

# GreenHouse Mentoring Retention Schedule



Class	Records	Example(s)	Scope Notes	Retention Period	Rationale
-------	---------	------------	-------------	------------------	-----------

## Adult care services - Records relating to the help and support of adult individuals

### Over 18 Service User (at time of referral)

Referral	GHM Mentee Case records	Referral Forms, referral clarification	Request for service or service transferred to another provider.	Destroy - 7 years after provision of support ended	Best Practice, Consistency
Assessment		Essential information, Contact sheet & Carer Details	May include; name, DOB, gender, address, ethnicity, religion, next of kin and support history of client. Contact details for both client and carers. Details of assigned carers.	Destroy - 7 years after provision of support ended (i.e. last contact)	
Review		Mentee 4 session & Annual reviews	Details of any relationship reviews.	Destroy - 7 years after provision of support ended (i.e. last contact)	
Supporting Adults	GHM English Corner Records		Process involved in provision of services or programmes to adults.	Destroy - 7 years after provision of support ended (i.e. last contact)	RGLA 3.23 and Best Practice

## Children and families services - records relating to child care, protection & family support

### Under 18 Service User (at time of referral)

Referral	GHM Mentee Case records	Referral Forms, referral clarification	Request for service or service transferred to another provider.	Destroy - 7 years after provision of support ended (i.e. last contact)	NSPCC Guidance - March 2018
Assessment		Essential information, Carer details & Contacts sheet	May include; name, DOB, gender, address, ethnicity, religion, next of kin and support history. Details of involved carers. Contact details for family/child and care staff.	Destroy - 7 years after provision of support ended (i.e. last contact)	
Review		Mentee 4 session & Annual reviews	Details of any relationship reviews.	Destroy - 7 years after provision of support ended (i.e. last contact)	
Disclosure		Records of Disclosure by Service User to Volunteer or Member of Staff	Keep as a separate physical record	Destroy - 7 years after provision of support ended (i.e. last contact) unless there is an ongoing investigation into child.	

## Management & Strategy

### Preparing Business

Meetings	Meeting Minutes & Agendas		Information regarding meetings.	7 years from date of meeting	Best Practice & Consistency
Partnership & Agency Working	Business for partnership and agencies where organisation does not own the record		Documentation relating to agency working.	Destroy - 7 years after last action	RGLA 1.7 & Consistency
Complaints files			Documentation relating to agency working.	7 years from Date of resolution	Best Practice

### Strategic Planning

Organisational Structure	Organisation Structure Charts		Organisational structure of the organisation.	Keep for at least 1 year from date superseded but no more than 7 years	Best Practice
Policies & Procedures			Documentation relating to policies and procedures of the organisation	Latest version Permanent - offer to SBC on project closure	RGLA 2.6
Service Level Agreements			Information relating to agreements made between separate internal units or teams on a contractual basis.	Permanent - offer to SBC on project closure	GHM Mandate

### Programme Management/Development of Children & Family Services

Services for Children	Development of new GHM workstream aimed at or involving children	Development of Young Carers workstream	Process involved in development of services or programmes for children.	Destroy - 7 years after provision of support ended (i.e. last contact)	NSPCC Guidance - March 2018
Supporting Children	Group Mentoring	Records relating to the processes involved in the provision of services or programmes to support the development of children. E.g. Feedback Sheets, Observations	Includes youth clubs and voluntary youth organisations as well as services provided to young people by statutory bodies.	Destroy - 7 years after provision of support ended (i.e. last contact)	NSPCC Guidance - March 2018

## Health & Safety/Emergencies

# GreenHouse Mentoring Retention Schedule



Class	Records	Example(s)	Scope Notes	Retention Period	Rationale
<b>Health &amp; Safety Strategy and Risk Management</b>					
Strategy and Planning	Health & Safety Policy		Establishment of a strong health and safety work culture in order to ensure compliance with health and safety legislation and provide a safe and healthy working environment	Permanent - offer to SBC on project closure	RGLA 2.6
Risk Management	Risk Assessments		Activities relating to risk assessments carried out by GHM. Includes workplace assessments.	Destroy - 3 years after last review	Management of Health and Safety at Work Regulations 1992. RGLA 9.7
<b>Compliance Monitoring</b>					
Accidents and Incident Monitoring	Accident books - adult		Registers of accidents and incidents.	Destroy - 3 years from accident	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995. RGLA 9.9
Accidents and Incident reporting	Accident books - children		Registers of accidents and incidents.	Destroy - 7 years after provision of support ended (i.e. last contact)	NSPCC Guidance - March 2018
<b>Emergency Planning</b>					
Emergency Plans	Development of Lone Working Policy and supporting processes		Document containing GHM's plans and procedures for dealing with emergencies.	Permanent - offer to SBC on project closure	RGLA 9.11
Incident Monitoring	Major incidents (e.g. where emergency services called)		Incident reports and frequency monitoring.	Permanent - offer to SBC on project closure	GHM mandate
Incident Monitoring	Minor incidents		Incident reports and frequency monitoring.	Destroy - 3 years after incident report	GHM mandate
<b><u>Human Resources</u></b>					
<b>Administering Employees &amp; Volunteers</b>					
Discipline & Grievances	Employee / Volunteer records	Incidents involving children	Disciplinary warnings - behaviour to children.	Destroy - 7 years from termination of employment (i.e. last contact)	Consistency with NSPCC guidelines
Allegation of a child protection nature against a member of staff, including where the allegation is unfounded		Safeguarding disclosures	Documentation relating to the approach to performance appraisals	Destroy - Person's normal retirement age, or 10 years from the date of the allegation whichever is the longer	Employment Practices Code: Supplementary Guidance 2.13.1 (Records of Disciplinary and Grievance) Education Act 2002 guidance "Dealing with Allegations of Abuse against Teachers and Other Staff" November 2005
Employee Details		GHM Volunteer Recruitment document (Volunteer Agreement etc...)	Documentation relating to individuals general or specific conditions of employment.	Destroy - 7 years from termination of employment (i.e. last contact)	Consistency with NSPCC guidelines
Individual training records			Documentation relating to an individuals training record.	Destroy - 7 years from termination of employment (i.e. last contact)	Consistency with NSPCC guidelines
Job Evaluation		Volunteer Role Supervision records	Documentation relating to the approach to performance appraisals	Destroy - 7 years from termination of employment (i.e. last contact)	Consistency with NSPCC guidelines
<b>GHM Staff &amp; Volunteer Recruitment</b>					
Job Descriptions and Person Specifications			The job description and person specifications for current posts.	Destroy - 2 years after superseded	Best Practice
Recruitment	Unsuccessful candidates records		Records relating to unsuccessful volunteers or job applicants.	Destroy - 1 year after recruitment finalised	RGLA 6.11
<b>Training</b>					
Training Courses	Training course records	Course administration & Training materials	Training documentation relating to specific courses and sessions. Training course materials.	Keep for at least 2 year from date superseded but no more than 7 years	RGLA 6.17 & Consistency
Training Courses	Training course records	Final versions of Self Esteem/Social Skills/Anger/Management course content	Training courses concerning children.	Destroy - 35 years after course completed, or last entry. Permanent - offer to SBC on project closure	RGLA 6.18
Emergency Training	Development and administration of LWP Training	Practical Safety' training session records	Training exercises for major incidents	Permanent - offer to SBC on project closure Destroy - 10 years after closure	RGLA 9.12

# GreenHouse Mentoring Retention Schedule



Class	Records	Example(s)	Scope Notes	Retention Period	Rationale
-------	---------	------------	-------------	------------------	-----------

## Finance

### Financial Provisions Management / Budget Development

Budget	Developing annual budget: Draft budgets & estimates		Information relating to the development of the budget.	Destroy - 6 years after budget adopted	RGLA 7.12 plus 3 year planning cycle plus Consistency
Budget	Reporting actual vs. planned revenue and expenditure		Actual against planned revenue and expenses.	Destroy 6 years after next year's budget has been adopted	Normal financial procedures

### Financial Transactions Management

Expenditure	Identification of receipt, expenditure and expenses		Activities involved in the payment for goods and services by the organisation. Includes expenses claims and travel expenses.	Destroy 6 years after the end of the financial year containing conclusion of the transaction	Limitations Act 1980, VAT Act 1994, Taxes Management Act 1970, Audit Commission Act 1998. May be reduced by agreement with HMRC. RGLA 7.4
-------------	---	--	--	--	---

## Information Communication Technology

### Infrastructure

Licensing	Licence keys		Documentation in relation to software licensing.	Keep for at least 2 years from date no longer used but no more than 7 years	Best Practice & Consistency
Network Maintenance			Documentation relating to the maintenance and support of the network	Keep for at least 2 years from date no longer used but no more than 7 years	
Storage			Documentation relating to storage systems and servers.	Keep for at least 2 years from date no longer used but no more than 7 years	
Web Development	Workflows, Analysis & Prototypes		Includes development of Internet, Intranet and Extranet.	Keep for at least 2 years from date no longer used but no more than 7 years	

### Systems Support

Analysis, Design and Implementation	Workflows, Analysis & Prototypes		Documentation relating to the design, development and implementation of systems.	Keep for at least 2 years from date no longer used but no more than 7 years	Best Practice & Consistency
Implementation & Configuration Management	System logs		Documentation relating to systems implementation and configuration	Keep for at least 2 years from date no longer used but no more than 7 years	
Data Management & Maintenance	Manuals & Back-ups		Documentation relating to the maintenance and support of software and systems. Includes website.	Keep for at least 2 years from date no longer used but no more than 7 years	

## Information/Records Management

### Records Management

Archives Management	Retention listings		Any consolidated listing of archived records held by the organisation.	Permanent - offer to SBC on project closure	GHM mandate
Tracking	Development of paper/electronic records management processes		Information regarding tracking and tracing the movement of information from records, archives and libraries.	Destroy when information no longer required	Best Practice
Retention Scheduling	Disposal certificates (proof of disposal)		Information regarding disposal of the council's records.	Destroy - 12 years after last action	RGLA 2.12

### Communication

Publications	GHM Promotional material & publications	GHM News	Guides, leaflets, newsletters and other publications made available to the public and 3rd party agencies	Retain until superseded	GHM mandate
Public Relations	Statistics		Statistics, trends and customer satisfaction data	Destroy - 7 years after use concluded	Best Practice