

Business Management and Commissioning Service 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
BM1	Case record	To record all information and correspondence about a service user. Includes diaries and risk assessments	6 years	Range of community care / mental health and carers legislation and statutory guidance	Permanent preservation of summary care records
BM2	Case Record - Financial	To record all financial information and correspondence about a service user including financial assessment and corporate appointeeship	12 years	Fairer Charging statutory guidance and CRAG, DWP Regulations Common Practise	Destroy
BM3	Case Record - Services (Contracts and 'call offs')	Specific 'call-off' purchases against a framework agreement and cash personal budgets	6 years	Common practise	Destroy
BM4	List of Private Providers and their rates	A working tool for commissioning services	6 years	Common practise	Destroy
BM5	Visitors and Clients logs	Recording visitors's and client's movements at care homes	3 years	Common practise	Destroy. Permanent preservation of list of residents at care homes
BM6	Working Service Data	Service specific working data not otherwise specified	1 year	Common practise	Destroy
BM7	Time Sheets, Stats Sheets and Weekly Returns	Visits by Staff to Service Users, Service User attendance at Day Care and weekly extraction of payroll, costing and statistical information	5 years	East Riding of Yorkshire Council Procedures	Destroy
BM8	CRB/POVA check log/GSCC/CQSW (social worker qualification)	Record of checks made to ensure staff are suitable to work with vulnerable client groups	1 year after staff leaves authority	Common practise	Destroy
BM9	Disciplinary/conduct interviews and investigation reports	Record of disciplinary actions/findings	Retain for currency of function or if no finding destroy	Common practise	Destroy
BM10	Project Records	Project documentation in line with Prince 2	6 years	Common practise	
BM11	Procedure Manuals	For staff reference and good practice	Permanent preservation	Procedures	Permanent
BM12	CQC Inspection Information	Information relating to CQC inspection of council premises and services	permanent	Common practise	Permanent