

Introduction

These guidelines have been produced to assist staff at Children's Homes apply retention periods to specific records. All the instructions come from the council's retention schedules, which contain more information (staff.derbyshire.gov.uk/retentionschedules). The reference in the first column indicates the relevant section of each schedule.

The Independent Inquiry into Child Sexual Abuse (IICSA) has ordered local authorities not to destroy records of potential interest to the Inquiry. In response, Derbyshire County Council has agreed to place a temporary restriction on the destruction of certain types of record, as indicated below. The suspended retention period is shown in square brackets. When the Inquiry has concluded, these guidelines will be reviewed and re-issued.

DO NOT DESTROY the following without IICSA permission		
Schedule	Record Description	Retention Period
Children / Young People		
CHILD 12.01	Admission and Discharge	DO NOT DESTROY Transfer to Derbyshire Record Office
CHILD 12.01	Significant Events Register	
CHILD 12.01	Meetings	
CHILD 2.01	Individual Case File	DO NOT DESTROY [Date of birth + 100 years]
CHILD 12.02	Outreach, including activities, clubs and societies	DO NOT DESTROY [Current + 25 years]
CHILD 12.02	Medication	
CHILD 12.02	Restorative Action Records	
CHILD 12.02	Absences	
CHILD 12.02	Significant Events Record Sheets	
CHILD 12.02	Night Disturbances	
CHILD 12.02	Physical Interventions	
Administration		
CHILD 12.02	Daily Log Book	DO NOT DESTROY [Current + 25 years]
CHILD 12.02	Appointment Diaries	
CHILD 12.02	Complaints	
CHILD 12.02	Communications	
CHILD 12.02	Signing In/Out	
CHILD 12.02	Visitors	
CHILD 12.02	Meetings	
CHILD 12.02	Health and Safety: injuries to children/young people	
HS 09	Other Health and Safety: e.g. injuries to adults, monitoring/inspection, work permits, COSHH, fire drills	DO NOT DESTROY [Current + 7 years]

DO NOT DESTROY the following without IICSA permission		
Schedule	Record Description	Retention Period
Staffing		
HR 1.03	Staff Files	DO NOT DESTROY [End of Employment + 25 years]
CHILD 12.02	Team Meetings	DO NOT DESTROY [Current + 25 years]
HR 1.03	Training (individuals)	DO NOT DESTROY [End of Employment + 25 years]
HR 10.01	Training (general administration)	DO NOT DESTROY [7 years from closure]
Management		
CHILD 12.01	Policy and Procedure	DO NOT DESTROY Transfer to Derbyshire Record Office
CHILD 12.01	Mission Statements	
CHILD 12.01	Meetings	
CHILD 12.01	Inspections	
CHILD 9.01	Development Plans	DO NOT DESTROY [Current + 7 years]
CHILD 12.02	Regulation Inspections and Reports	DO NOT DESTROY [Current + 25 years]
MA 2.4.7	Pre-2015 Managers' notebooks	DO NOT DESTROY [Immediately]

Records which MAY be destroyed after retention period		
Schedule	Record Description	Retention Period
Finance If financial records refer to an establishment which is known to be lacking in supporting records, DO NOT DESTROY until permitted by IICSA. If in doubt, consult your head of service.		
FIN 1.06	Budgets	Current + 6 years
FIN 2.01	Banking	Current + 6 years
FIN 2.01	Bank Statements	Current + 6 years
FIN 2.01	Bank Paying-in books	Current + 6 years
FIN 2.02	BACS Remittances	Current + 6 years
FIN 2.02	Cheques	Current + 6 years
FIN 2.02	Debit Card	Current + 6 years
FIN 10.01	Audit	Current + 6 years
CHILD 12.02	Records of any accounts maintained within the children's home (e.g. children's pocket money register, income and expenditure account book, cash book, annual statement)	25 years
FIN 2.02	Orders and Invoices	Current + 6 years
FIN 2.02	Petty Cash vouchers	Current + 6 years

Records which MAY be destroyed after retention period		
Schedule	Record Description	Retention Period
Property		
PROP 1.1	Cleaning	Current + 7 years
CHILD 12.03	Catering	Current + 1 year
PROP 1.1	Property Maintenance	Current + 7 years
ENVS 1.03	Vehicles and Drivers	Current + 3 years
MA 2.4.7	Managers' note Books (from 2015)	Destroy immediately
Staffing		
HR 2.06	Timesheets	Current + 6 years
CHILD 12.02	Shift Planners	Current + 25 years
HR 1.03	Recruitment – successful	End of Employment + 25 years
HR 6.01	Recruitment – unsuccessful	Recruitment + 12 months
HR 3.01	Attendance Management (including leave, sickness, etc.)	Current + 5 years
FIN 2.02	Expense Claims	Current + 6 years
HR 7.01	Supervision	Current + 7 years

Version History			
Version	Date	Detail	Author
1.0	Nov 2017	Original version	Becky Sheldon
2.0	Jan 2018	Minor rewording	Becky Sheldon
3.0	Feb 2018	Minor rewording	Becky Sheldon
4.0	Apr 2018	Split into sections for IICSA compliance	Mark Smith
5.0	June 2019	Consultation version	Mark Smith
6.0	Sep 2019	Agreed by Children's Services Records Management Steering Group	Mark Smith