2								
Function	Sub Function	Type of Record	Retention Period	Trigger Date	Action	Reasoning	Personal Data?	Special Category Data?
Children's Social Care		CLA Case Files	75 years (or 15 years from date of death if die before 18)	Date of Birth (Date of Death)			Yes	Yes
Children's Social Care		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)	Date of Birth (Date of Death)		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		Chêdren Looked After By Other Local Authorities Placed in Bracknell but remaining the responsibility for the other authority	25 years	Date of Birth	Delete/Destroy	Arrangements for Placement of Children Regulations 1991 Regulations 10 (S1 1991/800)	Yes	Yes
	Children Looked After	Meetings	6 years	Last modified	Delete/Destroy		Yes	Yes
Children's Social Care	Children Looked After Children Looked After	Complaints	10 years	Last modified Last modified	Delete/Destroy	Childcare (General Childcare Register) Regulations 2008 SI 2008 No 975 Regulation 18 (f) Revokes SI 2007 No 730	Yes	Yes
Children's Social Care	Children Looked Alter	Events	6 years		Delete/Destroy	Business use	No	No
Children's Social Care		Monitoring and Tracking	6 years	Last modified	Delete/Destroy		Yes	Yes
Children's Social Care	Children Looked After	Processes and Procedures	Retain until superseded	Date superseded	Delete/Destroy	Bushess use	No	No
Children's Social Care	Children Looked After	Information and Training	Retain until superseded	Date superseded	Delete/Destroy	Business use	No	No
On the same of a state of a state	I Z Oberen Herener	Likely One File		Description of the second second	Dulue Dura	Children and Adoption Act 2002. Adoption Agencies Regulations 2005, Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005	9 m	No.
Children's Social Care	Life Chances Management	wappon Later trust //completed adoptions: unsuccessful adoption applicants and courselling of birth parents which did not lead to an adoption	100 years	Date of Adoption Order			146	165
Children's Social Care	Life Chances Management	Uncompanies adoptions insuccessing adoptions and counseling of one parents endories need to in adoption	25 years	Case Closure		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	Nach Addelfond Sapant Teach Addelfond Sapant Teach Addelfond Sapant Teach Addelfond Sapant Teach Teach Teach Addelfond Sapant Teach Teach Teach Addelfond Sapant Teach Teach Teach Teach Teach Teach Teach Teach Teach Teach Teach Teach	100 years	Date of Adoption Order	DeleterDestroy	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 section 8 Onlidere Act 1989. Fostering Services Regulations 2002, Arrangements for the Placement of Children (General) Regulations 1991, the Children (Private Arrangements for Fo	Yes	Yes
Children's Social Care	Life Chances Management	editoria (Eddar Canera) (including Invate Eddarda)	50 years	Date clase closed	Delete/Destroy	Chatrien Act 1982. Fostering Services Regulators 2002, Arrangements for the Placement of Chidren (General) Regulators 1991, the Chidren (Hwate Arrangements for Ho	st Yes	Yes
Children's Social Care	Life Chances Management	rounni – Unuclean Aplicans	10 years	Date clase closed	Delete/Destroy	Children Act 1989. Fostering Services Regulations 2002, Arrangements for the Placement of Children (General) Regulations 1991	Yes	Yes
Children's Social Care	Life Chances Management	minutery consisted critection. Consistent solutions to the primare amargement subprovided by BrC Records of children on special grandwarbib, resistence orders or any order order prediating special grandiantilip who have never been tooked after	75 years 25 years	Date of Birth Date of Birth	DeleterDestroy	The Children (Private Arrangements for Fostering) regulations 2005, Children's Act 2004 Section 44 Children Act 1989, Adoction and Children Act 2002	Yes	Yes
Children's Social Care	Life Chances Management	Records of children on special guardarship, residence orders or any other order precising special guardarship who have never been locked after					Yes	Yes
Children's Social Care	Life Chances Management		26 years	Date of Birth of child	Delete/Destroy		Yes	Yes
	Life Chances Management	Meetings Society	6 years	Last modified		Business use	No	No
Crednen's Social Care	Life Chances Management	r deca	10 years	Last modified	DenterDestroy	Business use	NO	NO
								t
Children's Social Care	Life Chances Services	Medicine National Tradius	6 years	Last modified	DenterDestroy	Barless use	No	No
unidients Social Care	Life Chances Services	Tracking and Tracking	6 years	Last modified	Delete/Destroy		1 69	140
Children's Social Care	Life Chances Services	Produms and Processes	Retain until superseded	Date superseded	Delete/Destroy	Business use	NO	No
							- L.	
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)			Yes	Yes
Children's Social Care		Meetings	6 years	Last modified	Delete/Destroy		ND	ND
Children's Social Care		Monitoring and Tracking	6 years	Last modified		Business use	NO	No
Children's Social Care		Processes and Procedures	Retain until superseded	Date superseded	Delete/Destroy		No	No
Children's Social Care	Leaving Care	Staff Information and Training	Retain until superseded	Date superseded	Delete/Destroy	Business use	No	No
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Children's Social Care	Family Safeguarding	Records of children where BFC involvement doesn't progress beyond Referral	25 years	Date of Birth	Delete/Destroy		Yes	Yes
Children's Social Care	Family Safeguarding	Register of People Posing a Risk to Children. People cautioned/convicted of Offenoes 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 OFSTED/Proteation/CAFCASS)	2 years	Date clase closed	Delete/Destroy		No	No
Children's Social Care		Assessment - Single Assessment	25 years	Date of Birth	Delete/Destroy		Yes	Yes
Children's Social Care	Family Safeguarding	Assessment - S47 recording	40 years	Date of Birth	Delete/Destroy	Children Act 1989	Yes	Yes
Children's Social Care		Child in Need	25 years	Date of Birth	Delete/Destroy	Children Act 1989	Yes	Yes
Children's Social Care	Family Safeguarding	Initial Child Protection Conference but no CP Plan	40 years	Date of Birth	Delete/Destroy	Children Act 1989	Yes	Yes
Children's Social Care		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		Yes	Yes
Children's Social Care Children's Social Care	Family Safeguarding	Family Centre	6 years	Last modified	Delete/Destroy		Yes	Yes
Children's Social Care	Family Safeguarding	Family Safeguarding Model	6 years	Last modified	Delete/Destroy	Business use	Yes	Yes
Children's Social Care	Family Safeguarding	Meetings	6 years	Last modified	Delete/Destroy	Business use	No	No
Children's Social Care	Family Safeguarding	Performance	6 years	Last modified	Delete/Destroy	Business use	No	No
Children's Social Care	Family Safeguarding	Procedures and Processes	Retain until superseded	Date superseded	Delete/Destroy	Business use	No	No
Children's Social Care	Family Safeguarding	Resource Information and Training	Retain until superseded	Date superseded	Delete/Destroy	Business use	No	No
Children's Social Care	Family Safeguarding	Substance Mause	6 years	Last modified	Delete/Destroy	Business use	Yes	Yes
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Children's Social Care	Financial Support	Grants	7 years	Last modified	Delete/Destroy	Business use	No	No
Children's Social Care	Financial Support	Returns	7 years	Last modified	Delete/Destroy	Business use	No	IND
Children's Social Care	Financial Support	Support	6 years	Last modified	Delete/Destroy	Business use	No	No
		First Contact Client Records	10 years	Last modified	Delete/Destroy		Yes	Yes
Children's Social Care	MASH and Assessment	Guidance	6 years	Last modified	Delete/Destroy	Business use	No	No
Children's Social Care	MASH and Assessment	Integrated working	6 years	Last modified	Delete/Destroy	Business use	Yes	Yes
Children's Social Care	MASH and Assessment	Meetings	6 years	Last modified	Delete/Destroy		No	No
Children's Social Care	MASH and Assessment	Procedures and Processes	Retain until superseded	Date superseded	Delete/Destroy	Business use	No	No
Children's Social Care	MASH and Assessment	Quality Assurance	6 years	Last modified	Delete/Destroy	Business use	Yes	Yes
Children's Social Care	MASH and Assessment	Training	Retain until superseded	Date superseded	Delete/Destroy	Business use	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	Youth Justice	Governmence	6 years	Last modified	Delete/Destroy	Business use	Yes	Yes
Children's Social Care	Youth Justice	Staff	7 years	Date employee leaves	Delete/Destroy	Business use	Yes	Yes
		Pre-court case management	5 years	Last modified	Delete/Destroy		Yes	Yes
Children's Social Care	Youth Justice	Restorative Justice	End of case		Delete/Destroy	Business use	Yes	Yes
Children's Social Care		Statutory Case Management	21 years	Date of Birth	Delete/Destroy	Business use	Yes	Yes
Children's Social Care		Vetina	2 years	Last modified	Delete/Destroy	Business use	Yes	Yes
Children's Social Care		Voluteers	25 years	Last modified	Delete/Destroy	Business use	Yes	Yes
Children's Social Care	Family Placement	Foster Panel	3 years	Last modified	Delete/Destroy	Business use	Yes	Yes
Children's Social Care	Family Placement	Employees	25 years	Date employee leaves	Delete/Destroy	Business use	Yes	Yes
Children's Social Care	Family Placement	Inpections	10 years	Last modified	Delete/Destroy	Business use	Yes	Yes
Children's Social Care	Family Placement	Meetings	6 years	Last modified	Delete/Destroy	Business use	Yes	Yes