



SOCIAL SERVICES AND HOUSING DIRECTORATE

FILE DESTRUCTION POLICY – Revised July 1999

FILE CLASSIFICATION

DESTROY

All client files	2 years after the death of the last family member
Adoption files	75 years after adoption
Complaints received	7 years after last contact
Staffing related papers	refer to Human Resources

HOUSING

Housing renovation grant files	1 full financial year at establishment 9 full financial years at central store
Homeless case files	1 full financial year at establishment 5 full financial years at central store
Housing association grant files	1 full financial year at establishment 4 full financial years at central store
Statutory housing register	Paper files – 2 years at establishment Computer files - 2 years after last contact

FINANCIAL RECORDS:

Payments and copy orders	7 years
Welfare Rights Financial Records	3 years at office, plus 4 at store (7 years in total)
Statistical records	after 5 years
Statutes	after 3 years
Circulars	after 3 years
Social Services Committee papers	1 year
Other committee papers (papers available centrally)	following use
Establishments – open	after 5 years
Establishments - closed	3 years after closure
Management Files	3 years
Reader files	1 year

DIRECT SERVICES – PROVIDER UNITS – issued 160104

The policy for the provider units is that all files will be kept for 7 years. This acknowledges the National Care Standards Commission requirements that files should be kept for 3 years following last entry and the financial regulation element identifying 7 years as being the applicable period.