets and Property

Property and Land Management		
Retention	Disposal	Authority
Retain Indefinitely	Transfer to Place of Deposit after Administration use is concluded	The Trusts business need
Scope: Management of access land, open spaces and common land including Maintenance and improvement. Management on overall property of the Trust including leased and owned.		

Property and Land Acquisition and Disposal		
Retention	Disposal	Authority
Retain records 15 years after Trust ceases to own or lease site or premises	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Based on a 15 year long stop in which an action can be the case latent damage under Limitation Act 1980 s.14b
Scope: Land and premises acquisition		

Asset Monitoring, Maintenance and Services

Retention	Disposal	Authority
7 years after last action	Destroy (See UK Covid-19 Inquiry hold advice p.4)	The Trusts business need
Scope: Garden maintenance, cleaning, painting, service records, catering		

Equipment Management, Vehicle and Fleet Maintenance

Retention	Disposal	Authority
Retain records 6 years after disposal of equipment and or vehicle	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Based on a 6 year timescale in which an action can be brought in the case of a simple contract under Limitation Act 1980 s.5 or negligence under Limitation Act 1980 s.14A
Scope: Portable equipment, plant, fixed equipment and systems defects reporting and repair, routine inspection, testing, servicing and maintenance, transport and storage Vehicle and vehicle equipment defect reporting and repair, routine inspection, maintenance, servicing, statutory testing and taxing Excluding financial transactions e.g. vehicle purchase and sales, contracts and leasing		

Risk Management and Insurance Administration

Business Continuity Planning

Retention	Disposal	Authority
Retain records 6 years after superseded	Destroy (See UK Covid-19 Inquiry hold advice p.4)	The Trusts business need
Scope: Identification of, and planning to mitigate risks and response to, and recovery from, incidents affecting business activities including emergency incident planning, operation and review of emergency exercises, incident response and recovery management, post incident review records		

Insurance Claims Administration

Retention	Disposal	Authority
Retain records 6 years after from settlement or repudiation (but not before the child / claimant reaches the age of 24)	Destroy (See UK Covid-19 Inquiry hold advice p.4)	Based on a 6 year period in which an action can be brought in the case of negligence under Limitation Act 1980 s.14A
Scope: Administration of liability and non-liability insurance claims		

Insurance Policies Administration		
Retention	Disposal	Authority
Retain liability policy documents 40 years after policy expiration or termination	Destroy (See UK Covid-19 Inquiry hold advice p.4)	The Trusts business need
Retain non-liability documents 10 years after policy expiration or termination		
Scope: Administration of insurance policies including: arrangement, variation, renewal and termination of policies		

Audit

Audit		
Retention	Disposal	Authority
Retain records 6 years after audit, investigation or legal action	Destroy (See UK Covid-19 Inquiry hold advice p.4)	The Trusts business need
Scope: Audit of all functions, systems, procedures and controls across the Trust. Prevention or investigation of alleged fraud and / or misappropriation		

Whistleblowing

Whistleblowing		
Retention	Disposal	Authority
Retain records for 6 years after the investigation or legal action.	Destroy (See UK Covid-19 Inquiry hold advice p.4)	The Trust's business need.
Scope – investigations into allegations covered by the whistleblowing policy.		