

CHILDREN AND FAMILY SERVICES - RECORDS RETENTION SCHEDULE

02	CHILDREN AND FAMILY SERVICES						
Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes
N/A	Cross-organisational records: unless otherwise stated in this schedule, refer to the following schedules for retention policies relating to the following						
N/A	invoicing, budgeting, processing of expenses etc..	See Schedule 12: Finance					
N/A	Health and Safety monitoring, inspections etc..	See Schedule 13: Health and Safety					
N/A	management and training of staff	See Schedule 15: Human Resources					
N/A	strategy, planning, Performance Policies, procedures, Meetings, Inter-agency working, communications, events mgmt, promotion. Enquiries and complaints, project management	See Schedule 20: Management					
N/A	Tendering and contracts management	See Schedule 22: Procurement					
02.001	Adoption and fostering						
02.001.001	Fostering and adoption panel records	Records documenting the appointment of a person as a member of a fostering or adoption panel.	Termination of appointment	1 year	Destroy	Business requirement	
02.001.002	Council registration as an adoption/fostering service	Application	Date of acceptance	1 year	Destroy	Business requirement	Record required by Regulation of Care (Scotland) Act 2001. 2001 asp 8, Sections 7 & 33 - no retention period specified

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes
02.001.003		Certificate of registration	Until superseded or obsolete	6 years	Destroy	Business requirement	Record required by Regulation of Care (Scotland) Act 2001. 2001 asp 8, Section 9 - no retention period specified
02.001.004	Register of "looked after" children		Current	100 years	Destroy	Business requirement	
02.001.005	Carer recruitment activity records		End of current calendar year	5 years	Archival Review	Business requirement	
02.001.006	Carer and adopters assessment criteria records		Superseded	10 years	Review for archival value	Business requirement	
02.001.007	Carer training programme records		Superseded	5 years	Review for ongoing value	Business requirement	
02.001.008	Case file - Pre-approval carers and adopters - initial enquiry	Records where case progressed to initial inquiry only	Case closure	1 year	Destroy	Business requirement	
02.001.009	Case file - Pre-approval carers and adopters - initial interview only -no concerns	Records where case progressed to initial interview only – no other concerns	Case closure	1 year	Destroy	Business requirement	
02.001.010	Case file - Pre-approval carers and adopters - initial interview only - concerns	Records where case progressed to initial interview only –concerns about enquirer or enquirer advised not to proceed	Case closure	10 years	Destroy	Business requirement	
02.001.011	Case file - Pre-approval carers and adopters - background prep only	Records where case progressed to preparation group/home study/reference checks only	Case closure	10 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
02.001.012	Case file - Pre-approval carers and adopters - not approved/withdrawn	Records where case progressed to panel/agency decision – not approved/ approved but carer withdraws	Date of decision or date of prospective carer/adopter's death if earlier	25 years	Destroy	The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 32(1)	
02.001.013	Case file - Approved carers		Termination of approval or date of death of carer if earlier	25 years	Destroy	The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 32(1)	
02.001.014	Case file - Kinship carers		Termination of last placement or date of death of carer if earlier	25 years	Destroy	The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 16(1)	
02.001.015	Case file - Prospective adopters - no adoption order	Prospective adopters, in relation to whom an adoption order is not made	Date of approval	10 years	Destroy	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3)b	
02.001.016	Case file - Adopters		Date of granting the adoption order	100 years	Destroy	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3)a	
02.001.017	Case file - Private fostering .	Records documenting the monitoring of a private fostering arrangement	Last action on case	5 years	Destroy	Business requirement	Foster Children (Scotland) Act 1984; Foster Children (Private Fostering) (Scotland) Regulations 1985;

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes
02.001.018	Case file - adopted children		Date of adoption order	100 years	Destroy	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3)a	
02.002	Child protection						
02.002.001	Case file - Child investigated and placed on Child Protection Register		Case closure	35 years	Destroy	Business requirement	unless child looked after where 100 yr retention period applies
02.002.002	Case file - Child investigated but not placed on Child Protection Register		Case closure	5years	Destroy	Business requirement	unless child looked after where 100 yr retention period applies
02.002.003	Child Protection Register		Current	100 years	Destroy	Business requirement	
02.002.004	Register of Schedule 1 offenders		Current	100 years	Destroy	Business requirement	
02.003	Child minding						
02.003.001	Register - list of registered childminders		Current	100 years	Destroy	Business requirement	
02.004	Children looked after in care						
02.004.001	Case file - Looked after children, including children freed for adoption but not adopted, fostered children and children on a Residential Supervision Requirement		1. Date of child's birth 2. Date of death where child dies before 18th birthday	100 years 25 years	Destroy	The Looked After Children (Scotland) Regulations SI/2009 No. 210 43(1)	

Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority / Citation	Notes
02.004.002	Case file - Throughcare and aftercare	Pathway assessment Pathway views Pathway plan Reviews of the pathway plan Procedures for making representations.	Date of child's birth	100 years	Destroy	The Support and Assistance of Young People Leaving Care (Scotland) Regulations 2003. SSI 2003 No 608 Regulations 3, 15	
02.005	Communications						
	see Retention Schedule 20: Management						
02.006	Programme management and developmen						
	see Retention Schedule 20: Management						
02.007	Residential homes	for Children's Case Files, See 02.004, Children Looked After in Care					
02.007.001	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	Business requirement	Records required by Residential Establishments - Child Care (Scotland) Regulations 1996 SI 1996/3256 Regulation 5, The Regulation of Care (Applications and Provision of Advice) (Scotland) Regulations 2002 SS1 2002/113(3) - no retention period specified
02.007.002	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
02.007.003	Notification records from a residential home 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	Business requirement	Records required by The Regulation of Care (Requirements as to Care Services) (Scotland) Regulations 2002 SSI 2002/114 Regulations 17,20,21,22,23 -no retention period specified
02.007.004	Children's home register.		Date closed	Retain permanently	Retain	Business requirement	
02.008	Social issues						
	Kept in client case file and follow appropriate retention period						
02.009	Special education						
	Special education is covered in Schedule 10 Education and Skills						
02.010	Supporting children						
02.010.001	Case file - Missing children who do not come under any other category		Date of recording missing status. If the person ceases to be missing, retain for one year from the date of recording that the person is no longer missing.	2 years	Destroy	Business requirement	
02.010.002	Case file - Children and families not included in any other case file categories		Case closure or one year from date of death	5 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
02.010.003	Case file - Children's rights office		Date of birth Date of death if child dies before 18	100 years 15 years	Destroy	Business requirement	
02.011	Supporting disabilities						
	Kept in client case file and follow appropriate retention period						
02.012	Training						
02.012.001	Records of training provided to individuals working with children and young people		End of employment	25 years	Destroy	Business requirement	
02.013	Youth justice						
02.013.001	Case file - young offenders	Records of court procedures, action plan orders, implementation of orders, reparation orders, supervision orders, probation orders and referral orders	Closure	5 years	Destroy	Business requirement	unless child looked after where 100 yr retention period applies
02.014	Youth services						
02.013.001	Records relating to youth leadership training for social work staff		End of employment	25 years	Destroy	Business requirement	
	See also Retention Schedule 10: Education and Skills						
02.014	Head of Social Policy						
02.013.001	Information gathering/background information		After creation	7 years	Review / Destroy	Business requirement	