

RECORDS MANAGEMENT

SUMMARY RETENTION AND DISPOSAL SCHEDULE FOR WANDSWORTH COUNCIL

All organisations are duty bound to keep records (e.g. service user, staff and business records) for a minimum number of years. The Council needs to know where all its information is, for how long it should be kept and the reasons we have for keeping it, along with a well- managed corporate disposal policy to ensure that records aren't kept for any longer than they need to be.

Our corporate retention and disposal arrangements are set out in our Records Management Policy and put into effect through an internal corporate retention and disposal schedule. The schedule is a 'living document' that is amended and modified as and when retention details change or regulations and legislation that govern information and its use are introduced or amended.

Our schedule is primarily based on a template provided by the Records Management Society (RMS) of Great Britain and the NHS Records Management Codes of Practice.

We do everything we can to make sure that the records we hold on residents and service users (on paper and electronically) are held in a secure way, and we will only make them available to those who have a right to see them.

We have met the national standards set by ISO27001 for information security across both Richmond and Wandsworth Councils

Below, on a Directorate basis, are some examples of the information that is held by the Council along with the retention period. It should be noted that not all the information described in the examples listed can necessarily be made available to members of the public.

More information on how we store and keep secure personal data, and your rights in relation to that, can be found in the Council's Privacy Notice <https://www.wandsworth.gov.uk/the-council/open-data-and-transparency/privacy/wandsworth-council-privacy-notice/> and the related pages on Records Management.

If you need any further information, please contact the Data Protection Officer at: DPO@richmondandwandsworth.gov.uk

(1) SERVICE AREA/ TEAM	(2) EXAMPLE RECORD	(3) RETENTION PERIOD
ADULT SOCIAL CARE		
Adults	All Adult Social Care Case Management Records including those integrated with health with standard retention timeframes	End of service or last contact + 8 years
Safeguarding	Safeguarding Annual Report	Current year plus 6 then review
	Case Records	End of service or last contact plus 8 years
Deprivation of Liberty Standards	Records relating to DOLS	End of authorisation plus 8 years
Finance	Records relating to financial assessments	End of service or last contact plus 8 years
Mental Health	Mental Health records relating to clients treated in the community	End of service or last contact + 8 years then review
Complaints	Records relating to complaints made about Adult Social Services	End of service or last contact + 8 years
CHIEF EXECUTIVE'S GROUP		
Democratic/Committee Services	Council Minutes and Agendas	Must be available for public inspection for at least 6 years.
	Background papers relating to Cabinet/Committee reports	Must be available for public inspection for at least 4 years.
Communications	Campaigns	Life of campaign + 2 years unless significant then consider archiving

	Press releases	Current Year + 3 years unless of significant interest then archive
Customer Services	Routine inquires and replies	1 Year
Resident Engagement	Data protection Correspondence (SARs)	Current Year + 2 years
	Freedom of Information Act Responses	Current Year + 2 years
	Corporate Complaints	Minor complaint Current Year + 3 years Major Current Year + 6 years If negligence involved then Current Year + 15 years
	Consultation Reports	Current Year + 5 years
CHILDREN'S SERVICES		
Looked After Children	Case Records	Either: until the 75th anniversary of the child's birth, or if the child dies before age 18, for 15 years from the date of death.
Children's Homes	Case records for children accommodated in children's homes	Either: until the 75th anniversary of the child's birth, or if the child dies before age 18, for 15 years from the date of death.
Adoption	Adoption records where an Adoption Order is made.	At least 100 years from the date of the adoption order.
	Adoption records where an Adoption Order is not made.	Retain the child's case record and the prospective adopter's case record for such period as appropriate. Where an adoption order is not made and the agency decides to close the child's adoption case record, it should transfer the information from this record to the looked after children case record. If the child has never been looked after, destroy the records when no further action is necessary.

Fostering	Case records for approved foster carers (including relatives, friends or connected persons granted temporary approval and any information relating to them contained in the register of foster carers.	At least 10 years from the date on which their approval is terminated
	Case records for people who are not approved as a foster parent, or who withdraws their application prior to approval.	At least 3 years from the refusal or withdrawal.
Child Protection/ Assessments/ Referrals/ Children in Need/Serious Case Reviews	Case records	Either: until the 25th anniversary of the child's birth, or if the child dies before age 18, for 6 years from the date of death.
RESOURCES		
Financial Management (Accountancy)	Audited accounts	Current Year + 6 years
	Invoices	Current Year + 6 years
	Revenue and Capital Budgets	Current Year + 3 years
Benefits	Housing Benefit application forms and supporting documents	From cessation of benefit plus 6 years
	Notification of decisions	From cessation of benefit plus 6 years
Council tax	Business rates and Council Tax correspondence and supporting documents	Current Year + 2 years
	Council Tax – bandings	Current Year + 1 year
Electoral Services	Canvas – Form A	13 months

	Election expenses	2 years after submission
Health and Safety	Accident forms/reports	Current Year + 10 years
	Written statement of employer's general policy for the health and safety at work of employees	Until superseded
Human Resources	Employee files -	Employment + 8 or 75 years if working with children and vulnerable adults
	Sickness records Self certificates Doctor's certificates	Current Year + 3
Insurance	Claims - general	Settlement of claim + 6 years
	Incident reports and related correspondence	Current Year + 6 years. Current Year + 15 years for negligence not involving personal injuries
Procurement	Contracts under seal	12 years from end of contract completion date
	Unsuccessful tenders and quotations	4 years from the award of the contract
ENVIRONMENT AND COMMUNITY SERVICES		
Building Control	Approvals	15 years after expiration of planning permission
	Site Inspection Records	Retain for 15 years after completion of job
CCTV	CCTV Images	Retain images for 31 days beginning with the date the images or information is obtained
Cemeteries and Registrars	Burial Registers	Recommend review 100 year after entry. Consult Local History Officer or Archivist
	Birth, Deaths and Marriages Registers	100 years plus
	Traffic orders	Current Year + 6 years

Inspection and Enforcement	Inspection reports	Current Year + 6 years
Libraries	Copyright and permission forms	Current Year + 6 years
	Penalty charge notices	Current Year + 2 years
Planning	Section 106 agreements	In perpetuity on the statutory register
	Case files	In perpetuity on the statutory register.
Street works	Naming and numbering	Recommend review every 25 years
	NRWSA footways and highways maintenance	Current Year + 6 years
Waste and recycling	Trade refuse	12 months after expiration of agreement.
	Waste Management Plan	Until superseded but must be reviewed at least every 6th year
HOUSING		
Housing Management Area Teams	Tenancy records	Basic record of tenancy: 12 years after the Council interest in the property ends. Full tenancy file: length of tenancy +6 years. In cases of asbestos, files will be retained for 40 years.
	Leaseholder records, including copies of leases	Basic leasehold record: 12 years after the Council interest in the property ends Full leasehold file: 6 years after the leaseholder ceases ownership of the property.
	Council individual property repairs	12 years* after Council interest in property ends.
	Council block repairs	12 years* after Council interest in property ends.

Major Works Team and Leasehold and Procurement Team	Major works contract files, including leasehold consultation	12 years* after Council interest in property ends.
Engineering and Support Services	Engineering capital works	12 years* after Council interest in property ends.
	Engineering maintenance contracts	12 years* after the end of the contract.
		*40 years in the cases of asbestos.
Housing Options Team	Homeless application records	Unsuccessful – current year + 5 Years Successful – add to tenancy records
	Housing waiting list records, including transfers	Successful – add to tenancy records. Refused / lapsed – current year + 5 years
Temporary Accommodation Team	Temporary accommodation property file	6 years after the Council interest in the property ends.
Housing Operations Team	Temporary accommodation finance	7 years
Home Improvement Agency	Case files	Not granted - 1 year Granted – 7 years
Home Ownership Team	House Purchase Grant scheme application and file	7 years
	Right to Part Buy scheme application forms and file	7 years
	Right to Buy scheme application forms and file	12 years
	Acquired file	7 years
	Freehold scheme application and file	12 years
	Wandsworth shared ownership nomination completion lists	7 years

Notes:

The ongoing Inquiry into Child Sexual Abuse has issued instructions requesting the

preservation of all records relating to the care of children until further notice so that they remain available for inspection by the Inquiry.