

Local Information

Please note:

1. Leicester City Council Records Management and Retention and Disposal

The above table serves as a guide only. Whilst legislative provisions regarding the retention of records are accurately reflected, users should refer to Leicester City Council's Records Management Policy, and its Retention and Disposal Schedule. These are available via the following intranet link:

<http://interface.lcc.local/our-organisation/corporate-resources-and-support/information-services/information-assurance/information-management/records-management/records-retention-and-disposal/>

Children's social care entries within this schedule are listed under the function "Children and Family Services."

2. Current Legal Requirement – Retention of Records of Potential Relevance to the Goddard Inquiry

The Independent Inquiry into Child Sexual Abuse [Goddard Inquiry] has placed a legal obligation on local authorities to ensure that records of potential relevance to the inquiry are not destroyed. Details are available via the link provided in (1) above.

Whilst this provision remains in force, children's records cannot be destroyed without the explicit permission of the Director of Children's Social Care and Early Help; and the Strategic Director of Education and Children's Services. (Destruction of children's records ordinarily requires the permission of the relevant Divisional Director).

3. Liquidlogic

In practice, for cases closed since 'go live' of the Liquidlogic database, Liquidlogic serves as a guide to the minimum length of time for which records will be retained.

When a case is closed, a retention code and associated retention date are entered onto the service user's record. These indicate the minimum period for which information will be retained.

It is intended that cases reaching their retention date will trigger a manual review of information held in Liquidlogic, EDRMS and paper records prior to records being purged. The review will also need to take into account other family members whose records would be affected by the data purge.

4. Advice

If advice is needed, please contact your manager, or the Social Care Records team scandh.records@leicester.gov.uk .