**RECORD MANAGEMENT - RETENTION GUIDELINES**

Introduction

Management and retention of records is subject to regulation, guidance and best practice, dependant upon the nature of the records. Within the Child and Vulnerable Adult Protection arrangements in the Catholic Church in England and Wales, there are a number of different records series that fall within regulation, guidance and best practice in terms of retention.

These include:

* Creating a Safe Environment Documentation
* Recruitment Documentation
* Child and Vulnerable Adult case files.

Purpose

If records are managed using the retention guidelines below, they will be deemed to be “normal processing” under the following legislation:

* Data Protection Act 1998
* Freedom of Information Act 2000
* The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995
* Limitation Act 1980
* Employee Practices Codes in Supplementary Guidance Nov 2005

In addition best practice models have been considered from Health, Education (specifically “Dealing with Allegations of Abuse against Teachers and Other staff”), Social Services Departments (specifically Data Protection Act – Guide to Social Service Departments 2000) and the Police.

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| **Document** | **Retention Period** | **Statutory/Best Practice** |
| **Creating A Safe Environment** |  |  |
| Agreement for Volunteers | 6 years | Best Practice |
| Approval for Activity | 6 years | Best Practice |
| Risk Assessment | 6 Years | Best Practice |
| Session Recording Sheet | 6 years | Best Practice |
| Parental Consent | 6 years | Best Practice |
| Incident Form | Incident involving an adult 3 years, incident involving a child – DOB + 25 years | Statutory |
| Hiring Church Premises | 6 years | Best Practice |
| **CRB** |  |  |
| Disclosure Information | 6 months (written permission can be sought for an extension to this period from CRB) | Statutory |
| ID documents photocopies | Until receipt of disclosure document | Statutory |
| ID verification form | 100 years | Statutory (+) Nolan |
| CDF | 100 years | Statutory (+) Nolan |
| **Child & Vulnerable Adult Protection** |  |  |
| Child Protection/Vulnerable Adult File | 100 years | Statutory (+) Nolan |
| Allegation against member of staff of CP nature if found to be unfounded. | 100 years | Best Practice (+) Nolan |
| **Miscellaneous** |  |  |
| Personnel File | 10 years after employment ceases | Best Practice |
| Grievance or disciplinary | 10 years after employment ceases | Best Practice |
| Log books of activities | 6 years from last entry | Best Practice |
| Any other record about a child not covered above | 6 years from 18th birthday (or 7 years from event date if longer) | Best Practice |