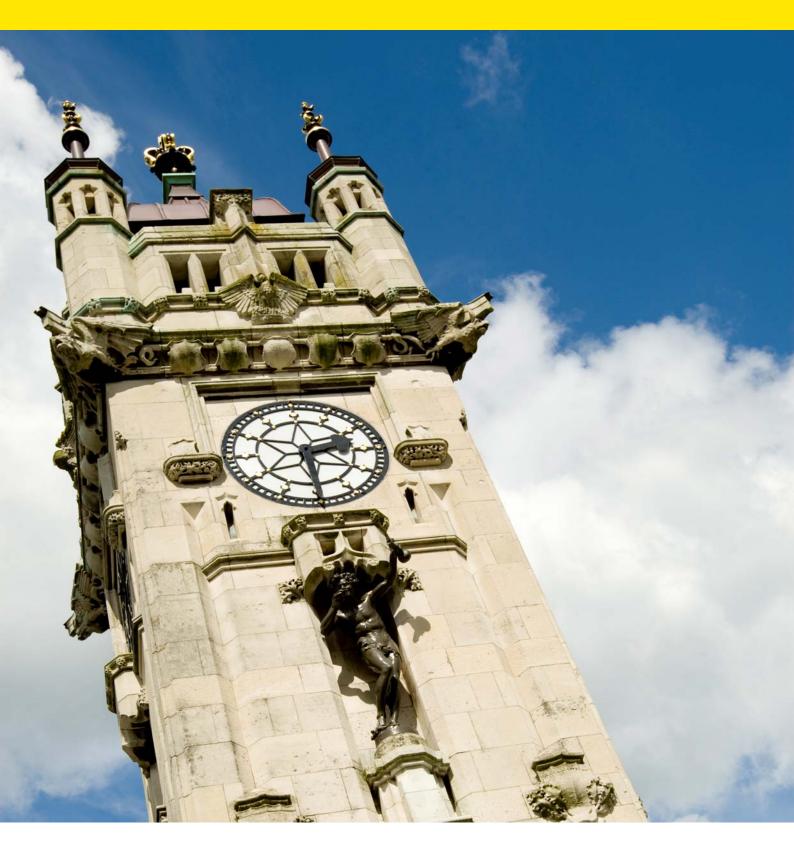# Bury Council's information retention policy

Bury Council's Retention Policy – Based upon the Local Government Classification Scheme (LGCS)

1. Introduction

Welcome to Bury Council's Retention Policy which is based upon the work undertaken by "The Records Management Society of Great Britain" using an approved Local Government Classification Scheme.

1.1 Purpose

The purpose of the Local Government Classification scheme is to: -

"Facilitate and enhance the capacity of the organisation to share information and knowledge"([1]).

Modern local government is becoming increasingly complex, with hardcopy and electronic records often arranged in mutually exclusive systems. This scheme seeks to achieve intellectual control over both, by ensuring that records, whatever their medium, are stored consistently.

It aims to achieve this by ensuring that electronic records and their hardcopy equivalents can be logically stored together, and, thereby "facilitate and enhance the capacity of the organisation to share information".

1.2 Definitions

Classification

"Classification is the process of identifying the category or categories of business activity and the records they generate and of grouping them, if applicable, into files to facilitate description, control, links and determination of disposition and access status"([2]).

Record

Recorded information, in any form, including data in computer systems, created or received and maintained by an organisation or person in the transaction of business or the conduct of affairs and kept as evidence of such activity.

1.3 Scope

The LGCS has been issued to support local authorities in the areas of Data Protection, Freedom of Information, Records Management and various information management related legislation. Its objective is to promote improved records management practices within local government.

The structure of the scheme is such that it promotes functionality. It is a hierarchy of terms, moving from the broadest level function to the more specific activity. In simple terms entries have been classified according to: -

Function, then Activity, then Transaction

Class	Series	Records	Retention Period	Rationale
Children and families services				
. Adoption and fostering				
. . Adoptive parent	Case files - carer	Essential information	Destroy - 100 years from date of adoption	Adoption and Children Act 2002 ss.56-65 and the Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 RGLA 3.4
. . Assessment	Case files - carer		Destroy - 25 years from closure	
· · Financial support	Case files - carer		Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Foster carer	Case files - carer		Destroy - 10 years from provider status ceases, 3 years from date of refusal or withdrawal EXCEPT - 75 years if concerns over circumstances	Fostering Services Regulations 2002 reg. 32
. . Legal	Case files - carer			
. . Licensing	Case files - carer	Care or care licence	Permanent - offer to archivist	RGLA 9.18

Class	Series	Records	Retention Period	Rationale
. . Review	Case files - carer	Carer reviews		
. Child protection				
. . Case assessment	Case files - child protection		Destroy - 35 years from closure	RGLA 3.8
. . Case assessment	Case files - child protection	Initial assessment	Destroy - 5 years from closure	RGLA 3.9
. . Registration		Register	Permanent - retain for 70 years then offer to archivist	RGLA 3.6
. . Schedule 1 offenders		Register	Permanent - retain for 70 years then offer to archivist	RGLA 3.7
. Childminding				
. . Registration				
. . Support for childminders				
. Children looked after in care				
. . Registration		Register	Retain until the child is 23, or if the child dies before this, 5 years from date of death - then offer to County Archivist	Arrangements for Placement of Children (General) Regulations 1991 reg. 10
. Communications				
. . Complaints			Destroy - 10 years after complaint dealt with	Arrangements for Placement of Children (General) Regulations 1991

Class	Series	Records	Retention Period	Rationale
. Programme management and development				
. . Services for children			Destroy - 7 years from closure	RGLA 3.20
. . Supporting children			Destroy - 25 years from closure	RGLA 3.21
. . Supporting young persons			Destroy - 15 years from closure	RGLA 3.22
. . Supporting adults			Destroy - 7 years from closure	RGLA 3.23
			Destroy - 7 years from closure	
. Residential homes				
. . Operation of homes	Case files - residential home		Destroy - 15 years from date of last entry	Children's Homes Regulations 2001 reg. 29
. . Operation of homes	Case files - residential home	Activities	Destroy - 15 years from date of last entry	Children's Homes Regulations 2001 reg. 29
. . Operation of homes	Case files - residential home	Diary	Destroy - 15 years from date of last entry	Children's Homes Regulations 2001 reg. 29
. . Operation of homes	Case files - residential home	Menu	Destroy - 1 year from date of last entry	Children's Homes Regulations 2001 reg. 29
. . Operation of homes	Case files - residential home	Roster Sheet	Destroy - 15 years from date of last entry	Children's Homes Regulations 2001 reg. 29
. . Registration	Case files - residential home		Permanent - offer to archivist 50 years after closure	RGLA 3.1

Class	Series	Records	Retention Period	Rationale
. Social issues				
. . Substance misuse				
. Special education				
. . Learning support			Destroy - 35 years from closure	RGLA 3.13
. Supporting children				
. . Admission appeals	Case files -child			
. . Adoption process	Case files -child		Destroy - 100 years from date of adoption order	Adoption and Children Act 2002 ss. 56-65 and the Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005
. . Advice	Case files -child		Destroy - on child's 21st birthday	
. . Assessment	Case files -child		Destroy - 25 years from date of birth of youngest child	RGLA 3.15
. . Assessment	Case files -child	Care plan	Destroy - 25 years from date of birth of youngest child	RGLA 3.15
. . Assessment	Case files -child	Carer details	Destroy - 25 years from date of birth of youngest child	RGLA 3.15

Class	Series	Records	Retention Period	Rationale
. . Assessment	Case files -child	Contact sheet	Destroy - 25 years from date of birth of youngest child	RGLA 3.15
. . Assessment	Case files -child	Essential information	Destroy - 25 years from date of birth of youngest child	RGLA 3.15
. . Attendance and truancy	Case files -child			
. . Child protection	Case files -child		Destroy - 100 years after end of service provision	
. . Children's rights	Case files -child		Destroy - 75th birthday - or 15 years after death if child dies before 18	Arrangements for Placement of Children (General) Regulations 1991 reg. 9. RGLA 3.2
. . Continuing care	Case files -child	Student details	Destroy - on child's 21st birthday	
. . Continuing care	Case files -child	Student profile	Destroy - on child's 21st birthday	
. . Continuing care	Case files -child	Work experience	Destroy - on child's 21st birthday	
. . Educational achievement assessments	Case files -child		Destroy - on child's 21st birthday	
. . Educational psychology	Case files -child		Destroy - 35 years from closure	RGLA 3.13
. . Educational welfare	Case files -child		Destroy - on child's 21st birthday	
. . Finance and commissioning	Case files -child		Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980

Class	Series	Records	Retention Period	Rationale
· · Financial support	Case files -child		Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
· · Financial support	Case files -child	Clothing grant	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
· · Financial support	Case files -child	School meals	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
· · Financial support	Case files -child	Student award	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
· · Financial support	Case files -child	Student loan	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
· · Financial support	Case files -child	Travel pass	Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Fostering Process	Case files -child		Destroy - 35 years after carer has ceased to foster	RGLA 3.5
. . Grants	Case files -child		Destroy - 3 years after end of financial year	Accounts and Audit Regulations 1974; Limitations Act 1980
. . Health	Case files -child			
. . Hospital and home tuition	Case files -child		Destroy - on child's 21st birthday	
. . Legal	Case files -child		Destroy - on child's 21st birthday	RGLA 3.3
. . Licensing	Case files -child		Review - 2 years after registration lapses	RGLA 9.16

Class	Series	Records	Retention Period	Rationale
. . Looked after in care	Case files -child		Destroy - 75th anniversary of the child's birth or 15 years after death if the child dies before age 18	Children's Homes Regulations 2001 reg. 28
. . Referral	Case files -child		Destroy - on child's 21st birthday	
. . Review	Case files -child		Destroy - on child's 21st birthday	
. . School exclusions	Case files -child		Destroy - 25 years from last action	RGLA 3.19
. . Special educational needs	Case files -child		Destroy - 35 years from closure	RGLA 3.13
. Supporting disabilities				
. . Deaf				
. Training				
. . Support training			Destroy - 25 years from termination	RGLA 6.3
. Youth justice				
. . Case management	Case files		Destroy - 25 years from DOB or 10 years from last contact	RGLA 3.12

Class	Series	Records	Retention Period	Rationale
. Youth services				
. . Youth service provision			Destroy - 25 years from DOB or 10 years from last contact	RGLA 3.12

Class	Series	Records	Retention Period	Rationale
Education and skills				
. Access and inclusion				
. . Project management				
. . Traveller sites			Destroy 7 years after closure of project	
. Admissions and exclusions				
. . Appeals			Destroy after 7 years after decision made	
. . Parental choice				
. . Parental choice		School directory		
. Advice				
. . Advisory services				
. Arts services				
. . Field centres			Destroy after 7 years	
. . Music services			Destroy after 7 years	
. . Provision in schools		Orders and bookings	Destroy after 7 years	
. . Performances			Destroy after 7 years	
. Curriculum development				
. . International projects				

Class	Series	Records	Retention Period	Rationale
. . National curriculum			Destroy after 7 years	
. . Out of schools projects			Destroy after 7 years	
. . Outdoor education				
. . Schools curricula			Destroy after 7 years	
. Education welfare				
. . Attendance and Truancy				
. . Student welfare service				
. Employment skills				
. . Careers advice				
. . Workplace training				
. Life long learning				
. . Adult and community services				
. . Basic skills development				
. . Basic skills development		Course directory		
. Management of schools				
. . Admissions	School files		Destroy - 25 years from last action	RGLA 3.19
. . Emergency contacts	School files			
. . General information	School files			
. . Governing bodies	School files			
. . Governing bodies		Governor minutes	Destroy 3 years after the event	
. . Governor contacts	School files		Destroy 5 years after governor leaves	

Class	Series	Records	Retention Period	Rationale
. . Health and nursing	School files			
. . Inspections	School files			
. . Performance	School files		Review every 7 years and then offer to archivist	
. . Plans and policies	School files		Retain while policy operational then offer to archivist	
. . School catering	School files			
. Teaching				
. . Teacher development				
. . Mentoring				