

## Children, Adults & Families Data Retention Schedule

The data retention schedule below details all retention periods impacted upon by the replacement of CareFirst. This has been approved by the Data Protection Officer and for Adults this is based upon the NHS Digital Records Management Code of Practice for Health and Social Care 2016:

Business Area	Client Specific	Retention Period (case closure)	Basis
Early Help	CAF	25 <sup>th</sup> Birthday	Limitation Act 1980
	Children & Family Centres	25 <sup>th</sup> Birthday	Limitation Act 1980
	YOT	35 years after case closure	Strategic Director Decision- based on Northumberland case
	Domestic Abuse Team	35 years after case closure	Strategic Director Decision- based on Northumberland case
Education	SEND	31 <sup>st</sup> Birthday	Limitation Act 1980
Adult Social Care	Contact- NFA/IAG	8 years	DHSC Records Management Code of Practice
	Assessment/ Care & Support Plan/ Review	8 years	DHSC Records Management Code of Practice
	Learning Disability	8 years	DHSC Records Management Code of Practice
	Mental Health- Sectioned	20 years	Mental Health Act 1983/ 2007
	S117 Aftercare	20 years	DHSC Records Management Code of Practice
	Physical Disability	8 years	DHSC Records Management Code of Practice

	Safeguarding	8 years	DHSC Records Management Code of Practice
	Occupational Therapy	8 years	DHSC Records Management Code of Practice
	DFG Adaptation	8 years	DHSC Records Management Code of Practice
	Court of Protection	8 years	DHSC Records Management Code of Practice
	DOLS	8 years	DHSC Records Management Code of Practice
	PRIME	8 years	DHSC Records Management Code of Practice
	Carers	8 years	DHSC Records Management Code of Practice
	PIC/ Homes/ Day Services	8 years	DHSC Records Management Code of Practice
Children's Social Care	Looked After Children	75 <sup>th</sup> birthday If the child dies before 18, 15 years from date of death	Care Planning, Placement and Case Review (England) Regulations 2010
	Foster Carer	10 years from approval ending	Fostering Services (England) Regulations 2013
	Foster Carer- not approved	3 years from refusal or withdrawal	Fostering Services (England) Regulations 2013

	Adoption- where Adoption Order is made	100 years from date of Adoption Order	Disclosure of Adoption Information (Post Commencement Adoptions) Regulations 2005  Adoption and Children Act 2002
	Adoption- where Adoption Order is not made	<p>An adoption agency must keep the child's case record and the prospective adopter's case record for such period as it considers appropriate.</p> <p>Where an adoption order is not made and the agency decides to close the child's adoption case record, it should transfer the information from this record to the looked after case record, in which case see Looked After Children.</p> <p>If the child has never been looked after, the agency should destroy the records when no further action is necessary. An example of when this may be appropriate is if the possibility of adoption of a baby was discussed before the child's birth, but the baby remained with the birth parents.</p>	Adoption Agencies Regulations 2005  Children Act 1989
	Children's Homes	75 <sup>th</sup> birthday	Children's Homes (England) Regulations 2015

		If the child dies before 18, 15 years from date of death	
	Child Protection	35 years after case closure	Strategic Director Decision- based on Northumberland case
	Child in Need	35 years after case closure	Strategic Director Decision- based on Northumberland case
	Serious Case Review	25 <sup>th</sup> birthday	Limitation Act

Data Retention Policy	Children, Adults & Families
Date	June 2020