

RECORD MANAGEMENT - RETENTION GUIDELINES

Introduction

Management and retention of records is subject to regulation, guidance and best practice, dependent 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.

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	75 years	Statutory (+) Cumberlege
CDF	75 years	Statutory (+) Cumberlege
Child & Vulnerable Adult Protection		
Child Protection/Vulnerable Adult File	75 years	Statutory (+) Cumberlege
Allegation against member of staff of CP nature if found to be unfounded.	75 years	Statutory (+) Cumberlege
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