

Records Retention Schedule

Children's Records Retention Schedule



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Introduction

The Staffordshire County Council Children's Records Retention Schedule brings together retention policies relating to services the Authority provides to children, their parents and to schools. The existing retention policies from which this schedule has been produced were developed by the Information Governance Unit (IGU) as part of the Corporate Records Management Programme.

In compiling the retention schedules, detailed information was obtained from staff to determine legislative, regulatory and operational requirements. Information Governance and Legal Services have also given consideration to over-arching legislation and potential risk and liabilities that may also influence the need to retain the Authority's records. Final consultation has also been carried out with service managers to agree the content of the retention schedule. The existing retention schedules have been authorised by the Director Law & Governance as corporate policy.

The original schedules detailed the functions and business of specific organisational services and business units. The arrangement of this schedule is functional, based on the Staffordshire County Council Business Classification Scheme. It lists the record series which support the functions and activities of Staffordshire County irrespective of the directorate or business unit responsible.

All business units are required to:

- Implement records retention schedules.
- Apply records retention policies to records in all formats and media.
- Arrange records in systems that enables records retention to be managed.
- Inform IGU of changes to legislation, regulation, guidelines, business needs affecting record retention.
- Inform IGU of changes to functions for which SCC is responsible to enable the development of retention policy.

What is a Retention Schedule ?

- A retention schedule is a list of records which need to be retained by the 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 identifies 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 Governance 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 Director (Law & Governance).
- Official guidelines on the retention of records used by the majority of SCC Units (including Health & Safety, Personnel, Contractual and Financial Records) can be found in the Staffordshire County Council *General Retention Schedules*, available on the Corporate Intranet Site. The Information Governance Unit is currently working with individual Business Units to produce Retention Schedules which list records specific to each unit.

"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

"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

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.
- From 1 January 2005, the County Council must comply with requests for the information that it holds unless an exemption from disclosure applies. The Authority will normally have 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 be retained

Event that triggers the start of the retention period

Legal / Regulatory / SCC Business need guiding

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 to decide how long a record 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 all children's records.

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 corporate, 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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Child & Family Social Care Support

Adoption

Agency Adoption	Review	100 years	Date of Adoption Order	Adoption Agency Regulations 1983 Adoption & Children Act 2005 Disclosure of Adoption Information (Post Commencement Adoption) Regulations 2005
Non-agency Adoption	Review	100 years	Date of Adoption Order	Adoption Agency Regulations 1983 Adoption & Children Act 2005 Disclosure of Adoption Information (Post Commencement Adoption) Regulations 2005

Adoption Applications by Staff	<i>Review</i>		<i>Awaiting further advice</i>	Adoption Agency Regulations 1983
Inter-county Adoption	Review	100 years	Date of Adoption Order	Adoption Agency Regulations 1983 Adoption & Children Act 2005 Disclosure of Adoption Information (Post Commencement Adoption) Regulations 2005
Inter-country adoption	Review	100 years	Date of Adoption Order	Adoption & Children Act 2005 Disclosure of Adoption Information (Post Commencement Adoption) Regulations 2005 Inter-Country Adoption (Hague Convention) Regulations 2003
Planned pre-birth Adoption	Review	100 years	Date of Adoption Order	Adoption Agency Regulations 1983

				Adoption Agency Regulations 1983 Adoption & Children Act 2005 Disclosure of Adoption Information (Post Commencement Adoption) Regulations 2005
Adoption following Concealed pregnancy	Review	100 years	Date of Adoption Order	Adoption Agency Regulations 1983 Adoption & Children Act 2005 Disclosure of Adoption Information (Post Commencement Adoption) Regulations 2005

Section 51 Counselling of Adoptees	Review	100 years	Date of Adoption Order	LSU Guidance Adoption & Children Act 2005 Disclosure of Adoption Information (Post Commencement Adoption) Regulations 2005 Adoption Agency Regulations 1997
Adoption Panel Administration	Review	100 years	Date of Adoption Order	LSU Guidance Limitation Act 1980 Adoption Agency Regulations 1983
Post Placement Counselling & Support of Parent(s)	Review	100 years	Date of Adoption Order	LSU Guidance
Assessment				
Initial Assessment	Review	* 25 years	Date of Birth	Limitation Act 1980

Core Assessment	Review	* 25 years	Date of Birth	Limitation Act 1980
Risk Assessment	Review	* 25 years	Date of Birth	Limitation Act 1980
Third Party Assessment	Review	* 25 years	Date of Birth	Limitation Act 1980
Case Management				
Case management	Review	* 25 years	Date of Birth	Limitation Act 1980
Children in Need Operations				
Care Planning Monitoring & Review				
Care planning monitoring & review	Review	* 25 years	Date of Birth	Limitation Act 1980 Children Act 1989
Services Provision				
Social Work Support	Review	* 25 years	Date of Birth	Limitation Act 1980 Children Act 1989

Child Development Support	Review	* 25 years	Date of Birth	Limitation Act 1980 Children Act 1989
Preventative & Support Assistance	Review	* 25 years	Date of Birth	Limitation Act 1980 Children Act 1989
Support of Pregnant Children	Review	* 25 years	Date of Birth	Limitation Act 1980 Children Act 1989
Day Care	Review	* 25 years	Date of Birth	Limitation Act 1980 Children Act 1989
Disability Services	Review	* 25 years	Date of Birth	Limitation Act 1980 Children Act 1989
Parking Scheme Administration (Blue Badge)	Destroy	1 year	After Expiry of Badge	SCC Business need Disabled Persons (Badges for Motor Vehicles) Regulations 1991
Residential Care	Review	* 75 years	Date of Birth	Limitation Act 1980 Children Act 1989

Family Support	Review	* 25 years	Date of Birth	Limitation Act 1980 Children Act 1989
Support for Young Carers	Review	* 25 years	Date of Birth	Limitation Act 1980 Children Act 1989
Welfare Benefit Advice Provision	Destroy	6 years	Date Created	Limitations Act 1980
Child Protection				
Investigation of Allegations	Destroy	75 years	Date of Birth	Children Act 1989
Planning Conference & Review	Destroy	75 years	Date of Birth	Children Act 1989
Order Applications	Destroy	75 years	Date of Birth	Children Act 1989
Child Protection Registration	Destroy	75 years	Date Closed	Children Act 1989
Temporary / Cross Border Child Protection Registration	Destroy	75 years	Date Closed	Children Act 1989
Children Displaying Sexually Abusive Behaviour	Destroy	75 years	Date of Birth	Children Act 1989

Location of Missing Child / Family	Destroy	75 years	Date of Birth	Children Act 1989
Visits by Children to Special Hospitals	Destroy	75 years	Date of Birth	Local Authority Circular (99) 23 Local Authority Social Services Act 1970
Independent Case Conference Chair Administration	Destroy	75 years	Date created	LSU Guidance
Accommodation Provision	Destroy	75 years	Date created	LSU Guidance
Accommodation panel Administration	Destroy	75 years	Date created	LSU Guidance Children Act 1989
Foster Carer & Adoptive Parent Support & Supervision				
Foster carer support & supervision	Destroy	10 years	Termination of approval/last placement	Fostering Service Regulations 2002
Adoptive parent support	Destroy		To be reviewed	

Leaving Care Support

Leaving Care Plan Development	Destroy	75 years	Date of Birth	Boarding Out of Children Regulations 1991 Children (Leaving Care) Act 2000
Leaving Care Support	Destroy	75 years	Date of Birth	Boarding Out of Children Regulations 1991 Children (Leaving Care) Act 2000
After Care Support	Destroy	75 years	Date of Birth	Boarding Out of Children Regulations 1991 Children (Leaving Care) Act 2000

Looked After Children Operations

Care Planning Monitoring & Review

Care Order Process	Destroy	75 years	Date of Birth	Boarding Out of Children Regulations 1991
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* Looked after Children – retain records 75 years from date of birth

* Adopted children – retain records 100 years from date of adoption order

				Children's Homes Regulations 2001 Arrangements for Placement of Children (General) Regulations 1991 Children Act 1989
Registration of Looked After Children	Destroy	75 years	Date Closed	Boarding Out of Children Regulations 1991 Children's Homes Regulations 2001 Arrangements for Placement of Children (General) Regulations 1991 Children Act 1989
Planning & Documentation	Destroy	75 years	Date of Birth	Boarding Out of Children Regulations 1991 Children's Homes Regulations 2001 Arrangements for

				Placement of Children (General) Regulations 1991
Death of Child in Care	Destroy	75 years	Date Closed	LSU Guidance Boarding Out of Children Regulations 1991 Children's Homes Regulations 2001 Arrangements for Placement of Children (General) Regulations 1991
Permanency Planning	Destroy	75 years	Date of Birth	Boarding Out of Children Regulations 1991 Children's Homes Regulations 2001 Arrangements for Placement of Children (General) Regulations 1991
Support of Looked After Children	Destroy	75 years	Date of Birth	Boarding Out of Children

				Regulations 1991 Children's Homes Regulations 2001 Arrangements for Placement of Children (General) Regulations 1991
Review	Destroy	75 years	Date of Birth	Boarding Out of Children Regulations 1991 Children's Homes Regulations 2001 Arrangements for Placement of Children (General) Regulations 1991
Contact with Looked After Children	Destroy	75 years	Date of Birth	Children Act 1989 Foster Placement Regulations 1991 Placement of Children (General) Regulations 1991
Education	Destroy	75 years	Date of Birth	Boarding Out of Children

				Regulations 1991 Children's Homes Regulations 2001 Arrangements for Placement of Children (General) Regulations 1991 Children (Leaving Care) Act 2000
Health	Destroy	75 years	Date of Birth	Boarding Out of Children Regulations 1991 Children's Homes Regulations 2001 Arrangements for Placement of Children (General) Regulations 1991
Foster Panel Administration	Destroy	75 years	Date Created	LSU Guidance SCC Business need
Management of LA Fostering Services	Destroy	75 years	Date Created	LSU Guidance Limitation Act 1980 Fostering Service

				Regulations 2002
Foster Carers Records re Children	Destroy	75 years	Date of Birth	LSU Guidance Boarding Out of Children Regulations 1991 Children's Home Regulations 1991
Appointment of Independent Visitors for Looked After Children	Destroy	75 years	Termination of Contract	LSU Guidance Children Act 1989 The Definition of Independent Visitors (Children) Regulations 1991
Reports by Visitors	Destroy	75 years	Date of Birth	LSU Guidance Boarding Out of Children Regulations 1991
Private Fostering	Destroy	75 years	Date of Birth	The Children (Private Arrangements for Fostering) Regulations 1991

Placement of Children with Parents	Destroy	75 years	Date of Birth	The Placement of Children with Parents etc Regulations 1991
Residential Care				
Secure Accommodation Provision		75 years	Date Closed	LSU Guidance Children (Secure Accommodation) Regulations 1991 Children Act 1989
Children's' Residential Care Provision	Destroy	75 years	Date Closed	LSU Guidance Children's Home Regulations 1991
Referral				
Information Enquiry (Immediate no further action)	Destroy	1 year	Date Created	SCC Business need
Referral	Review	* 25 years	Date of Birth	Limitation Act 1980

Young Offender Support and Protection				
Support & Protection of Young Offenders	Destroy	* 25 years	Date of Birth	Limitation Act 1980 Police & Criminal Evidence Act 1984
Residential Care				
Secure Accommodation		75 years	Date Closed	LSU Guidance Children (Secure Accommodation) Regulations 1991 Children Act 1989
Children's' Residential Care Administration (Schedule 4)	Destroy	75 years	Date Closed	LSU Guidance Children's Home Regulations 1991

Civil Registration

Births Registration

Registration of Births (Registrar's copy)	Permanent	Births & Deaths Registration Act 1953 The Registration of Births and Deaths Regulations 1987
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Community Safety & Protection

Consumer Advice & Information Provision

Community Safety & Protection Education

School Visits	Destroy	6 years	After visit / project completion	Limitation Act 1980
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Safety Inspection & Monitoring

Age Restricted Products Test Purchasing

Planning & Preparation for Sale of Age Restricted Products Exercise	Review	6 years	Date closed	Limitation Act 1980 Police & Criminal Evidence Act
Planning and Exercise of Test Purchase Visit	Review	6 years	Date Closed	Limitation Act 1980
Recruitment & Training of Volunteers	Review	6 years	Following child reaching end of compulsory school age	Limitation Act 1980
Welfare of Children During Exercise	Review	6 years	Following child reaching end of compulsory school age	Limitation Act 1980

Young Offender Support & Supervision

Assessment

Assessment (asset)	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004 YJB Key Elements of Effective Practice – Assessment,
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				Planning Interventions & Supervision
Young person self-assessment (<i>asset</i>)	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004 YJB Key Elements of Effective Practice – Assessment, Planning Interventions & Supervision
Assessment of risk of serious harm	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004 YJB Key Elements of Effective Practice – Assessment, Planning Interventions & Supervision
Assessment review	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004 YJB Key Elements of Effective Practice

				– Assessment, Planning Interventions & Supervision
Analysis of needs (Report to Steering Group & YJB)	Destroy	6 years	Date of Birth	Limitation Act 1980 YJB National Standards 2004 YJB Key Elements of Effective Practice – Assessment, Planning Interventions & Supervision
Case Management				
Casework Allocation	Destroy	25 years*	Date of Birth	Limitation Act 1980
Case Management & Supervision	Destroy	25 years*	Date of Birth	Limitation Act 1980
Case Referral to Social Services	Destroy	25 years*	Date of Birth	YJB National Standards 2004
Case Transfer to other YOT or National Probation Service	Destroy	25 years*	Date of Birth	YJB National Standards 2004

Court & Youth Offending Panel Report Preparation

Assessment

Assessment (including interviews with young person / parent(s) / carer(s) & victim statements)	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standard 2004
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Report Preparation

Youth Offender Panel Reports	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standard 2004
Pre-sentence Reports	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standard 2004
Specific Sentence (Reparation & Action Plan Orders)	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standard 2004
Stand Down Reports	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standard 2004
Notification to Court of Non-Compliance with Reporting Preparation Time Limits	Destroy	6 years	Date Created	Limitation Act 1980

Court Ordered Interventions Supervision

Assessment

Young offender contracts/agreements	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004 YJB Key Elements of Effective Practice – Assessment, Planning Interventions & Supervision, Offending Behaviour & Restorative Justice
Assessment	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004 YJB Key Elements of Effective Practice – Assessment, Planning Interventions & Supervision, Offending Behaviour & Restorative

				Justice
Risk assessment	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004 YJB Key Elements of Effective Practice – Assessment, Planning Interventions & Supervision, Offending Behaviour & Restorative Justice
Intervention plan development	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004 YJB Key Elements of Effective Practice – Assessment, Planning Interventions & Supervision, Offending Behaviour & Restorative Justice

Notification to victim of actions and outcomes	Destroy	6 years	Date Created	Limitation Act 1980 YJB National Standards 2004 YJB Key Elements of Effective Practice – Restorative Justice
Orders Supervision				
Referral orders (referral to youth offender panel)	Destroy	25 years*	Date of Birth	Limitation Act 1980 Joint Home office/Lord Chancellor's Dept./YJB guidance for Courts, Yots & Panels 2002
Reparation orders	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004 YJB Key Elements of Effective Practice – Restorative Justice
Action plan orders	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004

				YJB Key Elements of Effective Practice – Assessment, Planning Interventions and Supervision, Offending Behaviour Programmes, and Restorative Justice
Supervision orders	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004 YJB Key Elements of Effective Practice – Assessment, Planning Interventions and Supervision, Offending Behaviour Programmes, and Restorative Justice
Community rehabilitation orders, community punishment orders & community punishment & rehabilitation orders	Destroy	25 years*	Date of Birth	Limitation Act 1980 [Probation Service] National Standards for Supervision of Offenders in the Community 2000

Attendance orders	Destroy	25 years*	Date of Birth	Limitation Act 1980 Home Office Attendance Centre Rules 1995
Drug Treatment & Testing Orders – Referral to National Probation Service Scheme	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004
Curfew Orders	Destroy	25 years*	Date of Birth	Limitation Act 1980 Home Office/ Lord Chancellor’s Dept. Guidance
Local Child Curfew Scheme Development, Enforcement & Monitoring	Destroy	25 years*	Date of Birth	Limitation Act 1980 Crime & Disorder Act 1998
Anti-Social Behaviour Orders – Notification by Police	Destroy	25 years*	Date of Birth	Limitation Act 1980 Home Office Guidance on ASBO Protocol Anti-Social Behaviour Act 2003
Child Safety Orders	Destroy	25 years*	Date of Birth	Limitation Act 1980 Children Act 1989 Crime and Disorder Act 1998

Parenting Orders	Destroy	6 years	After child's 18 th Birthday	Limitation Act 1980
Revocation of Court Orders	Destroy	25 years*	Date of Birth	Limitation Act 1980
Non-compliance Reporting				
Reporting of Non-compliance	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004 YJB Key Elements of Effective Practice – Assessment, Planning Interventions & Supervision, Offending Behaviour & Restorative Justice
Court Work				
Youth Justice Service Agreement				
Youth justice service agreement development & review	Destroy	6 years	After Superseded	Limitation Act 1980 YJB National Standards 2004

Court Duty				
Pre-court meetings	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004
Preparation & presentation of court reports	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004
Provision of information & first appointment	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004
Provision of information to other YOTs	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004
Community order - Provision of advice & first appointment	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004
Detention & training order – Prior arrangements for placement	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004
Custodial sentence – Provision of information to secure establishment/escort	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004

Custodial sentence – Notification to parent(s) / carer(s)	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB Secure Facilities Guidance
Custodial sentence – Notification to YJB placement team	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB Secure Facilities Guidance
Custodial sentence – Review of welfare	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004
Report of court work to steering group	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004
Detention & Training Order Support & Supervision				
Custodial Phase Supervision				
Assessment (<i>Asset</i>)	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Standards 2004
Risk Assessment	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Standards 2004

Transfer of Assessments to Secure Establish	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Standards 2004
Sentence Planning & Review	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Standards 2004
Resettlement Planning & Review	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Standards 2004
Visits to Young Offenders in Secure Establishments	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Standards 2004
End of Sentence Report Preparation	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Standards 2004 National Specification for Learning & Skills
Post- Transfer Supervision				
Training Review	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Standards 2004

Community Supervision	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Standards 2004
Monitor Continuing Programme of Education	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Standards 2004
Monitoring of Planned Health Service Provision	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Standards 2004
Liaison with Connexions Personal Adviser	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Standards 2004
Intensive Supervision & Surveillance				
Intensive Supervision & Surveillance				
Intensive Supervision & Surveillance – Assessment of Suitability for Programme	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004 YJB Key Elements of Effective Practice – Intensive Supervision and

				Surveillance Programmes
Supervision Programme Development, Implementation & Monitoring	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004 YJB Key Elements of Effective Practice – Intensive Supervision and Surveillance Programmes
Community Surveillance Programme Development, Implementation & Monitoring	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004 YJB Key Elements of Effective Practice – Intensive Supervision and Surveillance Programmes

Monitoring & Support of Young People in Secure Accommodation

Educational Attainment Monitoring

Educational Attainment Monitoring	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Specification for Learning & Skills
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Health Monitoring

Health Monitoring	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Specification for Learning & Skills
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Parental Support

Parental Support

Voluntary intervention	Review	25 years	Date of Birth of Offender	Limitation Act 1980 Home Office Guidance: Parenting Contracts and Orders Guidance 2004
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Parenting Contract support	Review	25 years	Date of Birth of Offender	Limitation Act 1980 Home Office Guidance: Parenting Contracts and Orders Guidance 2004
Freestanding Parenting Order application	Review	25 years	Date of Birth of Offender	Limitation Act 1980 Home Office Guidance: Parenting Contracts and Orders Guidance 2004
Pre & Post-Release Supervision (Section 90/91 Serious Offences)				
Custodial Phase Pre-release Supervision				
Pre-Sentence Notification to Prison Service	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Standards 2004 Powers of Criminal Courts (Sentencing) Act 2000 (formerly Sect. 53 Children & Young

				Person's Act 1933)
Assessment	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Standards 2004 Powers of Criminal Courts (Sentencing) Act 2000 (formerly Sect. 53 Children & Young Person's Act 1933)
Risk Assessment	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Standards 2004 Powers of Criminal Courts (Sentencing) Act 2000 (formerly Sect. 53 Children & Young Person's Act 1933)
Sentence Planning & Review	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Standards 2004 Powers of Criminal Courts (Sentencing)

				Act 2000 (formerly Sect. 53 Children & Young Person's Act 1933)
Visits to offender	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Standards 2004 Powers of Criminal Courts (Sentencing) Act 2000 (formerly Sect. 53 Children & Young Person's Act 1933)
Post-visit Contact with Parent(s) / Family / Carer(s)	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Standards 2004 Powers of Criminal Courts (Sentencing) Act 2000 (formerly Sect. 53 Children & Young Person's Act 1933)
Post-release Supervision				
Supervision Contact with Offender	Destroy	75 years	Date of Birth	Children Act 1989

				YJB National Standards 2004 Powers of Criminal Courts (Sentencing) Act 2000 (formerly Sect. 53 Children & Young Person's Act 1933)
Review	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Standards 2004 Powers of Criminal Courts (Sentencing) Act 2000 (formerly Sect. 53 Children & Young Person's Act 1933)
Licence Compliance Monitoring	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Standards 2004 Powers of Criminal Courts (Sentencing) Act 2000 (formerly Sect. 53 Children & Young

				Person's Act 1933)
Recall Reporting / Protection Action	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Standards 2004 Powers of Criminal Courts (Sentencing) Act 2000 (formerly Sect. 53 Children & Young Person's Act 1933)
Preventative Work				
Identification of individuals and neighbourhoods	Destroy	6 years	After programme superseded	YJB Prevention Strategy 2002
Initiative and Programme Development	Destroy	6 years	After programme superseded	YJB Prevention Strategy 2002
Scheme / Project Operation	Destroy	6 years	After Project Completion	YJB National Standards 2004
Scheme / Project Monitoring & Evaluation	Destroy	6 years	After Project Completion	YJB National Standards 2004

Remand Management

Post Arrest Support

Remand management strategy development & monitoring	Destroy	6 years	After Superseded	YJB Key Elements of Effective Practice – Remand Management Police & Criminal Evidence Act 1984 and Code of Practice
Referral by police to appropriate adult scheme	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB Key Elements of Effective Practice – Remand Management Police & Criminal Evidence Act 1984 and Code of Practice
Notification to parent(s) of outcome of proceedings	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB Key Elements of Effective Practice – Remand Management Police & Criminal

				Evidence Act 1984 and Code of Practice
Provision of appropriate adults	Destroy	6 years	After Termination of Contract	YJB Key Elements of Effective Practice – Remand Management Police & Criminal Evidence Act 1984 and Code of Practice
Recruitment, training & support of appropriate adult volunteers	Destroy	6 years	After Termination of Contract	YJB National Standards 2004 YJB Key Elements of Effective Practice – Remand Management Police & Criminal Evidence Act 1984 and Code of Practice
Provision of remand facilities			TO BE REVIEWED AND DEVELOPED	YJB Key Elements of Effective Practice – Remand Management Police & Criminal Evidence Act 1984 and Code of

				Practice
Bail Information Provision				
Provision of bail information	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB Key Elements of Effective Practice – Remand Management Police & Criminal Evidence Act 1984 and Code of Practice
Assessment of needs (<i>Bail asset</i>)	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB Key Elements of Effective Practice – Remand Management Crime & Disorder Act 1998
Assessment of accommodation needs (<i>Bail asset</i>)	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB Key Elements of Effective Practice – Remand Management Crime & Disorder

				Act 1998
Bail Supervision & Support				
Bail supervision & support (see CDA for list of services LA's must provide)	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB Key Elements of Effective Practice – Remand Management Crime & Disorder Act 1998
Bail supervision & support – Liaison with CPS & legal representatives (see CDA for list of services LA's must provide)	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB Key Elements of Effective Practice – Remand Management Crime & Disorder Act 1998
Bail supervision & support quality assurance of volunteer provision	Destroy	6 years	From termination of contract	Limitation Act 1980 YJB Key Elements of Effective Practice – Remand Management Crime & Disorder Act 1998

Liaison with L.A. re accommodation provision	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB Key Elements of Effective Practice – Remand Management Police & Criminal Evidence Act 1984 and Code of Practice
Monitoring & reporting of bail supervision & options	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB Key Elements of Effective Practice – Remand Management Police & Criminal Evidence Act 1984 and Code of Practice
Attendance at court	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004
Bail supervision plan development & enforcement	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004
Bail supervision plan – Notification of	Destroy	25 years*	Date of Birth	Limitation Act 1980

changes to court				YJB National Standards 2004
Bail supervision plan – Progress report	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004
Bail supervision plan – Interview with young person / parent(s) / carer(s)	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004
Bail supervision plan – agreements	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004
Bail supervision plan – Record of contact	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004
Bail supervision plan – Tagging to prevent repeat offending	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004 Home Office Guidance
Bail supervision plan – Intensive supervision & surveillance	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB guidance on Intensive Supervision & Surveillance

				programmes
Review of young people remanded in custody or secure accommodation	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB Key Elements of Effective Practice – Remand Management Police & Criminal Evidence Act 1984 and Code of Practice
Record of young persons attendance & work	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004
Bail Conditions Breach Management				
Breach of bail conditions	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004
Protocol development for reporting non-compliance	Destroy	6 years	After Superseded	Limitation Act 1980 YJB National Standards 2004
Bail Supervision & Support Activities Promotion				

Promotion of bail supervision & support activities	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB National Standards 2004
Remanded (to secure facilities) Young Person Support				
Post court report	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Standards 2004 YJB Placement Guidance
Issue of vulnerable alert to secure establishment	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Standards 2004 YJB Placement Guidance
Remand planning & review	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Standards 2004 YJB Placement Guidance
Visits to young persons in secure facilities	Destroy	75 years	Date of Birth	Children Act 1989 YJB National Standards 2004 YJB Placement

				Guidance
Review of children remanded to local authority accommodation with secure requirements	Destroy	75 years	Date of Birth	Children Act 1989 Children (Secure Accommodation) Regulations 1991 Review of Children's Case Regulations 1991
Reprimands & Final Warnings Management				
Reprimands Notification				
Notification by police of issue of reprimand	Destroy	25 years	Date of Birth	Limitation Act 1980 YJB key Elements of Effective Practice – Final Warnings Interventions YJB / Home Office Guidance – Final Warnings 2002 Crime and Disorder Act 1998 Criminal Justice and Police Act 2000 Criminal Justice and

				Court Services Act 2000
Reprimands & Final Warning Scheme Monitoring				
Final warning protocol development	Destroy	6 years	After Superseded	Limitation Act 1980 YJB key Elements of Effective Practice – Final Warnings Interventions YJB / Home Office Guidance – Final Warnings 2002 Crime and Disorder Act 1998 Criminal Justice and Police Act 2000 Criminal Justice and Court Services Act 2000
Final warning scheme monitoring & review	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB key Elements of Effective Practice – Final Warnings Interventions YJB / Home Office Guidance – Final

				Warnings 2002
Intervention				
Notification by police of suitable cases	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB key Elements of Effective Practice – Final Warnings Interventions YJB / Home Office Guidance – Final Warnings 2002 Crime and Disorder Act 1998 Criminal Justice and Police Act 2000
Final warning assessment	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB key Elements of Effective Practice – Final Warnings Interventions YJB / Home Office Guidance – Final Warnings 2002 Crime and Disorder Act 1998

				Criminal Justice and Police Act 2000
Intervention	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB key Elements of Effective Practice – Final Warnings Interventions YJB / Home Office Guidance – Final Warnings 2002 Crime and Disorder Act 1998 Criminal Justice and Police Act 2000
Intervention – Record of attendance / contact	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB key Elements of Effective Practice – Final Warnings Interventions YJB / Home Office Guidance – Final Warnings 2002 Crime and Disorder Act 1998 Criminal Justice and

				Police Act 2000
Intervention final assessment & case closure	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB key Elements of Effective Practice – Final Warnings Interventions YJB / Home Office Guidance – Final Warnings 2002 Crime and Disorder Act 1998 Criminal Justice and Police Act 2000
Notification of outcomes	Destroy	6 years	Date Created	Limitation Act 1980 YJB key Elements of Effective Practice – Final Warnings Interventions YJB / Home Office Guidance – Final Warnings 2002 Crime and Disorder Act 1998 Criminal Justice and Police Act 2000

Restorative justice facilitation (Crime Victim Support & Community Payback)				
Victim Support				
Protocol development with victim services	Destroy	6 years	After Superseded	Limitation Act 1980 YJB Key Elements of Effective Practice – Restorative Justice
Protocol development & consultation with police & other agencies	Destroy	6 years	After Superseded	Limitation Act 1980 YJB Guidance re Information Exchange YJB Key Elements of Effective Practice – Restorative Justice
Contact risk assessment	Destroy	6 Years	After End of Restorative Justice Activity <i>Retention period & criteria to be reviewed</i>	Limitation Act 1980 YJB Key Elements of Effective Practice – Restorative Justice
Community Payback Scheme Development				

Identification of suitable work	Destroy	6 years	End of Scheme / Project	Limitation Act 1980 YJB / Home Office Guidance on Community Payback
Community payback scheme development	Destroy	6 years	End of Scheme / Project	Limitation Act 1980 YJB / Home Office Guidance on Community Payback
Payback activity risk assessment	Destroy	25 years*	End of Activity	Limitation Act 1980 Health & Safety (Young Persons) Regulations 1997 YJB / Home Office Guidance on Community Payback
Community payback individual programme development	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB / Home Office Guidance on Community Payback
Community payback programme - notification to clerks of courts	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB / Home Office Guidance on

				Community Payback
Community payback programme - monitoring & reporting	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB / Home Office Guidance on Community Payback
Community Payback Supervision				
Supervision - Community payback	Destroy	25 years*	Date of Birth	Limitation Act 1980 YJB / Home Office Guidance on Community Payback

Youth Offender Panel Administration				
Youth Offender Panel Administration				
Youth offender panel administration	Destroy	6 years	Date Created	YJB National Standards 2004

Cultural & Leisure Services Provision

Arts, Museums & Archive Services Provision

Access Management

Schools activities provision

Schools' activities	Destroy	6 years	End of current financial year	Limitations Act 1980
Risk Assessment	Destroy	19 years	Date of activity	Limitations Act 1980

Talks

Talks: Administration	Destroy	6 years	End of current financial year	Limitations Act 1980
Talks: Course material & research notes: Regular events	Destroy*		*When superseded	SCC Business need
Talks: Course material & research notes: major events	Destroy*	10 years	Date of event	SCC Business need

Events

Events: Administration	Destroy	6 years	End of current financial year	Limitations Act 1980
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Events: Course material & research notes: Regular events	Destroy*		*When superseded	SCC Business need
Events: Course material & research notes: major events	Destroy*	10 years	Date of event	SCC Business need
Library & Information Services Provision				
Reader Development Events Management				
Schools activities provision				
Schools activities administration	Destroy	6 years	After activity/end of project unless required longer by funding body	SCC Business need guided by SCC financial regulation
Young persons & family activities administration				
Young persons & family activities administration	Destroy	6 years	After activity/end of project unless required longer by funding body	SCC Business need guided by SCC financial regulation
Performing Arts Education Service Provision				
Ensemble Provision				
County music school auditions				

County Music School auditions: Audition administration	Destroy	1 year	File closed	SCC Business need
County Music School auditions: Pupil audition records (Successful candidates)	Destroy	25 years	Date of birth	Limitations Act 1980
County Music School auditions: Pupil audition records (Unsuccessful candidates)	Destroy	1 year	File closed	SCC Business need
County music school membership management				
County Music School membership management: Venue booking	Destroy	6 years	End of financial year	Limitations Act 1980
County Music School membership management: uniform supply	Destroy	6 years	End of financial year	Limitations Act 1980
County Music School membership management: Pupil registration	Destroy	25 years	Date of birth	Limitations Act 1980
County Music School membership management: Teacher timetables	Destroy	6 years	End of academic year	SCC Business need / DfES guidelines
County music school rehearsals				
County Music School rehearsals: Attendance register	Destroy	3 years	End of academic year	SCC Business need / DfES guidelines
County Music School rehearsals: Communication re absences	Destroy	3 years	End of academic year	SCC Business need / DfES guidelines
County Music School: Pupil records	Destroy	25 years	Date of birth	Limitations Act 1980

County music school concerts				
County Music School Concerts	Destroy	6 years	Date of performance	SCC financial regulations Limitations Act 1980
County Music School Concerts Risk Assessment	Destroy	19 years	End of academic year	Limitations Act 1980 /SCC Business need
Music centres membership management				
Music Centres Membership Management: Membership invitation	Destroy*		*End of academic year	SCC Business need
Music Centres Membership Management: Pupil registration	Destroy	25 years	Date of birth	Limitations Act 1980
Music Centres Membership Management: Record of payment	Destroy	6 years	End of financial year	Limitations Act 1980
Music centres rehearsals & concerts				
Music centres rehearsals & concerts: concert programme development & administration	Destroy	1 year	End of academic year	SCC Business need
Music centres rehearsals & concerts: Venue booking	Destroy	6 years	End of academic year	Limitations Act 1980
Music centres rehearsals & concerts: Risk assessment form	Destroy	19 years	End of academic year	Limitations Act 1980 /SCC Business need

Music centres rehearsals & concerts: Rehearsal attendance register	Destroy	3 years	End of academic year	SCC Business need / DfES guidelines
Music centres rehearsals & concerts: Concert booking & payment	Destroy	6 years	End of financial year	SCC financial regulations Limitations Act 1980
Music centres rehearsals & concerts: Concert programmes	Destroy	5 years	End of financial year	SCC Business need Performing Rights Society guidelines
Music centre day events / workshops				
Music centre day events/workshops: workshop programme development & evaluation	Destroy	1 year	End of academic year	SCC Business need
Music centre day events/workshops: Venue booking	Destroy	6 years	End of financial year	SCC financial regulations Limitations Act 1980
Music centre day events/workshops: Record of attendance	Destroy	19 years	Date of workshop	Limitations Act 1980 /SCC Business need
Music centre day events/workshops: Parental permission / H&S forms	Destroy	19 years	Date of workshop	Limitations Act 1980 /SCC Business need
Music centre day events/workshops: Risk assessment	Destroy	19 years	Date of workshop	Limitations Act 1980 /SCC Business need

Performing Arts Teaching Provision				
Instrumental tuition: Award/ exhibition scheme				
Instrumental tuition: Award/ Exhibition scheme financial records	Destroy	6 years	End of financial year	Limitations Act 1980
Instrumental tuition: Award/ Exhibition scheme pupil records: Unsuccessful candidates	Destroy	1 year	File closed	SCC Business need
Instrumental tuition: Award/ Exhibition scheme pupil records: Successful candidates	Destroy	25 years	Date of birth	SCC financial regulations Limitations Act 1980
Primary live (teaching performances)				
Primary Live (Teaching performances)	Destroy	6 years	End of financial year	SCC financial regulations
Teaching & assessment management				
Teaching & assessment management: Attendance register	Destroy	3 years	End of academic year	SCC Business need / DfES guidelines
Teaching & assessment management: Schemes of work	Destroy	1 year	After superseded	SCC Business need / DfES guidelines
Teaching & assessment management: Pupil	Destroy	6 years	End of academic year	SCC financial regulations

examination entry administration				Limitations Act 1980
Teaching & assessment management: Examination results	Destroy	6 years	End of academic year	SCC Business need / DfES guidelines
Teaching & assessment management: Pupil assessment	Destroy	1 year	End of academic year	SCC Business need / DfES guidelines
Teaching & assessment management: Pupil reports	Destroy	19 years	End of academic year	Limitations Act 1980

Education and Learning Support

Child care provision

Admissions Administration

Needs assessment	Destroy	25 years	Date of Birth	Limitation Act 1980
Admission administration	Destroy	25 years	Date of Birth	Limitation Act 1980
Personal information maintenance	Destroy	25 years	Date of Birth	Limitation Act 1980

Development & Welfare Monitoring

Child development and welfare monitoring	Destroy	25 years	Date of Birth	Limitation Act 1980
Referrals to other agencies	Destroy	25 years	Date of Birth	Limitation Act 1980
Education progress monitoring				
Child education progress monitoring	Destroy	25 years	Date of Birth	Limitation Act 1980
Referrals to other agencies	Destroy	25 years	Date of Birth	Limitation Act 1980
Education provision				
Activity planning	Destroy	6 years	After superseded	SCC Business need DfES Guidance
Record of attendance	Destroy	3 years	After leaving setting	DfES Guidance
Record of care in Early Years setting	Review	25 years	Date of Birth	Limitation Act 1980 and Children Act 1989
Medication administration	Destroy	2 years	After leaving setting	Children Act 1989

Children in Public Care Support

Education support of children in public care	Review	25 years	Date of Birth	Limitation Act 1980
Mentoring of Children in Public Care	Review	25 years	Date of Birth	Limitation Act 1980
Education audit of children in residential care	Review	25 years	Date of Birth	Limitation Act 1980
Provision and review of personal education plans for children in public care	Review	25 years	Date of Birth	Limitation Act 1980

Education Grants & Awards Administration

Advice Provision

Advice provision	Destroy	6 years	Date created	Limitation Act 1980
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Disabled Student Allowance Administration

Allowance application administration

Allowance application administration (successful)	Destroy	6 years	Termination of financial support	Education (Student Support) Regulations 2006
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Allowance application administration (unsuccessful)	Destroy	6 years	Current financial year	Education (Student Support) Regulations 2006
Additional allowance application administration				
Additional allowance application administration (successful)	Destroy	6 years	Termination of financial support	Education (Student Support) Regulations 2006
Additional allowance application administration (unsuccessful)	Destroy	6 years	Current financial year	Education (Student Support) Regulations 2006
Education Maintenance Allowance Administration				
Maintenance allowance administration				
Maintenance allowance administration (successful)	Destroy	6 years	Termination of financial support	Education (Student Support) Regulations 2006
Education maintenance allowance administration (unsuccessful)	Destroy	6 years	Current financial year	Education (Student Support) Regulations 2006
Change of circumstances allowance entitlement assessment				
Change of circumstances allowance entitlement assessment	Destroy	6 years	Termination of financial support	Education (Student Support) Regulations 2006

Enquiries Management

Enquiries management	Destroy	1 year	Date created	SCC Business need
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Higher & Further Education Grants Application Administration

Grant application administration

Grant application administration (successful)	Destroy	6 years	Termination of financial support	Teaching & Higher Education Act 1998 Education (Student Support) Regulations 2006
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Grant application administration (unsuccessful)	Destroy	6 years	Current financial year	Teaching & Higher Education Act 1998 Education (Student Support) Regulations 2006
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Grant application administration (unsuccessful)	Destroy	6 years	Current financial year	Teaching & Higher Education Act 1998 Education (Student Support) Regulations 2006
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Continuing grant application administration

Continuing grant support application administration	Destroy	6 years	Termination of financial support	Teaching & Higher Education Act 1998 Education (Student Support) Regulations 2006
Change of circumstances grant entitlement assessment				
Change of circumstances grant entitlement assessment	Destroy	6 years	Termination of financial support	Teaching & Higher Education Act 1998 Education (Student Support) Regulations 2006
Welfare Grants & Benefits Administration				
Free school meal application administration	Destroy	6 years	Date created	SCC Financial Regulations
Youth Offending inter agency liaison (casework)	Review	25 years	Date of Birth	Limitation Act 1980
Education Welfare Services Provision				
Child Employment & Performance Regulation				
Child employment licence administration	Destroy	6 years	Following end of employment or child reaching end of compulsory school age	SCC Business need

Performance licence administration – Open Licence	Destroy	6 years	Following child reaching end of compulsory school age	SCC Business need
Open Licence: Notification of performance	Destroy	1 year	Following child reaching end of compulsory school age	SCC Business need
“Term” performance licence administration	Destroy	3 years	Date Created	SCC Business need
Child Protection				
Identification, monitoring & reporting of children potentially at risk	Awaiting ruling and advice re: retention following Soham enquiry			
Administration of notification of children added to and removed from the At Risk Register				
Investigation, monitoring and reporting of allegations against staff.				
Inter-agency liaison and support	Awaiting ruling and advice re: retention following Soham enquiry			
Pupil Escorts Provision				
Escort of special school pupils	Review	25 years	Date of Birth	Limitation Act 1980
School Attendance Management				

Attendance: Voluntary resolution	Review	25 years	Date of Birth	Limitation Act 1980
Attendance: Statutory resolution	Review	25 years	Date of Birth	Limitation Act 1980
Attendance improvement support	Destroy	6 years	Date created	SCC Business need
Behaviour management support	Destroy	6 years	Date created	SCC Business need
School Exclusion Monitoring				
Advice provision			<i>To be advised</i>	
Exclusion of pupils	Review	25 years	Date of Birth	Limitation Act 1980
District Appeal Panel monitoring record	Review	6 years	Date created	SCC Business need guided by DfES
Appeal panel decision-making	Transfer to case file			Limitation Act 1980
Exclusions: Record of attendance	Destroy	3 years	After reaching end of compulsory school ages	DfES Guidance

Excluded Pupil Support

Achievement monitoring & review	Destroy	25 years	Date of Birth	Limitation Act 1980
Attendance monitoring	Destroy	25 years	Date of Birth	Limitation Act 1980
Group session planning & review	Destroy	6 years	Course Completion	SCC Business need
Referral administration	Destroy	25 years	Date of Birth	Limitation Act 1980
Support planning	Destroy	25 years	Date of Birth	Limitation Act 1980

Exclusion Prevention Support

Achievement monitoring & review	Destroy	25 years	Date of Birth	Limitation Act 1980
Attendance monitoring	Destroy	25 years	Date of Birth	Limitation Act 1980
Group session planning & review	Destroy	6 years	Course Completion	SCC Business need
Support planning	Destroy	25 years	Date of Birth	Limitation Act 1980

Outdoor Education Activities Provision				
Adventure Activity Provision				
Activity Course Development				
Activities Risk Assessment	Destroy	20 years	After superseded	Limitation Act 1980 Health and Safety of Pupils on Educational Visits, DfEE 1998
Activity Course Development	Destroy	20 years	After superseded	Limitation Act 1980 Health and Safety of Pupils on Educational Visits, DfEE 1998
Activity Course Production				
Activity & Course Programme Development	Destroy	6 years	After superseded	SCC Business need Health and Safety of Pupils on Educational Visits, DfEE 1998
Activity Booking administration	Destroy	6 years	Date close	SCC Financial Regulations

				Health and Safety of Pupils on Educational Visits, DfEE 1998
Activity Booking administration	Destroy	6 years	Date close	SCC Financial Regulations Health and Safety of Pupils on Educational Visits, DfEE 1998
Activity & course delivery	Destroy	6 years	Course completion	SCC Business need Health and Safety of Pupils on Educational Visits, DfEE 1998
Assessment & Accreditation administration	Destroy	6 years	Course completion	SCC Business need Health and Safety of Pupils on Educational Visits, DfEE 1998
Activity and course evaluation & development	Destroy	6 years	After superseded	SCC Business need Health and Safety of Pupils on Educational Visits, DfEE 1998
Curriculum Support Activity Provision				
Activity Course Development				

Activities Risk Assessment	Destroy	20 years	After superseded	Limitation Act 1980 Health and Safety of Pupils on Educational Visits, DfEE 1998
Activity Course Development	Destroy	20 years	After superseded	Limitation Act 1980 Health and Safety of Pupils on Educational Visits, DfEE 1998
Activity Course Production				
Activity & Course Programme Development	Destroy	6 years	After superseded	SCC Business need Health and Safety of Pupils on Educational Visits, DfEE 1998
Activity Booking administration	Destroy	6 years	Date close	SCC Financial Regulations Health and Safety of Pupils on Educational Visits, DfEE 1998
Activity Booking administration	Destroy	6 years	Date close	SCC Financial Regulations Health and Safety of Pupils on Educational Visits, DfEE 1998

Activity & course delivery	Destroy	6 years	Course completion	SCC Business need Health and Safety of Pupils on Educational Visits, DfEE 1998
Assessment & Accreditation administration	Destroy	6 years	Course completion	SCC Business need Health and Safety of Pupils on Educational Visits, DfEE 1998
Activity and course evaluation & development	Destroy	6 years	After superseded	SCC Business need Health and Safety of Pupils on Educational Visits, DfEE 1998
Events Management				
Event Planning	Destroy	6 years	End of year	SCC Business need Health and Safety of Pupils on Educational Visits, DfEE 1998
Event risk assessment	Destroy	25 years	After superseded	Limitation Act 1980 Health and Safety of Pupils on Educational Visits, DfEE 1998
Delegate information pack production	Destroy	6 years	After superseded	SCC Business need

				Health and Safety of Pupils on Educational Visits, DfEE 1998
Event programme development	Destroy	6 years	After superseded	SCC Business need Health and Safety of Pupils on Educational Visits, DfEE 1998
Site Programme Scheduling	Destroy	6 years	End of year	SCC Business need Health and Safety of Pupils on Educational Visits, DfEE 1998
Event Booking Administration	Destroy	6 years	After event	SCC Financial Regulations Health and Safety of Pupils on Educational Visits, DfEE 1998
Event delivery	Destroy	6 years	Event delivery	SCC Business need Health and Safety of Pupils on Educational Visits, DfEE 1998
Event evaluation	Destroy	6 years	End of Current Academic Year	SCC Business need Health and Safety of Pupils on Educational Visits, DfEE 1998

Participant Information Administration

Participant medical information administration

Participant medical information administration	Destroy	1 year	End of year	Limitation Act 1980 Health and Safety of Pupils on Educational Visits, DfEE 1998
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Participant image and consent administration

Images Taken	Destroy	6 years	End of Current Academic year	SCC Business need Data Protection Good Practice Note Taking Photographs in Schools, Information Commissioner's Office, 2005
Images Not Taken	Destroy	1 year	End of year	SCC Business need Data Protection Good Practice Note Taking Photographs in Schools, Information Commissioner's Office, 2005
Images Used in Press and Publicity	Destroy	6 years	After superseded	SCC Business need Data Protection Good

				Practice Note Taking Photographs in Schools, Information Commissioner's Office, 2005
Outside School Education & Support				
Elective Home Educated Pupil Support				
Elective home educated pupil identification scheme administration	Destroy	25 years	From date of birth	Limitations Act 1980
Elective home educated pupil achievement monitoring	Destroy	25 years	Date of Birth	Limitation Act 1980
Truancy enquiry administration (elective home educated pupils)	Destroy	25 years	From date of birth	Limitations Act 1980
Library resources loan administration (to elective home educated pupils)	Destroy	1 year	After return of item	SCC Business need
Excluded Pupil Education				
Education of excluded pupils	Review	25 years	Date of Birth	Limitation Act 1980
Gap Year Support				

Gap year project application administration	Destroy	25 years	From date of birth	Limitations Act 1980
Gifted & Talented Pupil Support				
Gifted & talented pupil support	Destroy	25 years	From date of birth	Limitations Act 1980
Master class facilitation	Destroy	25 years	From date of birth	Limitations Act 1980
Sick Pupil Education				
Education of sick children out of school	Review	25 years	Date of Birth	Limitation Act 1980
Parent & Family Support				
Advice Provision				
Advice	Destroy	6 years	Date created	SCC Business need
Parent support	Destroy	6 years	Date created	SCC Business need
Support programme admissions administration	Destroy	6 years	Date closed	SCC Business need

Service user education	Destroy	1 year	Date Created (unless issue unresolved or results in casework)	SCC Business need
Case Management				
Contact record of support with parents	Destroy	1 year	Date Created (unless issue unresolved or results in casework)	SCC Business need
Case management	Review	25 years	Date of Birth	Limitation Act 1980
Training Provision				
Training programme development	Destroy	6 years	After superseded	SCC Business need
Course development and evaluation	Destroy	6 years	After superseded	SCC Business need
Training venue and resource booking administration	Destroy	6 years	Date closed (date of training course/event)	SCC Business need SCC Financial regulations
Course booking administration	Destroy	6 years	Date closed (date of training course/event)	SCC Business need SCC Financial regulations
Course delivery	Destroy	6 years	Course competition	SCC Business need

Pupil & School Data Management

Pupil & school data collection & processing

Racist incident monitoring	Destroy	5 years	Date created	Business needs guided by DfES requirements
School and pupil performance reporting	Destroy	5 years	Date created	SCC Business need guided by DfES requirements Children Act 2004 Education Act 2005 Education (Local Education Authority Performance Targets) (England) Regulations 2005 Education (School Performance Targets) (England) Regulations 2004
Analysis request administration	Destroy	5 years	From when task completed	SCC Business need
Examination results data collation	Destroy	5 years	Date created	Business needs guided by DfES

				requirements
Minorities achievement monitoring	Destroy	5 years	Date created	SCC Business need guided by DfES requirements
Pupil attainment analysis (Fisher Family Trust)	Destroy	25 years	From date of birth	SCC Business need guided by DfES requirements
Panda report production	Destroy	3 years	Date received	SCC Business need
Attainment data collection	Destroy	1 year	After end of academic year	SCC Business need
Pupil file data collection & maintenance (Capita One central database)	Destroy	25 years	From date of birth	Limitation Act 1980 Education (Information about Individual Pupils) (England) Regulations 2006
School census data processing	Destroy	6 years	After end of academic year	SCC Financial Regulations Education (School Performance Information) (England) Regulations 2006
DfES returns preparation & submission	Destroy	1 year	After current academic year	SCC Business need

				Education Act Children Act 2004 Education (Information about Individual Pupils) (England) Regulations 2006 Education (School Performance Information) (England) Regulations 2006
DfES School-2-School website administration	Destroy	1 year	After current academic year	SCC Business need
DfES School-2-School website user guidance & instruction provision	Destroy		After superseded	SCC Business need
Secondary pupil intake data transfer	Destroy	1 year	After current academic year	SCC Business need
'Lost' pupil identification	Destroy	1 year	After current academic year	SCC Business need
Pupil Transport Provision				

Complaints Management

Driver/operator complaints investigation

Driver/operator complaints investigation	Destroy	6 years	Date closed	SCC Business need
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User complaints investigation

User complaints investigation	Destroy	6 years	Date closed	Limitation Act 1980
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Home-School Transport Provision (pre-16)

Seat allocation

Entitled seat administration	Destroy	6 years	End of academic year	SCC Business need Education Act 1996
Faith school seat administration	Destroy	6 years	End of academic year	SCC Business need Education Act 1996
Vacant seat scheme administration	Destroy	6 years	End of academic year	SCC Business need
Medical transport administration	Destroy	6 years	End of academic year	SCC Business need
Temporary seat administration	Destroy	6 years	End of academic year	SCC Business need
Waiting list administration	Destroy		When superseded	SCC Business need

Transport application case review	Destroy	6 years	End of academic year	SCC Business need
Pupil information maintenance	Destroy		When superseded	SCC Business need
Travel permit administration				
New travel permit administration	Destroy	2 years	End of academic year	SCC Business need
Temporary travel permit issue	Destroy	2 years	End of academic year	SCC Business need
Replacement travel permit administration	Destroy	2 years	End of academic year	SCC Business need
Free travel entitlement administration	Destroy	6 years	End of academic year	SCC Business need Education Act 1996
Fare payment administration	Destroy	6 years	End of academic year	SCC Financial Regulations
Travel eligibility checks administration	Destroy	6 years	End of academic year	SCC Financial Regulations
Special Needs Transport Provision				
Seat allocation				
Application processing	Destroy	6 years	End of academic year	SCC Business need
Pupil information maintenance	Destroy		When superseded	SCC Business need

Waiting list administration	Destroy		When superseded	SCC Business need
Transport case review	Destroy	6 years	End of academic year	SCC Business need
Pupil escort provision	Destroy	6 years	End of academic year	SCC Business need
Risk assessment				
Special needs transport risk assessment	Destroy	6 years	When superseded	Limitation Act 1980
Wheel chair transport risk assessment	Destroy	6 years	When superseded	Limitation Act 1980
Student Transport Provision (post-16)				
Seat allocation				
Application processing	Destroy	6 years	End of academic year	SCC Business need
Student information administration	Destroy		When superseded	SCC Business need
Waiting list administration	Destroy		When superseded	SCC Business need
Travel permit administration				
New travel permit administration	Destroy	2 years	End of academic year	SCC Business need

Temporary permit administration	Destroy	2 years	End of academic year	SCC Business need
Replacement permit administration	Destroy	2 years	End of academic year	SCC Business need
Fare payment administration	Destroy	6 years	End of academic year	SCC Financial Regulations
Travel eligibility check administration	Destroy	6 years	End of academic year	SCC Financial Regulations
School Property Maintenance & Improvement				
Schools Property Maintenance				
Building Maintenance	Destroy	21 years	Date Created	Limitation Act 1980
Site Maintenance	Destroy	21 years	Date Created	Limitation Act 1980
Disabled Access Improvement				
Strategic Development: access audit report	Destroy	12 years	After end of SCC ownership, interests or liability	SCC Business Need
Reactive improvement	Destroy	12 years	After end of SCC ownership, interests or liability	SCC Business Need

Aids and equipment	Destroy	6 years	After end of life of aid / equipment	SCC Business Need

School Support

Behaviour & Attendance Management Support

Attendance improvement support	Destroy	6 years	Date created	SCC Business need
Behaviour management support	Destroy	6 years	Date created	SCC Business need

Examination Support

Examination moderation	Destroy	Current academic year + 6	Date created	SCC Business need guided by examining body requirements
Examination procedures monitoring & inspection	Destroy	Current academic year + 6	Date created	SCC Business need guided by examining body requirements
Candidate registration	Destroy	6 years	Date of course/examination completion	SCC Business need Examining body

				requirements
Sports Services Provision				
Sports services provision	Destroy	6 years	Date created	SCC Business need
Facilities procedures risk assessment	Destroy	6 years	After superseded	SCC Business need
Sports award schemes administration	Destroy	6 years	Date created	SCC Business need
Swimming qualification renewal administration	Destroy	6 years	Date created	SCC Business need
School Admissions & Transfers Management				
Admission Criteria Development				
Admissions criteria consultation				
Admissions criteria consultation	Destroy	6 years	After superseded	SCC Business need School Standards & Framework Act 1998 Education & Inspections Bill 2006 School Admissions

				Code
Admissions criteria review				
Admissions criteria review	Destroy	6 years	After superseded	SCC Business need School Standards & Framework Act 1998 Education & Inspections Bill 2006 School Admissions Code
Catchment area alteration				
Catchment area alteration	Destroy	6 years	After superseded	SCC Business need School Standards & Framework Act 1998 Education & Inspections Bill 2006 School Admissions Code
Admissions Appeals Processing				
Admissions appeals processing				

Admissions appeals processing	Destroy	25 years	Date of birth	Limitation Act 1980 DfES School Admissions Appeals Code of Practice
Application Advice & Support Provision				
Admissions advocacy				
Admissions advocacy	Destroy	6 years	Date closed	Limitation Act 1980 DfES School Admission Code of Practice
Advice provision				
Advice provision	Destroy	6 years	Date closed	Limitation Act 1980 DfES School Admission Code of Practice
Appeals advocacy				
Appeals advocacy	Destroy	6 years	Date closed	Limitation Act 1980 DfES School Admissions Appeals Code of Practice

Hard to Place Admissions Administration

Admissions negotiation

Admissions negotiation	Destroy	25 years	Date of birth	Limitation Act 1980 Children Act 2004 Guidance on Hard to Place Children DfES School Admission Code of Practice
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Dispute resolution

Dispute resolution	Destroy	25 years	Date of birth	Limitation Act 1980 Children Act 2004 Guidance on Hard to Place Children DfES School Admission Code of Practice
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Nursery Places Admissions Administration

Nursery places admissions administration	Destroy	6 years	End of academic year	SCC Business need School Standards & Framework Act 1998
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				Education & Inspections Bill 2006 DfES School Admission Code of Practice
Primary School Admissions Administration				
Primary school admissions administration	Destroy	6 years	End of academic year	SCC Business need School Standards & Framework Act 1998 Education & Inspections Bill 2006 DfES School Admission Code of Practice
Secondary School Admissions Administration				
Primary-secondary school transfers administration	Destroy	6 years	End of academic year	SCC Business needs School Standards & Framework Act 1998 Education & Inspections Bill 2006 DfES School Admission Code of Practice

Transfers Administration (Individual)

Individual transfers administration	Destroy	6 years	End of academic year	SCC Business need School Standards & Framework Act 1998 Education & Inspections Bill 2006 DfES School Admission Code of Practice
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Special Educational Needs Support

Support for children with visual impairment	Destroy	25 years	Date created	SCC Business need
Support for children with hearing impairment	Review	25 years	Date of Birth	Limitation Act 1980
Support for children with autism spectrum disorders	Review	25 years	Date of Birth	Limitation Act 1980
Support for children with behavioural difficulties	Review	25 years	Date of Birth	Limitation Act 1980

Support for students attending college	Destroy	6 years	Date Created	SCC Financial Regulations
Record of teaching support for students at college	Destroy	1 year	After leaving further education setting	SCC Business need
Support in the workplace	Destroy	6 years	Date Created	SCC Financial Regulations
Support attending medical appointments	Destroy	3 years	Date Created	SCC Business need
Support attending council meetings	Destroy	3 years	Date Created	SCC Business need
Youth awards scheme – casework records	Review	25 years	Date of Birth	Limitation Act 1980
Youth awards scheme – administration	Destroy	6 years	Date Created	SCC Business need
Support for children with psychological problems	Review	25 years	Date of Birth	Limitation Act 1980
Pre-school home support / teaching	Review	25 years	Date of Birth	Limitation Act 1980
Support for children in early years settings	Review	25 years	Date of Birth	Limitation Act 1980

Equipment provision / loan	Destroy	6 years	Date created	SCC Financial Regulations
Non-statutory assessment of children under two years old	Review	25 years	Date of Birth	Limitation Act 1980
Non-statutory assessment of children under compulsory age (but over two)	Review	25 years	Date of Birth	Limitation Act 1980
Statutory Assessment of Special Educational Needs	Review	25 years	Date of Birth	Limitation Act 1980
Specialist Support input into assessment process	Review	25 years	Date of Birth	Limitation Act 1980
Review of statement of special educational needs (annual)	Review	25 years	Date of Birth	Limitation Act 1980
Review of statement of special educational needs (transitional)	Review	25 years	Date of Birth	Limitation Act 1980
Statutory assessment of appeals and dispute resolution	Review	25 years	Date of Birth	Limitation Act 1980
Support of special educational needs co-ordination in early years settings: advice re: policies and procedures	Review	6 years	Date Created	Limitation Act 1980
Support of special educational needs co-ordination in early years settings: advice re: individual case	Review	25 years	Date of Birth	Limitation Act 1980

Teaching of children requiring specialist support	Review	6 years	<i>From end of involvement with pupil</i>	SCC Business need REQUIRES REVIEW increase to d.o.b. + 25?
Teaching support of children in public care	Review	6 years	<i>From end of involvement with pupil</i>	SCC Business need REQUIRES REVIEW increase to d.o.b. + 25?
Youth services provision				
Activities & Schemes Provision				
Adventure Activity Licence Application				
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				
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
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	Destroy	25 years	Date of birth	Limitation Act 1980
Candidate registration administration	Destroy	6 years	Activities/schemes completion	SCC Business need
Delivery	Destroy	6 years	Activities/schemes completion	SCC Business need
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
Achievement awards administration	Destroy	25 years	Date of Birth	Limitation Act 1980
Activity & scheme evaluation	Destroy	6 years	End of current academic year	SCC Business need
Advice & Support Provision				
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
Educational Visits Provision				
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' Safety) Act 1995 c.15
Educational visits approval	Destroy	6 years	End of current academic year	SCC Business need
Incident Management				
Accident & incident reporting (Children)	Destroy	25 years	Date of Birth	Limitation Act 1980
Outreach Services Provision				
Outreach Work				

Outreach work	Destroy	6 years	End of current academic year	SCC Business need
Outreach Work Monitoring & Evaluation				
Outreach work monitoring & evaluation	Destroy	6 years	End of current academic year	SCC Business need
Outreach Work Planning				
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
Participant & Member Information Administration				
Visits consents administration				

Visit consent administration	Destroy	6 years	End of current academic year	Limitation Act 1980, Activity Centres (Young Persons' Safety) Act 1995 c.15
Medical information administration				
Primary School Age Participants	Destroy	20 years	End of current academic year	Limitation Act 1980 Health and Safety of Pupils on Educational Visits, DfES 1998
Secondary School Age Participants	Destroy	15 years	End of current academic year	Limitation Act 1980 Health and Safety of Pupils on Educational Visits, DfES 1998
Image consent administration				
Image consent (taken during visit)	Destroy	6 years	End of current academic year	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 academic year	SCC Business need Data Protection Good Practice Note Taking Photographs in Schools, Information Commissioner's Office, 2005
Youth Club Provision				
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

Youth Forums Facilitation				
Youth forums facilitation	Destroy	6 years	Date created	SCC Business need
Health & Safety Management				
Accident & Incident Reporting (Children)				
Accident Recording (Accident Book)	Destroy	3 Years	Date closed	RIDDOR 1995
Dangerous Occurrences (children)	Destroy	25 Years	Date of Birth	RIDDOR 1995, Social Security (claims and payments) regulations 1979
Accident Reports (children)	Destroy	25 Years	Date of Birth	RIDDOR 1995, Social Security (claims and payments) regulations 1979
Outbreaks of notifiable diseases (children)	Destroy	25 Years	Date of Birth	RIDDOR 1995, Social Security (claims and payments)

				regulations 1979
Transport & Infrastructure Management				
Road Safety Training				
Cycle training	Destroy	6 years	After course completion	SCC Business need
Safer routes programme development & monitoring	Destroy	6 years	After project completion	SCC Business need
Pedestrian training project development & monitoring	Destroy	6 years	Date Created	SCC Business need

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