

Last Updated

Sept17

Review Date

Feb18

### Strategic Commissioning - Records Retention Schedule

Strategic Commissioning										
Function Description	Record Code	Main File/Class Title	Manual/ Electronic	Arrangement	Destroy/ Review	Retention Period (Years)			Notes	Vital Record
						In Office	Archived	Total		
Process of dealing with client finances	FCO02X	Court of Protection		AN	Destroy	Until Closed	6 years	6 years	6 years from closure date	✓
	N/A	Protection of Property		A	Destroy	Held on client file				✓
Process involved in provision of services	COM11X	Fee updates	Electronic	N	Destroy	Current and previous year	5 years	6 years		✓
	COM04X	Grant assistance process	Manual/ Electronic	A	Destroy	Current and previous year	5 years	6 years		✓
	COM05X	Grant Assisted Services	Manual/ Electronic	A	Destroy	Current and previous year	5 years	6 years		✓
	COM06X	Individual Contracted Services	Electronic	A	Destroy	Current and previous year	5 years	6 years		✓
	AFA03X	Individual Placement Agreements	Electronic	A	Destroy	1 year	5 years	6 years	6 years from date of agreement. Copy also held on client file	✓
	COM09X	Tender process file	Manual/ Electronic	A	Destroy	Current and previous year	5 years	6 years		✓
Identification of the receipt, expenditure and write offs of public monies.	ASF05X	Cash Purchasing Records		N	Destroy	Current and previous year	5 years	6 years		✗
	N/A	Delivery Notes		N	Destroy	Current and previous year	N/A	2 years	Held and destroyed in office	✗
	N/A	Invoices	Electronic	N	Destroy	N/A	6 years	6 years	Master copy held electronically only.	✓
	ASF04X	Orders	Electronic	N	Destroy	N/A	6 years	6 years	When order authorisation is in paper format, to be held for 6 years. FMS orders authorised within Workflow system held electronically	✓
	ASF02X	Paying-in books		N	Destroy					✗
	ASF01X	Petty Cash • Bank Reconciliations • Bank Statements • Cheque Books • Receipt Books • Ledgers • Vouchers		N	Destroy	Current and previous year	5 years	6 years		✗
	ASF03X	Receipt Books		N	Destroy	Current and previous year	5 years	6 years		N/a
	Process involved in the provision of equipment	AILC03X	Collection Sheets (receipt of return)		N	Destroy	Current and previous year	3 years	3 years	

	AILC04X	Requisition Sheets (receipt of delivery)				Current and previous year	3 years	3 years		✓
	AILC01X	Equipment Maintenance		N	Destroy	Current year	3 years	6 years	To be held for 6 years from the destruction of the equipment.	✓
<b>Activities that develop policies, procedures, strategies and structures.</b>	ASF09X	Policy/Strategy/Procedure Documents	Electronic	AN	Review	Until superseded	6 years	6 years	To be reviewed after 6 years	✓
	ASF10X	Organisation charts	Electronic	N	N/A	Until superseded			Permanent (master copy only)	✓
<b>The management of personal time</b>	N/A	Diaries	Manual/ Electronic	N	Destroy	Current and previous year	N/A	2 years	Held and destroyed in office	✗
<b>The management of detailed responses on council actions, policy or procedures</b>	ASC01X	Adult Complaint Files		AN	Destroy	1 year once closed	2 years	3 years	Or held for the same period of time as the relevant case file.	✗
<b>Process of managing information</b>	ASF06X	Access Requests	Electronic	AN	Destroy	N/A	N/A	3 years		✓
	ASF07X	FOI Requests	Electronic	AN	Destroy	N/A	N/A	3 years		✓
	ASF08X	FOI Policy and Procedure	Electronic	N	Destroy	Until superseded	5 years	5 years	5 years after procedures have been superseded	✓
<b>Process of providing Transport Service</b>	N/A	Cover Requests		N	Destroy	Current and previous year	N/A	1 year		✗
	N/A	Drivers Reports		N	Destroy	Current and previous year	N/A	1 year		✗
	N/A	Nursery Bus Times		N	Destroy	Current and previous year	N/A	1 year		✗
	N/A	Petrol Returns		N	Destroy	Current and previous 6 years	N/A	6 years		✗
	N/A	Tenders for Transport		N	Destroy	Current and previous 6 years	N/A	6 years		✗
	N/A	Transport Request		N	Destroy	Current and previous year	N/A	1 year		✗
	N/A	Vehicle Accidents		N	Destroy	Current and previous 3 years	N/A	3 years		✗
<b>Management of Property</b>	RSS16X	Premises Files		A	Review	Current file only	6 years	6 years	To be kept until building closed, demolished or disposed of.	✓