

CRIMINAL JUSTICE - RECORDS RETENTION SCHEDULE								
07	CRIMINAL JUSTICE							
Ref.	Activity/ Records Series	Description/ Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Change Notes
07.001	Supporting offenders (Including Community Supervision Programme Management 07.001.003-004)							
07.001.001	Case file - Community Service Order where offender is over 21 years old		1. Completion of order 2. Death of offender	1. 5 years 2. 3 years	Destroy	Business requirement		
07.001.002	Case file - Community Service Order where offender is 16 - 21 years old		Completion of order	10 years	Destroy	Business requirement	excluding : Schedule 1/Circular 11/Sex offenders	
07.001.003	Case file - Community Supervision Orders where offender is over 21 years old	Community Reparation Order (CRO), Supervised Attendance Order (SAO), Community Service (CS), Probation, Fine Supervision Order (FSO), Drug Treatment & Testing Order (DTTO), English Short-licence	1. Completion of order 2. Death of offender	1. 5 years 2. 3 years	Destroy	Business requirement	excluding : Schedule 1/Circular 11/Sex offenders	
07.001.004	Case file - Community Supervision Orders where offender is 16 - 21 years old	including Community Reparation Order (CRO), Supervised Attendance Order (SAO), Community Service (CS), Probation, Fine Supervision Order (FSO), Drug Treatment & Testing Order (DTTO), English Short-licence	Completion of order	10 years	Destroy	Business requirement	excluding : Schedule 1/Circular 11/Sex offenders	

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07.001.005	Case file - where reports which do not result in a Community Supervision Order or Reports which result in a custodial sentence of less than 4 years or does not result in a post sentence licence		1. Date of court outcome 2. Death of offender	1. 5 years 2. 3 years	Destroy	Business requirement	excluding : schedule1, sex offenders and violent offenders	
07.001.006	Case file - Schedule 1/Circular 11/Sex offenders		Last action on case	100 years	Destroy	Business requirement	(People who have been convicted of an offence listed in the Sexual Offences (Scotland) Act, Criminal Procedure (Scotland) Act 1995 and Circular SWSG 11/1994	
07.001.007	Records documenting the provision of support to the family of a prisoner.		Last action on case	3 years	Destroy	Business requirement		
07.001.008	Case file - Throughcare - home background reports and other pre-release work in relation to a prisoner, where no post-release social work involvement is required.		Last action on case	3 years	Destroy	Business requirement		
07.001.009	Case file - Throughcare: Supervised Attendance Order		Termination of order	5 years	Destroy	Business requirement		
07.001.010	Case file - Throughcare: Life Licence, Extended Sentence, Non-Parole Licence, Parole Licence		Prison release date or completion of license	50 years	Destroy	Business requirement		

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07.001.011	Case file - Throughcare: Voluntary		Last action on case	3 years	Destroy	Business requirement		
07.001.012	Case file - where service user found not guilty, not proven or who have had their appeal upheld, resulting in a conviction being overturned	Referral forms; Indictment(s) or Complaint(s); Case management system records; Letters of appointment; Correspondence pertaining to the case; SER; Associated reports;	Notification of Court Disposal	None	Review and destroy	Business requirement	Review contents of service users' files and remove all papers referring to this particular event. The destruction of these documents should be immediate, on notification of Court Disposal	
07.002	Diversion							
	Diversion from prosecution	Assessments; Forms; Correspondence; Case Records	End of diversion period	3 years	Destroy	Business requirement	excluding : schedule1, sex offenders and violent offenders	
07.003	Court Social Work Service Management							
07.003.001	Records documenting the provision of social work services to a court.	Court reports, record of post-sentence interviews with offenders, records of liaison with court and sheriff	Date record approved	5 years	Review for ongoing value	Business requirement		
07.003.002	Records documenting the provision of a Social Enquiry Report (SER) on an offender, where there is no further social work involvement.		Last action on case	3 years	Destroy	Business requirement		
07.003.003	Records documenting the provision of a Means Enquiry Report for a court.		Last action on case	1 year	Destroy	Business requirement		