

# Cafcass Record Retention Schedule

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| **Team** | **What to keep?** | **Where to keep?** | **How long to keep?** |
| OPERATIONAL | Case-related information\* | ECMS | Until the youngest child on the case would be 25 years old (more information can be seen in Case Recording and Retention Policy)\* |
| SAFEGUARDING/NIS | Serious case reviews (SCRs): written submissions to SCRs (Individual Management Reviews or equivalent reports)\* | Sharepoint team site | Redacted form for 3 years from internal sign off\* |
| CUSTOMER SERVICES | Complaints\* | ECMS | 3 years after last action\* |
|  | Data Subject Rights Requests\* | ECMS | 3 years after last action\* |
| MIS | Anonymised statistics created from electronic records | Sharepoint team site; intranet; website | Key statutory statistics held permanently in Annual Report; other statistics to be kept according to business needs |
| OMBUDSMAN (Policy team) | Final and draft reports, our correspondence with the Ombudsman, internal sign off of payments\* | ECMS | 3 years after last action\* |
| POLICY | Drafts reflecting significant changes in approach | Sharepoint team site | 3 years |
|  | Final versions | Intranet and Sharepoint team  site | Permanently |
|  | Consultation responses | Sharepoint intranet | Permanently |
| LIBRARY | Library user records | Library Management  System (Library catalogue) | Until staff member leaves Cafcass, otherwise until  the current LMS is superseded |
|  | Library item records | Library Management System (Library catalogue) | Until the item is superseded by a new edition, or disposed of in accordance with the Library’s collection  management policy. |
| COMMUNICATIONS | Public/web enquiries | Emails in Gmail and logged on Sharepoint team  site | 5 years |
|  | Ministerial correspondence | ECMS | 3 years |
|  | Annual reports | Sharepoint team site, standalone and hard copy | Permanently |
|  | Other publications/leaflets | Standalone | Until superseded |

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|  | Image library record | Standalone | Until superseded |
|  | Channel C, news items and press releases | Intranet, Sharepoint team site and  standalone | Permanently |
|  | Press reports digests | Sharepoint team site | Permanently |
| PROJECTS AND RESEARCH | High profile or innovative projects, i.e. projects concerning changes to Cafcass policy and business;  Projects incurring expenditure outside of normal business budget allocation.   * Business Case, * Project Initiation Document * Risk, Action, Issue, Decision logs * Plans * Reports (quality/evaluation reviews; highlight reports, closure reports) * Meeting notes Finance documents – refer to finance schedule | Sharepoint team site | Permanently |
|  | Routine projects, i.e. projects that are delivered locally with no impact on Cafcass policy or business. | Sharepoint team sites | 7 years |
|  | Internal research final reports and statistical data | Sharepoint team sites; intranet; Cafcass website for external publishing. | Permanently |
| BOARD AND SUBCOMMITTEES | Management information (e.g. risk registers, headcount information, information asset registers) | Sharepoint site | Until it is no longer useful, or until it is superseded |
|  | Records of meetings, events and activities | Sharepoint site  and Cafcass website | Permanently |
| FINANCE AND RESOURCES | Main accounting ledgers; (supporting documents) | Finance system (e5) and Sharepoint team site; paper copies in Cafcass  national archive | 7 years;  (3 years) |
|  | Financial reports; (supporting documents) | Sharepoint team site; paper copies  in Cafcass national archive | 3 years;  (3 years) |

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|  | Audited accounts | Sharepoint team  site; annual report | 7 years after date of audit |
|  | Records relating to dealings with the public accounts committee and the select Committee on expenditure | Sharepoint team site; paper copies in Cafcass national archive | 7 years |
|  | Financial authorities or delegations | Sharepoint team site; paper copies  in Cafcass national archive | 7 years after authority or delegation is superseded |
| PROCUREMENT | Contracting | Sharepoint team site | 7 years from end of contract |
|  | Tendering; (unsuccessful tenders) | Sharepoint team site | 7 years from end of contract; (one year from  date of last paper) |
| NATIONAL COMMISSIONING TEAM | Contracting | Sharepoint team site | 7 years from end of contract |
|  | Tendering  (unsuccessful tenders) | Sharepoint team site | 7 years from end of contract;  (one year from date of last paper) |
|  | Accounts Supporting documents  (Invoices and monitoring for services delivered including attendance records) | Finance system (e5) and Sharepoint team site | 7 years;  (3 years) |
|  | Decision Making data (action logs) | Sharepoint team site | 3 years |
|  | Pilots in development | Sharepoint team site | Permanently |
| ESTATES | Details of property leased; Licenses; Legal documents | Original paper copies at Estates secure fire proof storage cabinet at Bloomsbury / scanned copies Sharepoint team  site | 6 years after disposal of any premises lease – including sign off of any dilapidations claim |
| HEALTH AND SAFETY | Records of accidents and incidents | iTrent and Estates Sharepoint file | 5 years from date of accident |
|  | Risk Assessments | Electronic premises file | 5 years after last annual review |
|  | Written systems and  procedures | Electronic  premises file | 5 years after last  annual/biennial review |
|  | Asbestos logs | Hard copies within Estates secure fire proof storage cabinet at Bloomsbury; scanned copy in  each premises file | 40 years (H&S legislation) |
| HR | Annual leave, special leave and career breaks | iTrent | 2 years |

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|  | Sickness absence (complete record showing dates and causes) |  | Until staff member is 100 years old |
|  | Performance record   1. File for staff who do not pass probation period 2. Ongoing assessment records 3. Assessment records for the last five years of service   Performance management and disciplinary records resulting in changes of terms and conditions of service or salary | iTrent | 1. 1 year after termination of employment 2. 5 years 3. Until staff   member is 100 years old  Until staff member is 100 years old |
|  | Recognition and reward | iTrent | 1 year if vouchers; until staff member is 100 years old if added to salary and of taxable amount |
|  | Season ticket loans | iTrent | Six years after repayment |
|  | Security clearance/ DBS forms | iTrent | 6 years after leaving (if at normal retirement age) or 10 years after leaving (if before normal retirement age) |
| NIS | eLearning modules; Training materials (e.g. PowerPoint slides) | MySkills;  NIS Sharepoint team site | Until superseded or no longer necessary |
|  | Records of training attendance; records of eLearning completions | iTrent and NIS Sharepoint team site;  MySkills | Until member of staff leaves;  Until eLearning provider discontinued |
|  | Commissioned requests (e.g. coaching, support with action plans) | NIS Sharepoint team site | 7 years |
|  | Audit records:   * Thematic audit records * AQR audit records * PNC audit – queried transactions * PNC audits – audit spreadsheet | NIS Sharepoint team site;  AQR Sharepoint site;  Outlook archive folder; NBC/PNC  Sharepoint site | 7 years (PNC queries deleted after 1 year) |
|  | Student Log spreadsheet; Student Personal Checklists; Student/PE Evaluation | NIS Sharepoint team site | 7 years;  1 year;  7 years. |
| IT | Login details and passwords | Sharepoint team site | Kept until staff member leaves |
| LEGAL | Files relating to work for children:\*   * TD files | Sharepoint team site; paper copies in Cafcass national archive | Until the youngest child on the case would be 25 years old\* |

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|  | * Advocate to the court records * Separate Legal Representation records (external and in-house)   Independent Reviewing Officer (IRO) referrals |  |  |
|  | Litigation files\* | Sharepoint team site; paper copies in Cafcass national archive | 7 years after last action (if recorded action within preceding 12 months, retain for another year and then review)\* |
|  | Legal advice | Sharepoint team site | 3 years after last action |
|  | Freedom of information requests | ECMS and Sharepoint team site | 3 years after last action |
|  | Records of data breaches and incidents | Sharepoint team site | 3 years after last action |
|  | Register of gifts and hospitality received and given | Sharepoint team site | 3 years |

\*There is a current moratorium on destroying any document relevant to the Independent Inquiry into Child Sexual Abuse. The moratorium was issued in March 2015 to ensure no material of potential relevance to the Inquiry was prematurely destroyed. Cafcass documents included within this moratorium are: case files (operational teams); serious case reviews (Safeguarding/NIS); complaint records and Subject Access Request records (Customer Services Team); Ombudsman records (Policy Team); litigation files and legal files relating to children (Legal Team).

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| **Owned by** | Melanie Carew, Head of Legal Services |
| **Approved by** | Information Assurance Board, August 2016 |
| **Implemented** | August 2016 |
| **Reviewed** | December 2019 |
| **Next Review** | December 2020 |