

DATA RETENTION & DISPOSAL SCHEDULE

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RECORD	DIVISION	ORGANISATION RETENTION PERIOD	LEGAL / REGULATORY RETENTION PERIOD	ORGANISATION RETENTION JUSTIFICATION	RETENTION START DATE
FINANCE, PAYROLL & INSURANCE					
Insurance Claims (all related documents)	Group	Indefinite	6 years	Companies Act 2006. Held indefinitely due to potential business need	Date of Claim
Insurance Policies & Cover Invoices	Group	Indefinite	6 years	Companies Act 2006. Held indefinitely due to potential business need	N/A
Fixed Asset Register	Group	6 years	6 years	Companies Act 2006. Held indefinitely due to potential business need	N/A
Audited Accounts	Group	6 years	6 years	Companies Act 2006. Held indefinitely due to potential business need	N/A
Bank/ Credit Card Statements	Group	6 years	6 years	Companies Act 2006. Held indefinitely due to potential business need	End of financial year
Purchase / Sales Invoices	Group	6 years	6 years	Companies Act 2006. Held indefinitely due to potential business need	End of financial year
Receipts	Group	6 years	6 years	Companies Act 2006. Held indefinitely due to potential business need	End of financial year
Petty Cash Records (including receipts)	Group	6 years	6 years	Companies Act 2006. Held indefinitely due to potential business need	End of financial year
Supplier Contracts	Group	6 years	6 years	The Limitation Act 1980	Termination of contract
Local Authority Framework - Sealed	Group	12 years	12 years	Business operational requirements to ensure contractual obligations maintained	End of final placement
Local Authority Framework & Individual Placement Agreements	Group	6 years	6 years	Business operational requirements to ensure contractual obligations maintained	End of final placement
Payroll Records	Group	6 years	3-6 years	HMRC Guidelines (3 years), or extended to 6 years in case of employee claims (S9 of Limitation Act 1980)	End of financial year

Income Tax / NI Returns / Tax Code Changes / Correspondence with HMRC (incl. P60/45s)	Group	6 years	3-6 years	The Income Tax (Employments) Regulations 1993 (SI 1993/744) as amended, for example by The Income Tax (Employments) (Amendment No. 6) Regulations 1996 (SI 1996/2631), Companies Act 2006 / Taxes Management Act 1970	End of financial year
VAT Records	Group	Indefinite	6 years	VAT Act 1994 (Schedule 11, paragraph 6) and HMRC Notice 700/21 October 2013. Held indefinitely due to potential business need	End of financial year
Pension Scheme Investment Policies	Group	Indefinite	N/A	12 years from the ending of any benefit payable under the policy. Individual pensions records held by pension provider. The Registered Pension Scheme (Provision of Information) Regulations 2006	End of period benefit is payable
CORPORATE & GENERAL					
Companies House records (shares holdings/transfers/transactions, director loan records, vote records, loans/mortgages secured against assets, indemnities, appointment records)	Group	6 years	6 years	Companies Act 2006, though held on Companies House indefinitely	End of financial year
Mortgages / Legal Charges / Debentures made by deed	Group	12 years	12 years	Legal limitation period of 12 years	From end of charge
Minutes of Director/Shareholder meetings & Resolutions (other than general meetings)	Group	10 years	10 years	Companies Act 2006	Date of meeting
General Meeting Minutes/Notes (no personal data or anonymised)	Group	Indefinite	N/A	Record of when processes changed and why.	N/A
Referral Documents - Declined/Not Admitted (admitted placements form part of service users care/education records)	Group	1 year	N/A	Good operational practice to assist placing authorities where admissions may be re-requested/reconsidered following alternative placement breakdown.	Date declined
Regulatory Inspection Reports	Group	Indefinite	N/A	Held by Regulators, company holds copies indefinitely (no personal data). Not required for Archiving.	N/A

Internal or External Audits (Not H&S Checks/Assessments/Audits)	Group	Indefinite	N/A	Company holds copies indefinitely (no identifiable personal data as audit on service not individual) (Note: Separate requirements below for H&S related assessments). Not required for Archiving.	N/A
Compliments & Complaints Records (Non Service User / Employee related)	Group	3 years	Various	See service stipulations below for various requirements. Other records not covered by above, kept for three years for analysis of trends and in case of appeals.	Date of complaint/compliment
Data Protection Records	Group	Indefinite	N/A	Company holds rolling breach and subject access request register indefinitely for trends analysis and in the event of claims or investigations.	Date of event
HUMAN RESOURCES & TRAINING					
Recruitment - Vacancies Database (to alert potential applicants who sign up)	Group	Indefinite	N/A	Consent from data subject - opt out option provided to remove from database at any time, and reminders of opt-out options send frequently with notifications of criteria-based vacancies.	Date individual signed up
Recruitment Records - Application Forms / Interview Notes (unsuccessful candidate)	Group	6 months / 2 years	N/A	Various discrimination Acts, minimum retention periods for records relating to advertising of vacancies and job applications should be at least 6 months. Paper records retained for only six months maximum, electronic records on Reach online recruitment system held for 2 years (auto deletion), as notified to candidates applying through this portal.	Date of Interview
Recruitment Records - Application Forms / Interview Notes (successful candidate)	Group	Transferred to Personnel File (75 years)	N/A	Transferred to personnel file	Date employee leaves

Personnel Files / Agency Staff Records - Recruitment records - Supervision/Appraisals - Training records - DBS number (not certificate) - Safeguarding Allegation records - Disciplinary / Suspension / Capability records - Grievance records - Redundancy records - Sickness records (including SSP) - Parental Leave records - Maternity, Paternity and Adoption Leave records - Pregnant Workers Risk Assessments - Medical Conditions Risk Assessments	Group	75 years	Various	Held for 75 years to align with children homes (children in care sector best practice), applying equally to staff in adult services as they may transfer between services. Insurance companies may also require retention for 75 years in case of historic abuse allegation. Any agency staff records held by service (rather than agency) to be held similarly. KCSIE 2019 (section 222) states all records regarding allegations (unless proven to be malicious) must be maintained until staff member reaches pension age or for 10 years (whichever is longest). Covered in 75 year period. <i>NB: Disciplinary, Suspension and Capability Records will be kept, but discounted after 2 years</i>	Date employee leaves
IT COMMUNICATIONS / MONITORING					
CCTV Site Security - Recordings	Group	1 month	N/A	For security of site and detection/investigation of criminal activity.	Date of recording
Computer Usage Records	Group	1 year	N/A	For potential investigation of staff conduct and safeguarding of young people/vulnerable adults. Also virus protection efficiency monitoring.	Date of computer activity
Phone Call Records / Voice Recording	Group	7 years	N/A	For potential investigation of challenges to accounts/invoice activity, so stored to match financial record retention period.	Date of call
Visitor Records (Logs/Books) - All Locations	Group	30 years	N/A	15 years in case of claim for incident/negligence (in respect of latent damage) Limitation Act 1980, may be extended to 30 years. Info Sheet (read acknowledgement) not required for retention.	Date of visit (or final entry in book)
Emails (general staff email inboxes)	Group	75 Years	Various	Business operational purposes. Emails which form part of permanent service user or staff records (personal data) transferred to relevant individual's filing for long-term storage.	Date of email
HEALTH & SAFETY / ESTATES					

Accident Books & Reports RIDDOR Records F2508 (including investigations of incidents) - Staff / Adults in Care / Visitors	Group	30 years	5-15 years	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163) as amended stipulates 3 years from last entry (or until person is 21 years old) and max. 15 years for negligence (in respect of latent damage) Limitation Act 1980. Held for 30 years under extension of limitation provisions as, for occupational diseases, effects may only be noted much later.	Date of incident
Accident Books & Reports RIDDOR Records F2508 (including investigations of incidents) - Children in Care (homes and fostering)	Children	75 years	Up to 75 years	Children's Homes (England) Regulations 2015, Regulation 36 (or if the child dies before attaining the age of 18, for 15 years from the date of the child's death). The Fostering Services (England) Regulations 2011 (15 years). Held for 75 years as per all children in care records and best practice and for insurance company requirements.	Child DOB + 75 years
Fire Risk Assessments, Audits, Equipment Checks & Fire Drill Records	Group	15 years	5-15 years	The Regulatory Reform (Fire Safety) Order 2005 Fire Drill Records required to be kept for 15 years under Children's Homes (England) Regulations 2015	Date of record
Asbestos Records (surveys, management plans, register, maintenance/monitoring records)	Group	40 years	5-40 years	Control of Asbestos at Work Regulations 2012	Date of record
Legionella Records (surveys, management plans, register, risk assessments, maintenance/monitoring records including tap water checks, quarterly shower cleaning etc)	Group	6 years	5 years	Health and Safety at Work Act 1974 (plus one year)	Date of assessment / check
COSHH Risk Assessments	Group	5 years	5 years	Control of Substances Hazardous to Health Regulations 2002	Date of record / last use
COSHH Health / Exposure Monitoring	Group	50 years	50 years	Control of Substances Hazardous to Health Regulations 2002	Date of record / last use
Medication Storage Checks (contents, fridge temp checks, first aid kit content audits)	Group	30 years	N/A	15 years for negligence (in respect of latent damage) Limitation Act 1980. Held for 30 years as limitation can be extended.	

Vehicle Maintenance, Incident & Journey Records (including servicing, MOT records, weekly maintenance checks, pre-use checks, journey logs. Not insurance records)	Group	5 years	5 years	Health and Safety at Work Act 1974, Provision and Use of Work Equipment Regulations 1998	Date of record
Display Screen Equipment Risk Assessments	Group	5 years	5 years	The Health and Safety (Display Screen Equipment) Regulations 1992	Date of assessment
Manual Handling Risk Assessments	Group	5 years	5 years	Manual Handling Operations Regulations 1992, as amended 2002	Date of assessment
Food Safety Records (including fridge temp checks, including offices)	Group	2 years / 5 years	12 months - 5 years	Unless food related illness recored, then 5 years. The Food Hygiene (England) Regulations 2006. Hazard Analysis Critical Control Point (Food Safety Act 1990)	Date of record
Electrical Installation Conditioning Report (EICR)	Group	6 years	5 years	Health and Safety at Work Act 1974, Electricity at Work Regulations 1989 + 1 year allowance for delay in inspections	Date of record
PAT Testing Records	Group	5 years	5 years	Health and Safety at Work Act 1974, Electricity at Work Regulations 1989, Provision and Use of Work Equipment Regulations 1998	Date of record
Gas Safety Records	Group	5 years	5 years	Gas Safety (Installation and Use) (Amendment) Regulations 2018	Date of record
Contractors Selection Forms	Group	5 years	5 years	Health and Safety at Work Act 1974	Date last on-site
Weekly Checks & Task Lists (incl equipment, maintenance re hazards rather than housekeeping) General H&S Audits and Risk Assessments	Group	30 years	N/A	Provision and Use of Work Equipment Regulations 1998 15 years for negligence (in respect of latent damage) Limitation Act 1980. Held for 30 years as limitation can be extended	
Pest Control Records	Group	12 months	N/A	Business operational practice	
CHILDREN'S HOME SEVICES					

Children's Home Records - Staff Rotas / Signing In Records / Timesheets - Complaints Records (care related for 75 years) - Visitor Logs/Books (see above, 30 years) - Staff Register (name, gender, DOB, home address, qualifications, experience, contracted hours) - Home petty cash / expenses (summary sheets only) - Home Log Book / Communications Book - Handover Book - Notifications to Regulator (non child related)	Children	15 years	15 years	Children's Homes Regulation 2015 (Reg 37 / Schedule 4)	Date of record / last entry
Child's Case Records - Personal profile - Details of onward placement/accommodation - Complaints Records - Money/Valuable deposits - Referral/admissions records (if placed) - Care Plans / ECHP/SEN Plans - Placing authority contacts / correspondence - Education Plans & Reports - Family contacts / correspondence - Behaviour Support Plans and protocols - Risk assessments - Consent Forms - Incident records - Notifications to Regulators re child - Complaint records - Measures of control records / sanctions - Clinical assessments / records - Medical registrations & records - DOLS/MCA/Inherent Jurisdiction Order - Section 47 / Child Protection Records - Keyworker session records - <i>Activity Plans</i> - <i>Achievement records</i> - <i>Photos and videos held on child's file</i>	Children	75 years	Up to 75 years	Children's Homes (England) Regulations 2015, Regulation 36 / Schedule 3 (or if the child dies before attaining the age of 18, for 15 years from the date of the child's death) <i>Items in grey italics are not required to be kept, but are routinely requested by children who have left care in subsequent years and is an important part of their care journey memories. Held with all care records in the event of a request.</i>	DOB + 75 years
ADULT SERVICES					

Home/Service Records - Menus/Menu Choices - Staff Rotas / Signing In Records / Timesheets - Visitor Logs/Books (see above, 30 years) - Staff Register (name, gender, DOB, home address, qualifications, experience, contracted hours) - Home petty cash / expenses / receipts - Communications Book / Daily Logs - Notifications to Regulator - Safeguarding Records	Adults	15 years	N/A post placement	Not specified in Health and Social Care Act 2008 (Regulated Activities) Regulations 2010, but previous stipulation of 3 years under Care Homes Regulations 2001 (Regulation 17). 15 years company policy as best practice linked to potential for claims/legal cases being brought.	Date of record / last entry
Service User Care Records - Personal profile - Details of onward placement/accommodation - Money/Valuable deposits - Complaints Records - Referral/admissions records - Care Plans / EHC/SEN Plans - Placing authority contacts / correspondence - Education Plans & Reports - Family contacts / correspondence - Incident records - Measures of control records - Clinical assessments / records - Medical registrations & records / Health Passports - DOLS/MCA Records - Consent Forms - Risk Assessments - Keyworker session records - Activity Plans - Achievement records - Behaviour Support Plans - Photos, videos - Protocols	Adults	15 years	N/A post placement	Not specified in Health and Social Care Act 2008 (Regulated Activities) Regulations 2010, but previous stipulation of 3 years under Care Homes Regulations 2001 (Regulation 17). 15 years company policy as best practice linked to potential for claims/legal cases being brought.	Date of record / last entry
SCHOOLS					
School Records - Short-Term - Newsletters / circulars - Schemes of work / homework set - Timetables - Class record books - Mark books - Consent forms (school trips, no major incident)	Children	1 year	N/A	Available for inspection and school reference	Date of record

School Records - Medium-Term - Governing Body / SMT Minutes - Headteacher/SMT Reports - General school correspondence - School development plan - Admissions Register - School prospectus - SATs papers - Attendance / absence registers	Children	3 years	3 years	Education Act 2002	Date of record
School Records - Longer-Term - Governing Body Reports - School log books - Complaints Records - Parent-Teacher Association Records - Staff timesheets - Burglary/theft/vandalism records - School census returns - Value Added Contextual Data - Self Evaluation Forms - Examination results - Financial Records (as above Finance records) - Visitor Logs/Books (see above, 30 years)	Children	6 years (Finance: 6yrs + current tax year)	5-6 years	Education Act 2002	Date of record
School Educational Visits Records	Children	14 years	Up to 14 years	Health & Safety of Pupils on Educational Visits (HASPEV) (1998)	date of visit
Pupil Records - - Admissions documentation - Complaints Records - Education records - Absence documentation - SEN records, advice & statements - Child protection records & referrals - SATs/examination results - Clinical records / multi-agency records	Children	25 years	Up to 25 years	Education Act 2002 Special Educational Needs and Disability Act 2001 Limitation Act 1980	Pupil date of birth