

Section 25 – Social Care (Adoption)

Important Notes:

CODES: P = Prime Document, M = Management documentation, SHC = Review samples for Surrey History Centre.

Some LA's use Vital and Management. Prime documents must always be backed up and retained for statutory/ Internal Audit/District Audit reasons. A prime document is one, which if lost would cause considerable embarrassment to the Authority. Duplicates are not prime documents. Management documents should, in general, be kept for a current year plus two.

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.2.1	Adoption					
25.2.1.1	In Care and Adoption Orders	75 years from 18th birthday	Paper/microfiche	Corporate	<p>SI 1983 No 1964 Regulation 14 (3) <i>Retain records for 75 years</i> but does not give a commencement date. Consideration should be given to microfilming of all relevant papers. Letters that were written by relatives of the adoptee, and photographs should not be destroyed after filming.</p> <p>NB see also</p> <p>Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 As from 30th December 2005</p>	P SHC

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.2.1	Adoption					
25.2.1.2	Assessment of persons needs for adoption support services	Recommend if no support to be given –date of assessment plus 6 years or to 24th birthday whichever is the earliest. If support is given then attach to adoption file	None specified	Statutory	Adoption and Children Act 2002 Section 4 (1)	M /P
25.2.1.2.1	Adoption Support Services Plan	To be kept under review	None specified	Statutory	Adoption and Children Act 2002 Section 4 (5)	M SHC
25.2.1.3	Local Authority Plan for adoption services	To be regularly reviewed	None specified	Statutory	Adoption and Children Act 2002 Section 5 Children Act 2004 Chapter 31 Section 17 Repeals	M SHC
25.2.1.3.1	Notification of events occurring in premises used for the purpose of an agency	Recommend 10 years after date of occurrence	To be in writing Section 144	Statutory	Adoption and Children Act 2002 Section 10	M
25.2.1.3.2	Notice of periods when a manager of an agency proposes to be absent	Recommend 3 years from date of notice	To be in writing Section 144	Statutory	Adoption and Children Act 2002 Section 10	M
25.2.1.3.3	Notice of intended change in the identity of a manager	Recommend 3 years from date of	To be in writing	Statutory	Adoption and Children Act 2002 Section 10	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.2.1	Adoption					
		notice	Section 144			
25.2.1.3 .4	Notices in change of ownership or identity of officers of an agency	Recommend 10 years after date of occurrence	To be in writing Section 144	Statutory	Adoption and Children Act 2002 Section 10	M
25.2.1.3 .5	Method of dealing with complaints	Recommend 15 years after it ceases to be valid	None specified	Statutory	Adoption and Children Act 2002 Section 10	M
25.2.1.3 .6	Advance consent or withdrawal of advance consent	To be kept with adoption file	None specified	Statutory	Adoption and Children Act 2002 Section 20	P
25.2.1.3 .7	Placement order	Until revoked or child reaches 18 plus 6 years.	None specified	Statutory	Adoption and Children Act 2002 Section 21	M
25.2.1.3 .8	Suitability of applicants to adopt. For reports required see SI 2005 No 1712	Recommend whilst valid + 6 years Non approvals 3 years from the date of refusal or withdrawal	None specified	Statutory	Adoption and Children Act 2002 Section 43	M
25.2.1.3 .9	Notice of intention to adopt	Whilst valid or 3 years from the date of withdrawal	To be writing Section 144	Statutory	Adoption and Children Act 2002 Section 44	M
25.2.1.3 .10	Adoption order	Recommend 100 years from date of adoption birthday	May be stored in paper, film or electronic format	Statutory	Adoption and Children Act 2002 Section 46	P SHC

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.2.1	Adoption					
25.2.1.3 .11	Section 56 information – information to be kept about a person’s adoption and restrictions on disclosure	Recommend 100 years from date of adoption	None specified	Statutory	Adoption and Children Act 2002 Section 56 NB See also Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005	P
25.2.1.3 .12	Special guardianship assessments	Recommend whilst valid plus 10 years. If in relation to an ex looked after child then 75 years is recommended.	None specified	Statutory	Adoption and Children Act 2002 Section 115 ((Section 14F of the Childrens Act 1989 As amended by SI 2016 No 111	M
25.2.1.4	Report on inspection of premises used for the discharge of relevant adoption functions	Until superseded	Paper / electronic	Statutory	National Care Standards Commission (Fees and Frequency of Inspections) (Adoption Agencies Regulations 2003. SI 2003 No 368 Regulation 8 - Frequency of inspections	M

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25.2.1	Adoption					
25.2.1.5	Statement of Purpose.	Until superseded	Paper	Statutory	Local Authority Adoption Service (England) Regulations 2003 SI 2003 No 370 Regulation 2 Copies to be available to children who may be adopted, their parents and guardians Persons wishing to adopt Adopted persons, their parents, natural parents and former guardians	M SHC
25.2.1.6	Children's Guide. (Local Authority Adoption Service)	Until superseded	Paper	Statutory	Local Authority Adoption Service (England) Regulations 2003 SI 2003 No 370 Regulation 3 and Schedule 2	M SHC
25.2.1.6 .1	Appointment of manager (Local Authority Adoption Service)	Whilst relevant plus 6 years	Paper	Statutory	Local Authority Adoption Service (England) Regulations 2003 SI 2003 No 370 Regulation 5	M
25.2.1.6 .2	Arrangements for the protection of children – written policy (Local Authority Adoption Service)	Recommend until superseded plus 12 years	Paper / electronic	Statutory	Local Authority Adoption Service (England) Regulations 2003 SI 2003 No 370 Regulation 9 Consideration should be given to retaining for a longer period in view of possible future litigation. If so the Data Protection Act	M SHC

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25.2.1	Adoption					
					regulations need to be considered.	
25.2.1.6 .3	Staff records (Local Authority Adoption Service)	15 years from the date of the last entry	Paper / electronic	Statutory	Local Authority Adoption Service (England) Regulations 2003 SI 2003 No 370 Regulation 14 and Schedule 4	M
25.2.1.6 .4	Complaints (Local Authority Adoption Service)	Three years from the date that it was made.	Paper / electronic	Statutory	Local Authority Adoption Service (England) Regulations 2003 SI 2003 No 370 Regulation 17	M
25.2.1.7	Case Records received from an adoption agency that ceases to exist or act	As for the local authority records	Paper /electronic / film	Statutory	Voluntary Adoption Agencies and the Adoption Agencies (Miscellaneous Amendments) Regulations 2003. SI 2003 No 367 Regulation 22 (6) Amends Regulation 16 (3) of the Adoption Agencies Regulations 1983	P SHC
25.2.1.8	Central list – resignation of member	Recommend 10 years after date of resignation	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 As amended by SI 2011 No 589 Regulation 3 (2) & Regulation 4(5)	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.2.1	Adoption					
25.2.1.8 .1	Central list – termination of unsuitable person	Recommend 10 years after date of resignation	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 As amended by SI 2011 No 589 Regulation 4(6)	M

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25.2.1	Adoption					
25.2.1.8 .2	Case Record	<p>An adoption agency must keep the child's case record for such period as it considers appropriate – Regulation 40</p> <p>Recommend 100 years from date of adoption.</p> <p>See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6</p> <p>Applies to persons adopted on or after 30th December 2005</p>	<p>Proceedings of the adoption panel under Regulation 18 to be writing. Other information not specified</p>	Statutory	<p>Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 12</p>	<p>P SHC</p>

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.2.1	Adoption					
25.2.1.8 .3	Information to the child on the legal implications and procedures	Recommend 100 years from date of adoption. See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 13	P
25.2.1.8 .4	Information on legal implications and procedures	Recommend 100 years from date of adoption. See Disclosure of Adoption Information (Post-Commencement	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 14	P

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.2.1	Adoption					
		Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005				
25.2.1.8 .5	Child's health report	Recommend 100 years from date of adoption. See Disclosure of Adoption Information (Post- Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005	To be writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 15 (b)	P
25.2.1.8	Child's permanence report	Recommend 100	To be in	Statutory	Adoption Agencies Regulations	P

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25.2.1	Adoption					
.6		<p>years from date of adoption.</p> <p>See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6</p> <p>Applies to persons adopted on or after 30th December 2005</p>	writing		<p>2005 SI 2005 No 389 Regulation 17</p>	

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.2.1	Adoption					
25.2.1.8 .7	Adoption agency decision and notification	Recommend 100 years from date of adoption. See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 19 (3)	P
25.2.1.8 .8	Prospective Adopter information on procedures	Recommend 6 years from date of provision of information Recommend add to adoption file if adoption proceeds See	To be writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 21 (d) As amended by SI 2013 No 985 Adoption Agencies (Miscellaneous Amendments) Regulations 2013	P

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.2.1	Adoption					
		Disclosure of Adoption Information (Post- Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005				

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.2.1	Adoption					
25.2.1.8 .9	Prospective Adopter Stage 1 plan	Recommend 6 years from date of assessment if not proceeded with See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 22 As amended by SI 2013 No 985 Adoption Agencies (Miscellaneous Amendments) Regulations 2013	P
25.2.1.8 .10	Prospective adopters' case record	Recommend 6 years from date of assessment if not proceeded with See Disclosure of Adoption	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 23 As amended by SI 2013 No 985 Adoption Agencies (Miscellaneous Amendments)	P

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25.2.1	Adoption					
		Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005			Regulations 2013	
25.2.1.8 .11	Police checks – enhanced criminal record certificate	Add to adopter's case record See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005	To be writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 25 As amended by SI 2013 No 985 Adoption Agencies (Miscellaneous Amendments) Regulations 2013	P

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.2.1	Adoption					
25.2.1.8 .12	Decision and notification to prospective adopter	Recommend 6 years from date of report. If adoption proceeds then add to adoption file. See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 27 As amended by SI 2013 No 985 Adoption Agencies (Miscellaneous Amendments) Regulations 2013	P

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.2.1	Adoption					
25.2.1.8 .13	Prospective adopter's assessment plan	Recommend 6 years from date of report. If adoption proceeds then add to adoption file. See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 29 As amended by SI 2013 No 985 Adoption Agencies (Miscellaneous Amendments) Regulations 2013	P
25.2.1.8 .14	Prospective adopter's report	Recommend 6 years from date of report. If adoption proceeds then add to adoption file. See	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 30 As amended by SI 2013 No 985 Adoption Agencies (Miscellaneous Amendments)	M

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25.2.1	Adoption					
		Disclosure of Adoption Information (Post- Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005			Regulations 2013	

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.2.1	Adoption					
25.2.1.8 .15	Adoption placement report	Recommend 100 years from date of adoption. See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 31 (d)	P
25.2.1.8 .16	Adoption agency decision in relation to proposed placement	Add to adoption file See Disclosure of Adoption Information (Post-Commencement Adoptions)	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 33 (3)	P

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.2.1	Adoption					
		Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005				
25.2.1.8 .17	Notification of proposed placement to Adopters general practitioner Primary care trust or local health board Local educational authority	Add to adoption file See Disclosure of Adoption Information (Post- Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 35 (6)	P
25.2.1.8 .18	Changes to the adoption plan	Recommend 100 years from date of adoption.	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389	P

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25.2.1	Adoption					
		See Disclosure of Adoption Information (Post- Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005			Regulation 35 (7)	

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.2.1	Adoption					
25.2.1.8 .19	Reviews and visits	Recommend 100 years from date of adoption. See Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 36	P
25.2.1.8 .20	Withdrawal of consent – record of access or disclosure	Recommend 100 years from date of adoption. See Disclosure of Adoption Information (Post-Commencement	To be in writing	Statutory	Adoption Agencies Regulations 2005 SI 2005 No 389 Regulation 38 (3)	P

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25.2.1	Adoption					
		Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005				
25.2.1.9	Adoptions with a foreign element Application for assessment of suitability	Add to adoption file	To be in writing	Statutory	Adoptions with a Foreign Element Regulations 2005 SI 2005 No 392 Regulation 3 and 13	P
25.2.1.9 .1	Adoptions with a foreign element Notification of child to be adopted	Recommend 100 years from date of adoption	To be in writing	Statutory	Adoptions with a Foreign Element Regulations 2005 SI 2005 No 392 Regulation 4 (2)(b)	P
25.2.1.9 .2	Adoptions with a foreign element Change of address	Add to adoption file	To be in writing	Statutory	Adoptions with a Foreign Element Regulations 2005 SI 2005 No 392 Regulation 4 (5)	P
25.2.1.9 .3	Adoptions with a foreign element Case Record Visits Reviews	Recommend 100 years from date of adoption	To be in writing	Statutory	Adoptions with a Foreign Element Regulations 2005 SI 2005 No 392 Regulation 5	P
25.2.1.9 .4	Adoptions with a foreign element Notification to	Add to adoption file	To be in writing	Statutory	Adoptions with a Foreign Element Regulations 2005	P

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.2.1	Adoption					
	Adopter's general medical practitioner Primary Care Trust or Local Health Board Local Education Authority				SI 2005 No 392 Regulation 5	
25.2.1.9 .5	Adoption with a foreign element Counselling and information	Add to adoption file	To be in writing	Statutory	Adoptions with a Foreign Element Regulations 2005 SI 2005 No 392 Regulations 14, 36, 37	P
25.2.1.1 0	Financial support Terms and agreement and annual statement	Recommend 6 years after financial support ceases	To be writing	Statutory	Adoption Support Service Regulations 2005 SI 2005 No 691 Regulation 12	M
25.2.1.1 0.1	Assessment for financial support	Recommend 6 years after financial support ceases	To be in writing	Statutory	Adoption Support Service Regulations 2005 SI 2005 No 691 Regulation 14	M
25.2.1.1 0.2	Adoption support services Notice of proposed decision and time allowed for making representations	Recommend 6 years after support ceases	None specified	Statutory	Adoption Support Service Regulations 2005 SI 2005 No 691 Regulation 17	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.2.1	Adoption					
25.2.1.1 0.3	Plan	Recommend until superseded plus 6 years	To be in writing	Statutory	Adoption Support Service Regulations 2005 SI 2005 No 691 Regulation 16 Revokes SI 2003 No 1348	M
25.2.1.1 1	Section 56 information	100 years from date of the adoption order	None specified	Statutory	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 6 Applies to persons adopted on or after 30th December 2005	P
25.2.1.1 1.1	Disclosures of Section 56 information by adoption agency	Recommend 100 years from date of adoption	To be in writing	Statutory	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 10 Applies to persons adopted on or after 30th December 2005	P
25.2.1.1 1.2	Agreements for the disclosure of protected information by adoption agency	Recommend 100 years from date of adoption	To be in writing	Statutory	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 11 Applies to persons adopted on or	P

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.2.1	Adoption				after 30th December 2005	
25.2.1.1 1.3	Application to an adoption agency for disclosure of protected information under sections 61 or 62 of the Act	Recommend 100 years from date of adoption	To be in writing	Statutory	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 12 Applies to persons adopted on or after 30th December 2005	P
25.2.1.1 1.4	Views obtained under Section 61(3), 62(3) or (4) of the Act	Recommend 100 years from date of adoption	To be recorded in writing	Statutory	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 14 Applies to persons adopted on or after 30th December 2005	P
25.2.1.1 1.5	Independent review of determinations	Recommend 100 years from date of adoption	To be in writing	Statutory	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 15 Applies to persons adopted on or after 30th December 2005	P
25.2.1.1 1.6	Information about the availability of counselling	Add to adoption file	To be in writing	Statutory	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888	P

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.2.1	Adoption					
					Regulation 16 Applies to persons adopted on or after 30th December 2005	
25.2.1.1 1.7	Disclosure of information for the purposes of counselling	Recommend 100 years from date of adoption	To be in writing	Statutory	Disclosure of Adoption Information (Post-Commencement Adoptions) Regulations 2005 SI 2005 No 888 Regulation 18 Applies to persons adopted on or after 30th December 2005	P
25.2.1.1 2	Adoptions before 30 December 2005 Veto of consent to disclose	Recommend 100 years from date of adoption	To be in writing	Statutory	Adoption and Intermediary Services (Pre-Commencement Adoptions) Regulations 2005 SI 2005 No 890 Regulation 8	P
25.2.1.1 2.1	Adoptions before 30 December 2005 Availability of counselling	Recommend 100 years from date of adoption	To be writing	Statutory	Adoption and Intermediary Services (Pre-Commencement Adoptions) Regulations 2005 SI 2005 No 890 Regulation 10	P
25.2.1.1 2.2	Adoptions before 30 December 2005 Replies from Registrar General and the Courts	Recommend 100 years from date of adoption	To be in writing	Statutory	Adoption and Intermediary Services (Pre-Commencement Adoptions) Regulations 2005 SI 2005 No 890 Regulations 14 and 15	P
25.2.1.1	Intentionally Blank					

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.2.1	Adoption					
3						
25.2.1.1 3.1	Statement of Purpose and Children's Guide	Recommend until superseded plus 12 years	To be in writing	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulation 5 and Schedule 1	M
25.2.1.1 3.2	Review of Statement of Purpose and Children's Guide	Recommend a minimum of 3 years	None specified	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulation 6	M
25.2.1.1 3.3	Notice of name, address and position in organisation of responsible individual	Until superseded plus 15 years	None specified	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulation 7	M
25.2.1.1 3.4	Notification of appointment of manager	Until superseded plus 15 years	None specified	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulation 8	M

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.2.1	Adoption					
25.2.1.1 3.5	Record of appropriate training	15 years from date of last entry	None specified	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulations 10, 22	P
25.2.1.1 3.6	Notification of offences	Recommend 15 years from date of notification	To be in writing	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulation 11	P
25.2.1.1 3.7	Arrangement for the protection of children Policy	Current policy plus previous	To be in writing	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulation 12	M SHC
25.2.1.1 3.8	Records with respect to services to individuals	To be retained for such period as the registered provider considers appropriate	None specified	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulation 14 (2)	M
25.2.1.1 3.9	Complaints procedure	Recommend Current version	To be in writing	Statutory	Adoption Support Agencies (England) and Adoption Agencies	M SHC

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25.2.1	Adoption					
		plus previous			(Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulation 16	
25.2.1.1 3.10	Complaints	To be retained for at least 3 years from the date that it is made.	To be in writing	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulation 17 (3)	M
25.2.1.1 3.11	Job descriptions and records of appropriate training of staff	15 years from date of last entry. Recommend they be added to personnel file and retained for employment plus 15 years	None specified	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulations 20, 22	P
25.2.1.1 3.12	Records maintained under Schedule 1 (Outline only) For each employee <ul style="list-style-type: none"> • Full name • Sex • Date of birth • Home address • Qualifications • Dates of commencement and end 	15 years from date of last entry. Recommend they be added to personnel file and retained for employment plus 15 years	None specified	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulation 22 and Schedule 3	P

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25.2.1	Adoption					
	of employment <ul style="list-style-type: none"> • Employed by registered provider or volunteer or under contract • Job description • Training 					
25.2.1.1 3.13	Notifiable events <ul style="list-style-type: none"> • Referrals to the Secretary of State • Death or serious injury of a child receiving support 	Death 12 years from date of event. Serious injury recommend 100 years from date of birth	To be in writing	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulation 24 and Schedule 4	P
25.2.1.1 3.14	Notification of absence of more than 28 days by registered provider or manager	Recommend 3 years from date of notification	To be in writing	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulation 26	M
25.2.1.1 3.15	Notices of changes	Recommend 3 years from date of notification	To be in writing	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Regulation 27	M

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25.2.1	Adoption					
25.2.1.1 3.16	Information required by Schedule 2 in respect of information on persons seeking to work for an agency	15 years from date of last entry. Recommend 15 years after employment ceases	To be in writing	Statutory	Adoption Support Agencies (England) and Adoption Agencies (Miscellaneous amendments) Regulations 2005. SI 2005 No 2720 Schedule 2 and Regulation 22	P
25.2.1.1 4	Record of a panel's review of a qualifying determination, including the reasons for its recommendation and whether the recommendation was unanimous or that of a majority	For 12 months from the date on which the recommendation was made and in conditions of appropriate security	To be in writing	Statutory	Independent Review of Determinations (Adoption and Fostering) Regulations 2009 SI 2009 No 395 Regulation 16	M
25.2.1.1 5	The Register	After being notified about a child under regulation 19A(3) remove from Part 1 any information relating to that child. After being notified about a child under regulation 4(4) remove from Part 2 any information relating to that	None specified	Statutory	Adoption and Children Act Register Regulations 2014 SI 2014 No 1492 Regulation 3, 5	P

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
25.2.1	Adoption					
		child. After being notified about a prospective adopter under regulation 30G(3) remove any information relating to the prospective adopter from Part 3 Information to be contained in the Register for only as long as necessary				
25.2.1.1 6	Search and Inspection Register	To be kept up to date	None stated.	Statutory	Adoption and Children Act Register (Search and Inspection) (Amendment) Regulations 2018 SI 2018 No 993. Amends SI 2017 No 978 Adds child's first name, details of geographical considerations relating to placement, child's health history including the family health history where available.	P