

ADULT CARE SERVICES - RECORDS RETENTION SCHEDULE

01 ADULT CARE SERVICES							
Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes
01.001	Asylum seekers						
01.001.001	Case file - asylum seekers		1. Last action 2. Death of adult	5 years 3 years	Destroy	Business Requirement	
01.002	Carers						
	Carers files - see Retention Schedule 15: Human Resources						
	for carers of children and young people, see schedule 02 : Children and Family Services						
01.003	Community support						
	Kept in client case file and follow appropriate retention period						
01.004	Residential homes (including Home care and housing support services)						
01.004.001	Service file - Residential home/Home Care Service management records - major records	Strategy, planning, monitoring, register of admissions and discharges, visitors books, meetings, correspondence	Current	6 years	Destroy	Statutory	The Regulation of Care (Applications and Provision of Advice) (Scotland) Regulations 2002 SS1 2002/113(3) stipulate records that should be kept
01.004.002	Service file - Residential home/Home Care Service management records - minor records		Current	2 years	Destroy	Business Requirement	

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes
01.004.003	Notification records from a residential home/home care service to the Scottish Commission for the Regulation of Care	Death of service user, details of medication administered to service user without their consent (or the consent of people authorised to consent on their behalf), the appointment of a manager for a home care service, proposed absence of a manager of a home care service for a continuous period of 28 days or more , proposed changes to the management of a home care service	Current	3 years	Destroy	Statutory	The Regulation of Care (Requirements as to Care Services) (Scotland) SSI 2002/114 Regulations 17,20,21,22,23 stipulate records that should be kept
01.004.004	Case file - client	Records documenting the preparation, review and revision of a 'personal plan' for a service user, financial transactions undertaken for a service user; administration of medicines to a service user; liaison with social workers regarding the type of care being provided to a service user or problems with providing home care.	1. Termination of service provision 2. Death of client	1. 5 years 2. 3 years	Destroy	Statutory	The Regulation of Care (Requirements as to Care Services) (Scotland) Regulations 2002, SSI 2002/114 Regulation 19(1) (3) and (5); stipulate records that should be kept
01.005	Social issues						
	Kept in client case file and follow appropriate retention period						
01.006	Supporting adults						
01.006.002	Register of adults with learning difficulties who received social work services.		Current year	100 years	Destroy	Business Requirement	

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes
01.006.003	Case file - adult with learning difficulties, where statutory measures were taken.	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action 2. Death of adult	10 years 5 years	Destroy	Business Requirement	
01.006.004	Case file - adult with learning difficulties, where statutory measures were not taken.	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action 2. Death of adult	5 years 3 years	Destroy	Business Requirement	
01.006.010	Register of adults with mental health problems who received social work services.		Current year	100 years	Destroy	Business Requirement	
01.006.011	Case file - adult with mental health problems, where statutory measures were taken.	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action 2. Death of adult	10 years 5 years	Destroy	Business Requirement	
01.006.011	Case file - adult with mental health problems, where statutory measures were not taken.	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action 2. Death of adult	5 years 3 years	Destroy	Business Requirement	

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes
01.006.013	Case file - Occupational therapy	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action Death of adult	2. 5 years 3 years	Destroy	Business Requirement	
01.006.017	Register of adults with physical disabilities who received social work services.		Current year	100 years	Destroy	Business Requirement	
01.006.018	Case file - physical disabilities	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action Death of adult	2. 5 years 3 years	Destroy	Business Requirement	
01.006.018	Case file - all other adults which do not fit into categories above	Referral / Request for service or service transferred to another provider, Assessment and referral reports, Care plan, contact info of client (and carer where relevant)	1. Last action Death of adult	2. 5 years 3 years	Destroy	Business Requirement	
01.007	Supporting disabilities						
	Kept in client case file and follow appropriate retention period						