

Surrey County Council Adult Social Care Retention Schedule

Unique ID	Records Description	Legal Basis	Retention Period Years	Action at End of Retention	Contains Personal Information?	Protectively Marked?	Notes
ASC1.0	Adult Social Care Records	-	-	-	-	-	-
ASC1.0.1	All records relating to applications for and management of adult care plan	-	Date Care Plan Ends plus 6 years	Secure Disposal	Yes	Official	-
ASC1.0.2	Client records relating to individuals who are part of the Adult Placement Scheme	Limitation Act 1980 (Section 2)	Last contact with client plus 6 years	Secure Disposal	Yes	Official	6 years is a minimum recommendation
ASC1.0.3	Records relating to the management of the Adult Placement Scheme	-	Year records created plus 6 years	Secure Disposal	No	Not Protectively Marked	-
ASC1.0.4	All records relating to the management of individuals involved in the Care Ambassadors Scheme	-	Date employee ceases to be a Care Ambassador plus 3 years	Secure Disposal	Yes	Official	-
ASC1.0.5	Records relating to the creation and management of the Care Ambassadors scheme	-	Year records created plus 6 years	Secure Disposal	No	Not Protectively Marked	-
ASC1.0.6	All records relating to existing social services clients who have gone missing or are out of contact for a period which gives cause for concern.	Limitation Act 1980 (Section 2)	This information would usually be included on the client file	Secure Disposal	Yes	Official	-
ASC1.0.7	All records relating to the development, implementation and monitoring of procedures for dealing with an existing social services client who has gone missing or is out of contact for a period which gives cause for concern	-	Date procedure expires plus 3 years	Secure Disposal	No	Not Protectively Marked	-
ASC1.0.8	Notifications of people claiming benefits who leave hospital who may be entitled to receive additional financial help or specialist services on their return home from hospital	-	Year records created plus 6 years	Secure Disposal	Yes	Official	-
ASC1.0.9	All records relating to the integrated health and social care for clients known to the Mental Health teams	Information Governance Alliance The Records Management Code of Practice for Health and Social Care 2016	Last contact with client plus 20 years	Secure Disposal	Yes	Official - Sensitive	-
ASC1.0.10	All records relating to the management of Mental health support	Information Governance Alliance The Records Management Code of Practice for Health and Social Care 2016	Last contact with client plus 20 years	Secure Disposal	No	Not Protectively Marked	-
ASC1.0.11	Records relating to calls taken by Social Care Out of Hours Services	Limitation Act 1980 (Section 2)	It is expected that all the records which result from action taken will be on a social care file	Secure Disposal	Yes	Official	It may be necessary to prove in a Serious Case Review that the initial contact was handled correctly
ASC1.0.12	Records relating to the creation and management of the out of hours service	-	Year records created plus 6 years	Secure Disposal	No	Not Protectively Marked	-

Surrey County Council Adult Social Care Retention Schedule

Unique ID	Records Description	Legal Basis	Retention Period Years	Action at End of Retention	Contains Personal Information?	Protectively Marked?	Notes
ASC1.0.13	All records relating to the management of a register of sight impaired and disabled adults	Limitation Act 1980 (Section 2)	Date of removal from register plus 6 years	Secure Disposal	Yes	Official	-
ASC1.0.14	Records relating to the creation and management of a register of sight impaired and disabled adults	-	Year records created plus 6 years	Secure Disposal	No	Not Protectively Marked	-
ASC1.0.15	Records relating to clients who are the subject of a hearing by the Adult Safeguarding Board	Limitation Act 1980 (Section 2)	Year records created plus 6 years	Secure Disposal	Yes	Official	-
ASC1.0.16	Records relating to the creation and management of the Adult Safeguarding Board	-	Year records created plus 6 years	Secure Disposal	No	Not Protectively Marked	-
ASC1.0.17	Client records relating to the safeguarding of vulnerable adults	Limitation Act 1980 (Section 2)	Date incident resolved plus 6 years	Secure Disposal	Yes	Official	This information could be included on the client file, otherwise, date incident resolved
ASC1.0.18	Records relating to the administration and management of the Multi Agency Risk Assessment Conference (MARAC)	Limitation Act 1980 (Section 2)	Year records created plus 6 years	Secure Disposal	No	Not Protectively Marked	-
ASC1.0.19	Records relating to the creation and management of Multi Agency Risk Assessment Risk Assessment (MARAC)	-	Year records created plus 6 years	Secure Disposal	No	Not Protectively Marked	-
ASC1.0.20	Records relating to the creation and management of the processes relating to the safeguarding of adults	-	Year records created plus 6 years	Secure Disposal	No	Not Protectively Marked	-
ASC1.0.21	Client records relating to the provision of shared care for adults where the adult is known to the County Council	Limitation Act 1980 (Section 2)	This information should be included on the client file	Secure Disposal	Yes	Official	-
ASC1.0.22	Client records relating to the provision of shared care for adults where the adult is not known to the County Council	Limitation Act 1980 (Section 2)	End of service plus 6 years	Secure Disposal	Yes	Official	-
ASC1.0.23	Client records relating to applications for and management of social care financial assessments	HMRC - Compliance Handbook Manual CH15400	Date of last payment plus 6 years	Secure Disposal	Yes	Official	-
ASC1.0.24	Records relating to the creation and management of the processes relating to the applications for and management of social care financial assessments	-	Year records created plus 6 years	Secure Disposal	No	Not Protectively Marked	-
ASC2.0	Residential Services (Adults)	-	-	-	-	-	-
ASC2.0.1	Yearly Diaries held by Adult Residential Homes	-	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC2.0.2	Medication Administration Records held by Adult Residential Homes	Limitation Act 1980 (Section 2)	Date of administration of medicine + 4 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	-
ASC2.0.3	Signing in sheets for adult residential homes (staff and visitors)	Limitation Act 1980 (Section 2)	Date of visit + 6 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC2.0.4	Handover sheets used in residential homes	Limitation Act 1980 (Section 2)	Date of handover + 4 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC2.0.5	Admission and Discharge Registers kept by Adult Residential Homes	Limitation Act 1980 (Section 2)	Last date on register + 6 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC2.0.6	Records relating to the return of medication to the pharmacy in Adult Residential Homes	Limitation Act 1980 (Section 2)	Date medication returned to the Pharmacy + 6 years	SECURE DISPOSAL	N	Not Protectively Marked	-
ASC2.0.7	Records relating to medication audits	Limitation Act 1980 (Section 2)	Date of medication audit + 4 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC2.0.8	Correspondence with the Coroner relating to deaths in the residential home	-	Date of death + 15 years then review	SECURE DISPOSAL	Y	OFFICIAL	-

Surrey County Council Adult Social Care Retention Schedule

Unique ID	Records Description	Legal Basis	Retention Period Years	Action at End of Retention	Contains Personal Information?	Protectively Marked?	Notes
ASC2.0.9	Records relating to nurse call out system in older persons residential homes	Limitation Act 1980 (Section 2)	Date of the call out + 4 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC2.0.10	Records relating to issues to do with providers including training provision and national guidance and policy	-	Life of the home	SECURE DISPOSAL	Y	OFFICIAL	-
ASC2.0.11	Records relating to the general administration of residential homes	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC2.0.12	Commission for Social Care Inspectorate	-	Date of next inspection + 7 years	SECURE DISPOSAL	Y	Not Protectively Marked	-
ASC2.0.13	Care Quality Commission - Notification	Care Quality Commission Guidelines	Life of Notification + 7 years	SECURE DISPOSAL	N	Not Protectively Marked	-
ASC2.0.14	Care Quality Commission - Quality Assurances	Care Quality Commission Guidelines	Life of Quality Assurances + 7 years	SECURE DISPOSAL	N	Not Protectively Marked	-
ASC2.0.15	Care Quality Commission - Provider Compliance	Care Quality Commission Guidelines	Life of Provider Compliance + 7 years	SECURE DISPOSAL	N	Not Protectively Marked	-
ASC2.0.16	Care Quality Commission - Statement of Purpose	Care Quality Commission Guidelines	Life of Statement of Purpose + 7 years	SECURE DISPOSAL	N	Not Protectively Marked	-
ASC2.0.17	Care Quality Commission - Service Unit Guide	Care Quality Commission Guidelines	Life of Service Unit Guide + 7 years	SECURE DISPOSAL	N	Not Protectively Marked	-
ASC2.0.18	Care Quality Commission - Registration Certificate	Care Quality Commission Guidelines	Life of Registration Certificate + 7 years	SECURE DISPOSAL	N	Not Protectively Marked	-
ASC3.0	Adult Carers	-	-	-	-	-	-
ASC3.0.1	Foster Parents Approved by SCC - Including any person with whom a child is placed (under Regulation 34 or 38 of the Fostering Services Regulations 2002) and records of foster parent applicants who are not approved.	Fostering Services Regulations 2002 – amended to suit local practice	Last contact with the Foster Carer + 75 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC3.0.2	Private Foster Parents Where parents made own arrangements for child to be fostered	Regulation 34 or 38 of the Fostering Services Regulations 2002	Last contact with the Private Foster Parent + 10 years or date of death of Private Foster Parent + 2 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC3.0.3	All records relating to the payment of foster carers	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC3.0.4	Information relating to the assessment of parental contributions to the cost of foster care	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC3.0.5	All records relating to the administration of the foster payments system including short breaks payments	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	-	Y	OFFICIAL - SENSITIVE	-

Surrey County Council Adult Social Care Retention Schedule

Unique ID	Records Description	Legal Basis	Retention Period Years	Action at End of Retention	Contains Personal Information?	Protectively Marked?	Notes
ASC3.0.6	Adoptive Parents Including both Surrey Adoption Service placements and non-agency placements (Step-parent adoptions)	Adoption Agencies Regulations 2005 Disclosure of Adoption Information Regulations 2005	On granting of Adoption Order and completion of outstanding work, transfer all records to Archive for 100 years from date of Adoption Order.	SECURE DISPOSAL	Y	OFFICIAL	-
ASC3.0.7	Adoptive parents who were 'counselled out' or turned down or approved but they decided not to proceed further	-	Date approval is terminated + 10 years or date of death of adoptive parent + 2 years.	SECURE DISPOSAL	Y	OFFICIAL	In exceptional cases, records may be retained beyond this period on the authorisation of a District Manager
ASC3.0.8	Community Care Helpers, Family Aides, Sessional Workers, Voluntary Escorts Link Families	-	Date of last contact + 5 years or date of death + 2 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC3.0.9	Kinship: turned down host families	-	Termination + 10 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC3.0.10	Social Worker diaries	-	Current year + 5 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC3.0.11	Learning Disability: Records relating to the setting up and management of the student placement scheme	-	End of placement scheme + 6 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC4.0	Client Services (Adults)	-	-	-	-	-	-
ASC4.0.1	Records relating to clients with a physical impairment	-	Retain in Area for 5 years from date of last contact, or 2 years from date of death	SECURE DISPOSAL	Y	OFFICIAL – SENSITIVE	-
ASC4.0.2	Records relating to clients who are registered as Disabled, or Severely Sight-Impaired/Blind, or Sight-Impaired/Partially Sighted, or Deaf, or with a Hearing Impairment	-	Retain only the manual registration documentation and the electronic record of registration until the person reaches the age of 100 years, or 3 years from date of death. All other records to be retained for 5 years from date of last contact or 2 years from date of death, and then destroyed. If sensory impairment equipment has been provided all records should be retained until 2 years after the service ceases.	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	In exceptional cases, such as where protection or other serious issues exist, records may be retained beyond these periods on the authorisation of a Sensory Disability Manager or Principal Occupational Therapist.
ASC4.0.3	Records relating to clients issued with a Disabled Driver Permit (Blue Badge) - Refused Applications	-	Date of application + 24 months	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	-

Surrey County Council Adult Social Care Retention Schedule

Unique ID	Records Description	Legal Basis	Retention Period Years	Action at End of Retention	Contains Personal Information?	Protectively Marked?	Notes
ASC4.0.4	Records relating to clients issued with a Disabled Driver Permit (Blue Badge)	-	Expiry date of last active badge + 24 months	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	-
ASC4.0.5	All records relating to the administration of Direct Payments	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC4.0.6	Records relating to clients with a learning impairment	-	Retain in Area for 5 years from date of last contact, or 2 years from date of death	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	-
ASC4.0.7	Learning Disability: Records relating to clients in transition held in a spreadsheet	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	-
ASC4.0.8	Learning Disability: Referral records	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	-
ASC4.0.9	Learning Disability: Records relating to eligibility for access to care	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	-
ASC4.0.10	Learning Disability Respite: Service user client files	-	Service user information are returned to the care manager when the service user leaves respite care. If the client dies in respite care then records are kept for date of death + 7 years	RETURN TO CARE MANAGER	Y	OFFICIAL - SENSITIVE	-
ASC4.0.11	Learning Disability Respite: Records relating to the management of clients' personal allowances whilst they are in care	-	Information is returned to the Care Manager when the client leaves respite care	RETURN TO CARE MANAGER	Y	OFFICIAL - SENSITIVE	-
ASC4.0.12	Learning Disability: Ordinarily Resident Applications	-	If the application is accepted then the record is kept on the case file; if the application is unsuccessful then current year + 5 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	-
ASC4.0.13	Learning Disability: Records relating to the management of data quality	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC4.0.14	Quality Assurance questionnaires completed by service users and their families	-	Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL	-
ASC4.0.15	Records relating to clients with a sensory impairment	-	Retain for 5 years from date of last contact, or 2 years from date of death	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	-
ASC4.0.16	Records relating to the management of the Interpreting Service	-	Current year + 3 years	SECURE DISPOSAL	Y	OFFICIAL	-

Surrey County Council Adult Social Care Retention Schedule

Unique ID	Records Description	Legal Basis	Retention Period Years	Action at End of Retention	Contains Personal Information?	Protectively Marked?	Notes
ASC4.0.17	Records recording the path of referrals and performance statistics	Limitation Act 1980 (Section 2)	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC4.0.18	Spreadsheet relating to equipment supplied to clients	Limitation Act 1980 (Section 2)	Life of the equipment + 6 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC4.0.19	Records relating to Surrey Alcohol Drug Advisory Service (SADAS) clients	-	Retain for 5 years from date of last contact, or 2 years from date of death	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	-
ASC4.0.20	Records relating to clients who have contact with Occupational Therapy	-	Retain for 2 years from date of last contact, unless a major piece of equipment is on loan, or a maintenance agreement applies, in which case the records should be retained in line with health and safety policy	SECURE DISPOSAL	Y	OFFICIAL	-
ASC4.0.21	Records relating to clients with mental illness including Guardianship records	-	Retain for 5 years from date of last contact, and then transfer all records to off site storage for retention until 20 years from date of last contact, or 8 years from date of death.	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	-
ASC4.0.22	Diaries created by members of staff working in mental health	-	Current year + 7 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC4.0.23	Client records created by the Deprivation of Liberty Service (DOLS)	-	The electronic record is deemed to be the principal copy and should be retained for 7 years from the date of the last contact. All paper copies will be destroyed on a routine basis once every six months.	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	-
ASC4.0.24	Deprivation of Liberty Service (DOLS) High Risk meeting	-	Date of meeting + 7 years then review	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	-

Surrey County Council Adult Social Care Retention Schedule

Unique ID	Records Description	Legal Basis	Retention Period Years	Action at End of Retention	Contains Personal Information?	Protectively Marked?	Notes
ASC4.0.25	Deprivation of Liberty Service (DOLS) Local Implementation Network meeting	-	Date of meeting + 10 years then review	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	-
ASC4.0.26	Deprivation of Liberty Service (DOLS) Safeguards Assessment	-	End of the authorisation + 6 years unless there is a safeguarding investigation in which case the records transfer to safeguarding and are retained in line with safeguarding activity.	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	-
ASC4.0.27	Secondary Mental Health: Residential Review Process	-	Date of review + 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	-
ASC4.0.28	Surrey Reablement Service: User Feedback Forms	-	Current year + 5 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	-
ASC4.0.29	Surrey Reablement: Client timesheets	-	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC4.0.30	Surrey Reablement: Client records	-	Last contact + 2 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC4.0.31	Records used by the Surrey Reablement Service held in clients' homes (including risk assessments)	-	These are held in the clients' homes until contact ceases and are then retrieved where possible and then archived for 7 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC4.0.32	Closed client records relating to hospitals held in Archive	-	Date of birth + 100 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC4.0.33	Physical client records created by the Hospital Teams	-	These records are returned to the local area office when contact has ceased to be included with the main client record	-	Y	OFFICIAL	-
ASC4.0.34	All records relating to the administration of payments made in relation to Asylum Seekers	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years the review	SECURE DISPOSAL	Y	OFFICIAL	-
ASC4.0.35	All Other Records relating to Adults: Records of adults where a file has not been opened	-	Retain for 2 years from date of last contact	SECURE DISPOSAL	Y	OFFICIAL	-

Surrey County Council Adult Social Care Retention Schedule

Unique ID	Records Description	Legal Basis	Retention Period Years	Action at End of Retention	Contains Personal Information?	Protectively Marked?	Notes
ASC4.0.36	Records relating to the management of the short-term beds	-	These are held by the unit whilst the work is being carried out on it and then they are deleted. The principal records are held on the service user files in the teams.	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	-
ASC4.0.37	All records relating to the management of financial affairs on behalf of individual clients	HMRC - Compliance Handbook Manual CH15400	Last contact with client + 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	-
ASC4.0.38	All records relating to payments made to adults	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC4.0.39	Records relating to Direct Payments	-	Current month + 2 months. Finance hold the principal copies of the records	SECURE DISPOSAL	Y	OFFICIAL	-
ASC4.0.40	All records relating to the management of Care Accounts	HMRC - Compliance Handbook Manual CH15400	Last contact with client + 6 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC4.0.41	Records relating to the assessment of individuals for contributions to the cost of social care - residential	HMRC - Compliance Handbook Manual CH15400	Case closed + 6 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC4.0.42	Records relating to the assessment of individuals for contributions to the cost of social care - non residential	HMRC - Compliance Handbook Manual CH15400	Current year + 6 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC4.0.43	Records relating to data quality and control in the assessment and income section	-	Last contact with client + 6 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC4.0.44	Housing-Related Support: Incident Reporting - Serious	-	Date of incident + a minimum of 7 years	SECURE DISPOSAL	Y	OFFICIAL	-
ASC4.0.45	Housing-Related Support: Incident Reporting - Non Serious	-	Current year + 1 year	SECURE DISPOSAL	Y	OFFICIAL	-
ASC4.0.46	Housing-Related Support: Safeguarding Logs	-	Last date in the log + a minimum of 7 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	-
ASC4.0.47	Housing-Related Support: Floating Support Referrals	-	Information entered on computer system - paper forms to be retained for a minimum of 6 months	SECURE DISPOSAL	Y	OFFICIAL	-
ASC5.0	Safeguarding (Adults)	-	-	-	-	-	-

Surrey County Council Adult Social Care Retention Schedule

Unique ID	Records Description	Legal Basis	Retention Period Years	Action at End of Retention	Contains Personal Information?	Protectively Marked?	Notes
ASC5.0.1	Records relating to safeguarding	-	Retain for 5 years from date of last contact, and then transfer all records to off-site storage until 10 years from date of last contact	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	-
ASC5.0.2	Safeguarding Quarterly Report	-	Current year + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL	-
ASC5.0.3	Countywide Safeguarding Meeting	-	Date of meeting + 6 years then review	SECURE DISPOSAL	N	OFFICIAL	-
ASC5.0.4	Records relating to Safeguarding Coordinator Meeting	-	Date of meeting + 6 years then review	SECURE DISPOSAL	Y	OFFICIAL	-
ASC5.0.5	Provider issues	Limitation Act 1980 (Section 2)	Life of contract with provider + 6 years	SECURE DISPOSAL	N	OFFICIAL	-
ASC5.0.6	Quality Surveillance Group Report	Limitation Act 1980 (Section 2)	Date report superseded + 6 years	SECURE DISPOSAL	N	OFFICIAL	-
ASC5.0.7	Safeguarding Case Audit Report (conducted by independent auditor)	Limitation Act 1980 (Section 2)	Date report superseded + 6 years	SECURE DISPOSAL	N	OFFICIAL	-
ASC5.0.8	Safeguarding Case Audit Report (conducted by Adult Safeguarding Unit)	Limitation Act 1980 (Section 2)	Date report superseded + 6 years	SECURE DISPOSAL	N	OFFICIAL	-
ASC5.0.9	All records relating to the responses to requests for Local Authority Checks	-	Date request complied with + 3 years then review	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	-
ASC6.0	Public Health	-	-	-	-	-	-
ASC6.0.1	Births and deaths data which are released to Local Authorities periodically for the purposes of epidemiological and statistical analyses required to satisfy the statutory obligations of the Director of Public Health.	-	Subject to renewal on a year by year basis	SECURE DISPOSAL	Y	OFFICIAL	-
ASC7.0	Equipment & Supporting Services	-	-	-	-	-	-
ASC7.0.1	Records relating to the process of providing assisted garden maintenance for elderly or disabled tenants	HRMC Compliance Handbook Manual CH15400	Year records created plus 6 years	Secure Disposal	No	Not Protectively Marked	-
ASC7.0.2	Records relating to the provision of assisted garden maintenance to individually named elderly or disabled tenants	HMRC - Compliance Handbook Manual CH15400	Year records created plus 6 years	Secure Disposal	Yes	Official	-
ASC7.0.3	Records relating to the process of providing community alarms and telecare service	HRMC Compliance Handbook Manual CH15400	Year records created plus 6 years	Secure Disposal	No	Not Protectively Marked	-
ASC7.0.4	Records relating to the provision of community alarms and telecare service	Limitation Act 1980 (Section 5)	Year records created plus 6 years	Secure Disposal	No	Not Protectively Marked	-
ASC7.0.5	Client records relating to the management of the Direct Payments Scheme	HMRC - Compliance Handbook Manual CH15400	Date of payment plus 6 years	Secure Disposal	Yes	Official	-
ASC7.0.6	Records relating to the process of providing the Direct Payments Scheme	HRMC Compliance Handbook Manual CH15400	Year records created plus 6 years	Secure Disposal	No	Not Protectively Marked	-

Surrey County Council Adult Social Care Retention Schedule

Unique ID	Records Description	Legal Basis	Retention Period Years	Action at End of Retention	Contains Personal Information?	Protectively Marked?	Notes
ASC7.0.7	Client records relating to home adaptations and aids provided to disabled people	Limitation Act 1980 (Section 2)	Date use of the equipment ceases plus 6 years	Secure Disposal	Yes	Official	-
ASC7.0.8	Records relating to the process of providing home adaptations and aids to disabled people	HRMC Compliance Handbook Manual CH15400	Year records created plus 6 years	Secure Disposal	No	Not Protectively Marked	-
ASC7.0.9	Client records relating to the rehabilitation of people with physical and sensory disabilities	Limitation Act 1980 (Section 2)	Last contact plus 6 years	Secure Disposal	Yes	Official	Ideally these records should be included on a client file, however, if they are not then last contact would apply
ASC7.0.10	Records relating to the process of providing rehabilitation to people with physical and sensory disabilities	HRMC Compliance Handbook Manual CH15400	Year records created plus 6 years	Secure Disposal	No	Not Protectively Marked	-
ASC7.0.11	Client records relating to the provision of specialist equipment to disabled people where the client is known to Social Services	Limitation Act 1980 (Section 2)	These records should be added to the main client file	Secure Disposal	Yes	Official	-
ASC7.0.12	Client records relating to the provision of specialist equipment to disabled people where the client is not known to SCC	Limitation Act 1980 (Section 2)	Date use of the equipment ceases plus 6 years	Secure Disposal	Yes	Official	-
ASC7.0.13	Records relating to the process of providing specialist equipment to disabled people	HRMC Compliance Handbook Manual CH15400	Year records created plus 6 years	Secure Disposal	No	Not Protectively Marked	-
ASC7.0.14	Client records relating to the provision of a laundry service for people suffering from incontinence	HMRC - Compliance Handbook Manual CH15400	Year records created plus 6 years	Secure Disposal	Yes	Official	-
ASC7.0.15	Records relating to the process of providing a laundry service for people suffering from incontinence	HRMC Compliance Handbook Manual CH15400	Year records created plus 6 years	Secure Disposal	No	Not Protectively Marked	-
ASC7.0.16	All records relating to the process of maintaining a hygienic environment for food production including recipes and menu delivery	Food Hygiene (England) Regulations 2006	Year records created plus 3 years	Secure Disposal	No	Not Protectively Marked	-
ASC7.0.17	Client records relating to the process of delivering food to clients receiving a meals on wheels service	Limitation Act 1980 (Section 2)	Year records created plus 6 years	Secure Disposal	Yes	Official	-
ASC7.0.18	Records relating to the process of providing food to clients receiving a meals on wheels service	HRMC Compliance Handbook Manual CH15400	Year records created plus 6 years	Secure Disposal	No	Not Protectively Marked	-
ASC7.0.19	Client records relating to the provision of occupational therapy services to clients	Limitation Act 1980 (Section 2)	Last contact plus 6 years	Secure Disposal	Yes	Official	Ideally these records should be included on a client file, however, if they are not then last contact would apply

Surrey County Council Adult Social Care Retention Schedule

Unique ID	Records Description	Legal Basis	Retention Period Years	Action at End of Retention	Contains Personal Information?	Protectively Marked?	Notes
ASC7.0.20	Records relating to the process of providing occupational therapy services to clients	HRMC Compliance Handbook Manual CH15400	Year records created plus 6 years	Secure Disposal	No	Not Protectively Marked	-
ASC8.0	Help and Advice for Adults	-	-	-	-	-	-
ASC8.0.1	Client records relating to advocacy services provided for social care clients	Limitation Act 1980 (Section 2)	6 years	Secure Disposal	Yes	Official - Sensitive	This information could be contained on the client file, otherwise, last contact
ASC8.0.2	Records relating to the process of providing advocacy services provided for social care clients	-	6 years	Secure Disposal	No	Not Protectively Marked	-
ASC8.0.3	Client records relating to support adults suffering from alcohol addiction	Limitation Act 1980 (Section 2)	6 years	Secure Disposal	Yes	Official	-
ASC8.0.4	Records relating to the process of providing support to adults suffering from alcohol addiction	-	6 years	Secure Disposal	No	Not Protectively Marked	-
ASC8.0.5	All records relating to the provision of information on the availability and requirements of counselling services for individuals	-	1 year	Secure Disposal	No	Not Protectively Marked	It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year
ASC8.0.6	Client records relating to the process of providing counselling services to named individuals	Information Governance Alliance The Records Management Code of Practice for Health and Social Care 2016	20 years	Secure Disposal	Yes	Official - Sensitive	-
ASC8.0.7	Client records relating to advice and support on training and employment available to people with disabilities where the person is known to social services	Limitation Act 1980 (Section 2)	This information would usually be included on the client's file	Secure Disposal	Yes	Official	-
ASC8.0.8	Client records relating to advice and support on training and employment available to people with disabilities where the person is not known to social services	Limitation Act 1980 (Section 2)	6 years	Secure Disposal	Yes	Official	-
ASC8.0.9	Records relating to the process of providing advice and support on training and employment available to people with disabilities	-	6 years	Secure Disposal	No	Not Protectively Marked	-
ASC8.0.10	Client records relating to support given to adults suffering from drug addiction	Limitation Act 1980 (Section 2)	6 years	Secure Disposal	Yes	Official - Sensitive	-
ASC8.0.11	Records relating to the process of providing support to adults suffering from drug addiction	-	6 years	Secure Disposal	No	Not Protectively Marked	-
ASC8.0.12	All records relating to the provision of information and advice regarding pet care when people go into hospital	-	1 year	Secure Disposal	No	Not Protectively Marked	It is expected that this will be a dynamic list which is constantly updating, if not year records created + 1 year

Surrey County Council Adult Social Care Retention Schedule

Unique ID	Records Description	Legal Basis	Retention Period Years	Action at End of Retention	Contains Personal Information?	Protectively Marked?	Notes
ASC8.0.13	Client records relating to the management of financial affairs of people who may be living in their own home or a residential home who are having difficulty managing their own affairs	HMRC - Compliance Handbook Manual CH15400	6 years	Secure Disposal	Yes	Official	-
ASC8.0.14	Records relating to the process of providing the management of financial affairs of people who may be living in their own home or a residential home who are having difficulty managing their own affairs	-	6 years	Secure Disposal	No	Not Protectively Marked	-
ASC8.0.15	All records relating to the development and management of Skills for Living activities	Limitation Act 1980 (Section 2)	6 years	Secure Disposal	No	Not Protectively Marked	-
ASC8.0.16	Client records relating to young people and adults (aged over 18 years) who are taking part in Skills for Living activities	Limitation Act 1980 (Section 2)	6 years	Secure Disposal	No	Official - Sensitive	-