

# Barnardo's Records Retention Schedule

This is the records retention schedule for records and information held by Barnardo's. This retention schedule covers records irrespective of format or whether they contain personal data.

The schedule lists the distinct types of records held to support delivery of our work and to provide evidence of that work. Each record type entry indicates how long those records must be retained for, beyond active use, and what should happen to them at the end of the retention period.

It also indicates the sensitivity of the record; Barnardo's classifies records in three categories:

Unrestricted	Any information that could be made available to the public. For example, Annual reports, advertising material, brochures and/or internet site information.
Confidential	Information about our internal business processes that enable us to retain a position as a trusted service - Staff directory, Business plans, financial information. Any commercial correspondence between Barnardo's and third parties. Detailed information which relates to the commercial and operational strategy of our business and Intellectual property.
Restricted	Any information that relates to an individual's personal data and, hence, may be covered by the Data Protection Act. This includes Personnel files, Service User information and sponsor and donor information.

The schedule must be consistently applied to the charity's records and information, regardless of the format or location of that information. This will ensure that information relating to the same function and business activity but held in more than one business system or filing repository is systematically managed from creation, capture, and active use through to its longer-term retention and final disposal.

The schedule should be accessed via the Data Protection area within Inside Barnardo's using Google Chrome rather than Microsoft Edge and not saved anywhere else.

**The contents page for each type of record is linked so that clicking on any record type will take you directly to that section. Please note that the links work best when the document is accessed through Google Chrome.**

If you have any comments or queries regarding the schedule, or you would like to flag an amendment, please contact [recordsmanagement@barnardos.org.uk](mailto:recordsmanagement@barnardos.org.uk).

Edit history information on any amendments to the schedule, giving details on who requested the amendment, any alterations made, the date and the person who carried out the change can be found at the end of the schedule under List of Amendments.

This schedule is in line with current legal and regulatory frameworks including The NHS Records Management Code of Practice (2021). Compliance with the Schedule will help to ensure organisational compliance with The General Data Protection Regulations (the UK-GDPR) and the Data Protection Act 2018 (DPA18), Public Records act 1958 and Public Records (Scotland) Act (2011).

## Contents

1. Finance .....	4
1.1 Accounting .....	4
1.2 Financial Management Information .....	7
1.3 Pay and Tax .....	8
1.4 Pension .....	10
2. Archive .....	15
2.1 Archive .....	15
3. Governance .....	16
3.1 Audit.....	16
3.2 Company records .....	16
3.3 Contracts and Agreements .....	19
3.4 Customer Care .....	21
3.5 Health and Safety.....	21
3.6 Health and Welfare.....	23
3.7 Information Governance.....	24
3.8 Risk and Insurance .....	26
4. Staff and Volunteer Records .....	27
4.1 Employment.....	27
5. Operational .....	34
5.1 Business Management Information.....	34
5.2 Communications .....	36
5.3 Fleet Management.....	38
5.4 Fundraising and Events .....	39
5.5 Images and Recordings .....	42
5.6 Intellectual Property .....	43
5.7 Property .....	45
5.8 Research.....	49
6. Children’s Services .....	50
6.1 No Statutory or Contractual Retention Period .....	50
6.2 Safeguarding .....	52
6.3 Statutory Retention Periods - Cymru.....	55
6.4 Statutory Retention Periods - England.....	61
6.5 Statutory Retention Periods – Northern Ireland .....	68
6.6 Statutory Retention Periods – Scotland.....	74
List of Amendments .....	80

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
<b>1. Finance</b>						
<b>1.1 Accounting</b>						
1.101	<b>Lotteries returns</b>	3 years	From date of the lottery draw	Destroy securely	Best Practice	Confidential
1.102	<b>Gift aid claims</b>	7 years	From the end of the fiscal year in which the last payment under the declaration was made	Destroy securely	Evidence required by HMRC inspections/Limitation Act 1980	Restricted
1.103	<b>Gift aid status (declaration)</b>	6 years	From the end of the fiscal year in which the last payment under the declaration was made	Destroy securely	Finance Act 1988 Sch 18 (Declarations continue in force until revoked or cancelled)	Restricted
1.104	<b>Asset registers</b>	7 years	From end of fiscal year after which asset is sold or transferred	Destroy securely	Finance Act 1988 Sch. 18 / Companies Acts and Charities Acts	Confidential
1.105	<b>Instructions to Banks</b>	7 years	After ceasing to be effective	Destroy securely	Limitation Act s.5	Restricted
1.106	<b>Cash books</b>	7 years	From end of fiscal year	Destroy securely	Finance Act 1988 Sch.18/ Companies Acts / Charities Acts / Limitation Act 1980	Confidential

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
1.107	<b>Credit and debit notes</b>	7 years	From end of fiscal year	Destroy securely	Finance Act 1988 Sch.18/ Companies Acts / Charities Acts / Limitation Act 1980	Unrestricted
1.108	<b>Creditor payments</b>	6 years	From end of fiscal year	Destroy securely	Finance Act 1988 Sch.18/ Companies Acts / Charities Acts / Limitation Act 1980	Confidential
1.109	<b>Debtor's records – un-cleared</b>	6 years	From end of fiscal year	Destroy securely	Finance Act 1988 Sch.18/ Companies Acts / Charities Acts / Limitation Act 1980	Confidential
1.110	<b>Debtors' records – cleared</b>	6 years	From end of fiscal year	Destroy securely	Finance Act 1988 Sch.18/ Companies Acts / Charities Acts / Limitation Act 1980	Confidential
1.111	<b>Delivery notes</b>	7 years	From end of fiscal year	Destroy securely	VAT Act 1994 Schedule 18/ Limitation Act 1980/ Companies Acts / Charities Acts	Unrestricted
1.112	<b>Estimates</b>	6 years	From end of fiscal year	Destroy securely	Best Practice	Confidential
1.113	<b>Invoices (capital)</b>	10 years	From end of fiscal year	Destroy securely	Companies Acts / Charities Acts	Confidential
1.114	<b>Invoices (revenue)</b>	7 years	From end of fiscal year	Destroy securely	Finance Act 1988 Sch.18 / Limitation Act 1980 / Companies Acts / Charities Acts	Confidential
1.115	<b>Ledgers</b>	Permanent		Archive	Finance Act 1988 Sch.18 / Limitation Act 1980 / Companies Acts / Charities Acts	Confidential
1.116	<b>Paying-in counterfoils</b>	7 years	From end of fiscal year	Destroy securely	Finance Act 1988 Sch.18 / Limitation Act 1980 / Companies Acts / Charities Acts	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
1.117	Petty cash records	7 years	From end of fiscal year	Destroy securely	Finance Act 1988 Sch.18 / Limitation Act 1980 / Companies Acts / Charities Acts	Confidential
1.118	Purchase orders (capital)	7 years	From end of fiscal year	Destroy securely	Finance Act 1988 Sch.18 / Limitation Act 1980 / Companies Acts / Charities Acts	Confidential
1.119	Purchase orders (revenue)	7 years	From end of fiscal year	Destroy securely	Finance Act 1988 Sch.18 / Limitation Act 1980	Confidential
1.120	Receipts	7 years	From end of fiscal year	Destroy securely	Finance Act 1988 Sch.18 / Limitation Act 1980	Confidential
1.121	Remittance advices/receipts	7 years	From end of fiscal year	Destroy securely	Finance Act 1988 Sch. 18 / Companies Acts / Charities Acts	Unrestricted
1.122	Stock records	7 years	From end of fiscal year	Destroy securely	Finance Act 1988 Sch.18/ Companies Acts / Charities Acts / Limitation Act 1980	Confidential
1.123	Bank reconciliations	7 years	From end of fiscal year	Destroy securely	Finance Act 1988 Sch.18/ Companies Acts / Charities Acts / Limitation Act 1980	Confidential
1.124	Benefits in kind	7 years	From end of fiscal year	Destroy securely	Taxes Management Act 1970	Confidential
1.125	Bank statements	7 years	From end of fiscal year	Destroy securely	Finance Act 1988 Sch.18/ Companies Acts / Charities Acts / Limitation Act 1980	Restricted
1.126	Accounts – working papers, minor records (petty cash, receipt books, cheque counterfoils)	7 years	End of fiscal year	Destroy securely	Finance Act 1988 Sch. 18 / Companies Acts and Charities Acts	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
1.127	Bank Account/Credit Cards - Bank details of employees	1 month	After employment ceases	Destroy securely	Data Protection Act	Restricted
<b>1.2 Financial Management Information</b>						
1.201	Correspondence re donations	6 years	From end of fiscal year	Destroy securely	Companies Act / Charities Act	Restricted
1.202	Management accounts	7 years	From completion of audit	Destroy securely	Best Practice	Confidential
1.203	Budgets and periodic internal financial reports	7 years	From date of budget	Destroy securely	Evidence purposes/best practice/internal control	Confidential
1.204	Cashflows	6 years	From date of cashflow	Destroy securely		Confidential
1.205	Investment records	Life of company		Destroy securely	Limitation Act 1980	Confidential
1.206	Capital expenditure: capital request forms, work orders and supporting documents	7 years	From end of fiscal year	Destroy securely	Companies Act 2006, Charities Act 2011, VAT Act 1994, Finance Act 1998	Confidential
1.207	Records of cost element accounting, cost centre accounting, activity-based	3 years	From end of fiscal year	Destroy securely	Companies Act adoption, Charities Act 2011, VAT Act 1994, Finance Act 1998	Confidential

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
	costing, product costing, profitability analysis, profit centre accounting					
1.208	<b>Credit control: Insolvency, collection and insolvency correspondence and case paperwork</b>	15 years	From case closed date	Destroy securely	Best Practice	Confidential
1.209	<b>HMRC Certificates</b>	Life of company		Archive	Business requirement	Confidential
1.210	<b>In-house Grants</b>	10 years	After end of grant	Destroy securely	Business requirement	Confidential
1.211	<b>Corporate Partner main contact details</b>	6 years	Corporate Partner main contact details	Destroy		Confidential
1.212	<b>Funding Partner main contact details</b>	6 years	Funding Partner main contact details	Destroy		Confidential
<b>1.3 Pay and Tax</b>						
1.301	<b>Expense Claims</b>	7 years	From end of fiscal year	Destroy securely	Finance Act 1988 Sch.18/ Companies Acts / Charities Acts / Limitation Act 1980	Restricted
1.302	<b>Expense claims and authorisations</b>	7 years	From end of fiscal year	Destroy securely	Finance Act	Restricted



Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
1.303	<b>PAYE records</b>	7 years	From end of fiscal year	Destroy securely	Income tax (PAYE) Regulations 2003, Reg.97	Restricted
1.304	<b>Payroll and wage records (including overtime, bonuses, expenses etc)</b>	7 years	From end of fiscal year	Destroy securely	Finance Act Sch.18, Taxes Management Act, Income Tax (PAYE) Regs 2003 Reg 97	Restricted
1.305	<b>Tax forms (P6, P45, P48, P60 etc)</b>	7 years	From end of fiscal year	Destroy securely	Finance Act 1988 sch. 18	Restricted
1.306	<b>Annual earnings summaries</b>	7 years	From end of fiscal year	Destroy securely	Taxes Management Act 1970	Restricted
1.307	<b>HMRC correspondence</b>	3 years	From end of fiscal year	Destroy securely	Best Practice	Restricted
1.308	<b>Pay deductions</b>	6 years	From date of payroll	Destroy securely	Best Practice	Restricted
1.309	<b>PAYE records (post April 2004)</b>	3 years	From the end of the tax year to which they relate	Destroy securely	Income tax (PAYE) Regulations 2003, Reg. 97	Restricted
1.310	<b>Loans (e.g., season tickets, bicycle etc)</b>	6 years	After final repayment	Destroy securely	Limitation Act 1980 s.5	Restricted
1.311	<b>Maternity pay records</b>	3 years	From end of tax year in which maternity pay period ends	Destroy securely	Statutory Maternity Pay (General) & Statutory Adoption Pay (Admin) Regs	Restricted
1.312	<b>Paternity pay records</b>	3 years	From end of tax year in which paternity pay period ends	Destroy securely	Statutory Paternity pay & Statutory Adoption Pay (Admin) Regs	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
1.313	Sickness records required for Statutory Sick Pay	6 years	After employment ceases	Destroy securely	Statutory Sick Pay (general) Regs 1982 (Reg 13)	Restricted
1.314	HMRC Authority to refund tax (P48)	6 years	From date of tax refund	Destroy securely	Taxes Management Act 1970	Restricted
1.315	Tax returns	10 years	From date of tax return	Destroy securely	Taxes Management Act 1970	Restricted
1.316	VAT records	6 years	From date of VAT return	Destroy securely	VAT Act 1994 sch.11	Restricted
<b>1.4 Pension</b>						
1.401	Superannuation registers	10 years	From date of last entry in the register	Destroy securely	Retirement Benefit Schemes (Information Powers) Regs 1995	Restricted
1.402	Death benefit nominations and revocations	6 years	After employment ceases or benefit paid	Destroy securely	Best Practice	Restricted
1.403	Members' application forms	6 years	From end of scheme	Destroy securely	Occupational Pension Schemes (Scheme Administration) Regs 1996	Restricted
1.404	Members' contribution records	6 years	From end of scheme	Destroy securely	Occupational Pension Schemes (Scheme Administration) Regs 1996	Restricted
1.405	Payments to leavers, including records of calculation	6 years	From end of scheme	Destroy securely	Occupational Pension Schemes (Scheme Administration) Regs 1996	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
1.406	<b>Payments to the employer</b>	6 years	From end of scheme	Destroy securely	Occupational Pension Schemes (Scheme Administration) Regs 1996	Restricted
1.407	<b>Pensioner records</b>	12 years	After benefit ceases	Destroy securely	Occupational Pension Schemes (Scheme Administration) Regs 1996	Restricted
1.408	<b>Employer contribution records</b>	6 years	From end of scheme year in which event took place	Destroy securely	Retirement Benefit Schemes (Information Powers) Regs 1995	Restricted
1.409	<b>Refund calculations</b>	6 years	From end of scheme year in which event took place	Destroy securely	Retirement Benefit Schemes (Information Powers) Regs 1995	Restricted
1.410	<b>HMRC approval</b>	Life of scheme	From date of HMRC approval	Destroy securely	Finance Act 1970	Restricted
1.411	<b>Investment policies</b>	12 years	After cessation of benefits payable under the policy	Destroy securely	Limitation Act 1980 s.8	Restricted
1.412	<b>All records of investment, borrowing transactions, including land, shares, money and other assets, Records of receipt of income</b>	6 years	From end of scheme year investment	Destroy securely	Retirement Benefits Schemes Information Provision) Regulations 1995 + Limitation Act 1980 s.8	Restricted
1.413	<b>Statement of investment</b>	12 years	After adoption or revision	Destroy securely	Limitation Act 1980 s.8	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
	principles and policies					
1.414	Payments, records, and written appointment of professional advisers	6 years	From end of scheme	Destroy securely	Occupational Pension Schemes (Scheme Administration) Regs 1996	Restricted
1.415	Payments to/from the scheme from other sources	6 years	From end of scheme	Destroy securely	Occupational Pension Schemes (Scheme Administration) Regs 1996	Restricted
1.416	Pension payment records	6 years	From end of scheme	Destroy securely	Occupational Pension Schemes (Scheme Administration) Regs 1996	Restricted
1.417	Details of insurance policy purchased to protect members' rights when scheme is winding up	6 years	From end of scheme year to which they relate	Destroy securely	Occupational Pension Schemes (Scheme Administration) Regs 1996 Regs 12 and 14	Restricted
1.418	Transfer payments in/out of scheme	6 years	From end of scheme year to which they relate	Destroy securely	Occupational Pension Schemes (Scheme Administration) Regs 1996 Regs 12 & 14.	Restricted
1.419	Appointment of professional advisers	6 years	After date, the appointment ceases	Destroy securely	Pensions Act 1995	Confidential
1.420	Dispute procedures	Until revised	From date of dispute	Destroy securely	Pensions Act 1995	Restricted

Reference		Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
1.421		<b>Special contribution records</b>	6 years	From end of scheme year in which event took place	Destroy securely	Retirement Benefit Schemes (Information Powers) Regs 1995	Restricted
1.422		<b>Benefit details</b>	6 years	From end of scheme year in which event took place	Destroy securely	Retirement Benefit Schemes (Information Provision) Regs 1995	Restricted
1.423		<b>Accounts relating to the scheme, including books, documents, and other records on which such accounts or reports are based</b>	6 years	From end of scheme year in which accounts were signed	Destroy securely	Retirement Benefit Schemes (Information Provision) Regs 1995, Reg 15	Restricted
1.424		<b>Pension contribution reports</b>	Life of company		Archive	Occupational Pension Schemes (Scheme Administration) Regs 1996	Restricted
1.425		<b>Superannuation Inland Revenue approvals</b>	Life of company		Archive	Retirement Benefit Schemes (Information Powers) Regs 1995	Restricted
1.426		<b>Minutes of Pension Trustees Meetings</b>	Life of company		Archive	Retirement Benefit Schemes (Information Powers) Regs 1995	Restricted
1.427		<b>Transfer payments in/out of scheme</b>	Until revised	From date of dispute	Review for Archival Value	Retirement Benefit Schemes (Information Powers) Regs 1995	Restricted

Reference		Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
1.428		<b>Appointment of professional advisers</b>	6 years	From end of scheme year in which event took place	Review for Archival Value	Best Practice	Restricted
1.429		<b>Dispute procedures</b>	6 years	From end of scheme year in which event took place	Review for Archival Value	Best Practice	Restricted
1.430		<b>Special contribution records</b>	6 years	From end of scheme year in which accounts were signed	Archive	Heritage	Restricted
1.431		<b>Benefit details</b>	Life of company		Archive	Heritage	Restricted
1.432		<b>Accounts relating to the scheme, including books, documents, and other records on which such accounts or reports are based.</b>	Life of company				Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level	
<b>2. Archive</b>							
<b>2.1 Archive</b>							
2.101		<b>Research Enquiries: documents generated through responding to research enquiries using archive records (personal)</b>	10 years	From last contact	Archive – Making Connections	Best Practice	Restricted
2.102		<b>Research Enquiries: documents generated through responding to research enquiries using archive records (business)</b>	10 years	From last contact	Archive – Making Connections	Best Practice	Confidential
2.103		<b>Licenses for use of archival material within the public domain</b>	10 years	After end of license period	Archive – Making Connections	Best Practice	Confidential
2.104		<b>Deposits/ Accessions (e.g., publications)</b>	Permanent		Archive – Making Connections	Heritage	Confidential
2.105		<b>Deposits/ Accessions (personal)</b>	Permanent		Archive – Making Connections	Heritage	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
<b>3. Governance</b>						
<b>3.1 Audit</b>						
3.101	<b>Fraud Case Files</b>	6 years	From case closed date	Destroy securely	Limitation Act 1980	Restricted
3.102	<b>Audit records (internal and external)</b>	6 years	From completion of audit	Destroy securely	Best Practice	Confidential
3.103	<b>Reports and Accounts (annual)</b>	Permanent			VAT Act 1994, Sch.11 / Companies Acts	Unrestricted
<b>3.2 Company records</b>						
3.201	<b>Litigation dossiers</b>	10 years	From case closed date	Destroy securely	Following legal advice	Restricted
3.202	<b>Proxy forms and polling cards from Annual General Meeting</b>	1 year	After date of meeting	Destroy securely	Best Practice	Restricted
3.203	<b>Proxy forms from General Meeting (where no poll demanded)</b>	1 month	After date of meeting	Destroy securely	Best Practice	Restricted
3.204	<b>Stock transfer forms and Share Certificates</b>	20 years	From purchase of shares	Destroy securely	Companies Act 1985 s.352 / Companies Act 206	Confidential
3.205	<b>Committee agendas, minutes,</b>	15 years	After date of meeting	Destroy securely	Health & Social Care Act (2008)	Restricted



Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
	and papers (Team/Service)					
3.206	Committee agendas, minutes, and papers (Corporate)	Permanent	After date of meeting	Archive	Companies Act 2006	Restricted
3.207	Trustee agendas, minutes, and papers (Barnardo's)	Permanent	After date of meeting	Archive	Companies Act 2006	Confidential
3.208	Register of Debentures or loan stockholders	Permanent	After redemption	Archive	Companies Act 2006 ss743-748	Confidential
3.209	Investment Portfolio	6 years	End of fiscal year	Destroy securely	Limitation Act	Confidential
3.210	Annual Review and report	Permanent		Archive	Best Practice	Unrestricted
3.211	Articles of Association – current	Permanent		Archive	Companies Act 2006 s.32	Unrestricted
3.212	Articles of Association – former and original (signed)	Permanent		Archive	For use as evidence	Unrestricted
3.213	Certificate of Incorporation (including on change of name)	Permanent		Archive	Implied by Companies Act 2006 s.15	Unrestricted
3.214	Copies of Charges	Permanent		Archive	Companies Act 2006 s. 876	Confidential

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
3.215	<b>Memorandum of Association – current</b>	Permanent		Archive	Companies Act 2006 s.32	Unrestricted
3.216	<b>Memorandum of Association – former versions</b>	Permanent		Archive	For use as evidence	Unrestricted
3.217	<b>Memorandum of Association – original signed</b>	Permanent		Archive	For use as evidence	Unrestricted
3.218	<b>Minutes of General Meetings</b>	Permanent		Archive	Companies Act s355	Confidential
3.219	<b>Notices of General Meetings</b>	Permanent		Archive	For use as evidence	Unrestricted
3.220	<b>Powers of attorney</b>	Permanent		Archive	Limitation Act 1980	Restricted
3.221	<b>Register of Charges</b>	Permanent		Archive	Companies Act 006 s.876	Confidential
3.222	<b>Register of Directors and Secretaries</b>	Permanent		Archive	Register of Directors – Companies Act ss162 & 165; Register of Secretaries Companies Act 2006 s.275	Unrestricted
3.223	<b>Register of documents affixed with the company seal</b>	Permanent		Archive	Best Practice	Confidential
3.224	<b>Register of Members</b>	Permanent		Archive	Companies Act 2006 s. 113-121	Unrestricted
3.225	<b>Resolutions filed with Companies House</b>	Permanent		Archive	Companies Act 2006 s.29 and 355	Confidential

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
3.226	<b>Companies House Statutory Returns</b>	7 years	From date of return	Destroy	Companies Act 2006 s.29 and 355	Unrestricted
3.227	<b>Risk Registers (Including superseded copies)</b>	Permanent		Archive	Business requirement	Confidential
3.228	<b>Business Continuity (Including superseded copies)</b>	Permanent		Archive	Business requirement	Confidential
3.229	<b>Annual Review and report (Barnardo's Overseas)</b>	Permanent		Archive	Business requirement	Confidential
3.230	<b>Trustees &amp; Committee Members</b>	1 year	After Trusteeship ends	Destroy		Restricted
<b>3.3 Contracts and Agreements</b>						
3.301	<b>Contractors - main contact details</b>	1 year	After employment ceases	Destroy securely		Unrestricted
3.302	<b>Software Licences</b>	6 years	After expiry or termination of licence	Destroy securely	Limitation Act 1980	Confidential
3.303	<b>Approved Suppliers' List</b>	11 years	From approval	Destroy securely	Limitation Act 1980/Consumer Protection Act 1987	Confidential
3.304	<b>Contracts relating to building, building maintenance, repairs etc</b>	15 years	From completion of contract	Destroy securely	Limitation Act 1980 s.5	Confidential

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
3.305	<b>Contracts (not sealed or signed as a deed)</b>	6 years	From contract termination	Destroy securely	Limitation Act 1980 s5	Confidential
3.306	<b>Contracts (sealed or signed as a deed)</b>	12 years	From contract termination	Destroy securely	Limitation Act 1980 s 8	Confidential
3.307	<b>Agreements/Contracts for products</b>	10 years	From date of contract	Destroy securely	Product liability – Consumer Protection Act	Confidential
3.308	<b>Agreements/Contracts with third party service providers (e.g., Commercial partners, participators, and professional fundraisers)</b>	6 years	From date of contract	Destroy securely	Limitation Act 1980 s 5	Restricted
3.309	<b>Record of supplier's details</b>	10 years	From date of contract	Destroy securely	Product Liability – Consumer Protection Act 1987	Confidential
3.310	<b>Standard terms and conditions</b>	6 years	From date of contract	Destroy securely	Limitation Act 1980	Confidential
3.311	<b>Competition terms and conditions</b>	6 months	From date of competition	Destroy securely		Unrestricted
3.312	<b>Tender submission and associated documents (unsuccessful)</b>	6 years	From notification of unsuccessful tender	Destroy securely	Limitation Act 1980	Confidential
3.313	<b>Guarantees and indemnities</b>	12 years	After interest ceases	Destroy securely	Limitation Act 1980 s 8	Confidential

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
3.314	Contracts with contractors and consultants	15 years	After project completion	Destroy securely	Limitation Act 1980 s.5	Restricted
3.315	Maintenance contracts	6 years	After end of contract	Destroy securely	Limitation Act 1980 s.5	Confidential
3.316	Footage licences	6 years	From expiry	Destroy securely	Limitation Act 1980	Confidential
3.317	Tender submission and associated documents (successful)	6 years	From termination of contract	Destroy securely	Limitation Act 1980	Confidential
<b>3.4 Customer Care</b>						
3.401	Complaints Correspondence	6 years	From completion of action	Destroy securely	Best Practice	Restricted
3.402	Enquiries	6 years	From case closed date	Destroy securely		Restricted
3.403	Complaints Correspondence	6 years	After resolution	Destroy securely	Best Practice	Confidential
<b>3.5 Health and Safety</b>						
3.501	RIDDOR notification to HSE	12 years	From date of notification	Destroy securely	Limitation Act 1980	Confidential
3.502	Accident report form	3 years	From date form created	Destroy securely	RIDDOR 1995, Social Security (claim and payments regulations 1979)	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
3.503	<b>Occurrence of notifiable disease</b>	3 years	From date form created	Destroy securely	RIDDOR 1995, Social Security (claim and payments regulations 1979)	Restricted
3.504	<b>Consultations with H&amp;S rep</b>	6 years	From date of consultation	Destroy securely	Safety Representatives and Safety Committees Regulations Act 1977, Health & Safety Regulations and Employee Regulations Act 1996	Confidential
3.505	<b>Risk Assessments</b>	6 years	After further assessment which renders original obsolete	Destroy securely	Control of Substances Hazardous to Health Regulations 2002 (COSH), Health & Safety at Work Regulations 1999, and Provision and Use of Work Equipment 1998	Confidential
3.506	<b>Equipment Monitoring: records of examination and maintenance of control systems and protective equipment; Reports of inspections, risks, defects, and actions taken Note – includes Workstation Assessments</b>	6 years	After lifetime of equipment	Destroy securely	COSH, Health Regulations 2002 Reg. 9(4) The Health and Safety (Display Screen Equipment) Regulations 1992 The Provision and Use of Work Equipment Regulations 1998, The Lifting Operations and Lifting Equipment Regulations 1998 reg. 11(1)(b) Health and Safety (Display Screen Equipment) Regulations 1992 (as amended) imposes no specific obligation on record retention	Confidential
3.507	<b>Emergency Planning: major accident prevention, safety reports,</b>	Life of company		Archive	Control of Major Accident Hazards (COMAH) Regulations 1999 as amended 2005	Confidential

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level	
		<b>emergency plans under COMAH</b>					
3.508	Information received by or produced by Health & Safety Team	<b>Accident report form for adult who was not a service user (18yrs old+)</b>	3 years	From date form created	Destroy Securely	RIDDOR 1995, Social Security (claim and payments regulations 1979)	Restricted
3.509	Information received by or produced by Health & Safety Team	<b>Accident report form for young person</b>	Up to 24th birthday	From date of birth of injured individual	Destroy Securely	RIDDOR 1995, Social Security (claim and payments regulations 1979) Civil and Public Liability Acts	Restricted
3.510	Information received by or produced by Health & Safety Team	<b>Superficial Injury report form</b>	1 year	From date form created	Destroy Securely	Civil and Public Liability Acts	Restricted
<b>3.6 Health and Welfare</b>							
3.601		<b>Welfare records</b>	6 years	After last action	Destroy securely	Best practice/Data protection	Restricted
3.602		<b>Desk assessments</b>	6 years	From end of employment	Destroy securely	Health & Safety (Display Screen Equipment Regulations 1992)	Restricted
3.603		<b>Medical declarations</b>	6 years	From date of the event	Destroy securely	Best Practice	Restricted
3.604		<b>Medical and health records – employees</b>	30 years	After employment ceases	Destroy securely	CIPD	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
3.605	Parental leave records - with disability allowance	18 years	From birth of child	Destroy securely	CIPD	Restricted
3.606	Parental leave records - without disability allowance	5 years	From birth of child	Destroy securely	CIPD	Restricted
3.607	Sickness records – individual	6 years	After employment ceases	Destroy securely	Limitation Act 1980 s.5	Restricted
3.608	Retirement due to incapacity decisions	6 years	From end of scheme year in which benefit began	Destroy securely	Retirement Benefit Schemes (Information Powers) Regs 1995	Restricted
3.609	Health assessments – Working Time Regulations	2 years	From date of health assessment	Destroy securely	Working Time Regulations (Regs 5 & 9)	Restricted
<b>3.7 Information Governance</b>						
3.701	Data Breach reports, investigations, ICO correspondence, complaints	10 years	From last contact	Destroy securely	Business requirement	Restricted
3.702	Records documenting the organisation's notification of data	2 years		Destroy securely		Confidential



Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
	controller details (to be added to the public register of data controllers) to the Information Commissioner's Office, as required by s 2 of the Data Protection Act 2018 (c. 29)					
3.703	IG assessments (Vendor Risk, DP Impact, etc)	6 years	From end of provision, supplier relationship/ or archiving	Destroy Securely	Business Need	Confidential
3.704	Subject Access Requests (SARs) (Identified records)	Various	Record should be kept in line with the existing retention period for the record type.	Destroy Securely	DPA 2018 and other legislative requirements	Restricted
3.705	Subject Access Requests (SARs) (unidentified/no trace)	6 Years	From confirmation of no records	Destroy securely	Limitation Act 1980	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
<b>3.8 Risk and Insurance</b>						
3.801	<b>Insurance claims</b>	3 years	After date of settlement of the claim	Destroy securely	Commercial	Restricted
3.802	<b>Insurance schedules</b>	10 years	From date of insurance schedule	Destroy securely	Limitation Act 1980	Confidential
3.803	<b>Production Insurance Certificate &amp; claims documentation</b>	Life of policy + period until claims are barred.	N/A	Destroy securely	Limitation Act 1980	Confidential
3.804	<b>Trip Risk Assessment</b>	6 years	From date of trip	Destroy securely	Limitation Act 1980 (negligence non-personal injury)	Restricted
3.805	<b>Insurance policies, renewal notices and certificates</b>	6 years	From end of fiscal year or, if later, until all claims are barred and all outstanding claims settled	Destroy securely	Limitation Act 1980 s.5, 11 and 12	Confidential
3.806	<b>Public liability insurance certificates</b>	Until replaced by new certificate	N/A	Destroy securely		Unrestricted
3.807	<b>Risk Assessment for corporate trips contains personal data)</b>	1 year	From date of trip	Destroy securely		Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
3.808	Employer's liability insurance certificates	Life of company		Archive	Employers' Liability (Compulsory Insurance) Regs 1998	Unrestricted
<b>4. Staff and Volunteer Records</b>						
<b>4.1 Employment</b>						
4.101	Not Children's Services: Disclosures (whistleblowing)	6 years	From case closed date	Destroy securely	Limitation Act 1980 s.5	Restricted
4.102	Children's Services: Disclosures (whistleblowing)	75 years	From case closed date	Destroy securely	Limitation Act 1980 s.5	Restricted
4.103	References - given by Barnardo's on ex staff	6 years	After employment ceases	Destroy securely	Limitation Act 1980 s.5	Restricted
4.104	CVs – successful applicants	6 years	After employment ceases	Destroy securely	Best Practice	Restricted
4.105	Contractor time sheets	3 years	From the end of the fiscal year in which the contract terminated	Destroy securely	Best Practice	Confidential
4.106	Job applications – successful	6 years	After employment ceases	Destroy securely	Best Practice	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
4.107	<b>Redundancy claims</b>	6 years	After employment ceases	Destroy securely	Best Practice	Restricted
4.108	<b>Job descriptions</b>	3 years	After employment ceases	Destroy securely	Best Practice	Unrestricted
4.109	<b>Qualifications evidence</b>	6 years	After employment ceases	Destroy securely	Limitation Act 1980 s.5	Restricted
4.110	<b>References - successful candidates</b>	6 years	After employment ceases	Destroy securely	Limitation Act 1980 s.5	Restricted
4.111	<b>Not Children's Services: Resignations</b>	6 years	After employment ceases	Destroy securely	Limitation Act 1980 s.5	Restricted
4.112	<b>Not Children's Services: Terminations</b>	6 years	After employment ceases	Destroy securely	Limitation Act 1980 s.5	Restricted
4.113	<b>Not Children's Services: Contracts of employment, written particulars of employment and changes (original)</b>	6 years	After employment ceases	Destroy securely	Limitation Act 1980 s.5	Restricted
4.114	<b>Not Children's Services: Interview records</b>	1 year	After notification of unsuccessful application	Destroy securely	Sex Discrimination Act, Race Relations Act, Disability Discrimination Act, Data Protection Act	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
4.115	<b>Children's Services: Resignations</b>	75 years	After employment ceases	Destroy securely	Limitation Act 1980 s.5	Restricted
4.116	<b>Children's Services: Terminations</b>	75 years	After employment ceases	Destroy securely	Limitation Act 1980 s.5	Restricted
4.117	<b>Children's Services: Contracts of employment, written particulars of employment and changes (original)</b>	75 years	After employment ceases	Destroy securely	Limitation Act 1980 s.5	Restricted
4.118	<b>Children's Services: Interview records</b>	75 years	After notification of unsuccessful application	Destroy securely	Sex Discrimination Act, Race Relations Act, Disability Discrimination Act, Data Protection Act	Restricted
4.119	<b>Job advertisements</b>	1 year	From the closing date on the job advert	Destroy securely	Sex Discrimination Act, Race Relations Act, Disability Discrimination Act	Unrestricted
4.120	<b>Not Children's Services: Job applications – successful</b>	6 years	After employment ceases	Destroy securely	Sex Discrimination Act, Race Relations Act, Disability Discrimination Act, Data Protection Act	Restricted
4.121	<b>Children's Services: Job applications – successful</b>	75 years	After employment ceases	Destroy securely	Sex Discrimination Act, Race Relations Act, Disability Discrimination Act, Data Protection Act	Restricted
4.122	<b>Training records</b>	6 years	From date obsolete in line	Destroy securely		Confidential

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
			with staff records			
4.123	<b>Industrial / Employee Relations: Staff Grievances: Records documenting grievances (whistleblowing) raised by staff (which do not relate directly to their own contracts of employment), responses, actions, and outcomes. Design of workforce surveys and consultations, together with responses</b>	6 years	From last action	Destroy securely	Legal Accountability	Restricted
4.124	<b>Employee Relations: Investigation outcome report and outcome letters</b>	Lifetime of employment record	From date of leaving	Destroy securely	Best Practice	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
4.125	<b>Occupational Health: Health Surveillance, Assessment, Medical Records for individual employees</b>	Lifetime of employment record	From date of leaving	Destroy securely	Best Practice	Restricted
4.126	<b>Record of Gifts</b>	6 years	Date gift received	Destroy securely	VAT Act 1994 Sch.11 / Limitation Act 1980 / Companies Acts / Charities Acts	Restricted
4.127	<b>Convictions</b>	6 years	From date employment ceases	Destroy securely		Restricted
4.128	<b>Date of Birth</b>	6 years	From date employment ceases	Destroy securely		Restricted
4.129	<b>DBS (Disclosure and Barring Service) Check</b>	6 years	From date employment ceases	Destroy securely		Restricted
4.130	<b>Gender</b>	6 years	From date employment ceases	Destroy securely		Unrestricted
4.131	<b>Marital Status</b>	6 years	From date employment ceases	Destroy securely		Restricted
4.132	<b>National Insurance Number</b>	6 years	From date employment ceases	Destroy securely		Restricted
4.133	<b>Other Positions Held</b>	6 years	From date employment ceases	Destroy securely		Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
4.134	Register of declarations of interest	10 years	From date of expiry of the interest	Destroy securely	Best Practice	Restricted
4.135	Study leave records	6 years	After employment ceases	Destroy securely	Best Practice	Restricted
4.136	Annual leave records	6 years	After employment ceases	Destroy securely	CIPD	Restricted
4.137	Equal opportunities/diversity/fair employment (NI) monitoring forms (successful candidates)	6 years	After employment ceases	Destroy securely	CIPD	Restricted
4.138	Equal opportunities/diversity/fair employment (NI) monitoring forms (unsuccessful candidates)	1 year	From date of notification	Destroy securely	CIPD	Restricted
4.139	Previous address information	Immediately	When address change is made	Destroy securely	Data Protection Act	Restricted
4.140	Not Children's Services: Training records	6 years	After employment ceases	Destroy securely	Limitation Act 1980	Restricted



Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
4.141	<b>Not Children's Services: Appraisals</b>	6 years	After employment ceases	Destroy securely	Limitation Act 1980 s.5	Restricted
4.142	<b>Not Children's Services: Disciplinary matters</b>	6 years	After employment ceases	Destroy securely	Limitation Act 1980 s.5	Restricted
4.143	<b>Children's Services: Job history</b>	75 years	After employment ceases	Destroy securely	Limitation Act 1980 s.5	Restricted
4.144	<b>Children's Services: Training records</b>	75 years	After employment ceases	Destroy securely	Limitation Act 1980	Restricted
4.145	<b>Children's Services: Appraisals</b>	75 years	After employment ceases	Destroy securely	Limitation Act 1980 s.5	Restricted
4.146	<b>Children's Services: Disciplinary matters</b>	75 years	After employment ceases	Destroy securely	Limitation Act 1980 s.5	Restricted
4.147	<b>Children's Services: Job history</b>	75 years	After employment ceases	Destroy securely	Limitation Act 1980 s.5	Restricted
4.148	<b>Job applications – unsuccessful</b>	1 year	After notification of unsuccessful application	Destroy securely	Sex Discrimination Act, Race Relations Act, Disability Discrimination Act, Data Protection Act	Restricted
4.149	<b>Freelancer CVs</b>	1 year	From supply to Barnardo's	Destroy securely	Data Protection Act 2018	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
4.150	<b>Emergency contact details</b>	Immediately	After employment ceases	Destroy securely	Data Protection Act 2018	Restricted
4.151	<b>Home main contact details</b>	1 year	After employment ceases	Destroy securely	Data Protection Act 2018	Restricted
<b>5. Operational</b>						
<b>5.1 Business Management Information</b>						
5.101	<b>Partner Promotional materials, sign-off forms</b>	1 year	Date of campaign partner involved in	Destroy securely		Confidential
5.102	<b>Presentations</b>	1 year	From date of presentation	Destroy securely		Confidential
5.103	<b>Reports</b>	1 year	From date of report	Destroy securely		Confidential
5.104	<b>Policies</b>	Life of company	From date of policy	Archive		Confidential
5.105	<b>Statistics</b>	6 years	From date of report	Destroy securely		Confidential
5.106	<b>Meetings and Consultations - External Industry or Government Committees: Agendas, Minutes,</b>	Life of company		Archive		Confidential

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
	<b>Reports, and briefing papers</b>					
5.107	<b>Meetings - Departmental/ Team: Minutes, Agendas, and reports</b>	6 years	From date of creation	Destroy securely. Should be assessed for Archive	Best Practice	Confidential
5.108	<b>Meetings - Leadership and Strategic: Minutes, Agendas, Reports, and papers</b>	6 years	From date of creation	Destroy securely Should be assessed for Archive.	Business requirement	Confidential
5.109	<b>Administrative and Service Management papers (Children's Services, Business Lines and Family Placement) - Inc. Diaries, Rosters, progress, and day files</b>	15 years	From date of creation	Destroy securely	Minimum for Northern Ireland Residential Legislation and Best Practice for rest of UK	Restricted
5.110	<b>PID (Project Initiation Documents), Business Cases, Budgets, Plans, Reports</b>	6 years	End of project	Destroy securely	Limitation Act 1980	Confidential
5.111	<b>Sundries requests: catering, furniture,</b>	2 years	End of fiscal year	Destroy securely	Business requirement	Confidential

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
	equipment, stationery and other supplies, Courier confirmations					
5.112	Templates	6 years	From superseded	Destroy securely	Best Practice	Confidential
5.113	Travel Administration: travel and accommodation arrangements	1 year	End of fiscal year	Destroy securely	Business requirement	Confidential
5.114	Organisational Charts	Life of company		Archive	Business requirement	Confidential
5.115	Succession planning	6 years	End of project or superseded	Destroy securely	Business requirement	Confidential
<b>5.2 Communications</b>						
5.201	Correspondence with branches of external media	6 years	From date of correspondence	Destroy securely	(National Archive guidance)	Unrestricted
5.202	Press reports digests	7 years	From date of press digest	Review for Archival value. Destroy securely	(National Archive guidance)	Unrestricted
5.203	Reports on public/media relations	3 months	From date of report	Destroy securely	(National Archive guidance)	Unrestricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
5.204	<b>Handbooks and guides to media relations and FAQs</b>	Life of company	From end of campaign	Destroy securely	(National Archive guidance)	Confidential
5.205	<b>Press Conference reports/previews</b>	3 months	From end of campaign	Destroy securely	(National Archive guidance)	Unrestricted
5.206	<b>Press Cuttings</b>	Life of company		Archive	Evidence and heritage	Unrestricted
5.207	<b>Google analytics data</b>	2 years	From end of fiscal year	Destroy securely		Restricted
5.208	<b>Press Releases</b>	Life of company		Archive	(National Archive guidance)	Unrestricted
5.209	<b>Advertisements</b>	6 years	From end of campaign	Destroy securely	Business requirement	Unrestricted
5.210	<b>Brand &amp; design</b>	6 years	From end of campaign	Destroy securely	Business requirement	Unrestricted
5.211	<b>Third party Social Media Contributions</b>	10 years	From date of broadcast	Destroy securely	Business requirement	Unrestricted
5.212	<b>Web content</b>	10 years	From publication date	Destroy securely	Business requirement, accountability to client/funder, in case of legal action	Confidential
5.213	<b>Publications produced by Barnardo's: work planning and monitoring</b>	2 years	From publication date	Destroy securely	Business requirement	Confidential

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
5.214	Publications produced by Barnardo's	Permanent		Archive	Business requirement	Unrestricted
5.215	Routine Administrative correspondence/e mail and confirmations (not linked to customer, contract, or legal matters)	2 years	From date of correspondence	Destroy securely	Business requirement	Confidential
5.216	Internal broadcasts, communications, and announcements	2 years	From date of broadcast	Destroy securely	Best Practice	Confidential
5.217	Staff and Supporter newsletters	Permanent		Archive	Corporate memory	Unrestricted
<b>5.3 Fleet Management</b>						
5.301	Vehicle Records (finance & maintenance)	Life of Vehicle	End of fiscal year	Destroy securely		Confidential
5.302	Vehicle Records: operator license	6 years	From superseded	Destroy securely		Restricted
5.303	Vehicle Records: driving licenses	6 years	From superseded	Destroy securely		Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
5.304	<b>Vehicle Records: fines (enforcement or payment)</b>	3 years	From date of enforcement settled	Destroy securely	Best Practice	Restricted
5.305	<b>Vehicle Records: Driver logs</b>	6 years	From date record created	Destroy securely	Road Transport Regulations 2005	Confidential
5.306	<b>WEEE: Transfer or Disposal</b>	4 years	From date record created	Destroy securely	The Waste Electrical and Electronic Equipment Regulations 2013	Confidential
<b>5.4 Fundraising and Events</b>						
5.401	<b>Campaign De-briefs</b>	Life of company	N/A	Archive		Confidential
5.402	<b>Campaign Plan/Shape</b>	Life of company	N/A	Archive		Confidential
5.403	<b>Campaign Tracker/Critical Path</b>	Life of company	N/A	Archive		Confidential
5.404	<b>Draw data</b>	3 months	After the draw takes place	Destroy securely		Confidential
5.405	<b>Draw results</b>	6 years	After the draw takes place	Destroy securely		Restricted
5.406	<b>Email/web surveys results</b>	Life of company	N/A	Archive		Confidential
5.407	<b>Campaign Mailing Lists</b>	6 months	From end of campaign	Destroy securely		Restricted
5.408	<b>Kit production specifications</b>	2 years	From end of campaign	Destroy		Unrestricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
5.409	Logo Requests	6 years	From end of campaign	Destroy		Unrestricted
5.410	Marketing emails copy	6 months	From end of campaign	Destroy		Unrestricted
5.411	Marketing stock matrix (fulfilment packs, merchandise, etc.)	3 months	From end of campaign	Destroy		Unrestricted
5.412	Print samples	6 years	From end of campaign	Destroy		Unrestricted
5.413	Appeal responses (including event entry, correspondence with participants)	6 years	From end of campaign	Destroy securely	Best Practice	Restricted
5.414	Market Research Reports	Life of company	N/A	Archive		Confidential
5.415	Targets, tracking & results	Life of company	N/A	Archive		Restricted
5.416	Activity and planning	6 years	End of relevant campaign	Destroy securely		Confidential
5.417	Sponsor - Registration forms	6 years	End of relevant campaign	Destroy securely	Limitation Act 1980	Restricted
5.418	Mailing pack proofs (with actual data) (contains personal data)	6 months	After completion of relevant campaign	Destroy securely	To ensure that information is not disposed of before the campaign delivery is complete - review any errors that have taken place	Restricted



Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
5.419	<b>Sponsor forms</b>	6 years	From end of fiscal year	Destroy securely	Finance Act 1988	Restricted
5.420	<b>Donor's Main contact details</b>	1 year	From last contact	Destroy securely	Business requirement	Restricted
5.421	<b>Fundraiser's Main contact details (Email)</b>	3 years	From last contact	Destroy securely		Restricted
5.422	<b>Fundraiser's Main contact details (Post)</b>	5 years	From last contact	Destroy securely		Restricted
5.423	<b>Opted in to receive emails but no interaction (i.e., opened/clicked)</b>	3 years	From last contact	Destroy securely		Restricted
5.424	<b>Suppression list</b>	Life of company		Destroy securely	Data Protection Act 2018 (s 11)	Restricted
5.425	<b>Supporter Contact Details</b>	6 years	From last contact by supporter	Destroy securely		Restricted
5.426	<b>Supporter Contact Details in Dot mailer.</b>	2 years	From last enquiry	Destroy securely	Business requirement	Restricted
5.427	<b>Requests to be removed from Marketing lists</b>	1 year	From contact	Destroy securely	Data Protection Act 2018 (s 11)	Restricted
5.428	<b>Profiling information</b>	1 year	From last contact	Destroy securely	Data Protection Act 2018 (s 11)	Restricted
5.429	<b>VIP contact details</b>	1 year	From them ceasing to work	Destroy securely		Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
			on behalf of Barnardo's			
5.430	<b>VIP Call Sheets (contains personal data)</b>	1 month	After end of event	Destroy securely	Data Protection Act 2018 (s 11)	Restricted
5.431	<b>VIP Release Forms (contains personal data)</b>	3 years	From the date the consent lapses or is withdrawn or Barnardo's 'retires' the image and its associated consent	Destroy securely	Data Protection Act 2018 (s 11)	Restricted
5.432	<b>VIP agents contact details</b>	2 years	From them having no clients working on behalf of Barnardo's	Destroy securely		Restricted
<b>5.5 Images and Recordings</b>						
5.501	<b>Social Media Broadcast</b>	For as long as consent is held and not withdrawn		Destroy securely	Data Protection Act 2018	Restricted
5.502	<b>TV Broadcast footage (contains personal data)</b>	Life of company		Archive	Data Protection Act 2018	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
5.503	<b>TV Broadcast rushes (contains personal data)</b>	Life of company		Archive	Data Protection Act 2018	Restricted
5.504	<b>Unapproved photographs</b>	For as long as consent is held and not withdrawn		Destroy securely		Restricted
5.505	<b>Approved photographs - Models</b>	5 years		Destroy securely		Restricted
5.506	<b>Approved photographs – Service Users</b>	3 years (Consent Dependent)		Destroy securely		Restricted
5.507	<b>Video of Counselling and Service Intervention</b>	Lifetime of Child's Record	Last Contact	Destroy securely	Legislative requirements of child care records	Restricted
<b>5.6 Intellectual Property</b>						
5.601	<b>Patent applications</b>	50 years	After expiry of the patent	Destroy securely	To prosecute infringements	Restricted
5.602	<b>Patent assignments</b>	6 years	After expiry of the patent	Destroy securely	Limitation Patent Act 1977 s.30 & 68	Restricted
5.603	<b>Patent extensions</b>	For life of patent	After expiry of the patent	Destroy securely	To prosecute infringements	Restricted
5.604	<b>Copyright material – artistic works, recordings, films, photos, and</b>	50 years	After death of author	Destroy securely	Copyright, Designs and Patents Act 1988	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
	<b>broadcast for which copyright protection is claimed</b>					
5.605	<b>Copyright material – literacy, dramatic and musical works for which copyright protection is claimed</b>	50 years	After death of author	Destroy securely	Copyright, Designs and Patents Act 1988	Restricted
5.606	<b>Intellectual property agreements/ licences</b>	6 years	After expiry/12 years if executed as a deed	Destroy securely	Limitation Act 1980	Restricted
5.607	<b>Assignment of trademarks/service marks and designs</b>	6 years	After cessation of registration	Destroy securely	Limitation Act 1980 s.5	Restricted
5.608	<b>Trademark/service marks and designs registration certificates</b>	6 years	After cessation of registration	Destroy securely	Limitation Act 1980 s.5	Confidential
5.609	<b>Licences</b>	15 years	From surrender, expiry, or termination	Destroy securely	Limitation Act 1980 s.5 plus latent defects	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
5.610	<b>Patent licences</b>	6 years	From the end of the licence period	Destroy securely	Evidence	Restricted
<b>5.7 Property</b>						
5.701	<b>Buildings – paper relating to occupation, other than health and safety</b>	3 years	After occupation ceases	Destroy securely	Construction Design Management Regulations	Confidential
5.702	<b>Smoke detector test certificates</b>	3 years	From date of inspection	Destroy securely	Fire precautions	Unrestricted
5.703	<b>Conservation reports (historical and listed buildings)</b>	25 years	From date of report	Destroy securely	Limitation Act 1980	Unrestricted
5.704	<b>Property owner consents</b>	15 years	After surrender, expiry or termination of lease or memoranda of terms	Destroy securely	Limitation Act 1980	Confidential
5.705	<b>Plans</b>	25 years	From date on plan	Destroy securely	Limitation Act 1980	Confidential
5.706	<b>Architect reports</b>	25 years	From date of report	Destroy securely	Limitation Act 1980	Unrestricted
5.707	<b>Asbestos inspections and</b>	40 years	From date of report	Destroy securely	Limitation Act 1980	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
	removal work records					
5.708	Building condition surveys	25 years	From date of report	Destroy securely	Limitation Act 1980	Confidential
5.709	Drainage service reports	15 years	From date of report	Destroy securely	Limitation Act 1980	Unrestricted
5.710	Drawings, maps, plans	25 years	From date on plan	Destroy securely	Limitation Act 1980	Unrestricted
5.711	Engineers' reports (mechanical, structural, and electrical)	15 years	From date on report	Destroy securely	Limitation Act 1980	Unrestricted
5.712	Inspection and survey reports (lifts, boilers, etc.)	Lifetime of installation	From date on report	Destroy securely	Limitation Act 1980	Unrestricted
5.713	Maintenance schedules, programmes, and log	15 years	From date on report	Destroy securely	Limitation Act 1980	Unrestricted
5.714	Maps	25 years	From date on map	Destroy securely	Limitation Act 1980	Unrestricted
5.715	Property acquisition dossiers	12 years	After interest ceases	Destroy securely	Limitation Act 1980	Confidential
5.716	Property disposal dossiers	12 years	After interest ceases	Destroy securely	Limitation Act 1980	Confidential
5.717	Site surveys	25 years	From date on survey	Destroy securely	Limitation Act 1980	Confidential

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
5.718	<b>Specifications for new buildings and improvements</b>	25 years	From date on report	Destroy securely	Limitation Act 1980	Confidential
5.719	<b>Bills of quantity</b>	25 years	From date on Bill	Destroy securely	Limitation Act 1980 s.5	Unrestricted
5.720	<b>Leases (signed copies)</b>	15 years	From termination and settlement	Destroy securely	Limitation Act 1980 s.5 plus latent defects/Documents of Title	Restricted
5.721	<b>Conveyances</b>	12 years	After sale or transfer of property	Destroy securely	Limitation Act 1980 s.8	Confidential
5.722	<b>Electrical Appliance PAT test</b>	6 years	From date of testing	Destroy securely	Limitation Act 1980	Unrestricted
5.723	<b>Emergency lighting test certificates</b>	6 years	From date of testing	Destroy securely	Limitation Act 1980	Unrestricted
5.724	<b>Wayleave agreements</b>	25 years	After expiry or termination	Destroy securely	Limitation Act 1980	Unrestricted
5.725	<b>Weekly office/ fire hazard tests</b>	6 years	From date of testing	Destroy securely	Limitation Act 1980	Unrestricted
5.726	<b>Planning consents</b>	25 years	From date on consent	Destroy securely	Proof	Confidential
5.727	<b>Listed building consents</b>	25 years	From date on consent	Destroy securely	Proof/commercial	Unrestricted
5.728	<b>Fire safety folder: significant findings, measures to be taken, records on persons</b>	6 years	After further assessment which renders original obsolete	Destroy securely	Limitation Act 1980 - Meets risk assessment obligations of Regulatory Reform (Fire Safety Order) 2005	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
	identified especially as being at risk					
5.729	Fixed wire test certificates	1 year	From date on certificate	Destroy securely		Unrestricted
5.730	Deeds of title	Until sold or transferred	N/A	Destroy securely	To prove title	Confidential
5.731	Building and engineering works – accounts, surveys, site plans, bills of quantities, contracts, tenders	Life of company		Archive	Limitation Act 1980	Unrestricted
5.732	Surveys	Life of company		Archive	Limitation Act 1980	Confidential
5.733	Environmental planning (including waste): incidents, audits, registrations, licenses, reports, geo-environmental investigations, and waste.	Life of company		Archive	Limitation Act 1980	Confidential
5.734	CCTV for Building and Security (Standard)	30 days	From date of recording	Destroy securely	Business requirement	Restricted
5.735	CCTV for Building and Security	3 months	From close of investigation	Destroy securely	Business requirement	Restricted



Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
	(Evidence of Investigation)					
<b>5.8 Research</b>						
5.801	Research Administration e.g., grant applications, personnel files, management committee papers, etc	6 years	End of project	Destroy Securely	Business requirement	Confidential
5.802	Research data: survey data, measurement data, clinical trials records, etc	10 years	End of project	Review for archival value. Destroy securely.	Business requirement	Confidential
5.803	Stories/Case Studies - Fundraising stories - from fundraisers	5 years	From date story is collected	Review for Archival value		Restricted
5.804	Stories/Case Studies - Service User stories - containing personal data.	3 years	From date story is collected	Review for Archival value	Data Protection Act	Restricted
5.805	Stories/Case Studies - Service	5 years	From date story is collected	Review for Archival value	Data Protection Act	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
	User stories - not containing personal data					
<b>6. Children's Services</b>						
<b>6.1 No Statutory or Contractual Retention Period</b>						
6.101	<b>Records of service users where no service is delivered.</b>	This includes records of consultations and pre-referral information where there has been no initial assessment.	1 year	From date of closure of the case	Electronic file deleted and paper record securely shredded	Restricted
6.102	<b>All records of work with service users where there is no statutory or specific Barnardo's requirement</b>	(e.g., Children's Centres, Early Years services, ETS, Play Group Records, Sure Start etc)	6 years	From closure of the case.	Electronic file deleted and paper record securely shredded.	Restricted
6.103	<b>Case file including a record of an injury</b>		Minimum retention period of 21st birthday. *		Case file deleted and paper file shredded when retention date reached unless case file meets criteria for archiving;	* If the case file includes the record of an injury to a child or young person it must be kept at least until their 21st birthday, as they have until then to bring a civil suit. If the injury was the result of deliberate harm the case file must be kept until at least the 25th birthday.

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level	
					electronic file to be archived and paper file sent to Making Connections.		
6.104	<b>Indirect Services</b>	E.g., risk planning, care planning where no direct contact with the service user	Until 18th birthday or 15 years after death if child dies before the age of 18.		Electronic file deleted and paper record securely shredded.	Business Requirement	Restricted
6.105	<b>Supported Accommodation</b>		75 years from date of birth		Electronic file deleted after 75th birthday, paper records scanned onto electronic case file.	Best Practice	Restricted
6.106	<b>Trafficking</b>	Indirect work – one off advice – no case file recorded on the Trafficking Referral Management System	1 Year	Date record created	Destroy Securely	Business Requirement	Restricted
6.107		Indirect work – series of advice & meetings – case file in trafficking file room	6 years	From case closure	Destroy Securely	Business Requirement	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level	
6.108	<b>Group Recordings</b>	Group Work	6 years *	From closure of the case.	Electronic file deleted and paper record securely shredded.	Business Requirement  *Retention period may be extended at Manager's discretion.	Restricted
6.109		Family Group Work	6 years *	From closure of the case.	Electronic file deleted and paper record securely shredded.	Business Requirement  * The retention period applied to the Family Group record should be co-ordinated with the family's individual records, so that the longest individual casefile retention period is also applied to the Family Group record.	Restricted
<b>6.2 Safeguarding</b>							
6.201	<b>Records of service users who were subject to a statutory plan for protection during the period that Barnardo's were delivering services.</b>	The plan may have been commenced before Barnardo's involvement. Barnardo's would contribute to the safeguarding plan and may raise concerns of further abuse. The local authority would be responsible for the	6 years  (Unless the criteria in the next two sections apply or the children are in residential care provided by Barnardo's –	From closure of the case	Electronic file deleted and paper record securely shredded		Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level	
		management of the plan and maintaining a full record including data shared by Barnardo's.	see below for nation specific information				
6.202	<b>All service users' records produced by specialist Child Sexual Abuse, Trafficking and Harmful Sexual Behaviour services.</b>	As these incidents could come to court in the future, and Barnardo's records would hold considerable evidence not held in its entirety anywhere else, these records will be retained until the subjects 75th birthday.	75 years	Date of birth	Electronic file deleted after 75th birthday, paper records scanned onto electronic case file.	Evidentiary and Safeguarding purposes	Restricted
6.203	<b>Records of service users who have experienced Child Sexual Abuse, Trafficking or Harmful Sexual Behaviour and who are accessing services where</b>	E.g., a young carer who has been sexually abused. They may or may not have been the subject of a safeguarding plan. The abuse should have occurred, or have been disclosed, during the period that	75 years	Date of birth	Electronic file deleted 75 years after closure of case, paper records scanned onto electronic case file.	Evidentiary and Safeguarding purposes	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level	
	<b>this is not the focus of the delivery.</b>	Barnardo's was working with the service user and therefore the record contains relevant information. We have been asked to retain records these records for the ongoing enquiries and for that reason a retention period of 75th birthday must be used.					
6.204	<b>Records that contain details of an allegation made against an adult</b>	- who works/worked for Barnardo's in any capacity.	75 years	From case closure	Electronic file deleted 75 years after closure of case, paper records scanned onto electronic case file.	Evidentiary and Safeguarding purposes	Restricted
6.205	<b>Internal Safeguarding Escalation information received by or</b>	This would include the Serious Safeguarding Incident Reporting Form, statements,	75 years	From case closure	Electronic file deleted. Paper records securely destroyed.	Evidentiary and Safeguarding purposes	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level	
	<b>produced by Safeguarding &amp; Quality Team.</b>	reports, meeting minutes and correspondence.					
<b>6.3 Statutory Retention Periods - Cymru</b>							
<b>Family Placement /Supported Lodgings – Cymru</b>							
6.301	<b>Adoption - Child referrals</b>	With no further action	1 year	From closed date	Electronic file deleted and paper record securely shredded	Business Requirement	Restricted
6.302	<b>Adoption - Child's record</b>	Including adoption counselling.	100 years	From date adoption order made	Paper record sent to Making Connections for archiving.	The Adoption and Children's Act 2002	Restricted
6.303	<b>Adoption - Child's record</b>	Where placement breaks down	6 years	From case closure	Electronic file deleted and paper record securely shredded	Limitation Act 1980	Restricted
6.304	<b>Adoption - Adopters' record</b>	Where an adoption order made including placement, post	75 years	From case closure	Paper record sent to Making Connections for archiving.		Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
		adoption work, support, and counselling				
6.305	<b>Adoption - Case records</b>	Birth parents and related support work	75 years	From case closure	Paper record sent to Making Connections for archiving.	Restricted
6.306	<b>Adoption - Adopter record</b>	Where no adoption order made.	10 years	From case closure	Electronic file deleted and paper record securely shredded	Restricted
6.307	<b>Adoption – Child’s record</b>	Where child dies before the age of 18 - child’s record including Adoption counselling; Adoption record where no adoption made	15 years	From date of death	Paper record sent to Making Connections for archiving.	The Adoption and Children's Act 2002 Restricted
6.308	<b>Adoption - Potential adopters</b>	Refusal or withdrawal of application to become foster parents	6 years	From date of last entry	Electronic file deleted and paper record securely shredded	Limitation Act 1980 Restricted
6.309	<b>Adoption - Potential carer</b>	Refusal or withdrawal of application due to significant issues which might affect future inquiries	10 years	From date of last entry (not including safeguarding which is 75 years)	Electronic file deleted and paper record securely shredded	Restricted



Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level	
6.310	<b>Adoption - Potential adopter</b>	Initial visit only	3 years	From date of last entry	Electronic file deleted and paper record securely shredded		Restricted
6.311	<b>Adoption - Potential adopter</b>	Initial inquiry – no other contact	1 year	From date of last entry	Electronic file deleted and paper record securely shredded	Business Requirement	Restricted
6.312	<b>Fostering - child referrals</b>	With no further action	1 year	From closed date	Electronic file deleted and paper record securely shredded	Business Requirement	Restricted
6.313	<b>Fostering – child’s record</b>		75 years	From date of birth	Paper record sent to Making Connections for archiving.	The Fostering Services Regulations 2011	Restricted
6.314	<b>Fostering - child’s record if child dies before the age of 18</b>		15 years	From date of death	Paper record sent to Making Connections for archiving.		Restricted
6.315	<b>Fostering – carer record</b>		75 years	From case closure	Paper record sent to Making Connections for archiving.		Restricted
6.316	<b>Fostering - potential carer</b>	Refusal or withdrawal of application to become foster	10 years	From date of last entry (not including safeguarding	Electronic file deleted and paper record		Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level	
		parents due to significant issues which might affect future inquiries		which is 75 years)	securely shredded		
6.317	<b>Fostering - potential carer</b>	Refusal or withdrawal of application to become foster parents	6 years	From date of last entry	Electronic file deleted and paper record securely shredded	Limitation Act 1980	Restricted
6.318	<b>Fostering - potential carer</b>	Initial inquiry – no other contact	1 year	From date of last entry	Electronic file deleted and paper record securely shredded	Business Requirement	Restricted
6.319	<b>Fostering - potential carer</b>	Initial visit only	3 years	From date of last entry	Electronic file deleted and paper record securely shredded	Business Requirement	Restricted
6.320	<b>Supported lodgings - young people's records</b>		75 years	From date of birth	Paper record sent to Making Connections for archiving.	Best Practice	Restricted
6.321	<b>Supported lodgings - lodging provider' record</b>		75 years	From date of last entry	Paper record sent to Making Connections for archiving.	Best Practice	Restricted
6.322	<b>Adoption, Fostering and</b>	Records that may be required for Sexual Abuse	75 years	From date of birth	Paper record sent to Making	Best Practice	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level	
	<b>Supported Lodgings –</b>	Inquiries – see Barnardo’s Safeguarding retention periods (section 6.2 above)			Connections for archiving.		
6.322.1	<b>Fostering Inspection reports</b>		6 years*	From date of inspection completion	Electronic file deleted and paper record securely shredded	Best Practice * Retention period can be extended at manager’s discretion with justification provided.	Restricted
<b>Children in Barnardo’s Residential Homes or Leaving Care Service run by Barnardo’s (Cymru)</b>							
6.323	<b>Looked After Children in Barnardo’s residential care – child’s record</b>		75 years	From date of birth	Paper record sent to Making Connections for archiving.	The Children's Homes Regulations Cymru (2018)	Restricted
6.324	<b>Barnardo’s leaving care service - service user record</b>		75 years	From date of birth	Paper record sent to Making Connections for archiving.	The Children's Homes Regulations Cymru (2018)	Restricted
6.325	<b>Looked After Children in Barnardo’s residential care – service user</b>		15 years	From date of death	Paper record sent to Making Connections for archiving.		Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level	
	record if death occurs before age of 18.						
6.325.1	Administrative and Service Management papers - Inc. Diaries, Rosters, progress, and day files	15 years	From date of creation	Destroy securely	Minimum for Northern Ireland Residential Legislation and Best Practice for rest of UK	Restricted	
<b>Domiciliary Care (Cymru)</b>							
6.326	Domiciliary Day Care - case record	6 years - unless the subject also received residential or family-based care from Barnardo's.	From case closure	Electronic file deleted and paper record securely shredded	Limitation Act 1980	Restricted	
<b>Special School Pupil Record (Cymru)</b>							
6.327	Residential special school, pupil record	Held by Barnardo's or passed on with receipt from next school if pupil changes schools. Care record retained by Barnardo's.	75 years	From date of birth	Paper record sent to Making Connections for archiving.	The Children's Homes Regulations Cymru (2018)	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
6.328	Special Schools (non-residential)		25 years	From date of birth	Electronic file deleted and paper record securely shredded.	Restricted
<b>Day Care and Child Minding (Cymru)</b>						
6.329	Day Care and Child Minding		6 years	From date child left provision	Electronic file deleted and paper record securely shredded.	Restricted
<b>Child Practice Review (Cymru)</b>						
6.330	Child Practice Review	Including records of internal review.	100 years	From age 18	Paper record sent to Making Connections for archiving.	Restricted
<b>6.4 Statutory Retention Periods - England</b>						
<b>Family Placement /Supported Lodgings (England)</b>						
6.401	Adoption - Child referrals	With no further action	1 year	From closed date	Electronic file deleted and paper record securely shredded	Business Requirement Restricted
6.402	Adoption - Child's record	Including adoption counselling/post adoption support.	100 years	From date adoption order made	Paper record sent to Making	The Adoption and Children's Act 2002 Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level	
					Connections for archiving.		
6.403	<b>Adoption - Child's record</b>	Where placement breaks down	6 years	From case closure	Electronic file deleted and paper record securely shredded	Restricted	
6.404	<b>Adoption</b>	Where child dies before the age of 18 child's record including Adoption counselling, Adoption record where no adoption made.	15 years	From date of death	Paper record sent to Making Connections for archiving.	The Adoption and Children's Act 2002	Restricted
6.405	<b>Adoption - Adopter record</b>	Where no adoption order made.	10 years	From closure of file	Paper record sent to Making Connections for archiving.		Restricted
6.406	<b>Adoption - Adopters' record</b>	Where an adoption order made including placement, post adoption work, support, and counselling	75 years	From closure of file	Paper record sent to Making Connections for archiving.		Restricted
6.407	<b>Adoption - Case records</b>	Birth parents and related support work	75 years	From case closure	Paper record sent to Making Connections for archiving.		Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level	
6.408	<b>Adoption - Potential adopters</b>	Refusal or withdrawal of application to become foster parents	6 years	From date of last entry	Electronic file deleted and paper record securely shredded		Restricted
6.409	<b>Adoption - Potential carer</b>	Refusal or withdrawal of application due to significant issues which might affect future inquiries	10 years	From date of last entry (not including safeguarding which is 75 years)	Electronic file deleted and paper record securely shredded		Restricted
6.410	<b>Adoption - Potential adopter</b>	Initial visit only	3 years	From date of last entry	Electronic file deleted and paper record securely shredded	Business Requirement	Restricted
6.411	<b>Adoption - Potential adopter</b>	Initial inquiry – no other contact	1 year	From date of last entry	Electronic file deleted and paper record securely shredded	Business Requirement	Restricted
6.412	<b>Fostering - child referrals</b>	With no further action	1 year	From closed date	Electronic file deleted and paper record securely shredded	Business Requirement	Restricted
6.413	<b>Fostering – child’s record</b>		75 years	From date of birth	Paper record sent to Making Connections for archiving.		Restricted

Reference		Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
6.414	<b>Fostering</b> - child's record if child dies before the age of 18		15 years	From date of death	Paper record sent to Making Connections for archiving.	The Adoption and Children's Act 2002	Restricted
6.415	<b>Fostering</b> – carer record		75 years	From case closure	Paper record sent to Making Connections for archiving.		Restricted
6.416	<b>Fostering - potential carer</b>	Refusal or withdrawal of application to become foster parents due to significant issues which might affect future inquiries	10 years	From date of last entry (not including safeguarding which is 75 years)	Electronic file deleted and paper record securely shredded		Restricted
6.417	<b>Fostering - potential carer</b>	Refusal or withdrawal of application to become foster parents	6 years	From date of last entry	Electronic file deleted and paper record securely shredded		Restricted
6.418	<b>Fostering - potential carer</b>	Initial inquiry – no other contact	1 year	From date of last entry	Electronic file deleted and paper record securely shredded	Business Requirement	Restricted
6.419	<b>Fostering - potential carer</b>	Initial visit only	3 years	From date of last entry	Electronic file deleted and paper record securely shredded	Business Requirement	Restricted



Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level	
6.420	<b>Supported lodgings - young people's records</b>		75 years	From date of birth	Paper record sent to Making Connections for archiving.	Restricted	
6.421	<b>Supported lodgings - lodging provider' record</b>		75 years	From date of last entry	Paper record sent to Making Connections for archiving.	Restricted	
6.422	<b>Adoption, Fostering and Supported Lodgings –</b>	Records that may be required for Sexual Abuse Inquiries – see Barnardo's Safeguarding retention periods (section 6.2 above)	75 years	From date of birth	Paper record sent to Making Connections for archiving.	Restricted	
6.422.1	<b>Fostering Inspection reports</b>		6 years*	From date of inspection completion	Electronic file deleted and paper record securely shredded	Best Practice  * Retention period can be extended at manager's discretion with justification provided.	Restricted
<b>Children in Barnardo's Residential Homes or Leaving Care Service run by Barnardo's (England)</b>							
6.423	<b>Looked After Children in Barnardo's residential care – child's record</b>		75 years	From date of birth	Paper record sent to Making Connections for archiving.	Children's Act 1989, The Children's Homes Regulations (2015)	Restricted

Reference		Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
6.424	<b>Barnardo's leaving care service - service user record</b>		75 years	From date of birth	Paper record sent to Making Connections for archiving.	Children's Act 1989, The Children's Homes Regulations (2015)	Restricted
6.425	<b>Looked After Children in Barnardo's residential care – service user record if death occurs before age of 18</b>		15 years	From date of death	Paper record sent to Making Connections for archiving.		Restricted
6.425.1	<b>Administrative and Service Management papers - Inc. Diaries, Rosters, progress, and day files</b>		15 years	From date of creation	Destroy securely	Minimum for Northern Ireland Residential Legislation and Best Practice for rest of UK	Restricted
<b>Statutory Retention Periods - Domiciliary Care (England)</b>							
6.426	<b>Domiciliary Day Care - case record</b>		6 years - unless the subject also received residential or family-based care from Barnardo's.	From case closure	Electronic file deleted and paper record securely shredded	Limitation Act 1980	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level	
<b>Special School Pupil Record (England)</b>							
6.427	<b>Residential special school, pupil record</b>	Held by Barnardo's or passed on with receipt from next school if pupil changes schools. Care record retained by Barnardo's.	75 years	From date of birth	Paper record sent to Making Connections for archiving.	Children's Act 1989, The Children's Homes Regulations (2015)	Restricted
6.428	<b>Special Schools (non-residential)</b>		25 years	From date of birth	Electronic file deleted and paper record securely shredded.		Restricted
<b>Residential Family Centre (England)</b>							
6.429	<b>Residential Family Centre (England)</b>		15 years	Date of last entry	Electronic record deleted and paper records securely shredded.		Restricted
<b>Child Safeguarding Practice Review (England)</b>							
6.430	<b>Child Practice Review</b>	Including records of internal review.	100 years	From date of birth	Paper record sent to Making		Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level	
					Connections for archiving.		
<b>6.5 Statutory Retention Periods – Northern Ireland</b>							
<b>Family Placement /Supported Lodgings (NI)</b>							
6.501	<b>Adoption - Child referrals</b>	With no further action	Up to 18th birthday of the child		Electronic file deleted and paper record securely shredded	Business Requirement	Restricted
6.502	<b>Adoption - Child's record</b>	Including adoption counselling.	100 years	From date adoption order made	Paper record sent to Making Connections for archiving.	The Adoption (Northern Ireland) Order 1987	Restricted
6.503	<b>Adoption - Child's record</b>	Where placement breaks down	6 years	From case closure	Electronic file deleted and paper record securely shredded		Restricted
6.504	<b>Adoption - Adopters' record</b>	Where an adoption order made including placement, post adoption work, support, and counselling	75 years	From closure of file	Paper record sent to Making Connections for archiving.		Restricted
6.505	<b>Adoption - Case records</b>	Birth parents and related support work	75 years	From case closure	Paper record sent to Making		Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level	
					Connections for archiving.		
6.506	<b>Adoption - Adopter record</b>	Where no adoption order made	10 years	From closure of file	Electronic file deleted and paper record securely shredded	Restricted	
6.507	<b>Adoption – Child’s record</b>	Where child dies before the age of 18 - child’s record including Adoption counselling.	15 years	From date of death	Paper record sent to Making Connections for archiving.	The Adoption (Northern Ireland) Order 1987	Restricted
6.508	<b>Adoption - Potential adopters</b>	Refusal or withdrawal of application to become foster parents	6 years	From date of last entry	Electronic file deleted and paper record securely shredded		Restricted
6.509	<b>Adoption - Potential carer</b>	Refusal or withdrawal of application due to significant issues which might affect future inquiries	10 years	From date of last entry (not including safeguarding which is 75 years)	Electronic file deleted and paper record securely shredded		Restricted
6.510	<b>Adoption - Potential adopter</b>	Initial visit only	3 years	From date of last entry	Electronic file deleted and paper record securely shredded	Business Requirement	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level	
6.511	<b>Adoption - Potential adopter</b>	Initial inquiry – no other contact	1 year	From date of last entry	Electronic file deleted and paper record securely shredded	Business Requirement	Restricted
6.512	<b>Fostering - child referrals</b>	With no further action	1 year	From closed date	Electronic file deleted and paper record securely shredded	Business Requirement	Restricted
6.513	<b>Fostering – child’s record</b>		75 years	From date of birth	Paper record sent to Making Connections for archiving.		Restricted
6.514	<b>Fostering - child’s record if child dies before the age of 18</b>		15 years	From date of death	Paper record sent to Making Connections for archiving.	Adoption (Northern Ireland) Order 1987	Restricted
6.515	<b>Fostering – carer record</b>		75 years	From case closure	Paper record sent to Making Connections for archiving.		Restricted
6.516	<b>Fostering - potential carer</b>	Refusal or withdrawal of application to become foster parents due to significant issues which might affect future inquiries	10 years	From date of last entry (not including safeguarding which is 75 years)	Electronic file deleted and paper record securely shredded		Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level	
6.517	<b>Fostering - potential carer</b>	Refusal or withdrawal of application to become foster parents	6 years	From date of last entry	Electronic file deleted and paper record securely shredded		Restricted
6.518	<b>Fostering - potential carer</b>	Initial inquiry – no other contact	1 year	From date of last entry	Electronic file deleted and paper record securely shredded	Business Requirement	Restricted
6.519	<b>Fostering - potential carer</b>	Initial visit only	3 years	From date of last entry	Electronic file deleted and paper record securely shredded	Business Requirement	Restricted
6.520	<b>Supported lodgings - young people's records</b>		75 years	From date of birth	Paper record sent to Making Connections for archiving.		Restricted
6.521	<b>Supported lodgings - lodging provider' record</b>		75 years	From date of last entry	Paper record sent to Making Connections for archiving.		Restricted
6.522	<b>Adoption, Fostering and Supported Lodgings –</b>	Records that may be required for Sexual Abuse Inquiries – see Barnardo's Safeguarding	75 years	From date of birth	Paper record sent to Making Connections for archiving.		Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level	
		retention periods (section 6.2 above)					
6.522.1	<b>Fostering Inspection reports</b>		6 years*	From date of inspection completion	Electronic file deleted and paper record securely shredded	Best Practice  * Retention period can be extended at manager's discretion with justification provided.	Restricted
<b>Children in Barnardo's Residential Homes or Leaving Care Service run by Barnardo's (NI)</b>							
6.523	<b>Looked After Children in Barnardo's residential care – child's record</b>		75 years	From date of birth	Paper record sent to Making Connections for archiving.	Children's Homes Regulations Northern Ireland (2005)	Restricted
6.524	<b>Barnardo's leaving care service - service user record</b>		75 years	From date of birth	Paper record sent to Making Connections for archiving.	Children's Homes Regulations Northern Ireland (2005)	Restricted
6.525	<b>Looked After Children in Barnardo's residential care – service user record if death occurs before age of 18.</b>		15 years	From date of death	Paper record sent to Making Connections for archiving.		Restricted



Reference		Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
6.525.1	<b>Administrative and Service Management papers - Inc. Diaries, Rosters, progress, and day files</b>		15 years	From date of creation	Destroy securely	Minimum for Northern Ireland Residential Legislation and Best Practice for rest of UK	Restricted
<b>Domiciliary Care (NI)</b>							
6.526	<b>Domiciliary Day Care - case record</b>		6 years - unless the subject also received residential or family-based care from Barnardo's.	From case closure	Electronic file deleted and paper record securely shredded	RQIA Domiciliary Care Standards 2008	Restricted
<b>Special School Pupil Record (NI)</b>							
6.527	<b>Residential special school</b>		75 years	From date of birth	Paper record sent to Making Connections for archiving.		Restricted
6.528	<b>Special Schools (non-residential)</b>		25 years	From date of birth	Electronic file deleted and paper record securely shredded.		Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
<b>Residential Family Centre (NI)</b>						
6.529	<b>Residential Family Centre - case record</b>		15 years	Date of last entry	Paper record sent to Making Connections for archiving.	Restricted
<b>Day Care and Child Minding (NI)</b>						
6.530	<b>Day-care and Child-minding</b>		6 years	From date child left the provision	Electronic file deleted and paper record securely shredded	Limitation Act 1980 Restricted
<b>Case Management Review (NI)</b>						
6.531	<b>Case Management Review</b>	Including records of internal review	100 years	From date of report	Paper record sent to Making Connections for archiving.	Restricted
<b>6.6 Statutory Retention Periods – Scotland</b>						
<b>Family Placement/Supported Lodgings (Scotland)</b>						
6.601	<b>Adoption - Potential adopter</b>	Initial inquiry – no other contact	1 year	From date of last entry	Electronic file deleted and paper record securely shredded	Business Requirement Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level	
6.602	<b>Adoption – Prospective adopters</b>	Where no adoption order made.	10 years	From date of approval	Electronic file deleted and paper record securely shredded	Restricted	
6.603	<b>Adoption Adopters' record</b>	Including adoption support record	100 years	From date of Order	Paper record sent to Making Connections for archiving	Children and Young People (Scotland) Act 2014	Restricted
6.604	<b>Adoption - Child referrals</b>	With no further action	1 year	From closed date	Electronic file deleted and paper record securely shredded	Business Requirement	Restricted
6.605	<b>Adoption records</b>	Children freed for adoption but not adopted; adopted children; children placed by a Local Authority; fostered children	100 years	From date of birth	Paper record sent to Making Connections	Children and Young People (Scotland) Act 2014	Restricted
6.606	<b>Adoption records</b>	Children freed for adoption but not adopted; children placed by a Local Authority; fostered children who die before the age of 18	25 years	From date of death if death before age 18	Paper record sent to Making Connections	Adoption and Children (Scotland) Act 2007	Restricted

Reference		Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level
6.607	<b>Adoption - Case records</b>	Birth parents and related support work	75 years	From case closure	Paper record sent to Making Connections for archiving.		Restricted
6.608	<b>Kinship carers - case file</b>		25 years	From termination of last placement or date of death of carer if earlier	Paper record sent to Making Connections for archiving.		Restricted
6.609	<b>Fostering and Adoption – case file approved carers/adopters</b>		100 years	From last contact	Paper record sent to Making Connections for archiving.	Adoption and Children (Scotland) Act 2007	Restricted
6.610	<b>Fostering and Adoption - potential carers/adopters</b>	Refusal or withdrawal of application	25 years	From date of decision	Paper record sent to Making Connections for archiving.		Restricted
6.611	<b>Fostering - potential carer</b>	Initial visit only	3 years	From date of last entry	Electronic file deleted and paper record securely shredded		Restricted
6.612	<b>Fostering - potential carer</b>	Initial inquiry – no other contact	1 year	From date of last entry	Electronic file deleted and paper record securely shredded	Business Requirement	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level	
6.613	<b>Fostering - approved carers</b>		100 years	From last contact	Paper record sent to Making Connections for archiving.	Restricted	
6.614	<b>Fostering - child referrals</b>	With no further action	1 year	From closed date	Electronic file deleted and paper record securely shredded.	Business Requirement	Restricted
6.615	<b>Fostering – child’s record</b>		100 years	From date of birth	Paper record sent to Making Connections for archiving.		Restricted
6.616	<b>Supported lodgings - young people’s records</b>		75 years	From date of birth	Paper record sent to Making Connections for archiving.	Best Practice	Restricted
6.617	<b>Supported lodgings - lodging provider’ record</b>		75 years	From date of last entry	Paper record sent to Making Connections for archiving.	Best Practice	Restricted
6.618	<b>Adoption, Fostering and Supported Lodgings –</b>	Records that may be required for Sexual Abuse Inquiries – see Barnardo’s Safeguarding	75 years	From date of birth	Paper record sent to Making Connections for archiving.	Best Practice	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level	
		retention periods (section 6.2 above)					
6.618.1	<b>Fostering Inspection reports</b>		6 years*	From date of inspection completion	Electronic file deleted and paper record securely shredded	Best Practice  * Retention period can be extended at manager's discretion with justification provided.	Restricted
<b>Children in Barnardo's Residential Homes, Barnardo's Schools or Leaving Care Service run by Barnardo's (Scotland)</b>							
6.619	<b>Looked After Children in Barnardo's residential care</b>	Case file for children placed by a Local Authority; children with a residential supervision requirement; children in Residential homes; Through care and Aftercare – all Pathway documentation.	100 years	From date of birth	Paper record sent to Making Connections for archiving.	Children and Young People (Scotland) Act 2014	Restricted
6.620	<b>Looked After Children in Barnardo's residential care</b>	Case file for children placed by a Local Authority; children with a residential supervision	25 years	From date of death if death before age 18	Paper record sent to Making Connections for archiving.	Adoption and Children (Scotland) Act 2007	Restricted

Reference	Record Type	Retention Period	Start of retention period	Final Action	Reason	Sensitivity Level	
		requirement; children in Residential Children's Homes					
6.620.1	<b>Administrative and Service Management papers - Inc. Diaries, Rosters, progress, and day files</b>		15 years	From date of creation	Destroy securely	Minimum for Northern Ireland Residential Legislation and Best Practice for rest of UK	Restricted
<b>Children's Rights (Scotland)</b>							
6.621	<b>Children's Rights - case file</b>	Case File	100 years	From date of birth	Paper record sent to Making Connections for archiving.		Restricted
6.622	<b>Children's Rights - case file</b>	Case File if death before age 18.	15 years	From date of death	Paper record sent to Making Connections for archiving.		Restricted
<b>Serious Case Review (Scotland)</b>							
6.623	<b>Serious Case Review</b>	Including records of internal review.	100 years	From date of birth	Paper record sent to Making Connections for archiving.		Restricted

### List of Amendments

Ref	Activity/ Records	Edit History	Author	Approval	Date
6.102	Group Level Recording	Amended to bring in line with Recording Policy	Records Manager – Children’s Services	Assistant Director Data Protection and Data Governance	10/01/2023
6.205	Internal Safeguarding Escalation information received by or produced by Safeguarding & Quality Team	Added to Schedule	Records Manager – Children’s Services	Head of Corporate Safeguarding and Quality	05/04/2023
6.104	Indirect Services	Removed	Records Manager – Children’s Services	Assistant Director Data Protection and Data Governance  Barnardo’s Data Protection Officer	17/01/2024
6.106	Trafficking Indirect Services – no case file	Added to Schedule	Records Manager – Children’s Services	Assistant Director Children’s Services Independent Child Trafficking Guardianship Service	17/01/2024
6.107	Trafficking Indirect Services – case file held	Added to Schedule	Records Manager – Children’s Services	Assistant Director Children’s Services Independent Child Trafficking Guardianship Service	17/01/2024
3.508	H&S Team – Accident Form 18+	Added to Schedule	Records Manager – Children’s Services	Interim Head of Health & Safety  Barnardo’s Data Protection Officer	17/01/2024
3.509	H&S Team – Accident Form <18	Added to Schedule	Records Manager – Children’s Services	Interim Head of Health & Safety	17/01/2024



				Barnardo's Data Protection Officer	
3.510	H&S Team – Superficial Injury Report	Added to Schedule	Records Manager – Children's Services	Interim Head of Health & Safety  Barnardo's Data Protection Officer	17/01/2024
4.	Staff and Volunteer Records	Amended from 'Staff Records' to show that Volunteer Records are to be retained in line with staff record retention periods.	Records Manager – Children's Services	Barnardo's Data Protection Officer	17/01/2024
5.109	Administrative and Service Management papers (Children's Services, Business Lines and Family Placement) - Inc. Diaries, Rosters, progress, and day files	Trigger changed from 'closure of service/project' to 'from creation.'  NI Residential Legislation refers to creation rather than closure.	Records Manager – Children's Services	Barnardo's Data Protection Officer	17/01/2024
6.323.1 6.422.1 6.522.1 6.618.1	Fostering Inspection Reports for each Nation	Added to Schedule	Records Manager – Children's Services	UK Head of Service Development & Quality  Barnardo's Data Protection Officer	17/01/2024
6.108 and 6.109	Group Recordings	Group Working and Family Group Working given separate entries for clarity.	Records Manager – Children's Services	No retention change. Clarity requested by MI&R Team.	04/06/2024
6.325.1 6.425.1 6.525.1	Administrative and Service Management papers - Inc. Diaries,	Separate version of retention period entry 5.109 added to	Records Manager – Children's Services	No retention change. Clarity requested by MI&R Team.	04/06/2024

6.620.1	Rosters, progress, and day files	Residential sections of each nation for clarity			