

Records Retention Schedule

Children & Lifelong Learning
Youth Service



Information Governance Unit
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Staffordshire
County Council

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What is a Retention Schedule?

- A retention schedule is a list of records which need to be retained by Staffordshire County Council for a designated period of time. The retention schedule shows the title of each record, a time period for which records are to be retained, and identified the reason (legislative, regulatory and / or operational) on which retention is based.
- The existence of this retention schedule is a requirement of Staffordshire County Council's corporate records management policy. It has been developed by the Information Resources Unit in collaboration with business unit / section managers, and in partnership with Legal Services.
- The retention schedule provides consistent instructions for all staff who deal with records, and a formal policy for records retention and disposal. It is not, however, immutable and divergences from the schedule may be appropriate in certain circumstances, so long as liaison is made with the Corporate Director (Resources)
- Official guidelines on the retention of records used by the majority of SCC Units (including Health & Safety, Personnel, and Financial Records) can be found in the Staffordshire County Council *General Retention Schedules*, available on the County Council's website.

"A records management service should include the drawing up of retention schedules for all classes of the authority's records and the systematic disposal of those no longer of administrative use..."

Guidance on Section 224, Local Govt Act 1972
Issued by the Office of the Deputy Prime Minister, 2000

"Each department will require its respective business units to:

- *Ensure the capture of records (both paper and electronic) that provide evidence of its functional activities.*
- *Establish retention schedules for all areas of work."*

SCC Corporate Records Management Policy

Retention Schedules and the Freedom of Information Act 2000

- The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public authorities by providing people with rights of access to records held by Staffordshire County Council.
- Since 1 January 2005, the County Council must comply with requests for the information that it holds unless an exemption from disclosure applies. The Authority normally has a maximum of twenty working days to respond to the request, however there are circumstances when this time limit can be extended.
- The Lord Chancellor has also issued a Code of Practice under Section 46 of the Freedom of Information Act, setting out his views on desirable practice for the keeping, management and disposal of public authority records. The Code of Practice includes a requirement to develop and apply records retention schedules.
- Any freedom of information legislation is only as good as the quality of the records to which it provides access. Such rights are of little use if reliable records are not created in the first place, if they cannot be found when needed or if the arrangements for their disposal are inadequate.

"An appraisal documentation system will ensure consistency in records appraisal and disposal. It should show what records are designated for destruction, the authority under which they are to be destroyed and when they are to be destroyed.

It should also provide background information on the records, such as legislative provisions, functional context and physical arrangement.

Lord Chancellor's Code of Practice on the Management of Records, issued under Section 46 of the Freedom of Information Act 2000

"As from January 2005 , anyone will have a new legal right to request access to any information held by any public body.....My message to all public bodies is: Get your Act together. Prepare now. Don't panic later."

Richard Thomas, Information Commissioner,
May 2003

Understanding the Retention Schedule

- The Information Governance Unit produces Records Retention Schedules for every business unit in Staffordshire County Council, and they all follow a similar format. The graphic below demonstrates how to interpret the schedule:

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
Directorate Activity: Research				
Research & Analysis				
Strategic Corporate Issues	Destroy	6 Years	Date Created	SCC Business Need
Economic Research & Analysis	Destroy	6 Years	Date Created	SCC Business Need
Demographic Research & Analysis	Destroy	6 Years	Date Created	SCC Business Need
Traffic Data Collection & Analysis	Destroy	6 Years	After survey completion	Limitation Act 1980

Types of Record

Action(s) once record has exceeded its retention period

Amount of time for which record should

Event that triggers the start of the retention period

Legal / Regulatory / Business need guiding retention

Description of process

Using the Retention Schedule

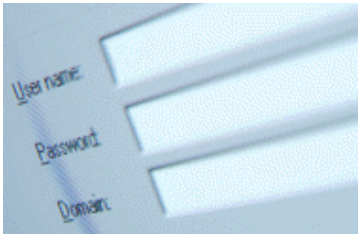
This retention schedule has been developed to be used in the following ways:



When new records are created

The retention schedule should be used as a point of reference in the day-to-day management of records. The most effective point in the life-cycle of any record at which to decide how long it should be retained, and for what reason, is when that record is created.

When opening a new file, creating an electronic record, or typing a letter, this retention schedule will act as a guide to the conditions under which that record should be managed, stored and ultimately disposed of.



When configuring an electronic records management system

Any electronic document & records management system should manage not only paper records, but ensure that all legal and business requirements are met in terms of the retention, security and disposal of all electronic records (including e-mail, electronic forms, web site content and images).

The integration of electronic records management into existing business systems must include proper consideration of retention schedules to provide a set of consistent legal and operational requirements.



When designing or implementing new paper filing systems.

Any new office system intended to improve the efficiency of paper filing should be designed with a clear understanding of the legal and business requirement for record keeping and when they should eventually be destroyed.



When transferring files to off-site storage

Office space is at a premium and it is rarely possible to retain files on-site for the length of time for which they have to be retained.

The retention schedule should always be consulted when transferring files to the Staffordshire County Council Records Centre at Friars Terrace.



When destroying files

In order to protect itself and minimise risk, all businesses should not maintain records longer than they need to; nor should they destroy records sooner than is required

The retention schedule provides consistent guidelines on the retention period of records created by the Youth Service business unit.

Responsibility for Implementation

When a record has reached the end of its specified retention period, a designated person needs to be responsible as the signatory for the destruction process where destruction is the specified action.

In implementing retention policy, reference should be made to both generic schedules, for records used by several directorates (which cover contractual, financial, health & safety and personnel records) and the specific schedules, pertaining to only one particular department/service.

The schedules should be regularly updated to account for any changes to business practice and must be reviewed annually as a matter of course.

The responsible authority for this schedule is:

Director (Law & Governance)

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Activity & schemes provision	CLL/YS/1/1	1
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Activity planning consultation	CLL/YS/1/1/2/1	1
Activity & scheme development	CLL/YS/1/1/2/2	1
Externally accredited award scheme identification & assessment	CLL/YS/1/1/2/3	1
Activity & scheme accreditation	CLL/YS/1/1/2/4	1
Activity & scheme risk assessment	CLL/YS/1/1/2/5	1
High risk activity risk assessment	CLL/YS/1/1/3/6	2

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Application administration	CLL/YS/1/1/3	2
Application administration	CLL/YS/1/1/3/1	2
Participant/member information administration	CLL/YS/1/1/3/2	2
Visit consents administration	CLL/YS/1/1/3/2/1	2
Medical information administration	CLL/YS/1/1/3/2/2	3
Image consent administration	CLL/YS/1/1/3/2/3	3-4
Candidate registration administration	CLL/YS/1/1/4	4
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Delivery	CLL/YS/1/1/5/1	4
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Monitoring and assessment	CLL/YS/1/1/6/1	4
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Visit planning	CLL/YS/1/2/1	5
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Resources booking administration	CLL/YS/1/2/3	5
Visit delivery	CLL/YS/1/2/4	5
Visit evaluation	CLL/YS/1/2/5	5
Educational visits approval	CLL/YS/1/2/6	6
Youth Club provision	CLL/YS/1/3	6
Membership administration	CLL/YS/1/3/1	6
Attendance registration	CLL/YS/1/3/2	6
Subscriptions administration	CLL/YS/1/3/3	6
Session planning	CLL/YS/1/3/4	6
Educational activity provision	CLL/YS/1/3/5	6
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Advice & support	CLL/YS/1/6/1	8
Child welfare monitoring & support	CLL/YS/1/6/2	8
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Youth forums facilitation	CLL/YS/1/7	9
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Achievement monitoring & review	CLL/YS/1/8/1/4	9
Excluded pupil support	CLL/YS/1/8/2	9
Referral administration	CLL/YS/1/8/2/1	9
Support planning	CLL/YS/1/8/2/2	9
Group session planning & review	CLL/YS/1/8/2/3	10
Attendance monitoring	CLL/YS/1/8/2/4	10
Achievement monitoring & review	CLL/YS/1/8/2/5	10

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
Directorate Activity: Youth Services Provision				CLL/YS/1
Activity & schemes provision				CLL/YS/1/1
Adventure activity license application	Destroy	20 years	After superseded	Limitation Act 1980 Health and Safety of Pupils on Educational Visits, DfES 1998
Activity & scheme development				CLL/YS/1/1/2
Activities planning consultation	Destroy	6 years	After superseded	SCC Business Need
Activity & scheme development	Destroy	6 years	After superseded	SCC Business Need
Externally accredited award scheme identification & assessment	Destroy	6 years	Date superseded	SCC Business Need
Activity & scheme accreditation	Destroy	6 years	Date superseded	SCC Business Need
Activity & scheme risk assessment	Destroy	6 years	After superseded	Limitation Act 1980

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
High risk activity risk assessment	Destroy	20 years	After superseded	Limitation Act 1980 Health and Safety of Pupils on Educational Visits, DfES 1998
Activity & scheme programme development	Destroy	6 years	Date superseded	SCC Business Need
Application administration				CLL/YS/1/1/3
Application administration	Destroy	25 years	Date of birth	Limitation Act 1980
Participant/member information				CLL/YS/1/1/3/2
Visits consents administration				CLL/YS/1/1/3/2/1
Visit consent administration	Destroy	6 years	End of current academic year	Limitation Act 1980, Activity Centres (Young Persons' Safety) Act 1995 c.15

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
Medical information administration				CLL/YS/1/1/3/2/2
Secondary School Age Participants	Destroy	15 years	End of current year	Limitation Act 1980 Health and Safety of Pupils on Educational Visits, DfES 1998
Participating Adults	Destroy	6 years	End of current year	Limitation Act 1980 Health and Safety of Pupils on Educational Visits, DfES 1998
Image consent administration				CLL/YS/1/1/3/2/3
Image consent (taken during visit)	Destroy		After disposal of image / Image no longer in use	SCC Business Need Data Protection Good Practice Note Taking Photographs in Schools, Information Commissioner's Office, 2005
Image consent (not taken during visit)	Destroy	1 year	End of current year	SCC Business Need Data Protection Good

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
				Practice Note Taking Photographs in Schools, Information Commissioner's Office, 2005
Candidate registration administration				CLL/YS/1/1/4
Candidate registration administration	Destroy	6 years	Activities/schemes completion	SCC Business Need
Activity & scheme delivery				CLL/YS/1/1/5
Delivery	Destroy	6 years	Activities/schemes completion	SCC Business Need
Achievement monitoring & assessment				CLL/YS/1/1/6
Monitoring & assessment	Destroy	25 years	Date of Birth	Limitation Act 1980
Moderation	Destroy	6 years	Course Completion	Limitation Act 1980
Results appeals administration	Destroy	6 years	Date of appeals final decision	Limitation Act 1980

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
Achievement awards administration				CLL/YS/1/1/7
Achievement awards administration	Destroy	25 years	Date of Birth	Limitation Act 1980
Activity & scheme evaluation				CLL/YS/1/1/8
Activity & scheme evaluation	Destroy	6 years	End of current academic year	SCC Business Need
Educational visits management				CLL/YS/1/2
Visit planning	Destroy	6 years	End of current academic year	SCC Business Need
Participant booking administration	Destroy	6 years	End of current academic year	SCC Financial Regulations
Resources booking administration	Destroy	6 years	End of current academic year	SCC Financial Regulations
Visit delivery	Destroy	6 years	End of current academic year	SCC Financial Regulations
Visit evaluation	Destroy	6 years	End of current academic year	SCC Business Need, Activity Centres (Young Persons'

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
				Safety) Act 1995 c.15
Educational visits approval	Destroy	6 years	End of current academic year	SCC Business Need
Youth Club provision				CLL/YS/1/3
Membership administration	Destroy	25 years	Date of Birth	Limitation Act 1980
Attendance registration	Destroy	6 years	End of current academic year	SCC Business Need
Subscriptions administration	Destroy	6 years	End of current financial year	SCC Financial Regulations
Session planning	Destroy	6 years	Date superseded	Limitation Act 1980
Educational activity provision	Destroy	6 years	End of current academic year	SCC Business Need
Session delivery	Destroy	6 years	End of current academic year	SCC Business Need
Session evaluation	Destroy	2 years	End of current academic year	SCC Business Need

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
Outreach services provision				CLL/YS/1/4
Outreach work planning				CLL/YS/1/4/1
Outreach working risk assessment	Destroy	25 years	Date of Birth	SCC Educational Visits Policy Procedure and Guidance, The Activity Centres (Young Persons' Safety) Act 1995, Health and Safety of Pupils on Educational Visits, A good practice guide
Work planning	Destroy	6 years	Date superseded	SCC Business Need
Outreach work monitoring & evaluation				CLL/YS/1/4/2
Outreach work monitoring & evaluation	Destroy	6 years	End of current academic year	SCC Business Need

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
Incident management				CLL/YS/1/5
Accident & incident reporting (Adults)	Destroy	3 years	Date created	RIDDOR 1995, Social Security (claims and payments) regulations 1979
Accident & incident reporting (Children)	Destroy	25 years	Date of Birth	Limitation Act 1980
Advice and support provision				CLL/YS/1/6
Advice & support	Destroy	25 years	Date of Birth	Limitation Act 1980
Child welfare monitoring & support	Destroy	25 years	Date of Birth	Limitation Act 1980
Contraceptive advice/provision	Destroy	25 years	Date of Birth	Limitation Act 1980 Fraser Assessment Guidance
Peer support & mentoring	Destroy	25 years	Date of Birth	Limitation Act 1980

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
Youth forums facilitation				CLL/YS/1/7
Youth forums facilitation	Destroy	6 years	Date closed	SCC Business Need
Pupil support				CLL/YS/1/8
Exclusion prevention support				CLL/YS/1/8/1
Support planning	Destroy	25 years	Date of Birth	Limitation Act 1980
Group session planning & review	Destroy	6 years	Course Completion	SCC Business Need
Attendance monitoring	Destroy	25 years	Date of Birth	Limitation Act 1980
Achievement monitoring & review	Destroy	25 years	Date of Birth	Limitation Act 1980
Excluded pupil support	CLL/YS/1/8/2			
Referral administration	Destroy	25 years	Date of Birth	Limitation Act 1980
Support planning	Destroy	25 years	Date of Birth	Limitation Act 1980

Records	Action	Retention Period	Trigger (event that prompts start of Retention Period)	Authority guiding record creation & retention
Group session planning & review	Destroy	6 years	Course Completion	SCC Business Need
Attendance monitoring	Destroy	25 years	Date of Birth	Limitation Act 1980
Achievement monitoring & review	Destroy	25 years	Date of Birth	Limitation Act 1980