

DATA RETENTION & DISPOSAL SCHEDULE

RECORD	DIVISION	ORGANISATION RETENTION PERIOD	LEGAL / REGULATORY RETENTION PERIOD	ORGANISATION RETENTION JUSTIFICATION	RETENTION START DATE	OPERATIONAL STORAGE - MEDIUM / LOCATION	SECURE DISPOSAL METHOD
FINANCE, PAYROLL & INSURANCE							
Insurance Claims (all related documents)	Group	6 years	6 years	Companies Act 2006	Date of Claim		
Insurance Policies	Group	Indefinite	Life of Company	Companies Act 2006	N/A		
Fixed Asset Register	Group	Indefinite	Life of Company	Companies Act 2006	N/A		
Audited Accounts	Group	Indefinite	Life of Company	Companies Act 2006	N/A		
Bank/ Credit Card Statements	Group	6 years	6 years	Companies Act 2006	End of financial year		
Purchase / Sales Invoices	Group	6 years	6 years	Companies Act 2006	End of financial year		
Receipts	Group	6 years	6 years	Companies Act 2006	End of financial year		
Petty Cash Records	Group	6 years	6 years	Companies Act 2006	End of financial year		
Supplier / Customer Contracts	Group	6 years	6 years	The Limitation Act 1980	Termination of contract		
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	6 years	6 years	VAT Act 1994 (Schedule 11, paragraph 6) and HMRC Notice 700/21 October 2013	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		
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 Breach / SAR Records	Group	6 years	N/A	For analysis of trends and in case of legal action or investigation by ICO/claims by individuals. Not required for Archiving.	Date of breach		
Data Breach / SAR Register	Group	Indefinite	N/A	Company holds rolling register indefinitely (no identifiable personal data)	N/A		

HUMAN RESOURCES / TRAINING / RECRUITMENT							
Recruitment - i-Recruit 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		System Deletion
Recruitment Records - Application Forms / Interview Notes (unsuccessful candidate)	Group	6-12 months	N/A	Various discrimination Acts, minimum retention periods for records relating to advertising of vacancies and job applications should be at least 6 months.	Date of Interview		System Deletion
Recruitment Records - Application Forms / Interview Notes (successful candidate)	Group	7 years	N/A	Transferred to personnel file). Chartered Institute of Personnel and Development (CIPD) best practice, in case of claims or other legal requirements	Date employee leaves		System Deletion
Personnel Files, Supervision/Appraisals & Training Records	Group	7 years (15yrs Children's Home Staff)	N/A	Chartered Institute of Personnel and Development (CIPD) best practice, in case of claims or other legal requirements. (Children's Homes, Schedule 4 of Children's Homes regulations 2015)	Date employee leaves		System Deletion
Employee DBS (previously CRB) Certificate Numbers (not certificates)	Group	50 years	N/A	In case of claims or other legal requirements, as required by insurance companies policy (retrospective abuse claims)	Date of certificate		System Deletion
Staff Safeguarding Allegation Records	Group	Until Pension Age / 10 years (whichever longest)	Until Pension Age / 10 years	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).	Staff DOB		System Deletion
Disciplinary / Suspension / Capability Records (unsubstantiated)	Group	12 months	N/A	Chartered Institute of Personnel and Development (CIPD) best practice, in case of claims or other legal requirements	Date of sanction/start		System Deletion
Disciplinary / Suspension / Capability Records (substantiated)	Group	2 years	N/A	TUPE 2006 Case law permitting expired warnings to be referred to (but not built upon). Unreasonable to refer back after 2 years. If Safeguarding Allegation related - follow Safeguarding retention periods.	Date of sanction/start		System Deletion
Grievance Records	Group	12 months	N/A	In case of constructive dismissal claim ('last straw' pattern).	Date employee leaves		System Deletion
Redundancy Records	Group	7 years	N/A	Chartered Institute of Personnel and Development (CIPD) best practice, in case of claims or other legal requirements	Date of redundancy		System Deletion
Parent Leave Records (calculations, pay, certificates)	Group	7 years	N/A	5 years from birth or adoption, or 18 years if the child receives a disability allowance (to be clearly highlighted on records for retention purposes). 7 years for tax purposes.	End of financial year in which parental leave ends		System Deletion
Statutory Maternity Pay Records (calculations, certificates (Mat B1s) or other medical evidence)	Group	7 years	3 years	The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) as amended. 7 years for tax purposes.	End of financial year in which maternity period ends		System Deletion
Statutory Sick Pay/Certificate Records	Group	7 years	N/A	In case of contractual claim for breach of an employment contract it may be safer to keep records for 6 years after the employment ceases. Or for tax purposes.	Date employee leaves		System Deletion
Staff Training and Personal Development Records	Group	7 years	N/A	Chartered Institute of Personnel and Development (CIPD) best practice, in case of claims or other legal requirements. Anonymised matrices may be kept for monitoring purposes.	Date employee leaves		System Deletion
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	CCTV System	System Deletion
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	Server/Network Admin Panel	System Deletion
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	Phone System Admin Panel	System Deletion
Visitor Records (Logs/Books) - Offices	Group	15 years	N/A	15 years in case of claim for incident/negligence (in respect of latent damage) Limitation Act 1980	Date of visit (or final entry in book)	Various, but mostly tablet system for offices	System Deletion
Emails (general staff email inboxes)	Group	Indefinite	N/A	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	Individual email accounts / server	System Deletion

HEALTH & SAFETY / ESTATES							
RIDDOR Records F2508 (including investigations of incidents) - Staff	Group	15 years	5-15 years	3 years from last entry (or until person is 21 years old) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163) as amended, and max. 15 years for negligence (in respect of latent damage) Limitation Act 1980	Date of accident		
RIDDOR Records F2508 (including investigations of incidents) - Children's Homes	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).	Child DOB + 75 years		
RIDDOR Records F2508 (including investigations of incidents) - Fostering	Fostering	15 years	15 years	The Fostering Services (England) Regulations 2011	Date of accident		
RIDDOR Records F2508 - Adult Service Users	Adults	15 years	5 years	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 accident		
Accident Books / Reports - Staff	Group	15 years	3-15 years	3 years from last entry (or until person is 21 years old) The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163) as amended, and max. 15 years for negligence (in respect of latent damage) Limitation Act 1980	Date of accident		
Accident Books / Reports - Children	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)	Child DOB + 75 years		
Accident Books / Reports - Fostering	Fostering	15 years	15 years	The Fostering Services (England) Regulations 2011	Date of accident		
Accident Books / Reports - Adult Service Users	Adults	15 years	5 years	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 accident		
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	Date of record		
Legionella Records (surveys, management plans, register, maintenance/monitoring records, risk assessments)	Group	5 years	5 years	Health and Safety at Work Act	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		
Equipment Maintenance Checks	Group	5 years	5 years	Provision and Use of Work Equipment Regulations 1998	Date of record		
Vehicle Maintenance Records	Group	5 years	5 years	Health and Safety at Work Act, Provision and Use of Work Equipment Regulations 1999	Date of record		
Pregnant Workers Risk Assessments	Group	5 years	5 years	Health and Safety at Work Act	End of pregnancy		
Medical Conditions Risk Assessments (causing limitations in the workplace)	Group	5 years	5 years	Health and Safety at Work Act	Date of assessment		
Display Screen Equipment Risk Assessments	Group	5 years	5 years	The Health and Safety (Display Screen Equipment) Regulations	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)	Group	12 months	12 months	Unless food related illness recorded, then 5 years. The Food Hygiene (England) Regulations 2006	Date of record		

Electrical Installation Conditioning Report (EICR)	Group	5 years	5 years	Health and Safety at Work Act 1974, Electricity at Work Regulations 1989	Date of record		
PAT Testing Records	Group	5 years	5 years	Health and Safety at Work Act 1974, Electricity at Work Regulations 1989	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	Date last on-site		
CHILDREN'S HOME SERVICES							
Children's Home Records - Menus/Menu Choices - Staff Rotas / Signing In Records - Complaints Records - Visitor Logs/Books - Staff Register (name, gender, DOB, home address, qualifications, experience, contracted hours) - Home petty cash / expenses / receipts - Communications Book - Notifications to Regulator	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 - 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 - DOLS/MCA/Inherent Jurisdiction Order - Section 47 / Child Protection Records	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)	DOB + 75 years		
Other Child Records - Consent Forms - Risk Assessments - Keyworker session records - Activity Plans - Achievement records - Behaviour Support Plans - Photos, videos - Protocols	Children	1 year	N/A	Good practice in case requested by child or required by new placement.	When child leaves		
ADULT SERVICES							
Home/Service Records - Menus/Menu Choices - Staff Rotas / Signing In Records - Visitor Logs/Books - 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)	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		

FOSTERING SERVICES							
Foster Carer Enquiry Records	Fostering	12 months	12 months	Support company operational best practice, in case of renewed interest and review patterns and trends for recruitment improvements (consent sought to hold information)			
Prospective Foster Carer Files (withdrawn prior to approval, inc all documents in Carer Assessment File/ Form F, see below)	Fostering	3 years	3 years	The Fostering Services (England) Regulations 2011 & National Minimum Standards			
Foster Carer Records / Assessment File/Form F <ul style="list-style-type: none"> - Personal information (Name, DOB, Address, Gender) - Relevant qualifications and experiences - Complaints Records - Contract with agency and signed agreements - Personal references - Employment history - Family members (inc. current and past spouses, children) - Details of all living in home - Health assessments - Racial, cultural, linguistic background - Previous fostering or adoption applications - DBS check records - Review records - Training records & supervisions - Correspondence - Risk assessments 	Fostering	10 years	10 years	The Fostering Services (England) Regulations 2011 (reg 22, regs 30-32, Schedule 2-3) & National Minimum Standards	Date contract as foster carer terminated		
Foster Child Records <ul style="list-style-type: none"> - Personal profile - Transition Plan / onward placement/accommodation details - Referral/admissions records - Complaints Records - Placement Authority contacts/correspondence - Foster care plans / EHC / SEN Plans - Placing authority contacts / correspondence - Education Plans & Reports - Family contacts / correspondence - Incident/accident records - Clinical assessments / records - Medical registrations & records - Child Protection Records - Placement reviews - Risk Assessments - Daily log 	Fostering	10 years	10 years	The Fostering Services (England) Regulations 2011 (reg 22, regs 30-32, Schedule 2) & National Minimum Standards	After end of final placement with agency		
Agency Records <ul style="list-style-type: none"> - Foster Panel Minutes & Associated Paperwork - Foster Care Placement Register - Regulatory notifications and registration - Complaints Records 	Fostering	30 years	30 years	The Fostering Services (England) Regulations 2011 (reg 22, regs 30-32, Schedule 2) & National Minimum Standards	Date of record		