

Function	Sub Function	Type of Record	Description	Retention Period	Action	Reasoning	Personal Data	Special Category Data?
Adult Social Care	Adult Community Team	Contact Records	Contacts received by email, telephone or other communication method	6 years from end of receipt of service	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Adult Community Team	Referral Records	Referrals received or made	6 years from end of receipt of service	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Adult Community Team	Care and Support Plans	Records relating to assessment of needs	6 years from end of receipt of service	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Adult Community Team	Financial Assessments	Records relating to assessment of budget and finances	6 years from end of receipt of service	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Adult Community Team	Review Records	Records relating to the review of a Care and Support Plan	6 years from end of receipt of service	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Adult Community Team	Safeguarding	Records relating to the safeguarding of vulnerable adults	6 years from date of last contact	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Adult Community Team	Blue Badges	Records relating to clients issued with a disabled driver permit	2 years from date of expiry	Delete		Yes	Yes
Adult Social Care	Intermediate Care Service	Referral Records	Referrals received or made	6 years from end of receipt of service	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Intermediate Care Service	Reablement Plans	Records relating to reablement planning	6 years from end of receipt of service	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Intermediate Care Service	Reablement Monitoring	Records relating to the monitoring of a reablement plan	6 years from end of receipt of service	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Intermediate Care Service	Reablement Review	Records relating to the review of a reablement plan	6 years from end of receipt of service	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Intermediate Care Service	Care and Support Plans	Records relating to assessment of needs	6 years from end of receipt of service	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Intermediate Care Service	Ordinary Residence	Records relating to determining ordinary residence	6 years from end of receipt of service	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Intermediate Care Service	Financial Assessments	Records relating to assessment of budget and finances	6 years from end of receipt of service	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Intermediate Care Service	Equipment	Records relating to equipment provided under the Care Act	6 years from end of receipt of service	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Intermediate Care Service	Review Records	Records relating to the review of a Care and Support Plan	6 years from end of receipt of service	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Intermediate Care Service	Safeguarding	Records relating to the safeguarding of vulnerable adults	6 years from date of last contact	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Carers	Contact Records	Contacts received by email, telephone or other communication method	6 years from end of receipt of service	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Carers	Referral Records	Referrals received or made	6 years from end of receipt of service	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Carers	Care and Support Plans	Records relating to assessment of needs	6 years from end of receipt of service	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Carers	Financial Assessments	Records relating to assessment of budget and finances	6 years from end of receipt of service	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Carers	Review Records	Records relating to the review of a Care and Support Plan	6 years from end of receipt of service	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Carers	Transition Records	Records relating to transition of carers to Adult Care and Support	6 years from end of receipt of service	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Carers	Safeguarding	Records relating to the safeguarding of vulnerable adults	6 years from date of last contact	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Learning Disabilities and Autism	Referral Records	Referrals received or made	20 years from date of last contact (or 7 years if deceased)	Delete	NHS England Records Management Code of Practice	Yes	Yes
Adult Social Care	Learning Disabilities and Autism	Transition Records	Records relating to clients in transition to adult social care	20 years from date of last contact (or 7 years if deceased)	Delete	NHS England Records Management Code of Practice	Yes	Yes
Adult Social Care	Learning Disabilities and Autism	Ordinary Residence	Records relating to determining ordinary residence	20 years from date of last contact (or 7 years if deceased)	Delete	NHS England Records Management Code of Practice	Yes	Yes
Adult Social Care	Learning Disabilities and Autism	Eligibility Records	Records relating to eligibility for access to care	20 years from date of last contact (or 7 years if deceased)	Delete	NHS England Records Management Code of Practice	Yes	Yes
Adult Social Care	Learning Disabilities and Autism	Care and Support Plans	Records relating to assessment of needs	20 years from date of last contact (or 7 years if deceased)	Delete	NHS England Records Management Code of Practice	Yes	Yes
Adult Social Care	Learning Disabilities and Autism	Financial Assessments	Records relating to assessment of budget and finances	20 years from date of last contact (or 7 years if deceased)	Delete	NHS England Records Management Code of Practice	Yes	Yes
Adult Social Care	Learning Disabilities and Autism	Review Records	Records relating to the review of a Care and Support Plan	20 years from date of last contact (or 7 years if deceased)	Delete	NHS England Records Management Code of Practice	Yes	Yes
Adult Social Care	Learning Disabilities and Autism	Breakthrough	Records relating to the Breakthrough supported employment service in Bracknell Forest	10 years from date last modified	Delete	Business Requirement	Yes	Yes
Adult Social Care	CMHT (Community Mental Health Team) and CMHTOA (Community Mental Health Team for Older Adults)	Contact Records	Contacts received by email, telephone or other communication method	20 years from end of receipt of service	Delete	Mental Health Act 1983; NHS England Records Management Code of Practice	Yes	Yes
Adult Social Care	CMHT (Community Mental Health Team) and CMHTOA (Community Mental Health Team for Older Adults)	Referral Records	Referrals received or made	20 years from end of receipt of service	Delete	Mental Health Act 1983; NHS England Records Management Code of Practice	Yes	Yes
Adult Social Care	CMHT (Community Mental Health Team) and CMHTOA (Community Mental Health Team for Older Adults)	Care and Support Plans	Records relating to assessment of needs	20 years from end of receipt of service	Delete	Mental Health Act 1983; NHS England Records Management Code of Practice	Yes	Yes
Adult Social Care	CMHT (Community Mental Health Team) and CMHTOA (Community Mental Health Team for Older Adults)	Ordinary Residence	Records relating to determining ordinary residence	20 years from end of receipt of service	Delete	Mental Health Act 1983; NHS England Records Management Code of Practice	Yes	Yes
Adult Social Care	CMHT (Community Mental Health Team) and CMHTOA (Community Mental Health Team for Older Adults)	Care and Support Plans	Records relating to assessment of needs	20 years from end of receipt of service	Delete	Mental Health Act 1983; NHS England Records Management Code of Practice	Yes	Yes
Adult Social Care	CMHT (Community Mental Health Team) and CMHTOA (Community Mental Health Team for Older Adults)	Financial Assessments	Records relating to assessment of budget and finances	20 years from end of receipt of service	Delete	Mental Health Act 1983; NHS England Records Management Code of Practice	Yes	Yes
Adult Social Care	CMHT (Community Mental Health Team) and CMHTOA (Community Mental Health Team for Older Adults)	Review Records	Records relating to the review of a Care and Support Plan	20 years from end of receipt of service	Delete	Mental Health Act 1983; NHS England Records Management Code of Practice	Yes	Yes
Adult Social Care	Deprivation of Liberty Safeguards (DOLS)	Client Records	Records created by the DOL service	6 years from date of last contact	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Drug and Alcohol Team (DAAT)	Client Records	Records relating to clients receiving services from DAAT	6 years from date of last contact	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Drug and Alcohol Team (DAAT)	Safeguarding	Records relating to the safeguarding of vulnerable adults	6 years from date of last contact	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Continuing Health Care	Applications	Records relating to applications for continuing health care	6 years from date case closed	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Continuing Health Care	Appeals	Records relating to appeals around continuing health care	6 years from date case closed	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Emergency Duty Service	Operational Records	Records relating to the operation of the EDS	6 years from date last modified	Delete	Limitation Act 1980 (Section 2)	Yes	Yes
Adult Social Care	Policy and Procedure	Policies	Policy relating to Adult Social Care	10 years from date last modified	Delete	Business Requirement	No	No
Adult Social Care	Policy and Procedure	Procedures	Procedure relating to Adult Social Care	10 years from date last modified	Delete	Business Requirement	No	No