

Section 25 – Social Care (Video Recording)

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
25.2.4	-Video recording					
25.2.4.1	Video recording made under the Criminal Justice Act 1991	To be retained for as long as it may be needed for the purpose of a trial or appeal. The decision to destroy it must be made jointly by the Director of Social Services and the senior police officer concerned.	Electronic / analogue	Statutory	Code of Practice for Video Recorded Interviews with Child Witnesses for Criminal Proceedings 1991. Paragraph 3.14	M SHC