

Children and Young People Specialist Services Retention Schedule - Correct as of 1 June 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
Spec01	Education Welfare Service Casework (including METAS & Home Tuition)	Involvement of EWS with Pupil	25 years from pupil ceasing to be Compulsory school age	Education Act 1996	Destroy - delete file
Spec03	Budget sheets (EWS, METAS & Home Tuition)	day to day control of budgets	4 years	Finance manual	Destroy - confidential shredding
Spec04	Pupil Records/files	Education Inclusion assessment records and reports, EHC Plans	35 years from closure	Education Act 1996	Destroy - confidential shredding/delete file
Spec05	Children's Case Files	Information relating to all children involved with or in receipt of specialist services.	25 years after end of compulsory school age	Limitation Act 1980, Children and Families Act 2014	Destroy - confidential shredding/delete file