

Advice Services Development

Advice Services Development - Records Retention Schedule

Function Description	Record Code	Main File/Class Title	Manual/ Electronic	Arrangement	Destroy/ Review	Retention Period (Years)			Notes
						In Office	Archived	Total	
Benefit Cap Case Files- <i>includes letters , financial info ,advice given and outcomes</i>	N/A	Client File	Electronic		Destroy	Whilst live case	7 years	7-8 years	Any paper case documents (which is rare) are destroyed following the conclusion of a case. All documents and correspondence are stored electronically in e case files <i>See Limitation Act 1980. An identifiable record of service user: NI no or dob retained for a further 12 years.</i>
	N/A	Monitoring Data Spread sheet	Electronic		Review	Annual - 12 months	7 years	7-8 years	
Personal Budgeting Support Case Files <i>includes letters , financial info ,advice given and outcomes</i>	N/A	Client File	Electronic		Destroy	Whilst live case	7 years	7-8 years	<i>See Limitation Act 1980. An identifiable record of service user: NI no or dob retained for a further 12 years.</i>
	N/A	Monitoring Data Spread sheet	Electronic		Review	Annual 12 months	7 years	7-8 years	
First Tier Contracts	N/A	Procurement of Contracts - Service Specifications ,bids, method statements	Manual		Destroy	Length of contract - up to 4 years	3 years	7 years	In locked cupboard
	N/A	Monitoring Data Spread sheet and Performance Reports	Electronic		Review	Length of contract - up to 4 years	3 years	7 years	<i>See Limitation Act 1980. An identifiable record of service user: NI no or dob retained for a further 12 years.</i>
HR/ Staff Information	N/A	E case folders for each staff member	Electronic		Review	Whilst staff employed	7 years from leaving	7 years	Files on SCC system

