

Last Updated

29-May-18

Review Date

29-May-19

Social Care Financial Assessment Team**Social Care Financial Assessment Team - Records Retention Schedule**

Function Description	Record Code	Main File/Class Title	Manual/ Electronic	Arrangement	Destroy/ Review	Retention Period (Years)			Notes	Vital Record
						In Office	Archived	Total		
Customer Financial Information	N/A	Paper case files held at Iron Mountain	Manual	Y	Destroy	N/A	6 years	7 years	Paper files are kept at Iron Mountain for 7 years and then contacted to see if they can be destroyed. 2017 will see the last of the paper files destroyed that are held there as from 2011 onwards everything was saved electronically.	✓
	N/A	Information held on SWIFT Care Management System including: personal information, financial assessments, profile notes, legal status and involvements.	Electronic	N	Destroy	N/A	6 years	7 years	ICT will control the retention of this system information and access to the Social Care Case Management systems and drives. Do not destroy full case history until 6 years after service user ceased receiving service.	✓
	N/A	E case files - documents e.g. Financial Assessment Form, scanned verification, financial information, letters, e-mails, contact history log,	Electronic	N	Destroy	N/A	6 years	7 years	ICT will control the retention of this system information and access to the Social Care Case Management systems and drives. Do not destroy full case history until 6 years after service user ceased receiving service.	✓
Uplift Letters	N/A	Uplift Letters	Electronic	N	Destroy	N/A	6 years	7 years	ICT will control the retention of this system information and access to the Social Care Case Management systems and drives. Do not destroy (as records for all service users continuing to receive service are required until 6 years after they ceased receiving service)	✓
Legislative Guidance	N/A	Legislative Guidance	Electronic	N	Review	N/A	Following year	7 years	Current legislative guidance to be kept in current work folders then archived when new or revised guidance is released	✓
Key Processes and Policies	N/A	Contributions Policy	Electronic	N	Review	N/A	Following year	7 years	Reviewed annually or earlier if required	✓

	N/A	Deferred Payment Scheme	Electronic	N	Review	N/A	Following year	7 years	Reviewed annually or earlier if required	✓
HR / Staff Information	N/A	Personal staff folders saved for each member of staff in BIAS folder structure	Electronic	N	Review	Whilst staff employed	7 years from leaving	7 years	Files on SCC system	✓
Department of Health Statutory Returns	N/A	Deferred Payments Agreements statistical information returned each year.	Electronic	N	Destroy	N/A	6 years	7 years	Files on SCC system	✓