

Leonard Cheshire Retention Schedule

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Principles and Guidelines

1. All documents which could relate to litigation should be kept for 6 years from the date when they cease to become current, because of the limitation period
2. HMRC requires all financial documents to be kept for 6 years. (After last use in financial year.)
3. When the retention period ends all documents **MUST** be reviewed before they are destroyed.
- 4 The retention period only starts to run when the file has been closed **EXCEPT** where the relevant schedule states otherwise.
- 5 This applies particularly to all hard or electronic files which relate to current investigations, live health and safety concerns, current cases which are in the hands of insurers and current litigation or other legal action.

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Business Development	-	-
Contracts	-	-
Function/Record type	Period of retention	Final disposition
General Contracts	Term of contract + 6 years	Destroy at end of retention period
Project control documents	Final project delivery + 6 years	Destroy at end of retention period
Project Administration	Final project delivery + 1 year	Destroy at end of retention period
Project deliverables	Until superseded or decommissioned	
Business Development	-	-
Function/Record type	Period of retention	Final disposition
Business plans	6 years	Send to Archive Centre
Unsuccessful tenders (including all correspondence)	1 year unless otherwise instructed by the commissioning authority	Destroy at end of retention period
Successful tenders (including all correspondence)	Duration of contract + 6 years unless otherwise instructed by the commissioning authority	Destroy at end of retention period

Finance & Audit		
	-	-
Strategic Documents		
	-	-
Function/Record type	Period of retention	Final disposition
Payroll records	6 years from end of financial period they relate to	Destroy at end of retention period
Accounting Records	6 years from end of financial period they relate to	Destroy at end of retention period
PAYE records	3 years from the end of the financial period they relate to	Destroy at end of retention period
Childcare voucher records	1 year after employee leaves	Destroy at end of retention period
CCJ & CSA deductions	1 year after employee leaves	Destroy at end of retention period
Gift aid declarations	6 years	Destroy at end of retention period
Season ticket loans	1 year after employee leaves and loan recovered	Destroy at end of retention period
Tax returns	6 years from end of financial period they relate to	Destroy at end of retention period
Invoices and payments	6 years from end of financial period they relate to	Destroy at end of retention period
Records of donations	6 years from end of financial period they relate to	Destroy at end of retention period
Sales and Purchase ledgers	6 years from end of financial period they relate to	Destroy at end of retention period
Reports to HMRC and Regulators	6 years from end of financial period they relate to	Destroy at end of retention period

Balance sheets	6 years from end of financial period they relate to	Destroy at end of retention period
Time sheets for casual workers and employees	6 years from end of financial period they relate to	Destroy at end of retention period
Superannuation records - accounts and registers etc	6 years from end of financial period they relate to	Destroy at end of retention period
Gift Aid records	Financial year end date of last donation + 6 Years	Destroy at end of retention period
VAT records Tax forms	6 years from end of financial period they relate to	Destroy at end of retention period
Expense forms	6 years from end of financial period they relate to	Destroy at end of retention period
Audits	-	-
Function/Record type	Period of retention	Final disposition
Auditors (external) reports, certificates, and action plans	6 years from completion of action plans	Destroy at end of retention period
Audit reports (internal) and action plans	3years from completion of action plans	Destroy at end of retention period
Risk	-	-
Function/Record type	Period of retention	Final disposition
Risk Registers	Living document - retain 6 years of updates	Destroy at end of retention period
Business continuity plans	Living document - retain 6 years of updates	Destroy at end of retention period

Insurance		
	-	-
Function/Record type	Period of retention	Final disposition
Public liability policies	Indefinitely	
Product liability policies	Indefinitely	
Employers liability policies	Indefinitely	
Other policies	Until claims are policy barred	Destroy at end of retention period
Claims correspondence	3 years after settlement	
Group health policies	12 years after cessation of benefit	Destroy at end of retention period
Group Personal Accident policies	12 years after cessation of benefit	
Insurance claims and settlements	Date of settlement + 6 years unless claim involves a minor when we should retain till they are 21 + 6 years	Destroy at end of retention period
Insurance claim reports and documents	Date of settlement + 6 years unless claim involves a minor when we should retain till they are 21 + 6 years	Destroy at end of retention period
Procurement		
	-	-
Function/Record type	Period of retention	Final disposition
Preferred supplier lists	Review and update annually	
Contracts	6 years from end of term	Destroy at end of retention period
Contract tenders and associated queries	Unsuccessful - 3 years	Destroy at end of retention period

	Successful-duration of contract plus 3 years	
Pensions – Employee Data	-	-
Function/Record type	Period of retention	Final disposition
Monies received or owing to the scheme	For 6 years after the end of the tax year to which they relate	Destroy at end of retention period
Investments or assets held by the scheme	For 6 years after the end of the tax year to which they relate	Destroy at end of retention period
Payments made by the scheme	For 6 years after the end of the tax year to which they relate	Destroy at end of retention period
Contracts to purchase a lifetime annuity for a member of the scheme	For 6 years after the end of the tax year to which they relate	Destroy at end of retention period
Administration of the scheme	For 6 years after the end of the tax year to which they relate	Destroy at end of retention period
Trust Deeds and Rules	Indefinitely	Send to archive centre
Trustee's minute books	Indefinitely	Send to archive centre
Records of pensioners	12 years after benefit ceases	Destroy at end of retention period
Accounts and supporting documents	6 years from date accounts signed	Destroy at end of retention period
Actuarial valuation reports	6 years from date report signed	Destroy at end of retention period
Inland Revenue approvals	Indefinitely	

Documents re decision to allow retirement due to incapacity	6 years from end of scheme year in which benefits began	Destroy at end of retention period
Money Purchase details	6 years after transfer or value taken	Destroy at end of retention period
Pension Scheme Investment Policies	12 years after final cessation of any benefit payable under the policy	Destroy at end of retention period
Other	-	-
Function/Record type	Period of retention	Final disposition
Strategy documents	3 years from the end of the strategy period	Send to archive centre
Register of contracts	Keep under review and remove any personal information at the end of the contract.	Update to remove all contracts 6 years after end of term
Asset registers	Update annually	
Copy records: payments cash books, income and expenditure journals, nominal rolls, donated money, payments, funding data, Orders, Invoices - revenue, Demand notes, Cash sheets, Cash books, Bank statements, Remittance advices, Bank reconciliations	6 years from end of financial period they relate to	Destroy at end of retention period

Governance & Legal	-	-
Trustees	-	-
Function/Record type	Period of retention	Final disposition
Trustee management documents	Tenure plus 3 years	Destroy at end of retention period
Trustee contact details	Tenure plus 3 years	Destroy at end of retention period
Trustee ID documents	Tenure plus 3 years	Destroy at end of retention period
Conflict of interest forms and register	Superseded + 1 year	Destroy at end of retention period
Trustee files	Tenure plus 3 years	Send to Archive Centre
Trustees' Meeting and Committee meetings	-	-
Function/Record type	Period of retention	Final disposition
Board pack	10 years	Send to Archive Centre
Minutes of Trustees' Meeting	Indefinitely	Send to Archive Centre
Minutes of Committee meetings	10 years	Send to Archive Centre
Executive Team	-	-
Function/Record type	Period of retention	Final disposition
Executive Team minutes	6 years	Send to Archive Centre
Travel arrangements	1 year	Destroy at end of retention period
Legal	-	-
Function/Record type	Period of retention	Final disposition
General legal advice	6 years	Destroy at end of retention period

Legal advice - contracts/procurement	6 years from end of contract term	Destroy at end of retention period; contracts under seal and deeds of title send to archive centre
Proceedings	6 years from end of case.	Destroy at end of retention period
Statutory documents	-	-
Function/Record type	Period of retention	Final disposition
Annual Report & Accounts	Signed copy for 6 years	Send to Archive Centre
Charity Commission serious incident reports	6 years	Destroy at end of retention period
Memorandum and Articles of Association	Indefinitely	certified copy sent to archive centre
Certificate of Incorporation	Indefinitely	certified copy sent to archive centre
Intellectual Property	-	-
Function/Record type	Period of retention	Final disposition
Patents & Trade Mark Records	Indefinitely	certified copy sent to archive centre
Documents evidencing assignment of trade and/or service marks	6 years after registration	Destroy at end of retention period
Certificates of registration of trade and/or service marks	6 years after registration	Destroy at end of retention period
Materials for which Copyright protection is claimed	Life in being + 50 years	Send to Archive Centre
Other	-	-
Function/Record type	Period of retention	Final disposition
Whistleblowing reports	6 years from closure of	Destroy at end of retention period

	incident	
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Health and Safety		
Function/Record type	Period of retention	Final disposition
H&S reports for Trustees	Kept by General Counsel as part of Trustee documents	Send to Archive Centre
H&S Reports (including Accident books, Accident forms, RIDDOR register (including electronic copies of forms submitted online) Incident Forms, Police Statements	Date of last action + 10 years	Destroy at end of retention period unless subject matter of a claim, when keep till end of claim.
Gas Safety Certificate	Till superseded	Destroy at end of retention period
Fixed Electrical installation inspection	Till superseded	Destroy at end of retention period
Inspection and testing of electrical equipment	Date of inspection + 3 years	Destroy at end of retention period
Reasonable adjustment requests	End of employee's employment + 3 years	Destroy at end of retention period
Asbestos Register and Asbestos Disposal Certificate	Retain permanently	Send to Archive Centre
Gas equipment and Boiler Inspection plus records of any remedial/repair action	End Date + 3 years	Destroy at end of retention period
Water Sanitation / Legionella test records, monitoring, inspection and record of any remedial maintenance work	Date of record + 10 years	Destroy at end of retention period
LOLER examination reports	Date of inspection + 3 years	Destroy at end of retention period
Hygiene inspection records	While premises is occupied by the charity + 1 year	Destroy at end of retention period
Food Training Certificates	Until superseded or person leaves	Destroy at end of retention period
Food supplier lists	Until superseded + 1 month	Destroy at end of retention period
Temperature checklists	7 years	Destroy at end of retention period

Food incident reports	1 year from date of incident unless there is a claim or investigation when they should be kept till end of claim/investigation + 6 years	Destroy at end of retention period
Complaints	1 year from date of complaint unless there is a claim or investigation when they should be kept till end of claim/investigation + 6 years	Destroy at end of retention period
Monthly HSE Reports	6 years	Destroy at end of retention period
Record of Health and Safety training for employees	Until superseded. If an employee leaves, should keep last certificate for 6 years.	Destroy at end of retention period
Manual Handling Equipment inspection and service record	Date of Report + 3 years	Destroy at end of retention period
Risk Assessments - Health & Safety (all types)	date of last entry + 3 years	Destroy at end of retention period
COSHH Exposure monitoring records (not containing identifiable employees)	date of record + 5 years	Destroy at end of retention period
COSHH exposure monitoring records of identifiable employees	date of record + 40 years	Destroy at end of retention period
COSHH Sheets (Chemical safety data sheets for purchased chemicals)	Lifetime of purchased chemical + 3 years	Destroy at end of retention period
Controlled drug register	date of record + 3 years	Destroy at end of retention period
Fire Certificate (plus record of any remedial work undertaken)	Date of certificate +15 years	Destroy at end of retention period
Fire Alarm and detection system test and maintenance Record	Date of record + 3 years	Destroy at end of retention period

Fire evacuation drills	Date of drill + 3 years	Destroy at end of retention period
Fire Equipment Test certificate	Till superseded	Destroy at end of retention period
Hazardous waste disposal records	date of transfer + 3 years	Destroy at end of retention period
Transfer notes	2 years from the date of transfer	Destroy at end of retention period
Hazardous waste registers and records	3 years	Destroy at end of retention period
Refrigerator temperature sheets	1 year	Destroy at end of retention period

International	-	-
Function/Record type	Period of retention	Final disposition
R&D application process etc	Unsuccessful - 6 months, successful - duration of project plus 6 years	Destroy at end of retention period
Grant applications and associated documents	Unsuccessful - 6 months, successful - duration of project plus 6 years	Destroy at end of retention period
Assessment documents	Unsuccessful - 6 months, successful - duration of project plus 6 years	Destroy at end of retention period
Project Related Documents - (Contracts, Amendments, addendums, work-plans, budgets, reports, procurement, receipts, bank statements, audit reports, major communication with donors).	Successful - End of Project + 7 years for auditing purposes	Destroy at end of retention period
Data and materials produced by creating Research Papers	End of project + 10 years - examples include survey data, focus groups, photos, drawings stipulations from ethics boards, consent forms and questionnaires	Send to Archive Centre

General documents		
Function/Record type	Period of retention	Final disposition
International 'country' files	5 years from date of last document. Should be regularly weeded out.	Send to Archive Centre
European Social Fund (ESF) Project Files Invoices Project management records	Document retention dates are given by the Department of Work and Pensions, usually final payment by ESF + 3 years	Destroy when instructed by DWP
Projects: Approved project proposals Project Initiation documents (PIDS) & supporting documents and business cases Feasibility studies reports Final plans and specifications and variations Maps plans drawings and photographs (master set)	End of project + 10 years	Send to Archive Centre
Rejected or referred project proposals	1 year after refusal	Destroy at end of retention period
Funding Contracts	Duration of contract plus 3 years	End of the retention period

IT		
	-	-
Function/Record type	Period of retention	Final disposition
Website	See relevant policy	
Intranet	See relevant policy	
Public website penetration tests and results	See relevant policy	
Asset registers	See relevant policy	
Digital Transformation Business Continuity plan	See relevant policy	
Disaster recovery plan	See relevant policy	
Penetration tests	See relevant policy	
Change control documents	See relevant policy	
Decommissioning reports	See relevant policy	
IT service requests	See relevant policy	
Test data	See relevant policy	
Information Governance		
	-	-
Function/Record type	Period of retention	Final disposition
Subject Access Requests	Case closed + 6 years	Destroy at end of retention period
SAR log	Review every 2 years	
IG incident log	Review every 2 years	
IG advice	6 years after advice issued	Destroy at end of retention period
Retention Schedule	Review every 2 years	Destroy at end of retention period/ Send a copy of material to Archive Centre

IG Policies	Review every 2 years	Destroy at end of retention period/ Send a copy of material to Archive Centre
IG Board documents	After 6 years	Destroy at end of retention period/ Send a copy of material to Archive Centre
Other	-	-
Function/Record type	Period of retention	Final disposition
Documentation relating to computer programmes written in-house	See relevant policy	
Software licences	See relevant policy	
Audit trail data on: information capture, batch information, indexing, change control, destruction of information, workflow.	See relevant policy	
Quality control log in relation to scanning System maintenance log	See relevant policy	

Marketing & Fundraising		
	-	-
Function/Record type	Period of retention	Final disposition
Supporters (the list includes donors, In-memory donors, campaigners, volunteers, events participants, influencers)	Review continued business need 10 years from first contact unless they opt out, then archive for 30 years for evidence in potential proceedings only	Destroy at end of retention period
Donors database	8 years from last donation	Destroy at end of retention period
Events participants	5 years from event	Destroy at end of retention period
Campaigners	6 years from last action involved in	Destroy at end of retention period
Promotional materials	Until superseded – Consent to be rechecked prior to reissue	Destroy at end of retention period/ Send a copy of material to Archive Centre
Brand images	To end of trademark protection period or earlier if consent is withdrawn	End of the retention period
Images taken at events	5 years or earlier if consent is withdrawn	Destroy at end of retention period
Recordings	5 years or earlier if consent is withdrawn	Destroy at end of retention period
Case studies	3 years or earlier if consent is withdrawn	Destroy at end of retention period

Service users - details and images - with consent	With consent - length of consent as per form	Destroy at end of consent period
Staff - details and images - with consent	With consent - length of consent as per form	Destroy at end of consent period
Politicians	While MP is in office	Destroy at end of retention period
Journalists and bloggers	While continue to be effective as details in the public domain	Destroy at end of retention period
Disabled people or people with lived experience of disability	With consent - length of consent as per form	Destroy at end of consent period
Special categories data relating to Health for event management	End of event	Destroy at end of retention period
Delegate events	-	-
Function/Record type	Period of retention	Final disposition
Delegate lists	2 years after event	Destroy at end of retention period
Delegate badges	Immediately after event	Destroy at end of retention period
Speaker biographical profiles	2 years after event	Destroy at end of retention period
Publicity materials	2 years after event	Destroy at end of retention period/ Send a copy of material to Archive Centre
Legacies	-	-
Function/Record type	Period of retention	Final disposition
Legacy prospects	20 years from first contact, then archive for 30 years for evidence in potential	Destroy at end of retention period

	proceedings only.	
Administrators of will (executors, solicitors etc.)	Until case closed + 6 years	Destroy at end of retention period
Case files	Until case closed + 6 years	Destroy at end of retention period
Campaigns	-	-
Function/Record type	Period of retention	Final disposition
Campaign strategies	5 years	Destroy at end of retention period/ Send a copy of material to Archive Centre
Consultation responses	10 years	Destroy at end of retention period
Other	-	-
Function/Record type	Period of retention	Final disposition
Thank you letters	1 month/lifetime of relationship for high value donors	Destroy at end of retention period
Data imports	Once purpose completed.	Destroy at end of retention period
Gift aid declarations	Should be kept by Finance	
Funding Contracts	Duration of contract plus 3 years	End of the retention period

Partnerships	-	-
Recruitment and management of volunteers	-	-
Function/Record type	Period of retention	Final disposition
Trustees documents pass to HR	To be held by HR	Destroy at end of retention period
Enquiries, CVs and application forms including equal opportunities information	Unsuccessful 6 months, successful tenure plus 6 years	Destroy at end of retention period
Interview notes	Unsuccessful 6 months, successful tenure plus 6 years	Destroy at end of retention period
Criminal record checks	Securely dispose of ID evidence once certificate is seen and records updated. Keep evidence of check for 6 months if unsuccessful and tenure plus 6 years if successful	Destroy at end of retention period
References	Tenure plus 6 years	Destroy at end of retention period
Training records	Duration of tenure plus 6 years	Destroy at end of retention period
Volunteer agreement	Duration of tenure plus 6 years	Destroy at end of retention period
Feedback and development meeting notes	Duration of tenure plus 6 years	Destroy at end of retention period

Volunteer file containing all other information e.g. drivers checks, personal care forms, risk assessments, changes to role, correspondence	Duration of tenure plus 6 years	Destroy at end of retention period
Partnerships	-	-
Function/Record type	Period of retention	Final disposition
Contacts databases	5 years from last contact	Destroy at end of retention period
User engagement database	5 years from last contact	Destroy at end of retention period
Events participants	5 years from event	Destroy at end of retention period
Campaigners	6 years from last action involved in	Destroy at end of retention period
Service users - details and images - with consent	With consent - length of consent as per form	Destroy at end of consent period
Staff - details and images - with consent		Destroy at end of consent period
Politicians	While MP is in office	Destroy at end of retention period
Journalists and bloggers	While continue to be effective as details in the public domain	Destroy at end of retention period
Disabled people or people with lived experience of disability	With consent - length of consent as per form	Destroy at end of consent period
Events invite lists	1 year after event	Destroy at end of retention period
Delegate lists	2 years after event	Destroy at end of retention period
Delegate badges	Immediately after event	Destroy at end of retention period
Speaker biographical profiles	2 years after event	Destroy at end of retention period
Publicity materials	2 years after event	Destroy at end of retention period
New business pipeline	3 years from last update	Destroy at end of retention period
Funding Contracts	Duration of contract + 3 years	End of the retention period

People

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If an employee file is the subject of a claim/investigation the file should not be destroyed until 6 years after the claim is complete or the matter is settled.

Employee permanent and fixed term contracts	-	-
Function/Record type	Period of retention	Final disposition
Adverts	6 months	Destroy at end of retention period
Job profile	duration of employment plus 6 years	Destroy at end of retention period
All application documents for unsuccessful candidates	6 months	Destroy at end of retention period
Staff recruitment files	Duration of employment plus 6 years	Destroy at end of retention period
Occupational Health Reports	Duration of employment plus 6 years	Destroy at end of retention period
Employment contracts and variations	Duration of employment plus 6 years	Destroy at end of retention period
Correspondence with employee	Duration of employment plus 6 years	Destroy at end of retention period
DBS checks	Securely dispose of evidence once certificate is seen and records updated	Destroy at end of retention period

Appraisals and performance management documents	Duration of employment plus 6 years	Destroy at end of retention period
GP notes	Duration of employment	Destroy at end of retention period
Workstation assessments	Until superseded	Destroy at end of retention period
Occupational Health Assessments/Documents	Duration of employment plus 6 years	Destroy at end of retention period
Equal Opportunities form	6 months	Destroy at end of retention period
HR records for former employees	6 years from leaving date	Destroy at end of retention period
Death in service form	Duration of employment plus 6 years	Destroy at end of retention period
Preferred supplier lists	Review and update annually	
Employment checks by 3rd parties (Landlords, mortgage companies etc)	3 months after request was fulfilled	Destroy at end of retention period
Job evaluation records	Until superseded by new job or job is renewed	Destroy at end of retention period
Exit interviews	2 years after end of employment	Destroy at end of retention period
Executive personnel files	-	-
Function/Record type	Period of retention	Final disposition
Paper files	6 years from end of employment	Destroy at end of retention period

Trustee recruitment	-	-
Function/Record type	Period of retention	Final disposition
Trustee recruitment records	6 months for unsuccessful candidates, tenure +1 year for successful candidates	Destroy at end of retention period
Temporary contracts	-	-
Function/Record type	Period of retention	Final disposition
CVs	Unsuccessful - 1 month, Successful - duration of engagement	Destroy at end of retention period
Agency timesheets	Until invoice paid	Destroy at end of retention period
	Duration of employment plus 6 years	Destroy at end of retention period
	Duration of employment plus 6 years	Destroy at end of retention period
	Duration of employment plus 6 years	Destroy at end of retention period
Employment disputes	-	-
Function/Record type	Period of retention	Final disposition
Settlements and agreements	6 years from settlement/agreement date	Destroy at end of retention period
Employment Tribunal case files	6 years from end of employment or of case,	Destroy at end of retention period

	whichever is the later	
Court case files	6 years from end of employment or of case, whichever is the later	Destroy at end of retention period
Training	-	-
Function/Record type	Period of retention	Final disposition
E learning access lists	1 year from last event	Destroy at end of retention period
Delegate lists/dietary requirements	training event + 3 months	Destroy at end of retention period
Training Record as part of staff record	Duration of employment plus 6 years	Destroy at end of retention period
Evaluation sheets	Delete once data has been anonymised	Destroy at end of retention period
Other	-	-
Function/Record type	Period of retention	Final disposition
Staff survey documents	5 years	Destroy at end of retention period
Staff briefings	3 years	Destroy at end of retention period
Staff Association matters	3 years	Destroy at end of retention period
Investors in People	Until superseded	Destroy at end of retention period

Property & Facilities	-	-
Deeds and documents	-	-
Function/Record type	Period of retention	Final disposition
Property leases and licences and associated contracts	Term + 6 years	Return to General Counsel/ Send to Archive Centre
Deeds of title	Until sold or transferred	Return to General Counsel/ Send to Archive Centre
Buildings, plant and machinery	-	-
Function/Record type	Period of retention	Final disposition
Final plans and designs, Planning consents, Building certifications, Collateral warranties, Records of historical interest	Retain until disposal of property	Send to Archive Centre
Plant and Machinery documents	Date of removal of machinery + 6 years	Destroy at end of retention period
Records of: Major refurbishments, Warranties, Planning consents, Design documents, Final health & safety files	End of project/warranty + 6 years	Destroy at end of retention period
Contracts relation to building, building maintenance, repairs etc	Term of contract + 15 years	Destroy at end of retention period

Facilities	-	-
Function/Record type	Period of retention	Final disposition
Accident and incident reports	7 years unless the subject matter of litigation or investigation in which case keep for length of litigation or investigation plus 6 years	Destroy at end of retention period
ID passes	Duration of employment	Destroy at end of retention period
Inspection and maintenance reports	Current year plus 10 years	Destroy at end of retention period
Incident reports	7 years from incident being closed	Destroy at end of retention period
Property audits and results	Completion of audit plus 5 years	Destroy at end of retention period
Performance reports against legal requirements	Until superseded + 10 years	Destroy at end of retention period
Utilities test records and certificates	Until superseded + 2 years	Destroy at end of retention period
Portable Appliance Test (PAT Test) records	Until superseded	Destroy when equipment is removed or destroyed
Electrical Works/Gas test certificates	Until superseded	Destroy at end of retention period
Visitors Book	3 months after completion	Destroy at end of retention period
Contracts relation to building, building maintenance, repairs etc	Term of contract + 15 years	Destroy at end of retention period

Social Care		
Resident /Service User Personal Data	-	-
Function/Record type	Period of retention	Final disposition
Personal Care Plan and associated documents	Date of last entry (resident leaves service or dies) + 6 years	Destroy
Drug Administration Records / MAR sheets	Date of last entry (resident leaves service or dies) + 6 years	Destroy
Risk assessments	Date of last entry (resident leaves service or dies) + 6 years	Destroy
Complaints and Compliments	Date of last entry (resident leaves service or dies) + 6 years	Destroy
Correspondence	Date of last entry (resident leaves service or dies) + 6 years	Destroy
Needs Assessment	Date of last entry (resident leaves service or dies) + 6 years	Destroy
Mental Capacity Assessments	Date of last entry (resident leaves service or dies) + 6 years	Destroy

Safeguarding Referrals	Date of last entry (resident leaves service or dies) + 6 years	Destroy
Contract and billing information	Date of last entry (resident leaves service or dies) + 6 years	Destroy
Complaints and compliments	Date of last entry (resident leaves service or dies) + 6 years	Destroy
Seizure record forms	Date of last entry (resident leaves service or dies) + 6 years	Destroy
Behavioural incident forms	Date of last entry (resident leaves service or dies) + 6 years	Destroy
Residents property register	Date of last entry (resident leaves service or dies) + 6 years	Destroy
GP/ medical appointment records	Date of last entry (resident leaves service or dies) + 6 years	Destroy
Personal money transaction register	Date of last entry (resident leaves service or dies) + 6 years	Destroy

For those customers who were under 18 years of age at the commencement of support from Leonard Cheshire. Retain records in line with the Records Management Policy and procedure for 8 years after the date the customer stops receiving support, or until their 26th birthday, whichever is later

Finance & Admin

All finance documents should be held centrally - send to SSC & see Finance for retention periods

Function/Record type	Period of retention	Final disposition
Commissioner Contracts	Retain copies of all current arrangements until resident leaves service or dies	Destroy
Quality Audits by Commissioners	3 years from date of issue	Destroy
Inspection reports from any regulatory or statutory body – CQC; Care Commission; Health and Safety etc.	3 years from date of report	Destroy
Action plans from audits relating to quality and compliance.	3 years from date plan completed/superseded	Destroy
Audits from external professionals i.e. nurse assessor.	3 years from date of audit	Destroy
Internal quality audits	3 years from date of audit	Destroy
Visitor Books	3 years (Northern Ireland 6 years)	Destroy
Controlled Drug Register	Date of record + 3 years	Destroy
CCTV images	31 Days	Destroy
Business Continuity Plans	Until superseded	Destroy
Volunteers	3 years from last active service.	Destroy
Staff meeting minutes	3 years from date of meeting	Destroy
Records of historical interest (public interest)	Send to General Counsel at Head Office	Send to Archive Centre

Equipment- records on non fixed equipment, including specification, maintenance records, user guide	Lifetime of equipment	Destroy
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