

Function	Sub Function	Type of Record	Retention Period	Trigger Date	Action	Reasoning	Personal Data?	Special Category Data?
Children's Social Care	Children Looked After	Life Care Files	15 years (or 10 years from date of death if die before 18)	Date of Birth (Date of Death)	Delete/Destroy	Children Act 1989, Sections 31, 31-44, Children's Home Regulations 2001, Arrangements for the Placement of Children (General Regulations) 1991	Yes	Yes
Children's Social Care	Children Looked After	Records of children not looked after but subject to a legal order to the authority requiring supervision such as Family Assistance Orders or Restriction Orders and records of children where a report to the court under Section 7 of Section 37 has been provided	15 years (or 10 years from date of death if die before 18)	Date of Birth (Date of Death)	Delete/Destroy	Children Act 1989, Sections 31, 31-44, Children's Home Regulations 2001, Arrangements for the Placement of Children (General Regulations) 1991	Yes	Yes
Children's Social Care	Children Looked After	Records of children not looked after but subject to a legal order to the authority requiring supervision such as Family Assistance Orders or Restriction Orders and records of children where a report to the court under Section 7 of Section 37 has been provided	15 years (or 10 years from date of death if die before 18)	Date of Birth (Date of Death)	Delete/Destroy	Children Act 1989, Sections 31, 31-44, Children's Home Regulations 2001, Arrangements for the Placement of Children (General Regulations) 1991	Yes	Yes
Children's Social Care	Children Looked After	Child Looked After by Other Local Authorities (placed in Bradford but remaining the responsibility for the other authority)	15 years	Date of Birth	Delete/Destroy	Children's Home Regulations 2001, Regulations 107 (B) 1991/99	Yes	Yes
Children's Social Care	Children Looked After	Meetings	10 years	Last modified	Delete/Destroy	Business use	No	No
Children's Social Care	Children Looked After	Complaints	10 years	Last modified	Delete/Destroy	Children's Home Regulations 2001, Regulations 107 (B) 1991/99	Yes	Yes
Children's Social Care	Children Looked After	Forms	10 years	Last modified	Delete/Destroy	Children's Home Regulations 2001, Regulations 107 (B) 1991/99	Yes	Yes
Children's Social Care	Children Looked After	Monitoring and Tracking	8 years	Last modified	Delete/Destroy	Business use	Yes	Yes
Children's Social Care	Children Looked After	Processes and Procedures	Retain until superseded	Data superseded	Delete/Destroy	Business use	No	No
Children's Social Care	Children Looked After	Information and Training	Retain until superseded	Data superseded	Delete/Destroy	Business use	No	No
Children's Social Care	Life Chances Management	Adoption Case Files	100 years	Date of Adoption Order	Delete/Destroy	Children Act 1989, Sections 31, 31-44, Children's Home Regulations 2001, Arrangements for the Placement of Children (General Regulations) 1991	Yes	Yes
Children's Social Care	Life Chances Management	Proposals, unsuccessful adoption applications and recording of birth parents which did not lead to an adoption	10 years	Date of Birth	Delete/Destroy	Children Act 1989, Sections 31, 31-44, Children's Home Regulations 2001, Arrangements for the Placement of Children (General Regulations) 1991	Yes	Yes
Children's Social Care	Life Chances Management	Post Adoption Support	100 years	Date of Adoption Order	Delete/Destroy	Children Act 1989, Sections 31, 31-44, Children's Home Regulations 2001, Arrangements for the Placement of Children (General Regulations) 1991	Yes	Yes
Children's Social Care	Life Chances Management	Proposals, unsuccessful adoption applications and recording of birth parents which did not lead to an adoption	10 years	Date of Birth	Delete/Destroy	Children Act 1989, Sections 31, 31-44, Children's Home Regulations 2001, Arrangements for the Placement of Children (General Regulations) 1991	Yes	Yes
Children's Social Care	Life Chances Management	Placement - Unsuccessful Applicants	10 years	Date of Birth	Delete/Destroy	Children Act 1989, Sections 31, 31-44, Children's Home Regulations 2001, Arrangements for the Placement of Children (General Regulations) 1991	Yes	Yes
Children's Social Care	Life Chances Management	Primary Foster Care - Children's Home under private management supervised by OFC	10 years	Date of Birth	Delete/Destroy	Children Act 1989, Sections 31, 31-44, Children's Home Regulations 2001, Arrangements for the Placement of Children (General Regulations) 1991	Yes	Yes
Children's Social Care	Life Chances Management	Records of children on special guardianship, including special guardianship who have never been looked after	10 years	Date of Birth	Delete/Destroy	Children Act 1989, Sections 31, 31-44, Children's Home Regulations 2001, Arrangements for the Placement of Children (General Regulations) 1991	Yes	Yes
Children's Social Care	Life Chances Management	Records of Special Guardians	10 years	Date of Birth of child	Delete/Destroy	Children Act 1989, Sections 31, 31-44, Children's Home Regulations 2001, Arrangements for the Placement of Children (General Regulations) 1991	Yes	Yes
Children's Social Care	Life Chances Management	Meetings	10 years	Last modified	Delete/Destroy	Business use	No	No
Children's Social Care	Life Chances Management	Projects	10 years	Last modified	Delete/Destroy	Business use	No	No
Children's Social Care	Life Chances Services	Meetings	8 years	Last modified	Delete/Destroy	Business use	No	No
Children's Social Care	Life Chances Services	Monitoring and Tracking	8 years	Last modified	Delete/Destroy	Business use	Yes	Yes
Children's Social Care	Life Chances Services	Processes and Procedures	Retain until superseded	Data superseded	Delete/Destroy	Business use	No	No
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, Sections 31, 31-44, Children's Home Regulations 2001, Arrangements for the Placement of Children (General Regulations) 1991, The Children (Leaving Care) Act 2000	Yes	Yes
Children's Social Care	Leaving Care	Meetings	8 years	Last modified	Delete/Destroy	Business use	No	No
Children's Social Care	Leaving Care	Monitoring and Tracking	8 years	Last modified	Delete/Destroy	Business use	No	No
Children's Social Care	Leaving Care	Processes and Procedures	Retain until superseded	Data superseded	Delete/Destroy	Business use	No	No
Children's Social Care	Leaving Care	Staff Information and Training	Retain until superseded	Data superseded	Delete/Destroy	Business use	No	No
Children's Social Care	Family Safeguarding	Records of children where SFC (involvement doesn't progress beyond Referral)	10 years	Date of Birth	Delete/Destroy	Children Act 1989	Yes	Yes
Children's Social Care	Family Safeguarding	Register of People Placing a Risk to Children - People convicted/convicted of Offences against Children	10 years	Date of Birth	Delete/Destroy	Children Act 1989	Yes	Yes
Children's Social Care	Family Safeguarding	Local Information Reports (Provided from CPIC/CPIC/CPIC)	10 years	Date of Birth	Delete/Destroy	Children Act 1989	Yes	Yes
Children's Social Care	Family Safeguarding	Assessment - Single Assessment	10 years	Date of Birth	Delete/Destroy	Children Act 1989	Yes	Yes
Children's Social Care	Family Safeguarding	Child's Care - Single Assessment	10 years	Date of Birth	Delete/Destroy	Children Act 1989	Yes	Yes
Children's Social Care	Family Safeguarding	Child's Care - Single Assessment	10 years	Date of Birth	Delete/Destroy	Children Act 1989	Yes	Yes
Children's Social Care	Family Safeguarding	Child Protection Conferences for ex-CP-Plan	10 years	Date of Birth	Delete/Destroy	Children Act 1989	Yes	Yes
Children's Social Care	Family Safeguarding	Child Protection Records of children subject to a Child Protection Plan	10 years	Date of Birth	Delete/Destroy	Children Act 1989	Yes	Yes
Children's Social Care	Family Safeguarding	Family Group Conference	10 years	Date of Birth	Delete/Destroy	Children Act 1989	Yes	Yes
Children's Social Care	Family Safeguarding	Access to Records	10 years	Date of Birth	Delete/Destroy	Children Act 1989	Yes	Yes
Children's Social Care	Family Safeguarding	Domestic Abuse Files	10 years	Date of Birth	Delete/Destroy	Children Act 1989	Yes	Yes
Children's Social Care	Family Safeguarding	Family Conflict	10 years	Date of Birth	Delete/Destroy	Children Act 1989	Yes	Yes
Children's Social Care	Family Safeguarding	Family Safeguarding Model	10 years	Date of Birth	Delete/Destroy	Children Act 1989	Yes	Yes
Children's Social Care	Family Safeguarding	Meetings	10 years	Date of Birth	Delete/Destroy	Children Act 1989	Yes	Yes
Children's Social Care	Family Safeguarding	Performance	10 years	Date of Birth	Delete/Destroy	Children Act 1989	Yes	Yes
Children's Social Care	Family Safeguarding	Processes and Procedures	Retain until superseded	Data superseded	Delete/Destroy	Business use	No	No
Children's Social Care	Family Safeguarding	Resource Information and Training	Retain until superseded	Data superseded	Delete/Destroy	Business use	No	No
Children's Social Care	Family Safeguarding	Substance Misuse	10 years	Date of Birth	Delete/Destroy	Children Act 1989	Yes	Yes
Children's Social Care	Financial Support	Grants	7 years	Last modified	Delete/Destroy	Business use	No	No
Children's Social Care	Financial Support	Revolving	7 years	Last modified	Delete/Destroy	Business use	No	No
Children's Social Care	Financial Support	Support	8 years	Last modified	Delete/Destroy	Business use	No	No
Children's Social Care	MASH and Assessment	First Contact Client Records	10 years	Last modified	Delete/Destroy	Business use	Yes	Yes
Children's Social Care	MASH and Assessment	Outcomes	10 years	Last modified	Delete/Destroy	Business use	No	No
Children's Social Care	MASH and Assessment	Interventions/Workings	10 years	Last modified	Delete/Destroy	Business use	Yes	Yes
Children's Social Care	MASH and Assessment	Meetings	10 years	Last modified	Delete/Destroy	Business use	No	No
Children's Social Care	MASH and Assessment	Processes and Procedures	Retain until superseded	Data superseded	Delete/Destroy	Business use	No	No
Children's Social Care	MASH and Assessment	Quality Assurance	10 years	Last modified	Delete/Destroy	Business use	Yes	Yes
Children's Social Care	MASH and Assessment	Forms	10 years	Last modified	Delete/Destroy	Business use	No	No
Children's Social Care	MASH and Assessment	Research Information	Retain until superseded	Data superseded	Delete/Destroy	Business use	No	No
Children's Social Care	Social Work Academy	Social Work Academy	10 years	Last modified	Delete/Destroy	Business use	Yes	Yes
Children's Social Care	Youth Justice	Challenges	10 years	Last modified	Delete/Destroy	Business use	Yes	Yes
Children's Social Care	Youth Justice	CPIC	10 years	Date of Birth	Delete/Destroy	Business use	Yes	Yes
Children's Social Care	Youth Justice	Pre-visit case management	10 years	Last modified	Delete/Destroy	Business use	Yes	Yes
Children's Social Care	Youth Justice	Programme Jobs	10 years	Date of Birth	Delete/Destroy	Business use	Yes	Yes
Children's Social Care	Youth Justice	Referral Case Management	10 years	Date of Birth	Delete/Destroy	Business use	Yes	Yes
Children's Social Care	Youth Justice	Orders	10 years	Last modified	Delete/Destroy	Business use	Yes	Yes
Children's Social Care	Youth Justice	Visits	10 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	10 years	Date employee leaves	Delete/Destroy	Business use	Yes	Yes
Children's Social Care	Family Placement	Inspections	10 years	Last modified	Delete/Destroy	Business use	Yes	Yes
Children's Social Care	Family Placement	Meetings	8 years	Last modified	Delete/Destroy	Business use	Yes	Yes