

	<b>Record Title</b>	<b>Starting From</b>	<b>Retention Period</b>	<b>Reason</b>
	<b>Children in need records</b> including those concerning: Day Care Support for Young Carers Family Support Child in Need plans Core assessments	From closure	10 years from closure If children with disabilities also subject to a finalisation of financial matters for a further 3 years (unless part of a further care package).	Operational necessity following the Children Act 1989; Limitation Act 1980
	<b>Assessments of a family's suitability in the care of children including Section 7, Section 37 and step parent adoption report</b>	From date of birth of youngest child	25 years from date of birth of youngest child	Common Practice following Children Act 1989
	<b>Contact, referral and initial assessment only, not leading to child protection enquiries or child in need plans/ support</b>	From closure	5 years from closure	Operational necessity following the Children Act 1989
	<b>Contact and Referral only</b>	From closure	3 years from closure	Operational necessity following the Children Act 1989
	<b>Private fostering</b>	Date of birth	75 years after date of birth or 15 years after date of death	Fostering services regulations 2002 –S1 2002 No 57 Regulation 12(2)/d
	<b>Family Group Meetings:- referral form, correspondence, FGM plan, record of action, evaluation forms</b>	From initial referral to FGM	6 years following last contact	
	<b>Process involving assessing and providing individual support for children who have need of Special Education support SEN files; children with disabilities register</b>	From date of birth/last contact	Retain until service user's 25 <sup>th</sup> birthday or 10 years from last contact	Operational necessity following the Children Act 1989; Limitation Act 1980
	<b>Section 47 Enquiries and investigations</b>	From closure	35 years from closure	Common Practice: Records Management Society of Great Britain

	<p><b>Child Protection records – Conference but no CP plan</b>  <b>All case management records including:- contacts and referrals, assessments, records of meetings, conference minutes, reports, case notes etc.</b></p>	From closure	35 years	Common Practice: Records Management Society of Great Britain
	<p><b>Child Protection records – Child Protection plan</b>  <b>All case management records including:- contacts and referrals, assessments, records of meetings, conference and review conference minutes, reports, case notes etc.</b></p>	From 18 <sup>th</sup> birthday	75 years from 18 <sup>th</sup> birthday, or 15 years from date of death if child dies before 18 <sup>th</sup> birthday	Children Act 1989/Arrangements for Placement of Children Regs 1999 Records Management Society of Great Britain
	<p><b>Assessment of children/ young people whose behaviour poses a risk e.g. sexually harmful behaviour</b></p>	From last action	35 years from closure	Common Practice following Children Act 1989
	<p><b>Licensing Applications - Child Protection:</b>  Record of checks made as part of Licensing Applications (i.e. for Licensed Premises such as pubs clubs and bars) which must include a check of information relating to Child Protection.</p>	From date of application	14 days Applications processed and destroyed after 14 days. Original applications are retained by the Licensing Authority.	Common Practice
	<p><b>Notification from other authority of missing person - Child Protection</b></p>	From time of creation	When found	Common Practice following Children Act 1989

	<p><b>Notification of an adult who poses a risk to children (conviction for offences against children; sex offenders register, including discharge from prison):</b> All information relating to person with offences against children including MAPPA minutes, probation and prison notifications and reports.</p>	From last action	Retain until death (if notified) otherwise 75 100th birthday	Common Practice following Children Act 1989
	<p><b>Safeguarding Board - Child Protection:</b> Minutes &amp; all associated correspondence//Leaflets &amp; Posters/Child Concern Handbook/ Statistics - DOHA, Quality Protects/Annual and Quarterly/Comparatives/Safeguarding Quarterly Statistics</p>	From date of development	Review every 5 years	Common Practice following Children Act 1989
	<p><b>Safeguarding Board - Child Protection:</b> Serious Case Reviews</p>	Date of birth	Destroy 75 years after date of birth or 25 years after date of death if death occurs before the age of 18 years.	Operational following Children Act 1989
	<p><b>Sexual Exploitation:</b> Record kept of young people deemed to be at risk of or actual evidence of abuse through sexual exploitation</p>	From time of last action	If looked after destroy 75 years from 18 <sup>th</sup> birthday or 15 years after date of death if death occurs before the age of 18 years. If not looked after, retain 35 years from closure.	Regulations 8,9,10 of Statutory Instrument 1991 No. 890 – Children and Young Persons Arrangements for Placement of Children (General) Regulations 1991; Common Practice following Children Act 1989
	<p><b>Allegations against adults who work with children, including:- minutes of meetings, case recording and reports</b></p>	From date of birth	75 years from date of birth or for 10 years if that will be longer.	Working Together 2010 Appendix 5; Dealing With Allegations Against Teachers and other Staff, 2011, “Record Keeping”
	<p><b>Looked after children Records, Residence Order and Special Guardianship files: All case management records including:</b> Referrals, Assessments, Care Plans, Conferences, Reviews, Pathway Plans, Records of meetings (e.g. strategy meeting) Looked After and Child Protection Documentation, (includes other authority LAC child supervised by Bury), chronology, services received, case notes, court reports etc</p>	From 18 <sup>th</sup> birthday	Destroy 75 years from 18 <sup>th</sup> birthday or 15 years after date of death if death occurs before the age of 18 years.	Regulations 8,9,10 of Statutory Instrument 1991 No. 890 – Children and Young Persons Arrangements for Placement of Children (General) Regulations 1991

<b>Arrangements for Placement of Children (Other authority children placed in Bury):</b> Child and Placement details of other authority children placed in Bury area. Includes children visited under Section 86 of Care Planning Regulations.	Date of birth	Destroy 75 years after date of birth or 15 years after date of death if death occurs before the age of 18 years.	Regulations 8,9,10 of Statutory Instrument 1991 No. 890 – Children and Young Persons Arrangements for Placement of Children (General) Regulations 1991
<b>Approved foster carers:</b> All information relating to the assessment, approval, and professional support and development of approved foster carers including assessment, chronologies, reviews,etc	Termination of approval/last placement	10 years after last involvement with the service	Regulation 32(1) of Statutory Instrument 2002 No. 57 - Fostering Service Regulations 2002
<b>Foster carer applicants not approved:</b> All information relating to the assessment and decision making process of a foster care application including assessment, chronologies, reviews	From time of closure	25 years from closure	Regulation 32(3) of Statutory Instrument 2002 No. 57 - Fostering Service Regulations 2002
<b>Fostering panel minutes</b>	From time of creation	10 years	Operational necessity
<b>Adopted child (adopted before 31/12/2005):</b> All information relating to the needs of adopted child including assessment, chronologies, reviews, conferences and services received up to and including adoption and subsequent review	From date of adoption	75 years from Adoption Order	Regulation 14(3) of Statutory Instrument 1983 No. 1964, Adoption Agency Regulations 1983, The Adoption and Children Act 2002
<b>Adopted child (adopted after 31/12/2005):</b> All information relating to the needs of adopted child including assessment, chronologies, reviews, conferences and services received up to and including adoption and subsequent review	From date of adoption	100 years from Adoption Order	Regulation 6 of Statutory Instrument 2005 No. 888 - The Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005
<b>Adoption counselling documents:</b> All information relating to adoption counselling process	From date of adoption	25 Years	Regulation 14 of Statutory Instrument 1983 No. 1964, Adoption Agency Regulations 1983; s30 Human Fertilisation and Embryology Act 1990; The Adoption and Children Act 2002

	<b>Adoptive parent applications not approved:</b> All information relating to the application of potential adoptive parents including assessment, chronologies, reviews	From time of closure	25 years	Regulation 14 of Statutory Instrument 1983 No. 1964, Adoption Agency Regulations 1983; s30 Human Fertilisation and Embryology Act 1990; The Adoption and Children Act 2002
	<b>Approved adoptive parents:</b> All information relating to the assessment and approval adoptive parents	Date of adoption	75 years	Regulation 14 of Statutory Instrument 1983 No. 1964, Adoption Agency Regulations 1983;Adoption Agency Regulations 1983; The Adoption and Children Act 2002
	<b>Adoption panel minutes</b>	From time of creation	10 years	Operational necessity
	<b>Leaving Care:</b> Financial records of young people's personal expenditure from Leaving Care grants and weekly financial support	From time of closure	If looked after destroy 75 years after date of birth or 15 years after date of death if death occurs before the age of 18 years. If not looked after Retain until the service user's 25 <sup>th</sup> birthday, or 8 years after death if death occurred before 18th birthday	Regulations 8,9,10 of Statutory Instrument 1991 No. 890 – Children and Young Persons Arrangements for Placement of Children (General) Regulations 1991; Common Practice following Children Act 1989