

Reference	Description /Transactions	Disposal Action for Paper	Disposal Action for Digital	Contains Personal /Special Category Data	Example Records	Statutory Provision/Authority	Lawful Basis for Processing
CF1 HoS - Life Chances							
CF1.1	Adoption	Securely dispose 100 years after date of adoption order	Delete 100 years from date of adoption order	Special Category Data	ADMs, Assessment, Financial Support, Panel. Prospective Adopters Report's	Children and Adoption Act 2002. Adoption Agencies Regulations 2005, Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005	Legal
CF1.2	Fostering	Securely dispose 50 years after date case closed	Delete 50 years after date case closed	Special Category Data	Assessment, Foster Carers, Financial Support, Panel. Assessment, Foster Carers, Financial Support, Panel, Prospective Foster carer reports.	Children Act 1989. Fostering Services Regulations 2002, Arrangements for the Placement of Children (General) Regulations 1991	Legal
CF1.3	Special Guardianship Order	Securely dispose 18 years after date of birth	Delete 18 years after date of birth	Special Category Data	Assessment, SGO Carers, Financial Support	Children Act 1989, Adoption and Children Act 2002	Legal

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CF1.4	Children Looked After	When finalised transfer to SMART and delete	When finalised transfer to SMART and delete	Special Category Data	Strategy Meeting Minutes, Assessments (wide range - individual, family, Parenting, Psychological, Psychiatric, Viability, SGO, Connected Persons), Child Protection Conference reports and plans, Child in Need Plans, Case notes, Review Reports, Court Reports, Life Journey Work, Health Assessments and Plans, Placement with Parents information/assessments, Chronologies, Care Plans, Pathway Plans, Placement Searches, Permanency Planning, Police reports, Out Of Hours reports, Return Home Interviews,	Children Act 1989, Childrens Home Regulations 2001, Arrangements for the Placement of Children (General) Regulations 1991	Legal

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					Invoices, Court Orders, Legal Advice, Letters, Personal Education Plans, weekly reports from placement, Written Agreements, Supervised Contact records, Direct Work (with the child), Referrals for support services.		

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CF1.5	Leaving Care	When finalised transfer to SMART and delete	When finalised transfer to SMART and delete	Special Category Data	Draft reports. Risk assessments, accommodation suitability assessments, pathway plans, case supervision notes, medical reports, PEP's, EHCP's, needs assessments, meeting minutes, birth certificates, copies of passport, bank details, NI number, NHS number, consent to share information,	Children Act 1989, Arrangements for the Placement of Children (General) Regulations 1991	Legal
CF1.6	Performance and QA	Securely dispose 6 years after date modified	Delete 6 years after date modified	None	Reports, Statistics, Analysis, Raw Data	Limitation Act 1980 (Section 2)	Not Required
CF1.7	Draft Court Reports and Chronologies	When finalised transfer to SMART and delete	When finalised transfer to SMART and delete	Special Category Data	Draft Court Reports and Chronologies	Children Act 1989	Legal

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CF1.8	Forms and Templates	Securely dispose 6 years after date superseded	Delete 6 years after date superseded	None	CSC forms and templates	Records Management Code of Practice for Health and Social Care 2016	Not Required
CF2 HoS - Front Door							
CF2.1	Draft Court Reports and Chronologies	When finalised transfer to SMART and delete	When finalised transfer to SMART and delete	Special Category Data	Draft Court Reports and Chronologies	Children Act 1989	Legal
CF2.2	Short-term Services Work	Securely dispose 2 years after date last modified	Delete 2 years after date last modified	Special Category Data	Short-term Services Work	Children Act 1989	Legal
CF2.3	Draft Strategy Minutes	When finalised transfer to SMART and delete	When finalised transfer to SMART and delete	Special Category Data	Draft Strategy Minutes	Children Act 1989	Legal
CF2.4	Draft Written Agreements	When finalised transfer to SMART and delete	When finalised transfer to SMART and delete	Special Category Data	Draft Written Agreements	Children Act 1989	Legal

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CF2.5	Performance and QA	Securely dispose 6 years after date modified	Delete 6 years after date modified	None	Reports, Statistics, Analysis, Raw Data	Limitation Act 1980 (Section 2)	Not Required
CF2.6	Forms and Templates	Securely dispose 6 years after date superseded	Delete 6 years after date superseded	None	CSC forms and templates	Records Management Code of Practice for Health and Social Care 2016	Not Required
CF3 HoS - Children's Specialist Support							
CF3.1	Childrens Specialist Support Team	When finalised transfer to SMART and delete	When finalised transfer to SMART and delete	Special Category Data	Draft behaviour support planning, Draft OT work, <i>Court reports and chronologies</i> , RAS Panel, Draft Strategy Minutes, Draft Written agreements, Access to Records, Procedures, BOOM (Children's Council), Disability Register, Invoices and Agresso, Max Cards, Parenting courses, Team meeting minutes	Children Act 1989	Legal

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CF3.2	Exploitation	Securely dispose 75 years after date of birth	Delete 75 years after date of birth	Special Category Data	Missing Children data, Exploitation Data, MACE referrals/minutes, Make Safe Referrals/Minutes, Intel/Mapping, Resources, Policies/procedures, Annual Reports, Unregulated Placements data, forms/tools	Working Together to Safeguard Children 2010	Legal
CF3.3	Short Break Services	Secure disposal 6 years after date last modified	Delete 6 years after date last modified	Special Category Data	Consultations, Budget, Caravan documents, Communications and website, Contracts, Freedom of Information, Eligibility, Inclusion Fund, Draft policies	Limitation Act 1980 (Section 2)	Legal
CF3.4	Larchwood	Securely dispose 15 years after date last modified	Delete 15 years after date last modified	Special Category Data	Care plans, Consents, Medication, Finance, Incidents, Complaints, Compliments, Staffing	Children's Homes Regulations 2001	Legal

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CF3.5	Family Group Conference	Securely dispose 75 years after date of birth	Delete 75 years after date of birth	Special Category Data	Referrals, Plans, Finance, Contracts, Coordinators	Children Act 1989	Legal
CF3.6	Performance and QA	Securely dispose 6 years after date modified	Delete 6 years after date modified	Special Category Data	Reports, Statistics, Analysis, Raw Data	Limitation Act 1980 (Section 2)	Legal
CF3.7	Draft Court Reports and Chronologies	When finalised transfer to SMART and delete	When finalised transfer to SMART and delete	Special Category Data	Draft Court Reports and Chronologies	Children Act 1989	Legal
CF3.8	Forms and Templates	Securely dispose 6 years after date superseded	Delete 6 years after date superseded	None	CSC forms and templates, Direct work tools, Screening (Visual / Hearing Impairment and OT)	Records Management Code of Practice for Health and Social Care 2016	Not Required
CF3.9	Access to Records	Securely dispose 5 years after date closed	Delete 5 years after date closed	Special Category Data	ATR forms and templates, shared drive, Paper working copy of ATR, Mosaic, Smart	Business agreed retention period	Legal

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CF4 HoS - Family Safeguarding							
CF4.1	FSM1	When finalised transfer to SMART and delete	When finalised transfer to SMART and delete	Special Category Data	Draft Court Reports and Chronologies, Adult Workers, Draft Strategy Minutes, Draft Written Agreements, Adult session reports, Background information on service users. Adult risk assessments. DAPS client list (password protected). DAPS program tools, Children Individual work tools. DA Training and presentations. Children's training and presentations.	Working Together to Safeguard Children	Legal

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CF4.2	FSM2	When finalised transfer to SMART and delete	When finalised transfer to SMART and delete	Special Category Data	Draft Court Reports and Chronologies, Adult Workers, Draft Strategy Minutes, Draft Written Agreements, Adult session reports, Background information on service users. Adult risk assessments. DAPS client list (password protected). DAPS program tools, Children Individual work tools. DA Training and presentations. Children's training and presentations.	Working Together to Safeguard Children	Legal

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CF4.3	FSM3	When finalised transfer to SMART and delete	When finalised transfer to SMART and delete	Special Category Data	Draft Court Reports and Chronologies, Adult Workers, Draft Strategy Minutes, Draft Written Agreements Adult session reports, Background information on service users. Adult risk assessments. DAPS client list (password protected). DAPS program tools, Children Individual work tools. DA Training and presentations. Children's training and presentations.	Working Together to Safeguard Children	Legal
CF4.4	Performance and QA	Securely dispose 15 years after date last modified	Delete 15 years after date last modified	None	Reports, Statistics, Analysis, Raw Data, Audits	Limitation Act 1980 (Section 2)	Not Required

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CF4.5	Draft Court Reports and Chronologies	When finalised transfer to SMART and delete	When finalised transfer to SMART and delete	Special Category Data	Draft Court Reports and Chronologies	Working Together to Safeguard Children	Legal
CF4.6	Forms and Templates	Securely dispose 6 years after date superseded	Delete 6 years after date superseded	None	CSC forms and templates	Records Management Code of Practice for Health and Social Care 2016	Not Required
CF5 Family Hubs							
CF5.1	Children's Centres	Securely dispose 15 years after date last modified	Delete 15 years after date last modified	Personal	Registration Forms, Access Data, Notes on Family/ NARch best Practice	Children's Homes Regulations 2001 Reg 29 Schedule 4	Legal
CF5.2	Family Case Files	Securely dispose 75 years after date of birth	Delete 75 years after date of birth	Special Category Data	Medical Records, Childrens Social Care Plan, Referral Form, Family Assessments, individual correspondence and agency correspondence	Children Act 1989	Legal
CF5.3	Troubled Families	Securely dispose 75 years after date of birth	Delete 75 years after date of birth	Special Category Data	Medical Records, Childrens Social Care Plan, Referral Form, Family Assessments, individual	Children Act 1989	Legal

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					correspondence and agency correspondence, Payment by result		
CF5.4	Early Help Panel	Securely dispose 15 years after date last modified	Delete 15 years after date last modified	Personal	Registration Forms, Access Data, Notes on Family/ NARCh best Practice, Request for help from internal and external agency	Working Together to Safeguard Children	Legal
CF6 Commissioning							
CF6.1	Childrens Procured Services	Securely dispose 6 years after date contract expired	Delete 6 years after date contract expired	Personal	Framework Rate Card, Low level procurement documentation including RFQs Contracts, Specifications, Waivers, Contract Extensions, Contract Variations, Stakeholder Management, Contract Monitoring docs for procured services	Limitation Act 1980	Contract

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CF6.2	Strategic Commissioning - Childrens	Securely dispose 6 years after date project ended	Delete 6 years after date project ended	Personal	Children's Strategic Commissioning Projects, Analyse, Plan, Do, Review, Business as Usual work, templates, procedures, guidance	Limitation Act 1980	Contract
CF6.3	Childrens Spot Purchased Services	Securely dispose 6 years after date contract expired	Delete 6 years after date contract expired	Personal	Provider folders, documents & Due Diligence for Spot purchased services	Limitation Act 1980	Contract
CF7 Early Years and Child Care							
CF7.1	Providers	Securely dispose 6 years after date contract expired	Delete 6 years after date contract expired	Personal	Reports on Visits with Early Years and Child Care Providers	Limitation Act 1980	Public Task
CF7.2	Support	Retain until superseded	Retain until superseded	None	Guidance on legislation, updates for service providers	Business agreed retention period	Not Required
CF7.3	Training	Securely dispose 7 years after date employment terminated	Delete 7 years after date employment terminated	None	Resources, Training Materials, Leaflets	Limitation Act 1980 (Section 2)	Not Required

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CF7.4	Child Development Centre Services	Securely dispose 75 years after date of birth	Delete 75 years after date of birth	Special Category Data	Assessments, Child Development Records, Same as family Case Files.	Children Act 1989	Legal
CF7.5	Reporting	Securely dispose 6 years after date last modified	Delete 6 years after date last modified	None	Reports, Statistics, Analysis, Raw Data	The National Archives Best Practice	Not Required
CF8 Family Information Service							
CF8.1	Communication and Resources	Securely dispose 6 years after date superseded	Delete 6 years after date superseded	None	Guidance, information leaflets	Records Management Code of Practice for Health and Social Care 2016	Not Required
CF8.2	Brokerage	Securely dispose 6 years after date last modified	Delete 6 years after date last modified	None	Information regarding brokerage	The National Archives Best Practice	Not Required
CF9 Financial Support							
CF9.1	Support	Securely dispose 6 years after date last modified	Delete 6 years after date last modified	None	Information regarding financial support available	The National Archives Best Practice	Not Required

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CF9.2	Grants	Securely dispose 7 years after date last modified	Delete 7 years after date last modified	None	Information regarding grants and awards	HMRC - Compliance Handbook Manual CH15400	Not Required
CF9.3	Guidance	Securely dispose 6 years after date superseded	Delete 6 years after date superseded	None	Guidance, information leaflets	Records Management Code of Practice for Health and Social Care 2016	Not Required
CF10 Learning & Development							
CF10.1	Career Pathway	Securely dispose 6 years after date last modified	Delete 6 years after date last modified	None	Professional development plans	Business agreed retention period	Not Required
CF10.2	Legislation	Retain until superseded	Retain until superseded	None	Reference copies of key legislation	Business agreed retention period	Not Required
CF10.3	Newly Qualified	Securely dispose 6 years after date superseded	Delete 6 years after date superseded	None	Newly qualified framework	Business agreed retention period	Not Required
CF10.4	Practice Education	Securely dispose 6 years after date placement ended	Delete 6 years after date placement ended	Personal	Student placements	Business agreed retention period	Contract

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CF10.5	Practice Information	Retain until superseded	Retain until superseded	None	Reference copies of documentation, information sheets, leaflets, templates	Business agreed retention period	Not Required
CF10.6	Resources	Retain until superseded	Retain until superseded	None	Training resources	Business agreed retention period	Not Required
CF10.7	Support Training	Securely dispose 7 years after date employment terminated	Delete 7 years after date employment terminated	Personal	Staff training records	Business agreed retention period	Contract
CF10.8	Training Courses	Securely dispose 1 year after date superseded	Delete 1 year after date superseded	None	Course details, nominations/applications	Business agreed retention period	Not Required
CF11 Records							
CF11.1	Adoption	Securely dispose 6 years after date last modified	Delete 6 years after date last modified	None	logs, processes, emails, checklist	The National Archives Best Practice	Not Required
CF11.2	Basement Storage	Securely dispose 6 years after date last modified	Delete 6 years after date last modified	None	logs, processes	The National Archives Best Practice	Not Required

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CF11.3	Darwin Close	Securely dispose 6 years after date last modified	Delete 6 years after date last modified	None	logs, receipts, emails	The National Archives Best Practice	Not Required
CF11.4	Record Access Requests	Securely dispose 10 years after date last modified	Delete 10 years after date last modified	None	log, forms, process	Limitation Act 1980 (Section 2)	Not Required
CF11.5	Meeting Minutes	Securely dispose 6 years after date last modified	Delete 6 years after date last modified	None	team meeting minutes	Limitation Act 1980 (Section 2)	Not Required
CF11.6	Retention Information	Review 3 years after date last modified	Review 3 years after date last modified	None	retention schedule documents, emails	Business agreed retention period	Not Required
CF11.7	Processes and Procedures	Securely dispose 6 years after date superseded	Delete 6 years after date superseded	None	processes and procedures, emails	Records Management Code of Practice for Health and Social Care 2016	Not Required
CF11.8	Logs for Obsolete Databases	Securely dispose 6 years after date database made	Delete 6 years after date last modified	None	logs	Limitation Act 1980 (Section 2)	Not Required

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		obsolete					
CF11.9	Other	Securely dispose 6 years after date last modified	Delete 6 years after date last modified	None	Adhoc documents	The National Archives Best Practice	Not Required
CF12 Youth Offending Team							
CF12.1	Personal Contact Details	Securely dispose 10 years after date last modified	Delete 10 years after date last modified	Special Category Data		Crime and Disorder Act 1998 (Information Sharing). Code of Practice for Victims of Crime	Legal
CF12.2	Education	Securely dispose 10 years after date last modified	Delete 10 years after date last modified	Special Category Data		Crime and Disorder Act 1998 (Information Sharing). Code of Practice for Victims of Crime	Legal
CF12.3	Record of Contact	Securely dispose 10 years after date last modified	Delete 10 years after date last modified	Special Category Data		Crime and Disorder Act 1998 (Information Sharing). Code of Practice for Victims of Crime	Legal

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CF12.4	Health Contacts	Securely dispose 10 years after date last modified	Delete 10 years after date last modified	Special Category Data		Crime and Disorder Act 1998 (Information Sharing). Code of Practice for Victims of Crime	Legal
CF12.5	Characteristics (diversity / risk / safety)	Securely dispose 10 years after date last modified	Delete 10 years after date last modified	Special Category Data		Crime and Disorder Act 1998 (Information Sharing). Code of Practice for Victims of Crime	Legal
CF12.6	Offending History	Securely dispose 10 years after date last modified	Delete 10 years after date last modified	Special Category Data		Crime and Disorder Act 1998 (Information Sharing). Code of Practice for Victims of Crime	Legal
CF12.7	Record of Social Care	Securely dispose 10 years after date last modified	Delete 10 years after date last modified	Special Category Data		Crime and Disorder Act 1998 (Information Sharing). Code of Practice for Victims of Crime	Legal
CF12.8	Court & Pre-Court Information	Securely dispose 10 years after date last modified	Delete 10 years after date last modified	Special Category Data		Crime and Disorder Act 1998 (Information Sharing). Code of Practice for Victims	Legal

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						of Crime	
CF12.9	Assessment Information	Secure disposal 10 years after date last modified	Delete 10 years after date last modified	Special Category Data		Crime and Disorder Act 1998 (Information Sharing). Code of Practice for Victims of Crime	Legal
CF12.10	Caseload	Securely dispose 5 years after date modified	Delete 5 years after date modified	Special Category Data		Crime and Disorder Act 1998 (Information Sharing). Code of Practice for Victims of Crime	Legal
CF12.11	Messages	Securely dispose 5 years after date modified	Delete 5 years after date modified	Personal		Crime and Disorder Act 1998 (Information Sharing). Code of Practice for Victims of Crime	Legal
CF12.12	Governance	Securely dispose 3 years after date last modified	Delete 3 years after date last modified	None		Crime and Disorder Act 1998 (Information Sharing). Code of Practice for Victims of Crime	Legal

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CF12.13	Quality Assurance	Securely dispose 3 years after date last modified	Delete 3 years after date last modified	Personal		Crime and Disorder Act 1998 (Information Sharing). Code of Practice for Victims of Crime	Legal
CF12.14	Cases	Securely dispose 10 years after date last modified	Delete 10 years after date last modified	Special Category Data		Crime and Disorder Act 1998 (Information Sharing). Code of Practice for Victims of Crime	Legal
CF12.15	Victims & Restorative Justice	Securely dispose 1 year after date last modified	Delete 1 year after date last modified	Special Category Data		Crime and Disorder Act 1998 (Information Sharing). Code of Practice for Victims of Crime	Legal
CF12.16	Volunteers	Securely dispose 5 years after date modified	Delete 5 years after date modified	Special Category Data		Crime and Disorder Act 1998 (Information Sharing). Code of Practice for Victims of Crime	Legal
CF12.17	ASSET+	Securely dispose 10 years after date last modified	Delete 10 years after date last modified	Special Category Data		Crime and Disorder Act 1998 (Information Sharing). Code of Practice for Victims	Legal

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						of Crime	
CF12.18	Safeguarding	Securely dispose 5 years after date modified	Delete 5 years after date modified	Special Category Data		Crime and Disorder Act 1998 (Information Sharing). Code of Practice for Victims of Crime	Legal
CF12.19	Public Protection	Securely dispose 10 years after date last modified	Delete 10 years after date last modified	Special Category Data		Crime and Disorder Act 1998 (Information Sharing). Code of Practice for Victims of Crime	Legal
CF12.20	Guidance	Securely dispose 3 years after date superseded	Delete 3 years after date superseded	None	Guidance, information leaflets	Records Management Code of Practice for Health and Social Care 2016	Not Required
CF12.21	Data	Securely dispose 5 years after date modified	Delete 5 years after date modified	Personal	Reports, Statistics, Analysis, Raw Data	Limitation Act 1980 (Section 2)	Not Required
CF12.22	Intervention	Securely dispose 5 years after date modified	Delete 5 years after date modified	Special Category Data		Crime and Disorder Act 1998 (Information Sharing). Code of Practice for Victims	Legal

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						of Crime	
CF12.23	Templates	Securely dispose 3 years after date superseded	Delete 3 years after date superseded	None	CSC forms and templates	Business agreed retention period	Not Required