

Adults Services Retention Schedule - Correct as of 21 May 2018.

The Council makes every effort to publish its latest retention schedules, there may be occasions in which this document does not reflect current practice due to when it was published.

Ref.	Title	Description	Retention Period	Statutory Provisions	Action at end of record life
A1a	Care Records - current practice	All records relating to the care of service users; - Adult Case files; Residential Care (looked after in care); Home Care - Blind / Partially Sighted or Deaf Adult files - Physically disabled client / Disability Services file - Deprivation of Liberties - Learning Disability client Case file - Mental Health client case file - Transitions (the transition from child social care provision to adult social care provision) - Review File - Safeguarding: any adult case file that contains a Safeguarding Adults activity	held permanently	N/A	N/A
A1b	Care Records - intended practice following system replacement	All records relating to the care of service users; - Adult Case files; Residential Care (looked after in care); Home Care - Blind / Partially Sighted or Deaf Adult files - Physically disabled client / Disability Services file - Deprivation of Liberties - Learning Disability client Case file - Mental Health client case file - Transitions (the transition from child social care provision to adult social care provision) - Review File - Safeguarding: any adult case file that contains a Safeguarding Adults activity	6 years after end of service / death of service user	common practice	Deletion of electronic record
A2a	Client Financial Records - current practice	All records relating to the finances of service users; - Assessments - Notifications - <u>Annual statements</u>	held permanently	N/A	N/A
A2b	Client Financial Records - intended practice following	All records relating to the finances of service users; - Assessments - Notifications	12 years after end of service / death of service user	common practice	Deletion of electronic record
A3	Working documents	Paper files - working documents used by worker; destroyed once work completed as Electronic version on AIS	up to 1 year as needed or until on AIS	common practice	paper docs shredded confidentially