

## SURREY COUNTY COUNCIL: RETENTION SCHEDULE CHILDREN'S SERVICES

### Using the retention schedule

Following the recommendations of the IICSA enquiry, <https://www.iicsa.org.uk/reports-recommendations/publications/inquiry/final-report.html>, the retention periods for children's social care client files will be kept under review whilst we await Government guidance. **No client files should be destroyed until this period of review has been completed.**

The retention periods listed below are the minimum retention periods, once documentation has reached the end of its retention period it should be reviewed. The data protection legislation states that personal information must not be kept for longer than necessary<sup>1</sup>. If you wish to keep personal data beyond the retention period shown in this document then please contact the Children's Information Governance Team on [childinfogovernance@surreycc.gov.uk](mailto:childinfogovernance@surreycc.gov.uk) for further advice or assistance.

When records have reached the end of their agreed retention period they should be securely disposed of or, in some cases, offered to the Surrey History Centre for long term preservation as detailed in the schedule below.

Records should be disposed of securely in accordance with the Council's Records Management Policy.

Prime documents must always be backed up and retained for statutory/ Internal Audit/District Audit reasons. A prime document is one which, if lost, would cause considerable embarrassment to the Authority. Duplicates are not prime documents.

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<sup>1</sup> See Article 5 section 1e. Personal data shall be: kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) subject to Implementation of the appropriate technical and organisational measures required by this Regulation in order to safeguard the rights and freedoms of the data subject ('storage limitation')

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## CS1 Children's Social Services

### CS1.1 Looked After Children

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes
CS1.1.1	Looked After Children: Records on children who are in the care of SCC (i.e. subject to an Order under the Children Act or who are accommodated by SCC)	Children Act 1989: Sections 31, 38, 44	Date of birth of child + 75 years. If the child /young person dies before the age of 18 retain for 15 years from their date of death.	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS1.1.2	Register of Children Placed: This category refers to any information held by SCC on Looked After Children who are the responsibility of other local authorities and have been placed in Surrey	Arrangements for Placement of Children Regulations 1991 Regulation 10 (SI 1991/890)	Records for Children placed by other authorities, but who do not receive any services from SCC, should be retained until they reach the age of 18. However if the children/young people receive any services from SCC then the retention period will be dependent on the service provided.	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS1.1.3	After Care: Records of young people who are provided with an after-care service under the Children Act This applies to any records kept relating to the after care of young people who were previously looked after either by SCC or another local authority/agency	The Children (Leaving Care) Act 2000	Date of birth of child + 75 years. If the child /young person dies before the age of 18 retain for 15 years from their date of death.	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS1.1.4	Pupil Premium Grant (formerly Personal Education Allowance) - Applications for Looked After Children	Care Matters 2007; Children Act 2004 Section 52	If successful date of application + 6 years; if unsuccessful date of application + 1 year	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS1.1.5	Records relating to Looked After Children maintained by the Virtual Schools Surrey team	Children Act 2004 Section 52	To be added to the child's file and retained in line with CS1.1.1	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS1.1.6	Virtual Schools Surrey: Electronic Personal Education Plans (PEP)	Surrey PEP Guidance 2009	To be retained as part of the child's file	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes
CS1.1.7	Virtual Schools Surrey: All records relating to the administration of the Children in Care Council Forum	Care Matters 2007; Children Act 2004 Section 52	Membership of the Children in Care Council + a minimum of 7 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS1.1.8	Pupil records for Looked After Children who have been adopted	Care Matters 2007; Children Act 2004 Section 52	Pupil record returned to Virtual Schools Surrey for birth family data to be removed, new UPN issued and the file sent to the new school	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS1.1.9	Virtual Schools Surrey: Reports from Management Information Unit relating to Looked After Children	Care Matters 2007; Children Act 2004 Section 52	Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS1.1.10	Scanned invoices relating to the funding of the placement of looked after children by the voluntary and community sector where the original has been sent for payment		Current year + 1 year	SECURE DISPOSAL	N	OFFICIAL	

**CS1.2 Fostering (Private)** For retention relating to Foster Carers please see the Adult Social Care Retention Schedule

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes
CS1.2.1	Private Foster Care: Children fostered by private arrangement supervised by SCC	The Children (Private Arrangements for Fostering) Regulations 2005; Children Act 2004 Section 44	Date of birth of child + 75 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	

**CS1.3 Adoption**

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes
CS1.3.1	Adoption Records: Children who are adopted through SCC and Adoption South East or placed by another agency where SCC staff have undertaken inquiries Includes all records held in connection with an adoption or later counselling of adopted persons (Both those placed by SCC and those placed by other agencies that approach SCC for counselling services)	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 section 6	Date of Adoption Order + 100 years (Note: This retention period only applies to adoptions on or after 30th December 2005. For adoptions prior to this date the previous retention period of 75 years will still apply)	Offer to the Surrey History Centre	Y	OFFICIAL - SENSITIVE	
CS1.3.2	Records relating to children placed by other agencies in Surrey (Welfare Supervision)		Return to placing agency when contact with adoptive family has ceased	Return to placing agency	Y	OFFICIAL - SENSITIVE	

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes
CS1.3.3	Adoption Panel Records	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 section 6	Date of adoption order + 100 years	Offer to the Surrey History Centre	Y	OFFICIAL - SENSITIVE	
CS1.3.4	Records relating to the Adoption and Special Guardianship Finance Support Board	Local Government Act 1972 s100b Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000	Date of the meeting of the Board + a minimum of 6 years then review	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS1.3.5	Post Adoption Support: All records relating to the provision of post adoption support	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 section 6	Date of adoption order + 100 years OR pre 30 <sup>th</sup> December 2005 – date of adoption order + 75 years	Offer to the Surrey History Centre	Y	OFFICIAL - SENSITIVE	

#### CS1.4 Children in Need and other categories

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes
CS1.4.1	All other client files and records relating to Children and Young People who don't fall into any of the above categories, including Children in Need, and general papers where a file has not been opened	No specific legislative retention period so this is set in accordance with the Limitation Act 1980. There is a statutory limitation period of 6 years in which civil claims may be instituted. In the case of children, this time period does not start to run until age 18. *	Date of birth of child + 25 years *	SECURE DISPOSAL	Y		
CS1.4.2	Preventative Services (including Common Assessment Framework) pupil files	Every Child Matters: Change for Children - Section 3.30; Children Act 2004	Date of birth + 25 years	SECURE DISPOSAL	Y	OFFICIAL	
CS1.4.3	Multi Agency Therapeutic records relating to children and their families		Date of birth + 75 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS1.4.4	Client records relating to Early Help and Intensive Early Help only including support provided by Family Centres and Family Support Programme. Where there is Social Work involvement including Child in Need or Child Protection then retention must be in line with those categories instead.		DOB of child + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal	

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes
CS1.4.5	Missing Episode (for those with no involvements with Children's Social Work, Early Help or children placed in Surrey from other Local Authorities). Missing episodes for children with involvements should be kept in line with the retention for that involvement.		DOB of child + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Sensitive Personal	

### CS1.5 Children with a Disability

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes
CS1.5.1	All information relating to a child with a disability where the child is supported by a social worker or has social work involvement will be held on the child's client file.						
CS1.5.2	Hearing Impaired – case files	Education Act 2011	Date of birth + 25 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS1.5.3	Visually Impaired – case files	Education Act 2011	Date of birth + 25 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS1.5.4	Physical Disability – case files	Education Act 2011	Date of birth + 25 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS1.5.5	Register of Children with a Disability		Date of last contact + 3 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS1.5.6	Carer's Assessments	Legal requirement to carry out under Children Act 1989 17 ZD- 17 ZF No retention specified in Children Act so retained in line with Limitation Act 1980	Date of birth of child + 25 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	

### CS1.6 Children's Centres and Family Centres

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes
CS1.6.1	Children's Centres: Registration Forms		Date entered on the system + 3 months	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS1.6.2	Client files containing contact sheet, detailed record sheet and referrals where there is no child protection information		Records deleted when youngest child in family reaches the age of 25.	SECURE DISPOSAL	Y	OFFICIAL	

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes
CS1.6.3	Client files containing contact sheet, detailed record sheet and referrals where there is child protection information		Where possible all this information should be attached to the electronic record on the system. Where paper records are held the file should be reviewed to ensure that all child protection information has been included in the principal social care client file	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS1.6.4	E-Start Database containing information about children and parents in contact with SureStart		Information is archived and made inactive until end of retention period	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS1.6.5	Client files held in Childrens' Centres and Family Centres which do not fall under any other category		Date of Birth + 25 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS1.6.6	Project documentation relating to Children's Centre and Family Centre projects including summary of service documentation	Limitation Act 1980 (Section 2)	Last action on project + 6 years	Offer to the Surrey History Centre	N	NOT PROTECTIVELY MARKED	
CS1.6.7	Sure Start Children's Centres and Family Centres – Sub Group and Advisory Board meetings		Principal Copies: Minimum of 4 years then review Operational Copies: Destroy at the end of administrative use	SECURE DISPOSAL	N	OFFICIAL	
CS1.6.8	Children's Centres and Family Centres: Records relating to Multi Agency Risk Assessment Conferences	Limitation Act 1980 (Section 2)	Where the Centre is not the MARAC coordinator then the records should be kept for a minimum of 6 years from date of last contact. If the Centre is the MARAC coordinator then the records will be kept in line with MARAC requirements	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS1.6.9	Children's Centres and Family Centres: Records relating to evaluations connected to groups rather than to individual families/clients	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL	
CS1.6.10	Children's Centres and Family Centres: Visitors Signing in sheets and Attendance Registers	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	NOT PROTECTIVELY MARKED	

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes
CS1.6.13	Information relating to children and young people referred to Family Centres and Family Support Programme, that is not needed for safeguarding or other statutory purposes		Date of Birth + 25 years *	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	

### CS1.8 Asylum (Unaccompanied Minors)

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes
CS1.8.1	Records created and managed by the Asylum Transition Teams	Children Act 1989: Sections 31, 38, 44	Date of birth + 75 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	

### CS1.9 Family Group Conference

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes
CS1.9.1	Records created by the Family Group Conference Service	Framework for the Assessment of Children in Need and their Families (Dept of Health 2000)	Held on child's file	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	

### CS1.10 Youth Justice

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes
CS1.10.1	Records relating to young people who receive a withdrawn/dismissed outcome at court		Date of birth of individual + 25 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS1.10.2	Records relating to young people who have convictions from the Criminal Justice System		Date of birth of individual + 25 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS1.10.3	Records relating to young people who are in the Criminal Justice System and who have a conviction for a violent or sexual offence		Date of birth of individual + 25 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS1.10.4	Records relating to young people with a Multi-Agency Public Protection Arrangements (MAPPA) status		Date of birth of individual + 25 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS1.10.5	Records relating to young people with a legal status (Child Protection Plan, Looked After Child)		Date of birth of individual + 25 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	



Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes
CS1.10.7	Records relating to victims		Only retained whilst victim consents to working with the service. Information destroyed as soon as involvement ends or the young person's Court Order or Disposal has finished, or the restorative work is complete and a Restorative Justice outcome is agreed and recorded	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS1.10.8	Records relating to parents or relations of a young person known to the Youth Offending Team		Any data is stored within the young person's paper and electronic file until the files are deleted (Date of birth of individual + 25 years)	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	

#### CS1.11 Front Door

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes
CS1.11.1	Recording of incoming phone calls		Date of call + 62 days	SECURE DISPOSAL	Y	OFFICIAL SENSITIVE PERSONAL	
CS1.11.2	Referral leading to no further action	Limitation Act 1980	Date of birth of child + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Personal	

#### CS1.12 Occupational Therapy

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes
CS1.13.1	Occupational therapy client files (children only)		DOB + 25 years or 2 years from case closure, whichever is the greater	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	

## CS2 Safeguarding (Children)

### CS2.1 Child Protection

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes
CS2.1.1	Child Protection Records of children who have been the subject of a Child Protection Conference	Children Act 1999; Children Act 2004	Date of birth of child + 40 years (in exceptional cases may need to be retained longer)	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS2.1.2	Records relating to child protection in schools held by the Local Authority including consultation forms and allegation forms	Children Act 2004	Date of birth of child + 85 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS2.1.3	Records of child protection allegations about workers who have been investigated and found to be without substance	Information Commissioner Code of Practice: Employment Records 2002. "Child Protection Procedures for Managing Allegations Against Staff within Schools and Education Services" (September 2008) p17	These records should not normally be retained once an investigation has been completed. There are some exceptions to this where for its own protection the employer has to keep a limited record that an allegation was received and investigated, for example where the allegation relates to abuse and the worker is employed to work with children or other vulnerable adults	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS2.1.4	Outcome of a child protection allegation made against a staff member	Safeguarding Children in Education Guidelines: Dealing with Allegations of Abuse against Teachers and Other Staff Safeguarding Children in Education and Safer Recruitment 2007 Para 5.1	Until the person has reached normal retirement age or for a period of 10 years from the date of the allegation is that is longer	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS2.1.5	Surrey Safeguarding Children's Partnership: Database relating to children who have died in Surrey	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS2.1.6	All records relating to Serious Case Reviews (including the final report)		Date report issued + 15 years then review	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS2.1.7	Surrey Safeguarding Children's Partnership: Records relating to the administration of meetings of the Partnership and the subgroups associated with the Partnership	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS2.1.8	Practice Development: Audit and Tracking Reports		Date report issued + 15 years then review	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes
CS2.1.9	Child Protection: Records relating to all investigations carried out under Section 47 of the Children Act 1989	Children Act 1989	Date of birth + 40 years. In exceptional cases, records may be retained beyond this period where they are still relevant for the protection of children eg continued involvement with an extended family. *	SECURE DISPOSAL	Y	OFFICIAL – SENSITIVE	
CS2.3.1	Register of People Posing a Risk to Children	Children and Young Persons Act 1933	Date of caution or conviction + 75 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS2.3.2	People cautioned/convicted of Offences against Children	Children and Young Persons Act 1933	Date of caution or conviction + 75 years	SECURE DISPOSAL	N	OFFICIAL - SENSITIVE	

### CS2.5 Local Authority Designated Officers (LADO)

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes
CS2.5.1	Allegations resulting in a joint section 47 investigation under the Children Act 1989 or a single agency criminal investigation		Date of referral + 40 years	SECURE DISPOSAL	Y	OFFICIAL – SENSITIVE	
CS2.5.2	Records relating to a substantiated allegation		Date of referral + 40 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS2.5.3	Records relating to "Risk by Association" [Disqualification under the Child Care Act 2006]		Date of referral + 10 years or until the person has reached normal retirement age (65 years) if that is longer	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS2.5.4	Records relating to all other Local Authority Designated Officer (LADO) contacts	Limitation Act 1980 (Section2)	Date of last contact + 6 years	SECURE DISPOSAL	Y	OFFICIAL	

### CS2.6 Multi Agency Panels

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes
CS2.6.1	Records relating to people with a Multi-Agency Public Protection Arrangements (MAPPA) status		Date of Panel meeting + 100 years	SECURE DISPOSAL	Y	OFFICIAL – SENSITIVE	
CS2.6.2	Records relating to MARAC ( Multi Agency Risk Assessment Conference)		See Adult Social Care retention schedule				

## CS3 Residential Services (Children)

### CS3.1 Children's Residential Services - Operational Management of Residential Homes

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes
CS3.1.01	Records relating to children accommodated in residential homes	The English Children's Homes Regulations 2001 (2001 No 3967)	a) kept securely in the children's home so long as the child to whom it relates is accommodated there; and (b) thereafter retained in a place of security, for at least seventy-five years from the date of birth of the child to whom it relates or, if the child dies before attaining the age of 18, for a period of fifteen years from the date of his death	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS3.1.02	Yearly diaries	The English Children's Homes Regulations 2001 (2001 No 3967)	Last entry in the diary + 75 years then review	SECURE DISPOSAL	Y	OFFICIAL	
CS3.1.03	A record of any medicinal product administered to any child on the premises, including the date and circumstances of its administration, by whom it was administered, including medicinal products which the child is permitted to administer to himself	Limitation Act 1980 (Section 2)	Date of birth of the child + 75 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS3.1.04	Log books for children's residential homes	The English Children's Homes Regulations 2001 (2001 No 3967)	Last date in the log book + 75 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS3.1.05	Incident books for children's residential homes	Limitation Act 1980 (Section 2)	Date of birth of children involved in incident + 75 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
CS3.1.06	Admission and Discharge Registers for children's residential homes	The English Children's Homes Regulations 2001 (2001 No 3967)	Last date in register + 75 years	Offer to the Surrey History Centre	Y	OFFICIAL - SENSITIVE	
CS3.1.07	Building inspection records relating to children's residential homes	Building Control Performance Standards 2006	Date of inspection + 10 years then review	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED	
CS3.1.08	Equipment inspection records relating to children's residential homes	Limitation Act 1980 (Section 2)	Date equipment destroyed + 6 years	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED	
CS3.1.09	Signing in sheets for children's residential homes	Limitation Act 1980 (Section 2)	Date of visit + 6 years	SECURE DISPOSAL	Y	NOT PROTECTIVELY MARKED	
CS3.1.10	Minutes and reports of meetings held in Childrens' Homes	The English Children's Homes Regulations 2001 (2001 No 3967)	Date of last meeting in the book + 75 years	SECURE DISPOSAL	Y	OFFICIAL	

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes
CS3.1.11	Unit planners created by children's residential homes		Current year + 1 year then review	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED	
CS3.1.12	Shift logs and staff rotas	The English Children's Homes Regulations 2001 (2001 No 3967)	Date of shift + 75 years	SECURE DISPOSAL	Y	OFFICIAL	
CS3.1.13	Fridge/food temperature checks carried out in the kitchens in residential homes	Surrey County Council's Food Hygiene Policy and Procedures Document	Date of check + 6 months	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED	
CS3.1.14	Residential Home – Fire Drill records	The English Children's Homes Regulations 2001 (2001 No 3967)	Date of last entry + 15 years	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED	
CS3.1.16	Inspections under Regulation 34 of the Children's Home Regulations 2001	The English Children's Homes Regulations 2001 (2001 No 3967)	Date of inspection + 75 years	SECURE DISPOSAL	Y	NOT PROTECTIVELY MARKED	
CS3.1.17	Records relating to the management of a medication room including medication handover sheets, medication room temperatures, medication room fridge temperature records and medication area checklists	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	N	NOT PROTECTIVELY MARKED	

## CS5.1 Child Employment

Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Sensitivity Label	Notes
CS4.1.1	Work Permits		End of permit + 12 years	SECURE DISPOSAL	Y	OFFICIAL – Personal	
CS4.2	Entertainment Licences – when licence is issued	Limitation Act 1980 (Section 2)	Date of birth + 25 years	SECURE DISPOSAL	Y	OFFICIAL – Personal	
CS5.2.3	Entertainment Licences – when licence is refused		Destroy once the licence has been refused	SECURE DISPOSAL	Y	OFFICIAL – Personal	
CS5.2.4	Investigation of illegalities files		Last contact with employer + 12 years	SECURE DISPOSAL	Y	OFFICIAL – Personal	
CS5.2.5	Applications to be a chaperone in a place of entertainment		Last contact + 10 years then review	SECURE DISPOSAL	Y	OFFICIAL – Personal	
CS5.2.6	Inspections of places of entertainment	Limitation Act 1980 (Section 2)	Date of inspection + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal	
CS5.2.7	PACE Notebooks	Police and Criminal Evidence Act 1984	Closure of notebook + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal	
CS5.2.8	Body of Persons Approvals	Children (Performances and Activities) (England) Regulations 2014	End of certificate expiry date + 6 years	SECURE DISPOSAL	Y	OFFICIAL – Personal	
CS5.2.9	Notification of children's details for inspection purposes and monitoring performances of children		Date of notification + 1 year	SECURE DISPOSAL	Y	OFFICIAL – Personal	