

File Tracking & Archive Exemplar

General Notes

This guide details what to record on **ICS** when file(s) are due to be archived to the Records Management Service or when file(s) are moved to other locations. Please see the links below, for guidance on the Retention process, requesting Archive Reference Numbers and Retention time-

Chronology

Open the '**File Tracking & Archiving**' exemplar on the child/young person's record who has files to be archived

Panel 1 Subject Details

Add the correct **Event Date**

Panel 2 File Tracking

File ID	<i>Retention Reference number</i>
Responsible Unit	<i>Team archiving the record</i>
Subject	<i>Record Retention</i>
Normal Location	<i>Team Office where file was normally stored</i>
Location Text	<i>Archived to the Records Management Service</i>
Retention Category	<i>Retention Category from the 'KCC Retention Schedule'</i>
Destruction Date	<i>Date the file is due to be destroyed as per the Retention Schedule</i>
Date Archived	<i>Date the files were archived to the Records Management Service</i>
Main File	<i>Yes or No - if No record what the file is</i>
Notes	<i>Retention information e.g. Retention Reference No: SS190/DAR/04/357, No of Records Transferred: 1, Retention Category: Adoption, Retention Group: Service User - Any other relevant information can be added in the Notes field also</i>

Panel 3 File Movement (1) - (This is a repeatable panel)

Requested Date	<i>This may be the same date the case was re-allocated</i>
Requested By	<i>Team Office where the file is required</i>
Date Sent	<i>Date file sent to new location</i>
Location	<i>Where the File is being sent to</i>
Location Text	<i>Why it is being moved e.g. 'Change of worker and team'</i>
Date Returned	<i>Date File was returned to original location — If applicable</i>

Save the exemplar when the appropriate panel is completed

Note: Record Retention guidance can be found here:-

http://www.clusterweb.org.uk/Policy/oaktreedrive_retention.cfm

<http://knet2/policies-and-procedures/access-to-information/records-management>