Function	Sub Function	Type of Record	Retention Period	Trigger Date	Action	Reasoning	Personal Data?	Special Category Data?
Children's Social Care Children's Social Care	Children Looked After	CLA Case Fises Records of children not looked after but subject to a legal order to the authority requiring supervision such as Family Assistance Orders or Supervision Orders and records of children where a report to the court under Section 7 or Section 37 has been provided	75 years (or 15 years from date of death if die before 18) 75 years (or 15 years from date of death if die before 18)	Date of Birth (Date of Death)	Delete/Destroy	Children Act 1989, Sections 31, 38, 44. Childrens Home Regulations 2001, Arrangements for the Placement of Children (General) Regulations 1991 Children Act 1989, Sections 31, 38, 44. Childrens Home Regulations 2001, Arrangements for the Placement of Children (General) Regulations 1992	Yes	Yes
Children's Social Care	Children Looked After	INSCRISE OF CREATION PRODUCED AND ADDRESS OF THE SECOND OF	25 years (or 15 years from date or death if die before 16)	Date of Birth	Delete/Destroy	Original Act 1965, Access 31, 35, 44. Chromas Polinic regulations 10, Artangements for the Parcellment of Original General Regulations 1992. Arrangements for Placement of Children Regulations 1991 Regulations 0 (811991)	Yes	Yes
Children's Social Care		Meditos	6 years	Last modified	Delete/Destroy	Business use	Yes	Yea
Children's Social Care	Children Looked After	Complaints	10 years	Last modified	Delete/Destroy	Childrane (General Childrane Register) Regulations 2008 St 2008 No 975 Regulation 18 (f) Revokes St 2007 No 730	Yes	Yes
Children's Social Care		Events	6 years	Last modified	Delete/Destroy		No	No
Children's Social Care	Children Looked After	Menitoring and Tracking	6 years	Last modified	Delete/Destroy	Business use	Yes	Yes
Children's Social Care Children's Social Care	Children Looked After	Processes and Procedures Information and Training	Retain until superseded Retain until superseded	Date superseded Date superseded	Delete/Destroy Delete/Destroy	Business use	No.	No.
AND THE COURT CARE	CHILDREN LOOKED POINT	TRACTIBILITY THE TOTAL TRACTION OF THE TRA	recent una super seces	Care asperances	DemiciDeantry	CASE DAY UNIV	140	100
Children's Social Care	Life Chances Management	Adoption Case Files	100 years	Date of Adoption Order	Delete/Destroy	Children and Adoption Act 2002. Adoption Agencies Regulations 2005. Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005	Yes	Yes
Children's Social Care	Life Chances Management	Uncompleted adoptions: unsuccessful adoptive applicants and counselling of birth parents which did not lead to an adoption	25 years	Case Closure	Delete/Destroy	Children and Adoption Act 2002. Adoption Agencies Regulations 2005. Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2006	Yes	Yes
Children's Social Care	Life Chances Management	Post Adoption Support Fostering (Foster Cauers) (including Private Fostering and Special Quardians)	50 years	Date of Adoption Order Date clase closed	Delete/Destroy	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 section 6	Yes	Yes
Childrenia Social Caro	Life Changes Management	Freterins - Unurrossful Amiliants	10 years	Date clase closed	Delete/Destroy	Children Act 1989. Fostering Services Regulations 2002, Arrangements for the Placement of Children (General) Regulations 1991, the Children (Private Arrangements for F Children Act 1989. Fostering Services Regulations 2002, Arrangements for the Placement of Children (General) Regulations 1991.	Von	Voc
Children's Social Care	I Ye Channes Management	Princelly Fostered Children fostered under prinste amangement supervised by BFC	75 years	Date of Birth	Delete/Destroy		Yes	Yes
Children's Social Care	Life Chances Management	Records of children on special guardianship, residence orders or any other order predating special guardianship who have never been looked after	25 years	Date of Birth	Delete/Destroy	Children Act 1989, Adoption and Children Act 2002	Yes	Yes
	Life Chances Management		26 years	Date of Birth of child		Children Act 1989, Adoption and Children Act 2002	Yes	Yes
Jhildren's Social Care	Life Chances Management	Meetings	6 years	Last modified	Delete/Destroy	Business use	No	No
Zedren's Social Care	Life Chances Management	Projects	10 years	Last modified	Delete/Destroy	Business use	No	No.
Children's Social Care	Life Changes Services	Mostlers	E-money	Last modified	Dalate Decrease	Business use	No	No
Children's Social Care	Life Chances Services	Mentaging and Tracking	6 years	Last modified	Delete/Destroy		Yes	Yes
Children's Social Care		Products and Processes	Retain until superseded	Date superseded	Delete/Destroy	Business use	No	No
	II.							
Children's Social Care	Leaving Care	Leaving Care Case Files	75 years (or 15 years from date of death if die before 18)	Date of Birth (Date of Death)	Delete/Destroy	Children Act 1989, Arrangements for the Placement of Children (General) Regulations 1991/The Children (Leaving Care) Act 2000	Yes	Yes
Children's Social Care	Leaving Care	Meetings	6 years 6 years	Last modified	Delete/Destroy	Business use	No	No
Children's Social Care		Monitoring and Tacking Processes and Procedures			Delete/Destroy		No.	No.
Children's Social Care Children's Social Care	Leaving Care	Processes and Proceduring	Retain until superseded Retain until superseded	Date superseded Date superseded	Delete/Destroy	Business use Business use	No.	No.
AND THE COLUMN COME	Central Care	Julius in polymentary man statement	Neteri dini soperseded	Date adjections	DemierDeantry	Later than sole	140	140
Children's Social Care	Family Safeguarding	Records of children where BFC involvement doesn't progress beyond Referral	25 years	Date of Birth	Delete/Destroy	Children Act 1989	Yes	Yes
Children's Social Care	Family Safeguarding	Register of People Posing a Risk to Children. People cautioned/convicted of Offences against Children	75 years	Date of Birth	Delete/Destroy	Children and Young Persons Act 1933	Yes	Yes
Children's Social Care	Family Safeguarding	Adult Information Requests (Request from OFSTEDIProbation/CAFCASS)	2 years	Date clase closed	Delete/Destroy		No	No
Children's Social Care Children's Social Care	Family Safeguarding	Assessment - Single Assessment Assessment Assessment - Single Assessment Assessme	25 years 40 years	Date of Birth	Delete/Destroy	Children Act 1989 Children Act 1989	Yes	Yes
Children's Social Care Children's Social Care		Assistantial: 367 peconing. Child in Nade	25 years	Date of Birth	Delete/Destroy	Children Act 1989 Children Act 1989	Yes	Yes
Children's Social Care		condition instruction Conference but no CP Plan	40 years	Date of Birth	Delete/Destroy	Children Act 1989	Yes	Yes
Children's Social Care	Family Safeguarding	Child Protection Records of children subject of a Child Protection Plan	75 years	Date of Birth	Delete/Destroy	Children Act 1989	Yes	Yes
Children's Social Care	Family Safeguarding	Family Group Conference	Life of Record (refer to CP record retention)		Delete/Destroy	Children Act 1989, Framework for the Assessment of Children in Need and their Families (Department of Health 2000)	Yes	Yes
Children's Social Care	Family Safeguarding	Access to Records	5 years	Date request completed	Delete/Destroy	Business use	Yes	Yes
Children's Social Care	Family Safeguarding	Domestic Abuse Files	6 years	Last modified	Delete/Destroy	Business use	Yes	Yes
Children's Social Care	Family Safeguarding	Family Certris	6 years	Last modified	Delete/Destroy	Business use	Yes	Yes
Children's Social Care	Family Safeguarding	Family Saleguarding Model	6 years	Last modified Last modified	Delete/Destroy	Business use	Yes	Yes
Children's Social Care Children's Social Care	Family Safeguarding	Mostriga Parformance	6 years	Last modified	Delete/Destroy	Business use Business use	No.	No.
Children's Social Care	Family Safeguarding	Procedures and Processes	Retain until superseded	Date superseded	Delete/Destroy	Basimass use	No	No
Children's Social Care		Resource Information and Training	Retain until superseded	Date superseded	Delete/Destroy		No	No
Children's Social Care	Family Safeguarding	Substance Misuse	6 years	Last modified	Delete/Destroy	Business use	Yes	Yes
				1				
Children's Social Care	Financial Support	Grants	7 years	Last modified	Delete/Destroy	Business use	No	No
Children's Social Care Children's Social Care		RADIES RADIES	7 years 6 years	Last modified Last modified	Delete/Destroy Delete/Destroy	Business use Business use	No.	No.
	· · · · · · · · · · · · · · · · · · ·	wype.	7,000				-	1
		First Contact Client Records	10 years	Last modified	Delete/Destroy	Business use	Yes	Yes
children's Social Care	MASH and Assessment	Guidance	6 years	Last modified	Delete/Destroy		No	No
Children's Social Care		Integrated working	6 years	Last modified	Delete/Destroy	Business use	Yes	Yes
	MASH and Assessment	Melings	6 years	Last modified	Delete/Destroy	Business use	No.	No.
	MASH and Assessment	Procedures and Processes Outlier Assurance	Retain until superseded 6 years	Date superseded Last modified	Delete/Destroy	Business use Business use	Voc	Voc
Children's Social Care	MASH and Assessment MASH and Assessment	Quarty resources	Retain until superseded	Date superseded	Delete/Destroy		No	No.
Children's Social Care	MASH and Assessment	Research Information	Retain until superseded	Date superseded	Delete/Destroy	Business use	No	No
Children's Social Care	Social Work Academy	Social Work Academy	6 years	Last modified	Delete/Destroy	Business use	Yes	No
					 		+	
Children's Social Care Children's Social Care	Youth Justice	Governance Doubt	6 years 7 years	Last modified Date employee leaves	Delete/Destroy	Business use Business use	Yes	Yes Von
	Youth Justice	Distriction management	5 years	Last modified	Delete/Destroy		Yes	Yes
Shildren's Social Care		r re-constitue funcional f	End of case		Delete/Destroy	Business use	Yes	Yes
Children's Social Care Children's Social Care	Youth Justice				Delete/Destroy	Business use	Yes	Yes
Children's Social Care Children's Social Care	Youth Justice Youth Justice	Statutory Case Management	21 years	Date of Birth				
Children's Social Care Children's Social Care Children's Social Care	Youth Justice Youth Justice Youth Justice	Bantony Cale Management Votres	2 years	Last modified	Delete/Destroy	Business use	Yes	Yes
Children's Social Care Children's Social Care	Youth Justice Youth Justice Youth Justice	Statutory Case Management				Business use	Yes Yes	Yes Yes
Children's Social Care	Youth Justice Youth Justice Youth Justice Youth Justice	States Cast Management Videna (1997) Videna	2 years 25 years	Last modified Last modified	Delete/Destroy Delete/Destroy	Rusiness use Business use	Yes Yes	Yes Yes
Children's Social Care	Youth Justice Youth Justice Youth Justice Youth Justice Family Placement	Statist Cast Management Votes	2 years 25 years 3 years	Last modified Last modified Last modified	Delete/Destroy Delete/Destroy Delete/Destroy	Suriess see Suriess see Suriess see	Yes Yes	Yes Yes Yes
Children's Social Care	Youth Justice Youth Justice Youth Justice Youth Justice Youth Justice Family Placement Family Placement	States Cast Management Videna (1997) Videna	2 years 25 years	Last modified Last modified	Delete/Destroy Delete/Destroy	Suriess see Suriess see Suriess see	Yes Yes Yes	Yes Yes Yes Yes