

TABLE – DESTRUCTION OF FILES

Records must be retained for the following time scales:

*(HCC Retention & Disposal Schedule on Compass [Retention Guidelines for Local Authorities](#))

HCC Reference*	Record Type	Retention
3.1	Summary Information of Children in Need of Protection and Children Looked After	Retain permanently. Transfer of XML file for archives for details of children over the age of 25
3.2	Children in Care (including private foster placements and care leavers)	Destroy 75 years from DOB
3.3	Adoption Case Records	Destroy 118 years from DOB
3.4	Children in Need (subject to Section 47 Enquiry)	Destroy 50 years from DOB
3.5	Children Subject to Supervision Orders	Destroy 15 years from date of creation of record
3.6	Children in Need (not subject to Section 47 Enquiry and not in care)	Destroy 15 years from date of creation of record
3.7	Unaccompanied Minor (for example an asylum seeker (not subject to Section 47 Enquiry and not in care)	Destroy 25 years from DOB
3.12	Assessment and Approval of Adoptive Parents	Destroy 102 years from date of creation of record
3.13	Assessment and Approval of Foster Carers	Destroy 50 years from date of creation of record
3.14	Unsuccessful Foster Carers at Panel or Police Check	Destroy 35 years from date of creation of record
3.15	Children and Families in Receipt of Family Assessment	Destroy 15 years from date of creation of record
3.27	Documents Relating to the Operation of Children's Homes	Destroy 50 years from date of creation of record

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