



DERBYSHIRE COUNTY COUNCIL

Children's Services Retention Schedule

Due to the ongoing Independent Inquiry into Child Sexual Abuse (IICSA) some record types have been marked DO NOT DESTROY on this retention schedule. When the Inquiry has concluded, this guidance will be reviewed.



Version History				
Version	Date	Detail	Author	Responsible Officer
2	2013	No changes	Tony Smith	Tony Smith
3	2014	Removal of non-CAYA sections, and reformatted	Tony Smith	Tony Smith
4	2015	Additional of safeguarding records, and statement regarding non destruction of social care files	Martin Stone	Martin Stone
5	2016	Amendments and additional information regards specific examples	Jon Farmer	Chris Newton
6	2017	Re-formatted and re-numbered	Jon Farmer/David Jenkins/Martin Stone	Chris Newton
7	2018	Add Youth Offending Records section	Jon Farmer/David Jenkins/Martin Stone	Chris Newton
8	2018	With references to IICSA, for SMT approval	Martin Stone	Chris Newton
9.00	15/10/2018	Further amendments in response to: SMT review, benchmarking against other authorities, follow-up meetings.	Mark Smith Gareth Mainprize	Chris Newton

Standard Operating Procedure

Some documents do not need to be kept at all. Standard Operating Procedures (SOP) relate to items which staff may routinely destroy in the normal course of business. This usually means material that is:

Duplicated, such as:

- copies of records, if the whereabouts of the original are known
- reports or minutes circulated among a team for short-term information, if the whereabouts of the original are known
- multiple copies of official literature

Unimportant, such as:

- trivial email messages not related to council business
- paper notes not related to council business
- compliments slips, unused forms or stationery

Of short-term transactional or operational value only:

- telephone messages slips (after the message has been passed on)
- draft versions of records, if the final version is securely kept
- Diaries and notebooks intended for temporary use, if the information has been transferred into a case management system. If you discover diaries or notebooks dating from 2014 or before, keep these until the Independent Inquiry into Child Sexual Abuse has given permission for their destruction (see Appendix 1)

SOP does not apply to anything needed as evidence, e.g. to prove that something happened or that a decision was reached.

Take time to make a conscious, positive decision about whether documents should be kept or destroyed.

Glossary of Terms:

Business need / Common Practice: if there is no law or regulation to say how long a record should be kept, we may base this decision on the administrative needs of the organisation, or on what similar organisations do

Closure: when a record ceases to be 'current' – e.g. when a set of minutes are formally agreed

Disposal: processes associated with the end of a record's lifecycle, including destruction, or transfer to Derbyshire Record Office

Functional Description: the function that a record serves (e.g. a set of minutes supports "the process of preparing business...")

Location: storage options marked "Primary" should be used wherever possible; this column also notes other places where records may be located.

Offsite Storage: you may only use Derbyshire County Council's preferred provider, with authorisation. Contact your line manager or the Corporate Records Manager to discuss this option.

Permanent: Retain the record permanently and transfer to Derbyshire Record Office

Record: information kept as evidence of an activity

Retention Action: what you need to do with the record, triggered by a particular event (e.g. its closure)

Secure network folder: a shared drive or folder, available to team members using different computers. Also includes the Electronic Documents and Records Management (EDRM) system, where used.

Additional Information:

Records Disposal Policy and Procedures: <https://staff.derbyshire.gov.uk/information-security/confidential-information/disposing-of-confidential-information/disposing-of-confidential-information.aspx>

For further information about the contents of this retention schedule, or for records management generally contact Records Management on records.management@derbyshire.gov.uk or on ext. 39203

Other retention guidance

If this document does not cover the records you are processing, you may consult the other guidance available on <http://staff.derbyshire.gov.uk/retentionschedules>.

Record Type	Document
Building records	Corporate Property Retention Schedule
Cabinet reports	Management and Administration Retention Schedule
Contract records	Procurement Retention Schedule
Financial records	Finance Retention Schedule
Health and safety records	Health and Safety Retention Schedule
Interview documents	Human Resources Retention Schedule
Minutes of formal meetings	Management and Administration Retention Schedule
Policies/procedures	Management and Administration Retention Schedule
Staff records	Human Resources Retention Schedule
Statistics	Management and Administration Retention Schedule

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
Child Protection (Safeguarding) Records					
CHILD 1.01	<p>Individual case assessment, investigation and management of children involved in child protection. Covers records of:</p> <p>a) investigations under S.47 of the Children’s Act 1989, leading to a Conference and Child Protection Plan</p> <p>b) investigations terminated without a Conference</p> <p>c) investigations leading to a Conference but no Child Protection Plan</p> <p>d) any other safeguarding concerns</p>	<p>DO NOT DESTROY until IICSA has given permission.</p> <p>Thereafter:</p> <p>Destroy 100 years from closure if subject to a Child Protection Plan (formerly Child Protection Register)</p> <p>Destroy 75 years from closure in other cases</p> <p>Paper notes can still be destroyed as usual after the information has been transferred to case management system.</p>	<p>Child Protection Plan, Conference records inc reports</p> <p>Concern about a child form</p> <p>Strategy discussion/ meeting notes</p> <p>S.47 pro-forma, assessment pro-forma, etc.</p> <p>Notifications relating to people who pose a risk of harm to children (“Schedule 1 Offenders”)</p> <p>DV notifications</p> <p>Child protection concerns shared from third parties</p>	<p>Common Practice and Business Need</p>	<p>PRIMARY: EH and Safeguarding Case Management System</p> <p>OTHER: Offsite Storage</p> <p>Secure network folder</p>

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
CHILD 1.02	The process of managing allegations that practitioners working with children may have caused harm to a child (Local Authority Designated Officer)	DO NOT DESTROY until IICSA has given permission. Thereafter: Destroy 75 years from closure. Paper notes can still be destroyed as usual after the information has been transferred to case management system.	All documents relating to process, including: LADO minutes, LADO Strategy discussion/meeting minutes	Common Practice	PRIMARY: EH and Safeguarding Case Management System OTHER: Offsite Storage Secure network folder
Children in Care, Adoption and Children in Need Records					
CHILD 2.01	Process involving individual case management of children looked after by the local authority. This includes children and young people: a) In children's homes (see 2015 regulations for full requirements) b) Fostered c) Subject to court orders: child arrangement, supervision, residence, guardianship	DO NOT DESTROY until IICSA has given permission. Thereafter: Destroy 100 years from DOB. Paper notes can still be destroyed as usual after the information has been transferred to case management system.	Young person being looked after file Looked after child client file Guardian file (For private fostering, see CHILD 2.06)	Business need, exceeding minimum requirements of statutory basis: Care Planning, Placement and Case Review (England) Regulations 2010 No. 959, Regulation 49; Children's Homes (England) Regulations 2015	PRIMARY: CS Early Help and Safeguarding Case Management System OTHER: Offsite Storage Secure network folder

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
CHILD 2.02	Process involved in adopting a child including the case management of the adopted child	DO NOT DESTROY until IICSA has given permission. Thereafter: Destroy 100 years from date of the adoption order. Paper notes can still be destroyed as usual after the information has been transferred to case management system.	Minutes and recorded decisions of adoption panels Adoption files	Statutory basis (The Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 No. 888)	PRIMARY: CS Early Help and Safeguarding Case Management System OTHER: Offsite Storage Secure network folder
CHILD 2.03.1	Process involved in checking the suitability of people who have become adoptive parents	DO NOT DESTROY until IICSA has given permission. Thereafter: Destroy 100 years from date of the adoption order. Paper notes can still be destroyed as usual after the information has been transferred to case management system.	Adoptive parent counselling files Approved adopters	Statutory basis (The Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 No. 888)	PRIMARY: CS Early Help and Safeguarding Case Management System OTHER: Offsite Storage Secure network folder

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
CHILD 2.03.2	Process involved in checking the suitability of people who have become foster carers	DO NOT DESTROY until IICSA has given permission. Thereafter: Destroy 75 years after end of last placement. Paper notes can still be destroyed as usual after the information has been transferred to case management system.	Foster carer files	Statutory basis (The Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 No. 888) Fostering Regs (England)	PRIMARY: CS Early Help and Safeguarding Case Management System OTHER: Offsite Storage Secure network folder
CHILD 2.04.1	Process involved in checking the suitability of prospective adopters who did not go on to full approval	DO NOT DESTROY until IICSA has given permission. Thereafter: Destroy 10 years from the date on which approval was not granted during or after stage 1. Paper notes can still be destroyed as usual after the information has been transferred to case management system.	Stage 1 assessment Enquiry forms	Statutory basis (The Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 No. 888)	PRIMARY: CS Early Help and Safeguarding Case Management System OTHER: Offsite Storage Secure network folder

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
CHILD 2.04.2	Process involved in checking the suitability of prospective foster carers who did not go on to full approval	DO NOT DESTROY until IICSA has given permission. Thereafter: Destroy 3 years from the date on which enquiry that did not reach stage 1 was marked as ended. Paper notes can still be destroyed as usual after the information has been transferred to case management system.	Foster carer files Form F Stage 1 assessment Enquiry forms	Statutory basis (Foster Placement (Children) Regulations Statutory Instrument 1991, No. 910)	PRIMARY: CS Early Help and Safeguarding Case Management System OTHER: Offsite Storage Secure network folder
CHILD 2.05	Process involving individual case management of families or adults who have fostered children in their care	DO NOT DESTROY until IICSA has given permission. Thereafter: Destroy 35 years after carer has ceased to foster. Paper notes can still be destroyed as usual after the information has been transferred to case management system.	Foster carer files Supported lodging files	Common practice Statutory basis (The Fostering Services Regulations 2002 No. 57)	PRIMARY: CS Early Help and Safeguarding Case Management System OTHER: Offsite Storage Secure network folder

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
CHILD 2.06	Process involving Children in Need who have not been adopted or looked after and who have not been the subject of a child protection inquiry or plan	<p>DO NOT DESTROY until IICSA has given permission. Thereafter: Destroy 25 years from closure of file.</p> <p>Paper notes can still be destroyed as usual after the information has been transferred to case management system.</p>	<p>Single Assessment, Family Assessment</p> <p>Privately fostered children's files</p> <p>Records of interviews</p> <p>Reports</p>	Common practice Statutory basis (The Limitations Act 1980)	<p>PRIMARY: CS Early Help and Safeguarding Case Management System</p> <p>OTHER: Offsite Storage</p> <p>Secure network folder</p>
Early Help Records					
CHILD 3.01	Individual case management of services or support to children and young people who have not met Children in Need thresholds, not been adopted or looked after and who have not been the subject of a child protection inquiry or plan	<p>DO NOT DESTROY until IICSA has given permission. Thereafter: Destroy 25 years from closure of file.</p> <p>Paper notes can still be destroyed as usual after the information has been transferred to case management system.</p>	<p>Assessment materials; Records of interviews; Reports; Multi-Agency Team single-focus plans; Team Around the Family plans</p>	Common Practice Statutory basis (The Limitations Act 1980)	<p>PRIMARY: CS Early Help and Safeguarding Case Management System</p> <p>OTHER: Offsite Storage</p> <p>Secure network folder</p>

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
Universal Services or non-targeted services					
CHILD 4.01	Processes involving administration and provision of universal or non-targeted services	<p>DO NOT DESTROY until IICSA has given permission. Thereafter: Destroy 7 years from last action.</p> <p>Paper notes can still be destroyed as usual after the information has been transferred to case management system.</p>	<p>Children Centre records recording attendance at activities not related to targeted services</p> <p>Registration details of parents/carers</p>	<p>Common practice Statutory basis (The Limitations Act 1980)</p>	<p>PRIMARY: CS Children's Centre Case Management System</p> <p>OTHER: Offsite Storage</p> <p>Secure network folder</p>
Special Educational Needs and Disability (SEND)					
CHILD 5.01	Process involved in assessing and providing individual support for children who have need of special education support	<p>DO NOT DESTROY until IICSA has given permission. Thereafter: Destroy 35 years from DOB.</p> <p>Paper notes can still be destroyed as usual after the information has been transferred to case management system.</p>	SEND Files EHCP's	<p>Common practice Statutory basis (The Limitations Act 1980)</p> <p>See also: CHILD 9.05</p>	<p>PRIMARY: Youth Services case management system</p> <p>OTHER: Offsite Storage</p> <p>Secure network folder</p>

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
Educational Psychology					
CHILD 6.01	Process involved in assessing and providing individual support for children requiring educational psychology support	DO NOT DESTROY until IICSA has given permission. Thereafter: Destroy 35 years from DOB. Paper notes can still be destroyed as usual after the information has been transferred to case management system.	Educational Psychology file	Common practice Statutory basis (The Limitations Act 1980)	PRIMARY: CS Education Case Management System OTHER: Offsite Storage Secure network folder
CHILD 6.02	Process of studying video recordings of children interacting with parents/guardians/carers for educational psychology purposes	Destroy 2 months from closure	Video Interaction Guidance (VIG) recordings	Business Requirement (See DCC Confidentiality Statement for VIG)	PRIMARY: Secure network folder
Education Case Management Records for Children and Families					
CHILD 7.01	Process involving individual case management in the provision of support by the local authority to children young people and families	DO NOT DESTROY until IICSA has given permission. Thereafter: Destroy 35 years from DOB (unless child has been in care or has had SEND involvement in which case follow retention rules that apply to those records) .	Assessment materials Records of interviews Reports Behaviour Support Service case files	Common Practice Statutory basis (The Limitations Act 1980)	PRIMARY: CS Early Help and Safeguarding Case Management System

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
		<p>Paper notes can still be destroyed as usual after the information has been transferred to case management system.</p>	<p>Pupil absence penalty notices</p> <p>Children Missing from Education records</p> <p>Central pupil list on case management system</p>		<p>CS Education Case Management System -</p> <p>OTHER: Offsite Storage</p> <p>Secure network folder</p>
<p>Admissions and Exclusions (Schools, Pupil Referral Units, etc.)</p>					
CHILD 8.01	Case Files (including appeals)	<p>DO NOT DESTROY until IICSA has given permission. Thereafter: Destroy 25 years from DOB (unless child has been in care or has had SEND involvement in which case follow retention rules that apply to those records)</p> <p>Paper notes can still be destroyed as usual after the information has been transferred to case management system.</p>	Appeal files Exclusion files	Common practice	<p>PRIMARY: CS Education Case Management System</p> <p>OTHER: Secure network folder</p>
CHILD 8.02	School Admissions transfer and admission application forms	DO NOT DESTROY until IICSA has given permission. Thereafter: Destroy 7 years after application date.	Application Forms	Common practice	Secure network folder

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
Programme Management and Development					
CHILD 9.01	Process involved in development of services or programmes for children	Destroy 7 years from closure of file (i.e. when record is superseded or ceases to be used)	Annual Plan, District Plans, Pupil Referral Unit development Plans, Service Development Plans Education Improvement Service records	Common practice	Secure network folder
CHILD 9.02	Process involved in provision of services or programmes to support the development of children and young people	Destroy 7 years from closure of file (i.e. when record is superseded or ceases to be used)	Sufficiency Strategy Reports to Corporate Parents	Common practice	Secure network folder
CHILD 9.03	Number not used				
CHILD 9.04	Process that assesses risks for Home to school transport	Destroy 7 years after application date	Application forms Reports of routes Correspondence	Common practice	Secure network folder
CHILD 9.05	Process that assesses risks for Home to school transport of pupils with Special Educational Needs and Disability	Destroy 35 years after application date	Application forms Reports of routes Correspondence	Common practice	Secure network folder

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
Curriculum Development					
CHILD 10.01	The process of developing the curriculum	Destroy after current Year + 6 years	Curriculum Development Plan	Common practice	Secure network folder
CHILD 10.02	The process of delivering the curriculum	Destroy after current year + 1 year	School syllabus Lesson plans/aims Schemes of work Timetables Class record books Mark books Record of homework set Pupil's work	Common practice	PRIMARY: Pupil Management Information System OTHER: Secure network folder Secure cabinet or room at establishment Offsite Storage
CHILD 10.03	Process to record daily events in schools or pupil referral units	Permanent: Transfer to archives 6 years from last entry	Log Books	Common practice	PRIMARY: Pupil Management Information System OTHER: Secure network folder Secure cabinet or room at establishment

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
					Offsite Storage
CHILD 10.04	Process to record admission to schools or pupil referral units	Permanent: Transfer to archives 6 years from last entry	Admissions Registers	Common practice	PRIMARY: Pupil Management Information System OTHER: Secure network folder Secure cabinet or room at establishment Offsite Storage
CHILD 10.05	Process to record attendance to schools or pupil referral units	Destroy 3 years from last entry	Attendance register	Common practice	PRIMARY: Pupil Management Information System OTHER: Secure network folder Secure cabinet or room at establishment Offsite Storage

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
CHILD 10.06	Pupil Files	<p>Retain for time pupil in primary/secondary school. Transfer to another school if pupil leaves.</p> <p>DO NOT DESTROY until IICSA has given permission. Thereafter: destroy records after individual's 25th birthday (unless child has been in care or has had SEND involvement in which case follow retention rules that apply to those records).</p> <p>Paper notes can still be destroyed as usual after the information has been transferred to pupil management information system.</p>	<p>Pupil record cards</p> <p>Daily records</p> <p>Baseline assessments</p> <p>Early intervention evaluations of placements</p>	Common practice Statutory basis (The Limitations Act 1980)	<p>PRIMARY: Pupil Management Information System</p> <p>OTHER: Secure network folder</p> <p>Secure cabinet or room at establishment</p> <p>Offsite Storage</p>
CHILD 10.07	Authorisation of pupil absence	Destroy 2 years from date of absence	Letters authorising absence from school	Common practice	<p>PRIMARY: Pupil Management Information System</p> <p>OTHER: Secure network folder</p> <p>Secure cabinet at establishment</p> <p>Offsite Storage</p>

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
CHILD 10.08	The process to register the provision of a school service	Destroy 3 years from closure of record	School meal register	Common practice	PRIMARY: Pupil Management Information System OTHER: Secure network folder Secure cabinet or room at establishment Offsite Storage
Examination Results					
CHILD 11.01	Recording of Public examination results	Destroy 6 years from examination year	SATS GCSE	Return unclaimed examination certificates to appropriate examination board	PRIMARY: Pupil Management Information System OTHER: Secure network folder Secure cabinet or room at establishment Offsite Storage

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
Residential Homes					
CHILD 12.01	Summary management systems that manage children housed by the local authority	Permanent Transfer to Derbyshire Record Office when no longer required for business purposes or statutory compliance	Children’s home registers Admissions register; Discharge register Significant Events register; Policy and Procedures; Mission Statements; Inspection Reports; Formal meeting minutes	Common practice. Exceeds minimum requirement of statutory basis (Children’s Homes Regulations 2015)	Secure network folder Secure cabinet or room at establishment Offsite Storage

“Formal meeting minutes” means a formal record of meetings discussing issues relating to the operation of the home, including the children, staff, management, health and safety and the building itself. It is expected that:

- Actions relating to an individual child will be recorded on that child's case file (see 2.01).
- Staff supervision including annual leave arrangements will be recorded in a supervision file, kept for 7 years from closure (see Section 7.01 of HR retention schedule).
- Pertinent information or evidence will be transferred from any records of daily handover discussions or other informal meeting to the relevant case management system or file.
- Minutes of meetings which do not meet any of the above criteria and are not needed for business or compliance purposes may be treated as team/unit minutes, kept for 3 years after the meeting (see section 2.1.3 of Management and Administration retention schedule).

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
CHILD 12.02	Operational records of residential homes for children	<p>DO NOT DESTROY until IICSA has given permission. Thereafter: Destroy 25 years from closure.</p> <p>Paper notes can still be destroyed as usual after the information has been transferred to case management system.</p>	<p>Records of:</p> <ul style="list-style-type: none"> • Administration of medicines • Children's valuables or money • Punishment/restorative actions • Daily log/diary • Visitors • Staff duty rosters • Fire drills • Accounts • Accidents 	<p>Common practice; to cover 18th birthday of youngest resident plus 7 years (Limitations Act 1980).</p> <p>This exceeds the 15-year minimum requirement of the Children's Homes Regulations 2015.</p>	<p>Secure network folder</p> <p>Secure cabinet or room at establishment</p> <p>Offsite Storage</p>
Youth Offending Records					
CHILD 13.01	Records relating to case management of young people at risk of being involved or involved in criminal justice process	<p>DO NOT DESTROY until IICSA has given permission. Thereafter: Destroy 25 years from DOB.</p> <p>Paper notes can still be destroyed as usual after the information has been transferred to case management system.</p>		<p>Statutory basis (Limitations Act 1980)</p> <p>Guidance (Youth Justice Board national standards 2009)</p>	<p>PRIMARY: CS Youth Offending Case Management System</p> <p>Secure network folder</p> <p>Offsite Storage</p>

Ref. No.	Functional Description	Retention Period	Examples	Further Information	Storage Location
				& Youth Justice Board Case Management Guidance 2010)	
CHILD 13.02	Records relating to case management of young people who are subject to a supervision order or licence	<p>DO NOT DESTROY until IICSA has given permission. Thereafter: Destroy records 6 years from end of supervision order or licence (aged over 18).</p> <p>Paper notes can still be destroyed as usual after the information has been transferred to case management system.</p>	Supervision orders	<p>Statutory basis (Limitations Act 1980)</p> <p>Guidance (Youth Justice Board national standards 2009 & Youth Justice Board Case Management Guidance 2010)</p>	<p>PRIMARY: CS Youth Offending Case Management System</p> <p>Secure network folder</p> <p>Offsite Storage</p>

Appendix 1: Risk Assessment submitted to the Independent Inquiry into Child Sexual Abuse

In July 2015, all local authorities in England and Wales received a letter from the Chair of the Independent Inquiry into Child Sexual Abuse (IICSA), ordering the retention of any documents of relevance to the Inquiry. The letter acknowledged that it was “not yet clear” which local authority records would be required as evidence, but ordered a “thorough search” of both digital and paper records, to ensure that “everything of potential relevance to the Inquiry is retained”. Although an appendix to the letter gave some useful examples of records that might be needed by the Inquiry, it was not a comprehensive list.

The initial response of Derbyshire County Council’s Records Management service was to re-issue retention schedules marked with instructions to suspend most destruction activity until further notice. However, the council had not been ordered to retain all records forever, only those of relevance – so the next action was to assess the risk of accidentally destroying something which the Inquiry would later ask to see. The resultant risk assessment has been submitted to IICSA, and acknowledged without objection.

Mark Smith
Corporate Records Manager

Section 1: Key record series for retention, which fall within the scope of IICSA

Records for retention	Rationale	Further information
Client files (adults and children)	Due to the volume of client records the council holds it will not be practical to review all files to establish which may contain information about alleged child sexual abuse. Therefore it has been agreed that all client files will be retained. This includes adult social care files as many of the council’s looked after children become adults requiring social services support and therefore the files might be relevant to an IICSA investigation.	In some cases (as outlined in Section 2) original paper records have been scanned into an appropriate recordkeeping system. The electronic version then serves as the substantive record.
Staff files (all staff)	Due to the volume of staff records the council holds it will not be practical to review all files to establish which may contain information about allegations of child sexual abuse or sexual activity with a child. Therefore it has been agreed that all staff files will be retained.	In some cases (as outlined in Section 2) original paper records have been scanned into an appropriate recordkeeping system. The electronic version then serves as the substantive record.

Policies and Procedures	We acknowledge that the scope of the letter issued to the Chief Executive of the council by IICSA in 2015 clearly required the retention of information on policy making in respect of child protection.	
Decision making documents created by Children's Services	Records such as minutes and reports may contain references to child protection and even instances of child sexual abuse. Therefore it is proposed that any minutes and reports produced by the council's Children's Services department and associated committees be retained.	
Records on the operation and management on any children's residential establishment	We acknowledge the clear focus of the IICSA on residential care and therefore will ensure that any records produced by our surviving residential establishments are retained for the duration of the inquiry.	Research into the whereabouts of records relating to establishments no longer run by the council is ongoing and complex.
Office diaries (pre-2015)	A decision was made in July 2014 by the council's Information Governance Group to allow the destruction of diaries and notebooks. This is because they are not suitable storage media for recorded information, and other recordkeeping systems are available into which staff transfer client information (e.g. the Framework1 case management system). It is therefore expected that a significant quantity of diaries will have been reviewed and then destroyed in response to that decision. Where office diaries/notebooks of an earlier date do survive, they may contain details of appointments with clients. In cases where no other records survive these may have a bearing on an IICSA investigation, and it is therefore proposed that they be retained.	Staff have been expected to use the Framework1 Case Management system as the key system to record child safeguarding information for many years, so the likelihood that diaries contain such information is very low. This proposal does not apply to diaries or notebooks relating to the operation of residential establishments.

Section 1: Risk Assessment on Destruction of Records outside the scope of IICSA

Records for disposal	Rationale	Risks	Risk Reduction Activity
Financial records	No personal information should exist within financial records and therefore should not fall under the scope of IICSA	Where no other records exist financial records may provide some additional evidence which might have a bearing on an IICSA investigation	For any establishments which are known to be lacking other supporting records (and for all residential establishments) the financial records will be retained.
Office diaries (2015 onwards)	A decision was made in July 2014 by the council's Information Governance Group to allow the destruction of diaries and notebooks. This is because they are not suitable storage media for recorded information, and other recordkeeping systems are available into which staff transfer client information (e.g. the Framework1 case management system). It is therefore proposed that the routine destruction of diaries and notebooks first used after the dissemination of that decision should continue uninterrupted.	With regard to some council establishments, including residential homes, it is known that few supporting records have survived.	For any establishments which are known to be lacking in supporting records (and for all residential establishments) such notebooks and diaries will be retained.
Original documents which have been scanned	As part of the council's move towards electronic working methods a number of paper files are being scanned into key recordkeeping systems. Because the files have now been scanned and are available electronically it is proposed that the original paper files be disposed of.	That IICSA will not accept the electronic files and would require the original paper files which have now been destroyed.	Scanning is undertaken in accordance with agreed scanning procedures to ensure reliable scanned images. Any large scale historical scanning projects are done by trained staff under BS10008:2014 compliant procedures.

<p>Records created by the Adult Care department which do not relate to social care work with clients – including welfare rights work, carers emergency cards and First Contact signposting</p>	<p>These records are not concerned with the provision of social care and therefore should not fall under the scope of the IICSA</p>	<p>None identified</p>	<p>Not applicable</p>
<p>Electronic 'stubs' on our case management system which show there was involvement with a client but contain no further details. These stubs date back to 2005 when they were migrated from our old mainframe system prior to the installation of a new case management system.</p>	<p>No details of the type of care received and therefore would be of minimal use to the IICSA.</p>	<p>None identified</p>	<p>Not applicable</p>