

## Archiving & Retention Timescales Agreed by CTMT – May 2013

The current timescales within PROTOCOL ICS are configurable and as follows:

CHILD IN NEED			
No.	Action	Minimum Timescale	Source
1.1	Contact and referral only	3 years from closure when there are no open siblings.	Common Practice
1.2	Contact, referral and initial assessment	5 years from closure when there are no open siblings.	Common Practice (RMS)
1.3	Contact, referral and core assessment (no CP enquiry)	5 years from closure when there are no open siblings.	Common Practice (RMS)
1.4	Contact, referral and core assessment (no CP enquiry) services	10 years from closure when there are no open siblings.	Common Practice (RMS)

CHILD PROTECTION			
No.	Action	Minimum Timescale	Source
2.1	Contact, referral and initial assessment only	5 years from closure when there are no open siblings.	Common Practice
2.2	Case Conference – Not Registered	At the age of 24 (6 years after 18 <sup>th</sup> birthday) when there are no open siblings.	Common Practice (RMS)
2.3	Case Conference - Registered	At the age of 24 (6 years after 18 <sup>th</sup> birthday) when there are no open siblings.	Children's Act 1989 / Arrangement for Placement of Children Regulations 1999 (RMS)
2.4	Section 47 Enquiries and Investigations	At the age of 24 (6 years after 18 <sup>th</sup> birthday) when there are no open siblings.	Common Practice (RMS)

**FOSTERING**

<b>No.</b>	<b>Action</b>	<b>Minimum Timescale</b>	<b>Source</b>
3.1	Agreement with other agencies for services	10 years after termination of agreement.	The Fostering Service Regulations 2002 SI 2002 No 57
3.2	Boarding Out Finance		
3.3	Foster Parents – Approved	75 years after date of birth	Department of Health Guidance Based on Looked After Children (Children's Act 1989)
3.4	Foster Parent – Not Approved	10 years from date of refusal	The Fostering Services Regulations 2002. SI 2002 – No57 Regulations 9(b), 28(6)(a), 32
3.5	Foster Parent – Notice to Withdraw Prior to Assessment	10 years from date of notification	The Fostering Service Regulations 2002
3.6	Foster Parent – Notice to Withdraw During Assessment	10 years form date of notification	The Fostering Service Regulations 2002
3.7	Private Foster Carers	75 years after date of birth	Department of Health Guidance Based on Looked After Children (Children's Act 1989)

**LOOKED AFTER CHILDREN**

No.	Action	Minimum Timescale	Source
4.0	Looked After Files	75 years from 18 <sup>th</sup> birthday or 15 years from the date of death if the child dies before 18 <sup>th</sup> birthday.	
4.1	Residence Order Files	75 years from 18 <sup>th</sup> birthday or 15 years from the date of death if the child dies before 18 <sup>th</sup> birthday.	