

Family Liaison Officers

Retention Schedule

1. Using the retention schedule

The retention guidelines (C32.14) below are intended to be as exhaustive as possible, if settings do not create all of these records there is no need to create additional records. The retention guidelines are only guidelines, if in doubt please take legal advice. These retention periods are included in the Records Management Toolkit for Schools.

These retention guidelines are minimum retention periods, if is necessary then the records should be kept for a further period of time. It is anticipated that most of this information will have been filed on case files which relate to specific processes.

2. Retention Schedule

CS32.14 Family Liaison Officers and Parent Support Assistants					
	Basic file description	Data Prot Issues	Statutory Provisions	Retention Period [operational]	Method of Disposal
CS32.14.1	Day Books	Y		Current year + 2 years then review	SHRED
CS32.14.2	Reports for outside agencies – where the report has been included on the case file created by the outside agency	Y		Whilst the child is attending the school then destroy	SHRED
CS32.14.3	Referral forms	Y		While the referral is current then	SHRED
CS32.14.4	Contact data sheets	Y		Current year then review, if contact is no longer active then destroy	SHRED
CS32.14.5	Contact database entries	Y		Current year then review, if contact is no longer active then destroy	DELETE
CS32.14.6	Group Registers	Y		Current year + 2 years	SHRED

If you can not find the records you are looking for in this section please contact Elizabeth Barber at elizabeth.barber@kent.gov.uk or 03000 415812.