

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
02	CHILDREN AND FAMILIES										
<b>SPECIAL NOTE</b>	<b>As of October 2015 and until further notices, Falkirk Council must have regard to the instructions received from the Scottish Child Abuse Inquiry Scotland and NOT destroy any relevant records before the Inquiry has had the opportunity to consider them. The scope of the inquiry is considered to extend back to 1930. This affects a large number of other Social Care and some Education records. If you are in any doubt, please contact the Corporate Records Team for advice.</b>							<b>Added June 2016. To be removed on conclusion of Inquiry.</b>			
2.001	Adoption and fostering										
02.001.001	Adoption and fostering	Fostering and adoption panel records	Records documenting the appointment of a person as a member of a fostering or adoption panel.	Termination of appointment	1 year	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
02.001.002	Adoption and fostering	Council registration as an adoption/fostering service	Application	Date of acceptance	1 year	Destroy	Business requirement	Record required by Regulation of Care (Scotland) Act 2001. 2001 asp 8, Sections 7 & 33 - no retention period specified	taken from SCARRS, agreed by Service	1.0	
02.001.003	Adoption and fostering		Certificate of registration	Until superseded or obsolete	6 years	Destroy	Business requirement	Record required by Regulation of Care (Scotland) Act 2001. 2001 asp 8, Section 9 - no retention period specified	taken from SCARRS, agreed by Service	1.0	
02.001.004	Adoption and fostering	Register of "looked after" children		Date of birth	100 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
02.001.005	Adoption and fostering	Carer recruitment activity records		End of current calendar year	5 years	Archival Review	Business requirement		taken from SCARRS, agreed by Service	1.0	
02.001.006	Adoption and fostering	Carer and adopters assessment criteria records		Superseded	10 years	Review for archival value	Business requirement		taken from SCARRS, agreed by Service	1.0	
02.001.007	Adoption and fostering	Carer training programme records		Superseded	5 years	Review for ongoing value	Business requirement	Record of individual training to be entered on personnel file	taken from SCARRS, agreed by Service	1.0	
02.001.008	Adoption and fostering	Case file - Pre-approval carers and adopters - <b>initial enquiry</b>	Records where case progressed to initial inquiry only	Case closure	5 years	Destroy	Business requirement		taken from SCARRS, retention updated by Service	1.1	
02.001.009	Adoption and fostering	Case file - Pre-approval carers and adopters - <b>initial interview only -no concerns</b>	Records where case progressed to initial interview only – no other concerns	Case closure	5 years	Destroy	Business requirement		taken from SCARRS, retention updated by Service	1.1	
02.001.010	Adoption and fostering	Case file - Pre-approval carers and adopters - <b>initial interview only - concerns</b>	Records where case progressed to initial interview only –concerns about enquirer or enquirer advised not to proceed	Case closure	10 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
02.001.011	Adoption and fostering	Case file - Pre-approval carers and adopters - background preparation only	Records where case progressed to preparation group/home study/reference checks only	Case closure	10 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
02.001.012	Adoption and fostering	Case file - Pre-approval carers and adopters - <b>not approved/withdrawn</b>	Records where case progressed to panel/agency decision – not approved/ approved but carer withdraws	Date of decision or date of prospective carer/adopter's death if earlier	25 years	Destroy	Statutory	The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 32(1)	taken from SCARRS, agreed by Service	1.0	
02.001.013	Adoption and fostering	Case file - Approved carers		Termination of approval or date of death of carer if earlier	25 years	Destroy	Statutory	The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 32(1)	taken from SCARRS, agreed by Service	1.0	
02.001.014	Adoption and fostering	Case file - Kinship carers		Termination of last placement or date of death of carer if earlier	25 years	Destroy	Statutory	The Looked After Children (Scotland) Regulations SI/2009 No. 210 Part 16(1)	taken from SCARRS, agreed by Service	1.0	
02.001.015	Adoption and fostering	Case file - Prospective adopters - no adoption order	Prospective adopters, in relation to whom an adoption order is not made	Last action on case	10 years	Destroy	Statutory	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3)b	taken from SCARRS, agreed by Service	1.0	
02.001.016	Adoption and fostering	Case file – Adopters		Date of granting the adoption order	100 years	Destroy	Statutory	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3)a	taken from SCARRS, agreed by Service	1.0	

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02.001.017	Adoption and fostering	Case file - Private fostering	Records documenting the monitoring of a private fostering arrangement	Last action on case	5 years	Destroy	Business requirement	Foster Children (Scotland) Act 1984; Foster Children (Private Fostering) (Scotland) Regulations 1985;	taken from SCARRS, agreed by Service	1.0	
02.001.018	Adoption and fostering	Case file - adopted children		Date of adoption order	100 years	Destroy	Statutory	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3)a	taken from SCARRS, agreed by Service	1.0	
02.001.019	Adoption and fostering	Indexes to adoption case files		Last entry on index	100 years	Destroy	Statutory	The Adoption Agencies (Scotland) Regulations 2009 SSI 154 Regulation 28(3)a	taken from SCARRS, agreed by Service	1.0	
02.001.020	Adoption and fostering	Case file - Approved befrienders		Termination of approval or date of death	25 years	Destroy	Business requirement		taken from SCARRS, retention updated by Service	1.1	
02.001.021	Adoption and fostering	Case file - Pre-approval of Befrienders - not approved/withdrawn		Date of decision	25 years	Destroy	Business requirement		taken from SCARRS, retention updated by Service	1.1	
2.002	<b>Child protection</b>										
02.002.001	Child protection	Case file - Child investigated and placed on Child Protection Register		Case closure	75 years	Destroy	Business requirement	Unless child looked after where 100 years from date of birth retention period applies	taken from SCARRS, retention updated by Service	1.1	
02.002.002	Child protection	Case file - Child investigated but not placed on Child Protection Register		Case closure	5 years	Destroy	Business requirement	Unless child looked after where 100 years from date of birth retention period applies	taken from SCARRS, agreed by Service	1.0	
02.002.003	Child protection	Child Protection Register records		Date of birth of child	100 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
02.002.004	Child protection	Register of Schedule 1 offenders		Date of entry on register	100 years	Destroy	Business requirement		taken from SCARRS, agreed by Service	1.0	
2.003	<b>Child minding</b>										
02.003.001	Child minding	Register - list of registered childminders		Superseded	100 years	Destroy	Business requirement		taken from SCARRS	1.0	
2.004	<b>Children looked after in care</b>										
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02.004.001	Children looked after in care	Case file - Looked after children, including children freed for adoption but not adopted, fostered children and children on a Residential Supervision Requirement		1. Date of child's birth or 2. Date of death where child dies before 18th birthday	1. 100 years 2. 25 years	Destroy	Statutory	The Looked After Children (Scotland) Regulations SI/2009 No. 210. Regulation 43(1). Case file to contain the Childs Plan and information specified under Regulationss 12,15,36,42  <b>See special note above</b>	taken from SCARRS, agreed by Service	1.0	

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02.004.002	Children looked after in care	Case file - Throughcare and aftercare	Pathway assessment Pathway views Pathway plan Reviews of the pathway plan Procedures for making representations.	1. Date of child's birth or 2. Date of death where child dies before 18th birthday	1. 100 years 2. 25 years	Destroy	Statutory	The Support and Assistance of Young People Leaving Care (Scotland) Regulations 2003. SSI 2003 No 608 Regulations 3, 15  <b>See special note above</b>	taken from SCARRS, retention updated by Service	1.1	
2.005	<b>Communications</b>										
	see Retention Schedule 20: Management										
2.006	<b>Programme management and development</b>										
	see Retention Schedule 20: Management										
2.007	<b>Residential homes</b>	for Children's Case Files, See 02.004, Children Looked After in Care									
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02.007.001	Residential homes	Service file - Residential home/Home Care Service management records - major records	Strategy, planning, monitoring, meetings, correspondence  visitors books	Until superseded  Current year	6 years  6 years  3 years	Destroy	Business requirement	Records required by Residential Establishments - Child Care (Scotland) Regulations 1996 SI1996/3256 Regulation 5. Records required by The Regulation of Care (Requirements as to Care Services) (Scotland) Regulations 2002 SSI 2002/114  The Regulation of Care (Applications and Provision of Advice) (Scotland) Regulations 2002 SS1 2002/113 Regulation 1(3)  <b>See special note above</b>	taken from SCARRS, agreed by Service	1.0	
02.007.002	Residential homes	Service file - Residential home/Home Care Service management records - preparatory records		Current	2 years	Destroy	Business requirement	<b>See special note above</b>	taken from SCARRS, named changed by Service	1.1	

