

Adult Social Care and Integrated Services	Children's, Education and Skills	Function	Type of Record	Legislation	Total Retention Period	Retention and Disposal Process
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	ACPC minutes and decisions	Newcastle City Council Business Case Decision	2 years from the date of the meeting	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Action and Development Plans	Newcastle City Council Business Case Decision	Retain until superseded	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Attendance registers (Staff and Children)	Retention Guidelines for Schools, Section 4.2	Date of register plus 3 years	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Curriculum Planning	Ofsted: Statutory Framework for the Early Years Foundation Stage May 2008, pg 40	3 years from the date of the plan	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Daily Run Sheets (Transport Division only)	Newcastle City Council Business Case Decision	2 years from the date of the run	
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Daily Run Spreadsheet (Transport Division only)	Newcastle City Council Business Case Decision	2 years from the date of the run	
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Documents recording departmental organisation	Newcastle City Council Business Case Decision	Retain until superseded	
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Documents recording departmental organisation	Newcastle City Council Business Case Decision	Retain until superseded	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Documents recording major departmental policy	Newcastle City Council Business Case Decision	Retain until superseded	
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Documents recording major departmental policy	Newcastle City Council Business Case Decision	Retain until superseded	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Evidence requested in Statement of internal control	Newcastle City Council Business Case Decision	2 years from the date of the statement	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Filing - General (not covered by legislation or NCC policy)	Newcastle City Council Business Case Decision	2 years from the last action	
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Filing - General (not covered by legislation or NCC policy)	Newcastle City Council Business Case Decision	2 years from the last action	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	General Financial Filing (Orders, Travel/room Bookings, Milk Returns, Grant Aid)	Audit Regulations Retention Guidelines for Local Authorities, Section 7.4	6 years after the conclusion of the financial transaction that the record supports.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Inspection Files	Newcastle City Council Business Case Decision	Retain whilst active	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Inventories of Equipment	Retention Guidelines for Local Authorities, Section 7.4	6 years after the conclusion of the financial transaction that the record supports.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Learner data (paper enrolment forms, electronically held data and payment details)	Retention Guidelines for Local Authorities, Section 7.4	6 years after the conclusion of the financial transaction that the record supports.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	MINUTES			
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Minutes - Racial Equality, Special Needs, Community Nurseries Managers Meeting.	Newcastle City Council Business Case Decision	2 years from the date of the meeting	Originals to be offered to Tyne and Wear Archives. Convenience copies to be destroyed securely. May be a sample only,

Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Minutes (3-14 and 0-16 sub groups, Playgroup Network, Early Education and Childcare Service.	Newcastle City Council Business Case Decision	2 years from the date of the meeting	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Minutes of local / team meetings	Newcastle City Council Business Case Decision	2 years from date of the meeting	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Minutes of local / team meetings	Newcastle City Council Business Case Decision	2 years from the date of the meeting	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Minutes of Meetings (Cross Directorate, Provisional Managers, LEA	Newcastle City Council Business Case Decision	2 years from the date of the meeting	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Newcastle Admissions Forum minutes and papers	Newcastle City Council Business Case Decision	2 years from the date of the meeting	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Note Books	Newcastle City Council Business Case Decision	1 year from last recorded date in the note book plus the current	
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Office and Room Diaries	Newcastle City Council Business Case Decision	2 years from last recorded date in the diary	
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Office and Room Diaries	Office and Room Diaries	2 years from the last action	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Ofsted inspection reports and Action Plans (for nurseries, not individuals)	Retention Guidelines for Schools, Section 6.12	Replace former report with latest inspection report (retained in the school). After this period, to be offered to archives for	Originals to be offered to Tyne and Wear Archives. Convenience copies to be destroyed securely. May be a sample only,
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Ofsted inspection reports and Action Plans (individual children)	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991, No.890.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Performance Monitoring Reports - corporate, directorate, local, appraisals, EINA's.	Newcastle City Council Business Case Decision	2 years from the date of the report	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Procedures	Newcastle City Council Business Case Decision	Permanent	One paper copy of all procedures to be retained at HQ.
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Project Management documentation	Newcastle City Council Business Case Decision	2 years from the start date of the project	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Service Plans/Action Plans	Newcastle City Council Business Case Decision	2 years from the date of the plan	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Telephone books (Childcare Facilities this is a log of phone calls received in the	Newcastle City Council Business Case Decision	2 years from last action	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Administration	Visitors Books (Childcare facilities)	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 17	15 years from last action	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Capital Projects	Building maintenance files	Retention Guidelines for Local Authorities, Section 10.12	10 years after the issue of a certificate of final inspection	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Capital Projects	Contract agreements	Retention Guidelines for Local Authorities, Section 4.6	Ordinary contracts - destroy 6 years after the terms of the contract have expired. Contracts under seal - destroy 12 years after the	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Capital Projects	Contract tenders (successful)	Statute of Limitations Retention Guidelines for Local Authorities, Section 4.9	Ordinary contracts - destroy 6 years after the terms of the contract have expired. Contracts under seal - destroy 12 years after the	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Capital Projects	Contract tenders (unsuccessful)	Statute of Limitations Retention Guidelines for Local Authorities, Section 4.10 Appendix 1 to Financial Regulations 8.	Microfilm or electronically store 1 year after start of contract. (i.e. Keep paper copy for 12 months)	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.

Adult Social Care and Integrated Services	Children's, Education and Skills	Capital Projects	Contractor time sheets	Newcastle City Council Business Case Decision	6 financial years after last date on the time sheet	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Capital Projects	Contracts with suppliers / for supplies	Statute of Limitations Retention Guidelines for Local Authorities, Section 4.6	Ordinary contracts - destroy 6 years after the terms of the contract have expired. Contracts under seal - destroy 12 years after the	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Capital Projects	List of suppliers	Newcastle City Council Business Case Decision	Retain until superseded by new one	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Capital Projects	Quotations and tenders	Statute of Limitations Retention Guidelines for Local Authorities, Section 4.9	Ordinary contracts - destroy 6 years after the terms of the contract have expired. Contracts under seal - destroy 12 years after the	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Capital Projects	Rental and hire purchase agreements	Statute of Limitations Retention Guidelines for Local Authorities, Section 4.6	Ordinary contracts - destroy 6 years after the terms of the contract have expired. Contracts under seal - destroy 12 years after the	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Capital Projects	Service Agreements with voluntary organisations	Newcastle City Council Business Case Decision	Retain until superseded by new one	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Capital Projects	Suppliers files	Newcastle City Council Business Case Decision	Reviewable	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Capital Projects	Suppliers files on voluntary organisations	Newcastle City Council Business Case Decision	3 years from expiry of agreement	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Complaints	Comments (paper copies)	Newcastle City Council Business Case Decision	Destroy once comment is on the electronic system.	
Adult Social Care and Integrated Services	Children's, Education and Skills	Complaints	Comments (paper copies)	Newcastle City Council Business Case Decision	Destroy once comment is on the electronic system.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Complaints	Complaints about staff (regarding children)	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991. No. 890.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	
Adult Social Care and Integrated Services	Children's, Education and Skills	Complaints	Complaints about staff (regarding children)	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991. No. 890.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Retain in service area for 1 year after closure then transfer to archive
Adult Social Care and Integrated Services	Children's, Education and Skills	Complaints	Complaints about staff (general)	Retention Guidelines for Local Authorities, Section 6.4	Termination + 6 years	Retain on site until investigations are complete then transfer to Records Centre.
Adult Social Care and Integrated Services	Children's, Education and Skills	Complaints	Complaints about staff (general)	Retention Guidelines for Local Authorities, Section 6.4	Termination plus 6 years	Retain on site until investigations are complete then transfer to the archive
Adult Social Care and Integrated Services	Children's, Education and Skills	Complaints	Complaints Log / Complaints Policy and Procedure	See Care Services Services Children's Homes	Not Applicable.	Not Applicable.
Adult Social Care and Integrated Services	Children's, Education and Skills	Complaints	Ombudsman Enquiries (NOT related to 'looked after' children, adopted children)	Retention Guidelines for Local Authorities, Section 2.15	6 years after closure of complaint	
Adult Social Care and Integrated Services	Children's, Education and Skills	Complaints	Ombudsman Enquiries (NOT related to 'looked after' children, adopted children)	Retention Guidelines for Local Authorities, Section 2.15	6 years after closure of complaint	Retain in service area for 1 year after closure then transfer to archive
Adult Social Care and Integrated Services	Children's, Education and Skills	Complaints	Ombudsman Enquiries (related to 'looked after' children, adopted children and child	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991. No. 890.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	
Adult Social Care and Integrated Services	Children's, Education and Skills	Complaints	Ombudsman Enquiries (related to 'looked after' children, adopted children and child	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991. No. 890.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Retain in service area for 1 year after closure then transfer to archive
Adult Social Care and Integrated Services	Children's, Education and Skills	Complaints	Stage 1 Complaint Files (complaints by adults, including foster carers) - those that require	Retention Guidelines for Local Authorities, Section 2.15	6 years after administrative use is concluded	

Adult Social Care and Integrated Services	Children's, Education and Skills	Complaints	Stage 1 Complaint Files (complaints by adults, including foster carers) - those that require	Retention Guidelines for Local Authorities, Section 2.15	6 years after administrative use is concluded	Retain in service area for 1 year after closure then transfer to archive
Adult Social Care and Integrated Services	Children's, Education and Skills	Complaints	Stage 1 Complaint Files (complaints by adults, including foster carers) - those that	Retention Guidelines for Local Authorities, Section 2.15	6 years after administrative use is concluded	Destruction to be agreed by Manager Customer Services and Marketing.
Adult Social Care and Integrated Services	Children's, Education and Skills	Complaints	Stage 1 Complaint Files (complaints by adults, including foster carers) - those that	Retention Guidelines for Local Authorities, Section 2.15	6 years after administrative use is concluded	Retain in service area for 1 year after closure then transfer to archive
Adult Social Care and Integrated Services	Children's, Education and Skills	Complaints	Stage 1 Complaint Files (complaints by children which are NOT looked after, adopted or on the	LASSA 1970/Children Act 1989	6 years after closure of complaint	
Adult Social Care and Integrated Services	Children's, Education and Skills	Complaints	Stage 1 Complaint Files (complaints by children which are NOT looked after, adopted or on the	LASSA 1970/Children Act 1989	6 years after closure of complaint	Retain in service area for 1 year after closure then transfer to archive
Adult Social Care and Integrated Services	Children's, Education and Skills	Complaints	Stage 1 Complaint Files (complaints by 'looked after' children, adopted children and child	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991. No. 890.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	
Adult Social Care and Integrated Services	Children's, Education and Skills	Complaints	Stage 1 Complaint Files (complaints by 'looked after' children, adopted children and child	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991. No. 890.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Retain in service area for 1 year after closure then transfer to archive
Adult Social Care and Integrated Services	Children's, Education and Skills	Contract Information	Contract agreements (Off Site Storage and Office Waste)	Retention Guidelines for Local Authorities, Section 4.12	6 years after the terms of the contract have expired	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Contract Information	Contract tenders (successful - Off Site Storage and Office Waste)	Retention Guidelines for Local Authorities, Section 4.9	Ordinary Contracts - Destroy 6 years after the terms of contract have expired.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Contract Information	Contract tenders (unsuccessful - Off Site Storage and Office Waste)	Retention Guidelines for Local Authorities, Section 4.10	1 year after start of contract.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	Contract agreements	Retention Guidelines for Local Authorities, Section 4.12	Destroy 6 years after the terms of the contract have expired	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	Contract agreements	Retention Guidelines for Local Authorities, Section 4.12	6 years after the terms of the contract have expired	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	Contract tenders (successful)	Retention Guidelines for Local Authorities, Section 4.9	Ordinary Contracts - Destroy 6 years after the terms of contract have expired. Contracts under Seal - Destroy 12 years	
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	Contract tenders (successful)	Retention Guidelines for Local Authorities, Section 4.9	Ordinary Contracts - Destroy 6 years after the terms of contract have expired. Contracts under Seal - Destroy 12 years	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	Contract tenders (unsuccessful)	Retention Guidelines for Local Authorities, Section 4.10	Destroy 1 year after start of contract.	
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	Contract tenders (unsuccessful)	Retention Guidelines for Local Authorities 4.10	Destroy 1 year after start of contract.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	Contractor time sheets	Newcastle City Council Business Case Decision	6 financial years	
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	Contractor time sheets	Audit/VAT	6 years after last action	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	Contracts with suppliers / for supplies	Retention Guidelines for Local Authorities, Section 4.12	Ordinary Contracts - Destroy 6 years after the terms of contract have expired. Contracts under Seal - Destroy 12 years	
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	Contracts with suppliers / for supplies	Retention Guidelines for Local Authorities, Section 4.12	Ordinary Contracts - Destroy 6 years after the terms of contract have expired. Contracts under Seal - Destroy 12 years	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.

Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	End of Year and End of Grant contracts sealed as deed	Newcastle City Council Business Case Decision	12 years from end of project report	
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	End of Year and End of Grant contracts sealed as deed	Newcastle City Council Business Case Decision	12 years from end of project report	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	ESF Contracts - 1994-1999	Government Office Guidelines	Retain for 3 years following the last contract payment	
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	ESF Contracts - 1994-1999	Government Office Guidelines	Retain for 3 years following the last contract payment	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	ESF Contracts - 2000-2006 ERDF and ESF Programmes	Government Office Guidelines	Retain until 31st December 2014	
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	ESF Contracts - 2000-2006 ERDF and ESF Programmes	Government Office Guidelines	Retain until 31st December 2014	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	ESF Contracts - 2000-2006 ERDF and ESF Programmes which are CAPITAL	Government Office Guidelines	Retain for 20 years after closure	
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	ESF Contracts - 2000-2006 ERDF and ESF Programmes which are CAPITAL	Government Office Guidelines	Retain for 20 years after closure	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	List of suppliers	Newcastle City Council Business Case Decision	3 years	
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	List of suppliers	Newcastle City Council Business Case Decision	3 years from last action	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	PFI 1 Contract - Invoices in respect of PFI 1	Retention Guidelines for Local Authorities, Section 7.4	Destroy 6 years after the conclusion of the financial transaction that the record supports.	Retain in Education Archives.
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	PFI 1 Contract - Invoices in respect of PFI 1	Retention Guidelines for Local Authorities, Section 7.4	6 years after the conclusion of the financial transaction that the record supports.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	Quotations and tenders	Retention Guidelines for Local Authorities, Section 4.9	Ordinary Contracts - Destroy 6 years after the terms of contract have expired. Contracts under Seal - Destroy 12 years	
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	Quotations and tenders	Retention Guidelines for Local Authorities, Section 4.9	Ordinary Contracts - Destroy 6 years after the terms of contract have expired. Contracts under Seal - Destroy 12 years	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	Rental and hire purchase agreements	Retention Guidelines for Local Authorities, Section 4.12	Ordinary Contracts - Destroy 6 years after the terms of contract have expired. Contracts under Seal - Destroy 12 years	
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	Rental and hire purchase agreements	Retention Guidelines for Local Authorities, Section 4.12	Ordinary Contracts - Destroy 6 years after the terms of contract have expired. Contracts under Seal - Destroy 12 years	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	Service Agreements with voluntary organisations	Newcastle City Council Business Case Decision	Retain until superseded by new one	
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	Service Agreements with voluntary organisations	Newcastle City Council Business Case Decision	Retain until superseded by new one	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	Service Level Agreements	Newcastle City Council Business Case Decision	Retain until superseded.	
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	Service Level Agreements	Newcastle City Council Business Case Decision	Retain until superseded.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.

Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	Suppliers files on voluntary organisations	Newcastle City Council Business Case Decision	3 years from expiry of agreement	
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	Suppliers files on voluntary organisations	Newcastle City Council Business Case Decision	3 years from expiry of agreement	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	Supplies files	Newcastle City Council Business Case Decision	Reviewable	
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	Supplies files	Newcastle City Council Business Case Decision	Reviewable	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Contracts	Westgate Transport Contracts	Newcastle City Council Business Case Decision	6 years after the conclusion of the financial transaction that the record supports.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services		D n A	Client Records	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991. No. 890.	DOB plus 75 years	Retain in service area for 1 year and then transfer to archive
Adult Social Care and Integrated Services	Children's, Education and Skills	Finance	Aids and adaptations to property records, audited accounts, bank statements.	Retention Guidelines for Local Authorities, Section 7.4	Destroy 6 years after the conclusion of the financial transaction that the record supports.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Finance	Aids and adaptations to property records, audited accounts, budget files /	Retention Guidelines for Local Authorities, Section 7.4	6 years after the conclusion of the financial transaction that the record supports.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Finance	Bank paying-in books, bank reconciliation, bank statements, unrepresented	Retention Guidelines for Local Authorities, Section 7.6 The National Archives Employee Personnel Records March	Destroy 2 years after administrative use is concluded.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Finance	Bank paying-in books, bank reconciliation, unrepresented cheque lists.	Retention Guidelines for Local Authorities, Section 7.6 The National Archives Employee Personnel Records March	Destroy 2 years after administrative use is concluded.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Finance	Children's files containing "prime" financial documents	Retention Guidelines for Local Authorities, Section 7.4	6 years plus the current from date of last contact	Retain in service area for 3 years after closure of file / records and transfer to archive
Adult Social Care and Integrated Services	Children's, Education and Skills	Finance	Children's Homes - all accounts kept in the Home	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 17	15 years after last entry	Retain in service area for 3 years after closure of file / records and transfer to archive
Adult Social Care and Integrated Services	Children's, Education and Skills	Finance	Children's trust fund files	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Retain in service area for 3 years after closure of file / records and transfer to records centre
Adult Social Care and Integrated Services	Children's, Education and Skills	Finance	Children's trust fund files	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991. No.890.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Retain in service area for 3 years after closure of file / records and transfer to archive
Adult Social Care and Integrated Services	Children's, Education and Skills	Finance	Deputeeship records / Receivership records	Audit Regulations	6 years after death	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Finance	Deputeeship records / Receivership records	Audit Regulations	6 years after death	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Finance	Excel Spreadsheets - Various - Adult Sundry Payments, Children with Disabilities.	Retention Guidelines for Local Authorities, Section 7.4	Destroy 6 years after the conclusion of the financial transaction that the record supports.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Finance	Finance Files (Building Asset Management - e.g. Landmaster files)	Retention Guidelines for Local Authorities, Section 7.4	6 years after the conclusion of the financial transaction that the record supports	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Finance	Financial Records held on FAMIS, Care First, Total View, Ash Debtors, CAREPAY. SAP.	Retention Guidelines for Local Authorities, Section 7.4	Destroy 6 years after the conclusion of the financial transaction that the record supports.	Retain within the department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Finance	Project Files (Building Asset Management)	Newcastle City Council Business Case Decision	Review on an individual basis - usually to be destroyed when project / scheme has concluded.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.

Adult Social Care and Integrated Services	Children's, Education and Skills	Finance	Property Files (Building Asset Management)	Newcastle City Council Business Case Decision	Council Houses sales - retain for 5 years after the completion date. Council owned properties - retain permanently. Properties	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Finance	Protection of property	<i>Audit Regulations</i>	12 years after closure of case	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Finance	Protection of property	Audit Regulations	12 years after closure of case	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Finance	Record of authorised signatories	<i>Retention Guidelines for Local Authorities, Section 7.3</i>	7 years plus current	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Finance	Record of authorised signatories	Audit Regulations Retention Guidelines for Local Authorities, Section 7.3	7 years plus current	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Property	Alarm/Security Records	Newcastle City Council Business Case Decision	7 years from use of the alarm	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Property	Building maintenance files	Retention Guidelines for Local Authorities, Section 10.12	10 years after the issue of a certificate of final inspection	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Property	Maintenance/Repair Records	Newcastle City Council Business Case Decision	7 years from the date of the maintenance / repair	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Property	Pest Control Records	Newcastle City Council Business Case Decision	7 years from closure of the pest control case	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services		Care Services	Admissions and Discharge Registers	Retention Guidelines for Local Authorities, Section 3.24	Permanent	Retain on site - Review
Adult Social Care and Integrated Services		Care Services	Certificate of Registration (if becomes applicable)	Newcastle City Council Business Case Decision	Duration of Registration	Returned registration certificates to JIU or NCSC.
Adult Social Care and Integrated Services		Care Services	Communications book/daily log	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retain on site - Review
Adult Social Care and Integrated Services		Care Services	Complaints policy and procedure	Newcastle City Council Business Case Decision	Duration of the centre	Retain on site - destroy
Adult Social Care and Integrated Services		Care Services	Copy of any report made following visits to monitor performance by proprietor or	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retain on site - Review
Adult Social Care and Integrated Services		Care Services	Copy of statement of Aims and Objectives of the centre	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retain on site - Review
Adult Social Care and Integrated Services		Care Services	Current Health & Safety Policy Manual	Health & Safety Act 1974	Duration of the centre	Retain on site - destroy
Adult Social Care and Integrated Services		Care Services	Current Service Provision Procedure Manual	Newcastle City Council Business Case Decision	Duration of the centre	Copy of new manual to Records Centre at time of launch.
Adult Social Care and Integrated Services		Care Services	Daily register of all residents	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retain on site - Review
Adult Social Care and Integrated Services		Care Services	Duty Rosters	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retain on site - Review
Adult Social Care and Integrated Services		Care Services	Environmental Health Inspections / Miscellaneous Health & Safety checks (e.g. hot	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retain on site - Review

Adult Social Care and Integrated Services		Care Services	Exception statements	Newcastle City Council Business Case Decision	1 year from end of exception	Returned exception certificates to JIU or NCSC.
Adult Social Care and Integrated Services		Care Services	Record book of inspection visits	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retain on site - Review
Adult Social Care and Integrated Services		Care Services	Record of all medicines kept in the centre for a resident and of their disposal when no	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retain on site - Review
Adult Social Care and Integrated Services		Care Services	Record of all money or other valuables deposited by a resident for safekeeping	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retain on site - Review
Adult Social Care and Integrated Services		Care Services	Record of any relatives of the registered person or of persons employed at the	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retain on site - Review
Adult Social Care and Integrated Services		Care Services	Record of each person employed in the care to provide personal care for residents	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retain on site - Review
Adult Social Care and Integrated Services		Care Services	Record of every fire practice, drill or alarm test conducted in the centre and of any	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retain on site - Review
Adult Social Care and Integrated Services		Care Services	Record of fire equipment and maintenance	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retain on site - Review
Adult Social Care and Integrated Services		Care Services	Record of food provided for residents and of any special diets prepared for	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retain on site - Review
Adult Social Care and Integrated Services		Care Services	Record of residents meetings	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retain on site - Review
Adult Social Care and Integrated Services		Care Services	Record of staff meetings	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retain on site - Review
Adult Social Care and Integrated Services		Care Services	Record of the scale of charges from time to time applicable including any extras for	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retain on site - Review
Adult Social Care and Integrated Services		Care Services	Record of use of building for other purposes	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retain on site - Review
Adult Social Care and Integrated Services		Care Services	Records of accidents to staff and residents	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retain on site - Review
Adult Social Care and Integrated Services		Care Services	Statement of facilities provided by the centre for residents and of the arrangements made	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retain on site - Review
Adult Social Care and Integrated Services		Care Services	Statement of procedure to be followed in the event of accidents or in the event of a	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retain on site - Review
Adult Social Care and Integrated Services		Care Services	Statement of procedure to be followed in the event of fire	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retain on site - Review
Adult Social Care and Integrated Services		Care Services	Visitors Book	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retain on site
Adult Social Care and Integrated Services		Safeguarding Adults	Client Files for Organisations (Both paper and electronically held on Care First)	Retention Guidelines for Local Authorities, Section 3.18	7 years from last Contact or 2 year from Date of Death	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services		Safeguarding Adults	Client Files for Service Users (Both paper and electronically held on Care First. Care	Retention Guidelines for Local Authorities, Section 3.18	7 years from last Contact or 2 year from Date of Death	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.

Adult Social Care and Integrated Services		Safeguarding Adults	Deprivation of Liberty Client Files for Organisations (Both paper and electronically held)	Retention Guidelines for Local Authorities, Section 3.18	7 years from last Contact or 2 year from Date of Death	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services		Safeguarding Adults	Spreadsheet of Location of Paper Client Files	Newcastle City Council Business Case Decision	Retain until superseded.	Maintained in Service Area.
Adult Social Care and Integrated Services		Safeguarding Adults	Spreadsheet of Members of Units (Statutory Obligation)	Retention Guidelines for Local Authorities, Section 3.18	7 years from last Contact or 2 year from Date of Death	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services		Safeguarding Adults	Staff Files	Newcastle City Council Business Case Decision	Termination + 7 years	Retained by Exchequer Services on Floor 5 Civic Centre.
Adult Social Care and Integrated Services		Safeguarding Adults	Supervision Files	Retention Guidelines for Local Authorities, Section 6.12	7 years from last Contact or 2 year from Date of Death	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	SAR & FOI	Freedom of Information Requests	Newcastle City Council Business Case Decision	3 years from date of closure	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	SAR & FOI	Non Social Care Subject Access Requests (Data Protection Act 1998 Requests)	Newcastle City Council Business Case Decision and in line with Corporate FOI retention	DOB plus 3 years	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	SAR & FOI	Social Care Subject Access Requests (Data Protection Act 1998 Requests)	Newcastle City Council Business Case Decision	DOB plus 75 years	Retain in service area until access closure then transfer to archive
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Advert files / recruitment	Recruitment and Selection Code of Practice 4th Edition Retention Guidelines for Local Authorities, Section 6.11	1 year after recruitment has been finalised	Retained on Site
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Applications for performance licenses/supporting information/copies of licences	Retention Guidelines for Local Authorities, Section 9.23	2 years after certificate has expired or penalty payment has been made or the matter has been finished or correspondence on the	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Applications for work permits/copies of permits	Retention Guidelines for Local Authorities, Section 9.23	2 years after certificate has expired or penalty payment has been made or the matter has been finished or correspondence on the	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Applications to be approved as chaperone	Newcastle City Council Business Case Decision	DOB plus 75 years	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Course nominations / applications	Retention Guidelines for Local Authorities, Section 6.17	2 years after action completed	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Disciplinary Investigations and Disciplinary Reports	Retention Guidelines for Local Authorities, Section 6.7	Oral Warning - 6 months, Written Warning - 1 year, Final Warning - 18 months, Warnings involving children, DOB plus 75 years	Retain on site until investigations are complete then transfer to the Employee Admin Services, Room 505
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Flexitime sheets	Retention Guidelines for Local Authorities, Section 6.13	2 years after action completed	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Individual Personal file (staff not working with children)	Newcastle City Council Business Case Decision	Termination + 7 years	Retained on Site
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Individual Personal file (staff working with children)	Retention Guidelines for Local Authorities, Section 6.3	DOB plus 75 years	Retain at HQ for 3 years then transfer to Records Centre
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Information on NVQ assessors/candidates/verifiers	Newcastle City Council Business Case Decision	24 years	Retained by Employee Admin Service (EAS).
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Payroll/timesheets and staff contracts	Retention Guidelines for Local Authorities, Section 7.4	6 years after the conclusion of the financial transaction that the record supports	Retained by Employee Admin Service (EAS).
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Prospective childcare provider applications and file notes	Children's Act 1989 Foster Placement (Children) Regulations Statutory Instrument 1991, No. 910, Regulation 14	10 years from the closure of the application	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.

Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Records of one off / independent training	Retention Guidelines for Local Authorities, Section 6.17	2 years after action completed	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Records of staff employed in Resource or Day Centres	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retained on Site
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Sickness self certificates and back to work forms	Retention Guidelines for Local Authorities, Section 6.13	2 years after action completed	Retained by Employee Admin Service (EAS).
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Skills profile	Retention Guidelines for Local Authorities, Section 6.12	5 years after action completed	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Staff appraisal / supervision records (staff not working with children)	Retention Guidelines for Local Authorities, Section 6.12	5 years after action completed	Retained by Employee Admin Service (EAS).
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Staff appraisal / supervision records (staff working with children)	Retention Guidelines for Local Authorities, Section 6.3	Termination plus 25 years	Retained by Employee Admin Service (EAS).
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Temporary employees	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retained on Site
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Training (occupational health and safety training)	Retention Guidelines for Local Authorities, Section 6.19	50 years after training completed	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Training (related to children)	Retention Guidelines for Local Authorities, Section 6.18	35 years after training is completed	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Unsuccessful job applicants	Recruitment and Selection Code of Practice 4th Edition Retention Guidelines for Local Authorities, Section 6.11	1 year after recruitment has been finalised	Retained on Site
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Vetting clearance files for Play Service staff	Retention Guidelines for Local Authorities, Section 6.11	1 year after recruitment has been finalised	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services		Social Care	Client files containing "prime" financial documents (including those held electronically)	Audit Regulations Retention Guidelines for Local Authorities, Section 7.4	6 years plus the current year	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services		Social Care	Elderly case files (Both paper and electronically held on Care First, Care Assess and Total)	Retention Guidelines for Local Authorities, Section 3.18	6 years after last contact Financial records 6 plus current.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services		Social Care	Failed Asylum Seekers Database	Newcastle City Council Business Case Decision	Retain until no longer required for business use.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services		Social Care	Files containing BD8s (blind registration documents)	Retention Guidelines for Local Authorities, Section 9.16	2 years after death 2 years after registration or entitlement lapses	If the service user transfers to another authority the BD8 should be transferred with them and a record kept of the transfer for one year
Adult Social Care and Integrated Services		Social Care	Mental Health Act Database	Newcastle City Council Business Case Decision	Retain until no longer required for business use.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services		Social Care	Mental Health case files where service user has not been sectioned (Both paper and	Retention Guidelines for Local Authorities, Section 3.17	10 years after last contact.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services		Social Care	Mental Health cases files where service user has been sectioned (Both paper and	Mental Health Act 2007	Not less than the period of retention required by the other agency for files of the same category, but at least 20 years from date at which	Where services are jointly run with other agencies records of joint services to be retained in line with the longest retention period operated by any of the partner agencies
Adult Social Care and Integrated Services		Social Care	Miscellaneous papers e.g. referral made but no further action taken	Retention Guidelines for Local Authorities, Section 3.18	6 years after last contact Financial records 6 plus current.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services		Social Care	Physical Disability / Sensory Support / Learning Disability / HIV & Sexual Health case files	Retention Guidelines for Local Authorities, Section 3.18	6 years after last contact Financial records 6 plus current.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.

Adult Social Care and Integrated Services		Social Care	Risk Assessments	Retention Guidelines for Local Authorities, Section 3.18	6 years after last contact	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services		Social Care	Welfare Rights case files (Both paper and electronically held on Care First. Care)	Retention Guidelines for Local Authorities, Section 3.18	6 years after last contact Financial records 6 plus current.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Advert files / recruitment	Recruitment and Selection Code of Practice 4th Edition Retention Guidelines for Local Authorities, Section 6.11	1 year after recruitment has been finalised	Retained by Employee Admin Service (EAS).
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Applications for performance licenses/supporting information/copies of licences	Retention Guidelines for Local Authorities, Section 9.23	2 years after certificate has expired or penalty payment has been made or the matter has been finished or correspondence on the	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Applications for work permits/copies of permits	Retention Guidelines for Local Authorities, Section 9.23	2 years after certificate has expired or penalty payment has been made or the matter has been finished or correspondence on the	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Applications to be approved as chaperone	Newcastle City Council Business Case Decision	DOB plus 75 years	Retain in service area for 3 years then transfer to archive
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Archive deposit forms (previously batch sheets)	Newcastle City Council Business Case Decision	Date of document plus 75 years	Retain in service area for 6 years and then archive
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Copies of Employment Checks (completed by Records Management Unit)	Newcastle City Council Business Case Decision	6 months from receipt	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Course nominations / applications	Retention Guidelines for Local Authorities (RGLA) Section 6.17	2 years after action completed	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Disciplinary Investigations and Disciplinary	Retention Guidelines for Local Authorities, Section 6.7	Oral Warning - 6 months, Written Warning - 1 year, Final Warning - 18 months, Warnings involving children, DOB plus 75 years	Retain on site until investigations are complete then transfer to 5th Floor, Employee Admin Service (EAS).
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	File movement and file request forms	Newcastle City Council Business Case Decision	Date of document plus 75 years	Retain in service area. Paper copies retain on site for 3 years and then archive
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Flexitime sheets	Retention Guidelines for Local Authorities, Section 6.13	2 years after action completed	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Individual Personal file (staff not working with children)	Newcastle City Council Business Case Decision	Termination + 7 years	Retained by Employee Admin Service (EAS).
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Individual Personal file (staff working with children)	Retention Guidelines for Local Authorities, Section 6.3	DOB plus 75 years	Retain in service area until employment terminated, then transfer to archive.
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Information on NVQ assessors/candidates/verifiers	Newcastle City Council Business Case Decision	24 years from last action	Retained by Employee Admin Service (EAS).
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Operational records of staff employed in Children's Homes (e.g. Staff lists)	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 17	15 years from last entry	Retain at Children's Home unless closure then transfer to archive
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Payroll/timesheets and staff contracts	Retention Guidelines for Local Authorities, Section 7.4	6 years after the conclusion of the financial transaction that the record supports	Retained by Employee Admin Service (EAS).
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Prospective childcare provider applications and file notes	Children's Act 1989 Foster Placement (Children) Regulations Statutory Instrument 1991, No. 910, Regulation 14	10 years from the closure of the application	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Records of one off / independent training	Retention Guidelines for Local Authorities, Section 6.17	2 years after action completed	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Records of staff employed in Resource or Day Centres	The Care Homes Regulations Statutory Instrument 2001, No. 3965, Section 17	3 years from the date of the last entry	Retained by Employee Admin Service (EAS).

Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Sickness self certificates and back to work forms	Retention Guidelines for Local Authorities, Section 6.13	2 years after action completed.	Retained by Employee Admin Service (EAS).
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Skills profile	Retention Guidelines for Local Authorities, Section 6.12	5 years after action completed	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Staff appraisal / supervision records (staff not working with children)	Retention Guidelines for Local Authorities, Section 6.12	5 years after action completed	Retained by Employee Admin Service (EAS).
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Staff appraisal / supervision records (staff working with children)	Newcastle City Council Business Case Decision	DOB plus 75 years	Retain in service area for 3 years then transfer to archive
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Training (occupational health and safety training)	Retention Guidelines for Local Authorities, Section 6.19	50 years after training completed	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Training (related to children)	Retention Guidelines for Local Authorities, Section 6.18	35 years after training is completed	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Unsuccessful job applicants	Recruitment and Selection Code of Practice 4th Edition Retention Guidelines for Local Authorities, Section 6.11	1 year after recruitment has been finalised	Retained by Employee Admin Service (EAS).
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Vetting clearance files for Play Service staff	Retention Guidelines for Local Authorities, Section 6.11	One year after recruitment has been finalised.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
Adult Social Care and Integrated Services	Children's, Education and Skills	Staffing	Volunteer Files (working with Children)	Newcastle City Council Business Case Decision	DOB plus 75 years	Retain in service area for 3 years then transfer to archive
Adult social care and integrated services and children	Children's, Education and Skills	SAR & FOI	Adoption Subject Access Requests (Data Protection Act 1998 Requests)	Newcastle City Council Business Case Decision	DOB plus 100 years	Retain in service area until access closure then transfer to archive
	Children's, Education and Skills	Childrens Homes	All accounts kept in the Home	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 17	15 years from date of last entry	Retain in service area for 3 years after closure of file/record then transfer to archive.
	Children's, Education and Skills	Childrens Homes	Complaints log	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 17	15 years from date of last entry	Retain in service area for 3 years after closure of file/record then transfer to archive.
	Children's, Education and Skills	Childrens Homes	Complaints policy and procedure	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 18	Duration of Home	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Childrens Homes	Copies of Acts and regulations	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 18	Duration of Home	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Childrens Homes	Copies of inspection reports	Newcastle City Council Business Case Decision	5 years from the date of the inspection report.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Childrens Homes	Copy of Statement of Purpose	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 4	Duration of Home	Retain within home, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Childrens Homes	Current Service Provision Procedure Manual	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 18	Duration of Home	Retain within home, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Childrens Homes	Daily log (including visitors)	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 17	15 years from date of last entry	Retain in service area for 3 years after closure of file/record then transfer to archive.
	Children's, Education and Skills	Childrens Homes	Duty Rosters	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 17	15 years from date of last entry	Retain in service area for 3 years after closure of file/record then transfer to archive.
	Children's, Education and Skills	Childrens Homes	Environmental Health Inspections / Miscellaneous Health & Safety checks (e.g. hot	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 17	15 years from date of last entry	Retain in service area for 3 years after closure of file/record then transfer to archive.

	Children's, Education and Skills	Childrens Homes	Every disciplinary measure imposed (Sanctions Book)	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 17	15 years from date of last entry	Retain in service area for 3 years after closure of file/record then transfer to archive.
	Children's, Education and Skills	Childrens Homes	Exception statements	Newcastle City Council Business Case Decision	1 year from end of exception	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Childrens Homes	Files on Home (when Home closed - Client Related)	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 15	75 years after date of last entry	Retain within home, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Childrens Homes	Files on Home (when Home closed - Not Client Related)	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 4	Duration of Home	Retain within home, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Childrens Homes	Menus	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 17	1 year from date of menu	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Childrens Homes	Record of accidents occurring in the Home (i.e. Accident forms and Accident Books)	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 17	15 years from date of last entry	Retain in service area for 3 years after closure of file/record then transfer to archive.
	Children's, Education and Skills	Childrens Homes	Record of all money deposited for safe keeping together with date on which it was withdrawn or the date of its return	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 17	15 years from date of last entry	Retain in service area for 3 years after closure of file/record then transfer to archive.
	Children's, Education and Skills	Childrens Homes	Record of all valuables deposited by the child and the date of their return	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 17	15 years from date of last entry	Retain in service area for 3 years after closure of file/record then transfer to archive.
	Children's, Education and Skills	Childrens Homes	Record of any medicinal product administered to any child (including date, circumstances)	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 17	15 years from date of last entry	Retain in service area for 3 years after closure of file/record then transfer to archive.
	Children's, Education and Skills	Childrens Homes	Record of anyone else resident in the Home, not accommodated there or an	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 17	15 years from date of last entry	Retain in service area for 3 years after closure of file/record then transfer to archive.
	Children's, Education and Skills	Childrens Homes	Record of each child currently accommodated in the Home	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 15	Until 75th anniversary of child's date of birth or 15 years from the date of death in the case of a child who dies before reaching 18	Record should move with the child or be returned to Area Office if child leaves Residential Care. Retain on site for 3 years after closure of file/record then transfer to archive.
	Children's, Education and Skills	Childrens Homes	Record of every fire drill or fire alarm test conducted with details of any deficiency and	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 17	15 years from date of last entry	Retain in service area for 3 years after closure of file/record then transfer to archive.
	Children's, Education and Skills	Childrens Homes	Register	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 17	15 years from date of last entry	Retain in service area for 3 years after closure of file/record then transfer to archive.
	Children's, Education and Skills	Childrens Homes	Registration of the Unit (if becomes applicable)	Newcastle City Council Business Case Decision	Duration of registration	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	CSCS 2009 Service Ceased	Childcare Provider, Consultant visit reports and file notes, which will include staff details	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991, No.890.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	CSCS 2009 Service Ceased	Childminder Details which will include visit reports, complaints, concerns and any	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991, No.890.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	CSCS 2009 Service Ceased	Community Childminding terminated placement details which are filed	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991, No.890.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	CSCS 2009 Service Ceased	CSCS Client Records (Paper) transferred to electronic only at request of Service	Newcastle City Council Business Case Decision	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Archive drive details available from Records Management Unit / MB.
	Children's, Education and Skills	CSCS 2009 Service Ceased	CSCS Paper Records (Concerns) archived on closure of service at the	Newcastle City Council Business Case Decision	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Transferred to Archive

	Children's, Education and Skills	CSCS 2009 Service Ceased	Details of Child Protection investigations with Child care providers from Private and	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991, No.890.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	CSCS 2009 Service Ceased	Details of complaints and concerns made against childcare providers	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991, No.890.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	CSCS 2009 Service Ceased	Ofsted inspection reports regarding childcare providers	Ofsted Regulations	Retain until superseded.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	EDUCATION PSYCHOLOGY	Pupil Files	Retention Guidelines for Schools, Section 4.4b	DOB of the pupil plus 25 years.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Education	Applications for performance licenses/supporting information/copies of licences	Retention Guidelines for Local Authorities, Section 9.23	2 years after certificate has expired or penalty payment has been made or the matter has been finished or correspondence on the	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Education	Applications for work permits/copies of permits	Retention Guidelines for Local Authorities, Section 9.23	2 years after certificate has expired or penalty payment has been made or the matter has been finished or correspondence on the	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Education	Applications to be approved as chaperone	Newcastle City Council Business Case Decision	DOB plus 75 years	Retain in service area for 3 years and then transfer to archive.
	Children's, Education and Skills	Education	Attendance Certificates	Retention Guidelines for Schools, Section 4.2	Date of the register plus 3 years	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Education	Child protection - access database to log incidents/action by HofS	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991, No.890.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Education	Child Protection - Minutes of meetings (multiple abuse cases)	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991, No.890.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Retain in service area for 3 years and then transfer to archive.
	Children's, Education and Skills	Education	Child Protection - referrals to Social Services	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991, No.890.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Retain in service area for 3 years and then transfer to archive.
	Children's, Education and Skills	Education	Child Protection - two copies of access database of referrals to Social Services	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991, No.890.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Education	Education Welfare Service attendance records - contemporaneous record of EWS	Newcastle City Council Business Case Decision	3 years from date of last entry	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Education	Elective Home Education pupil records	Retention Guidelines for Schools, Section 4.4b	DOB of the pupil plus 25 years.	Retain in service area for 3 years and then transfer to archive.
	Children's, Education and Skills	Education	Exclusions from schools and pupils referral units	Retention Guidelines for Schools, Section 4.4b	DOB of the pupil plus 25 years.	Retain in service area for 3 years and then transfer to archive.
	Children's, Education and Skills	Education	Files Relating to Children (closed and active)	Retention Guidelines for Schools, Section 4.4b	DOB of the pupil plus 25 years.	Retain in service area for 3 years and then transfer to archive.
	Children's, Education and Skills	Education	List of Pupils with 100% attendance	Retention Guidelines for Schools, Section 4.2	Date of register plus 3 years	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Education	Referral forms	Retention Guidelines for Schools, Section 4.4b	DOB of the pupil plus 25 years.	Retain in service area for 3 years and then transfer to archive.
	Children's, Education and Skills	Education	Referrals to Education Welfare Service or information in relations to referrals	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991, No.890.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Education	School Attendance panel information - correspondence with parents	Retention Guidelines for Schools, Section 4.2	Date of register plus 3 years	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.

	Children's, Education and Skills	Education	Truancy patrol - original recording slips/copy letters	Retention Guidelines for Schools, Section 4.2	Date of register plus 3 years	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Education	Warning letters to parents	Retention Guidelines for Schools, Section 4.4b	DOB of the pupil plus 25 years.	Retain in service area for 3 years and then transfer to archive.
	Children's, Education and Skills	Adult Learning	Achievement evidence (exam results from examining body)	Skills Funding Agency (formerly Learning and Skills Council) Funding Guidelines	Destroy 7 years after the end of the financial year in which the records were created.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Adult Learning	Additional Course Form	Skills Funding Agency (formerly Learning and Skills Council) Funding Guidelines	Destroy 7 years after the end of the financial year in which the records were created.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Adult Learning	Course Transfer / Refund Form	Skills Funding Agency (formerly Learning and Skills Council) Funding Guidelines	Destroy 7 years after the end of the financial year in which the records were created.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Adult Learning	Enrolment / Learner Agreement Form	Skills Funding Agency (formerly Learning and Skills Council) Funding Guidelines	Destroy 7 years after the end of the financial year in which the records were created.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Adult Learning	Evidence of learner benefits in receipt of	Skills Funding Agency (formerly Learning and Skills Council) Funding Guidelines	Destroy 7 years after the end of the financial year in which the records were created.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Adult Learning	Individual Learner Record Form (ILR)	Skills Funding Agency (formerly Learning and Skills Council) Funding Guidelines	Destroy 7 years after the end of the financial year in which the records were created.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Adult Learning	Learner / Tutor Information Form	Skills Funding Agency (formerly Learning and Skills Council) Funding Guidelines	Destroy 7 years after the end of the financial year in which the records were created.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Adult Learning	Programme Register	Skills Funding Agency (formerly Learning and Skills Council) Funding Guidelines	Destroy 7 years after the end of the financial year in which the records were created.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Nurseries	Admission Panel Minutes / Notes	Newcastle City Council Business Case Decision	Current year plus 2	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Nurseries	Attendance registers	Retention Guidelines for Schools, Section 4.2	Date of register plus 3 years	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Nurseries	Building maintenance files / Alarm arrangements	See Property section	See Staffing Section	See Staffing Section
	Children's, Education and Skills	Nurseries	CRB Checks	Newcastle City Council Business Decision	Retain for a maximum 6 months after finalisation of recruitment	Retained by Employee Admin Service (EAS).
	Children's, Education and Skills	Nurseries	Diaries	Newcastle City Council Business Case Decision	Current year plus 2	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Nurseries	Distribution of Medicines Document	Newcastle City Council Business Case Decision	DOB plus 25 years DOB plus 75 years for looked after children	Document should be retained in the child's file. Destroy out of date documents securely.
	Children's, Education and Skills	Nurseries	Individual child's Nursery File (looked after children)	Newcastle City Council Business Case Decision	DOB plus 75 years	Retain in service area for 3 years and then transfer to archive
	Children's, Education and Skills	Nurseries	Individual child's Nursery File (not looked after children)	Newcastle City Council Business Case Decision	DOB plus 25 years	Retain in service area for 3 years and then transfer to archive
	Children's, Education and Skills	Nurseries	Minutes - Community Nurseries Managers Meeting and Contact	Newcastle City Council Business Case Decision	2 years from date of the meeting	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Nurseries	Parent Signing In and Out sheets (Nurseries)	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 17	15 years from last entry	Retain in service area for 3 years and then transfer to archive

	Children's, Education and Skills	Nurseries	Parental permission slips (Educational Visits, face painting, Christmas Party, allowing child to be	Newcastle City Council Business Case Decision	Date of trip plus 25 years	Retain in service area for 3 years and then transfer to archive
	Children's, Education and Skills	Nurseries	Parental permission slips (Educational Visits, face painting, Christmas Party, allowing child to be	Newcastle City Council Business Case Decision	Date of trip plus 2 years	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Nurseries	Payroll/timesheets and staff contracts	See Staffing Section	See Staffing Section	See Staffing Section
	Children's, Education and Skills	Nurseries	Racial Incident Form / Racial Incident Book	Newcastle City Council Business Decision	DOB plus 25	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Nurseries	Records of one off / independent training (not related to children)	See Staffing Section	See Staffing Section	See Staffing Section
	Children's, Education and Skills	Nurseries	References for other organisations (i.e. not for people applying to work at the Nursery)	Retention Guidelines for Local Authorities, Section 6.11	Retain for one year.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Nurseries	Room Messages (hand over books for staff between shifts)	Newcastle City Council Business Decision	2 years from last entry	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Nurseries	Sick notes	Retention Guidelines for Local Authorities, Section 6.13	2 years after action completed.	Retained by Employee Admin Service (EAS).
	Children's, Education and Skills	Nurseries	Sleep Records (as of 2009, these will form part of the child's file)	Newcastle City Council Business Decision	Prior to 2009 documents were retained as DOB plus 25 years DOB plus 75 years for looked after children	Keep on child's file, within the department - do not retain as a separate document. Destroy out of date records securely.
	Children's, Education and Skills	Nurseries	Telephone books (Childcare Facilities this is a log of phone calls received in the	Newcastle City Council Business Case Decision	2 years	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Nurseries	Training (occupational health and safety training)	See Staffing Section	See Staffing Section	See Staffing Section
	Children's, Education and Skills	Nurseries	Training (related to children)	See Staffing Section	See Staffing Section	See Staffing Section
	Children's, Education and Skills	Nurseries	Unsuccessful Applications for Nursery Places	Newcastle City Council Business Case Decision	Current year plus 1	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Nurseries	Waiting Lists for places	Newcastle City Council Business Decision	Retain for 1 year.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Play Service	Former staff and Volunteer Files	Retention Guidelines for Local Authorities, Section 6.3	DOB plus 75 years	Retain in service area for 3 years and then transfer to archive
	Children's, Education and Skills	Play Service	Play Scheme files: registration forms, rotas, registers etc	Newcastle City Council Business Case Decision	15 years from last entry	Retain in service area for 1 year then transfer to archive
	Children's, Education and Skills	Play Service	Volunteer Files (working with Children)	Newcastle City Council Business Case Decision	DOB plus 75 years	Retain in service area for 3 years and then transfer to archive
	Children's, Education and Skills	School related	Appeals for school places	Newcastle City Council Business Case Decision	Current and full previous academic year	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	School related	Applications for Reception Class places	Newcastle City Council Business Case Decision	Current and previous 2 academic years	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	School related	Applications for transfer to the next phase of education	Newcastle City Council Business Case Decision	Current and previous 2 academic years	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.

	Children's, Education and Skills	School related	Children's School Work (Bridges School, kept in RVI)	Newcastle City Council Business Case Decision	Retain for 12 months from completion of the work	Destroy securely, once confirmation is received from the schools that the originals have been received.
	Children's, Education and Skills	School related	Personal Education Plans - Pupil Files - Looked After	Newcastle City Council Business Case Decision	DOB of the pupil plus 75 years.	Retain in service area for 3 years and then transfer to archive
	Children's, Education and Skills	School related	Personal Education Plans - Pupil Files - Not Looked After	Newcastle City Council Business Case Decision	DOB of the pupil plus 25 years.	Retain in service area for 3 years and then transfer to archive
	Children's, Education and Skills	School related	Pupil Files (includes primary school records when child did not transfer to secondary school)	Retention Guidelines for Schools, Section 4.4b	DOB of the pupil plus 25 years.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	School related	Summer School Records (if incident occurs)	Newcastle City Council Business Case Decision	Current plus 25 years	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	School related	Summer School Records (no incidents occurring)	Newcastle City Council Business Case Decision	Current plus 2 years	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	SEN	Individual pupil records	SEN Development and Administration/ SENTASS	DOB plus 25 years.	Retain in service area for 3 years and then transfer to archive
	Children's, Education and Skills	SENTAS	Audit Files	Retention Guidelines for Local Authorities, Section 7.4	6 years after the conclusion of the financial transaction that the record supports.	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Social Care	ACPC minutes and Decisions	Newcastle City Council Business Case Decision	2 years from date of the meeting	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Social Care	Adoption Allowance File	The Adoption Allowances Regulations Statutory Instrument 1991, No.2030	75 years from setting up allowance	Retain in service area for 3 years after last contact then transfer to archive.
	Children's, Education and Skills	Social Care	Adoption applications which do not proceed to approval	Children's Act 1989 Foster Placement (Children) Regulations Statutory Instrument 1991, No. 910, Regulation 14	10 years from closure of the application	Retain in service area for 3 years after last contact then transfer to archive.
	Children's, Education and Skills	Social Care	Adoption archive deposit forms (previously batch sheets)	Newcastle City Council Business Case Decision	Date of document plus 100 years	Retain in service area for 6 years then archive
	Children's, Education and Skills	Social Care	Adoption file movement and file request forms	Newcastle City Council Business Case Decision	Date of document plus 100 years	Retain in service area. Paper copies retain on site for 3 years then archive
	Children's, Education and Skills	Social Care	Adoption Panel Minutes	Adoption Agencies Regulations Statutory Instrument 1983, No. 1964. The Disclosure of Adoption Information (Post-	100th anniversary of the date of the Adoption Order.	Retain in service area until the adoption order is made then transfer to archive.
	Children's, Education and Skills	Social Care	Approved foster carers/supported lodgings	Children's Act 1989 Foster Placement (Children) Regulations Statutory Instrument 1991, No. 910, Regulation 14	10 years from the date on which approval is terminated or until his/her death if earlier.	Retain in service area for 3 years after last contact then transfer to archive.
	Children's, Education and Skills	Social Care	Archive deposit forms, not Adoption (previously batch sheets)	Newcastle City Council Business Case Decision	Date of document plus 75 years	Retain in service area. Paper copies retain on site for 6 years then archive
	Children's, Education and Skills	Social Care	Children's trust fund files	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991, No.890.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Retain in service area for 3 years after closure of file / record and transfer to archive
	Children's, Education and Skills	Social Care	Copies of Adoption Safeguarding Checks (completed by Records Management Unit)	Newcastle City Council Business Case Decision	6 months from the date of the check	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Social Care	Copies of Fostering Safeguarding Checks (completed by Records Management Unit)	Newcastle City Council Business Case Decision	6 months from the date of the check	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Social Care	Counselling of formerly adopted adult records	Adoption Agencies Regulations Statutory Instrument 1983, No. 1964. The Disclosure of Adoption Information (Post-	100th anniversary of the date of the Adoption Order.	Retain in service area for 3 years and then transfer to archive

	Children's, Education and Skills	Social Care	File movement and file request forms (not adoption)	Newcastle City Council Business Case Decision	Date of document plus 75 years	Retain in service area. Paper copies retain on site for 3 years then archive
	Children's, Education and Skills	Social Care	Files of children and families receiving advice, support and other non-statutory work: files on	Children's Act 1989 Foster Placement (Children) Regulations Statutory Instrument 1991, No. 910, Regulation 14	10 years from the date on which contact ceased.	Retain in service area for 3 years and then transfer to archive
	Children's, Education and Skills	Social Care	Files of children not looked after but subject to a legal order to the authority requiring	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991, No.890.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Retain in service area for 3 years and then transfer to archive
	Children's, Education and Skills	Social Care	Files of children on custodianship or Residence Orders who have at any time been looked	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991, No.890.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Retain in service area for 3 years and then transfer to archive
	Children's, Education and Skills	Social Care	Files of children who have at any time been on the child protection register	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991, No.890.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Retain in service area for 3 years and then transfer to archive
	Children's, Education and Skills	Social Care	Files of looked after children (includes all children accommodated, or on care orders or	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991, No.890.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Retain in service area for 3 years and then transfer to archive
	Children's, Education and Skills	Social Care	Files relating to children who have been adopted	Adoption Agencies Regulations Statutory Instrument 1983, No. 1964. The Disclosure of Adoption Information (Post-	100th anniversary of the date of the Adoption Order.	Retain in service area until the adoption order is made then transfer to archive.
	Children's, Education and Skills	Social Care	Foster parent applications which do not proceed to approval	Children's Act 1989 Foster Placement (Children) Regulations Statutory Instrument 1991, No. 910, Regulation 14	10 years from closure of the application	Retain in service area for 3 years after last contact then transfer to archive.
	Children's, Education and Skills	Social Care	Information on children placed with Newcastle by other authorities and held on register of	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991, No.890.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Retain in service area for 3 years and then transfer to archive
	Children's, Education and Skills	Social Care	Information on children placed with Newcastle by other authorities and held on register of	Children's Act 1989 Arrangements for Placement of Children (General) Regulations Statutory Instrument 1991, No.890.	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Retain in service area for 3 years and then transfer to archive
	Children's, Education and Skills	Social Care	Miscellaneous papers relating to children e.g. a referral is made but no further action is	Children's Act 1989 Foster Placement (Children) Regulations Statutory Instrument 1991, No. 910, Regulation 14	10 years from the date on which contact ceased.	Retain in service area for 3 years and then transfer to archive
	Children's, Education and Skills	Social Care	Missing children: lists of those currently missing and found	Newcastle City Council Business Case Decision	2 years from date of last entry	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Social Care	Missing children: notification letters from other local authorities	Newcastle City Council Business Case Decision	2 years from date of last entry	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Social Care	Records of case reviews/enquiries/deaths	Children's Homes Regulations Statutory Instrument 1991, No.1506, Regulation 17	15 years from last record	Retain in service area for 3 years after last contact then transfer to archive.
	Children's, Education and Skills	Social Care	Records of children receiving health service whilst in NCC care	Newcastle City Council Business Case Decision	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Retain in service area for 3 years and then transfer to archive
	Children's, Education and Skills	Social Care	Records of Convicted Offenders (includes those in prison and who have been	Code for the Management of Police Information - Retention Guidelines for Nominal Records on the Police National Computer	75 years from the offender's date of birth	Retain in service area for 3 years and then transfer to archive
	Children's, Education and Skills	Social Care	Video Recordings of child witnesses made under the Criminal Justice Act 1991	Code of Practice for Video Recorded Interviews with Child Witnesses for Criminal Proceedings 1991 para 4.17	Retain as long as it may be needed for the purpose of a trial or appeal. Decisions to destroy such videos are taken jointly by the Director	Retain within department, destroy as confidential waste (use secure waste bins). Electronic records should be deleted at the same time.
	Children's, Education and Skills	Youth Offending Team	Youth Offending Client Files	Newcastle City Council Business Case Decision	75th anniversary of the child's date of birth. If the child dies before reaching the age of 18 the records need only be retained for a	Retain in service area for 1 year after last contact then transfer to archive