

Changes made to version 10

No	Description of Change	Date made
1	PC9.2 added to the retention schedule	09/01/2008
2	CP4.5 added to the retention schedule	09/01/2008
3	HR11.5.1 added to the retention schedule	09/01/2008
4	IC32.1-IC32.6 added to the retention schedule	09/01/2008
5	CS23.1 added to the retention schedule	09/01/2008
6	Section CS25 changed to Risk to Children Offenders Register	09/01/2008
7	CS7.5 expanded to include full retention period	09/01/2008
8	CS25.1 added to the retention schedule	09/01/2008
9	MN7.8 added to the retention schedule	15/01/2008
10	ES8.1-ES8.8 added to the retention schedule	17/01/2008
11	ES8.9-ES8.11 added to the retention schedule	18/01/2008
12	HS1.4 altered to match HS1.1	18/01/2008
13	HS3.1 altered to include retention period for minors	18/01/2008
14	HS3.2 DSE assessments removed from list of examples	18/01/2008
15	HR11.3.1 added to the retention schedule	22/01/2008
16	HR11.6.1 added to the retention schedule	22/01/2008
17	HR25.1 added to the retention schedule	04/03/2008
18	HR11.3.3 added to the retention schedule	04/03/2008
19	MN25.4 added to the retention schedule	04/03/2008
20	ES 8.13, ES8.14 added to the retention schedule	04/03/2008
21	MN16.4-MN16.8 added to the retention schedule	05/03/2008
22	PC2.4 added to the retention schedule	05/03/2008
23	IC10.6 added to the retention schedule	05/03/2008
24	FN7.4-FN7.6 Current year + 7 years altered to Current year + 6 years	06/03/2008
25	CS14.3.1 and CS14.3.2 added to the retention schedule	27/03/2008
26	All "C" changed to "Current year"	27/03/2008
27	ES11.1a, ES11.1b amended on the retention schedule to reflect the discussions held with the Safeguarding Children's Officer	27/03/2008
28	All references to Clusterweb changed to Kent Trust Web	01/04/2008
29	Wording of LS12.4 altered to Case files relating to obtaining any legal order relating to a child	02/04/2008
30	LS12.3 removed	02/04/2008
31	LS12.4 renumbered to LS12.3	02/04/2008
32	LS12.5 renumbered to LS12.4	02/04/2008
33	LS12.6 renumbered to LS12.5	02/04/2008
34	LS12.7 renumbered to LS12.6	02/04/2008
35	IC3.1 changed from "Date request complied with + 10 years" to "Date request complied with + 2 years then review"	02/04/2008
36	IC3.3 changed from "Date request complied with + 10 years then review" to "Date request complied with + 2 years then review"	02/04/2008
37	IC1.1 changed from "Date request complied with + 10 years" to "Date request complied with + 2 years then review"	02/04/2008
38	IC1.3 changed from "Date request complied with + 10 years" to "Date request complied with + 2 years then review"	02/04/2008
39	IC10.1 "destroy" changed to "SHRED"	09/04/2008
40	IC50.2 retention period changed from "Current year + 100 years" to "Current year + 3 years then review"	09/04/2008
41	MN19.2 "destroy" changed to "SHRED"	09/04/2008

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No	Description of Change	Date made
42	MN24.14 changed from "delete from electronic media" to "SHRED or delete from electronic media"	09/04/2008

Changes made to version 11

No	Description of Change	Date made
1	D2.9a added to the retention schedule	13/05/2008
2	D2.10a added to the retention schedule	13/05/2008
3	CS8.8 added to the retention schedule	13/05/2008
4	MN29.3 added to the retention schedule	13/05/2008
5	IC28.1 added to the retention schedule	13/05/2008
6	CS9.2 added to the retention schedule	14/05/2008
7	CS32.3.18 added to the retention schedule	23/05/2008
8	HR11.6.2 added to the retention schedule	27/05/2008
9	CS11.3 added to the retention schedule	27/05/2008
10	CS11.4a and CS11.4b added to the retention schedule	27/05/2008
11	CS11.5 and CS11.6 added to the retention schedule	27/05/2008
12	CS11.7 added to the retention schedule	28/05/2008
13	CS1.1 retention period clarified to include "at least 100 years"	06/06/2008
14	D2.13 added to the retention schedule	11/06/2008
15	CS23.2, CS23.3, CS23.4, CS23.5, CS23.6, CS23.7, CS23.8 added to the retention schedule	11/06/2008
16	CS23.9 added to the retention schedule	17/06/2008
17	EP2.1 added to the retention schedule	18/06/2008
18	CS20.1 added to the retention schedule	19/06/2008
19	TR6.3 added to the retention schedule	19/06/2008
20	TR45.4 added to the retention schedule	24/06/2008
21	TR5.7, TR5.8, TR5.9, TR5.10 added to the retention schedule	24/06/2008
22	TR40.8 added to the retention schedule	24/06/2008
23	TR1.1 added to the retention schedule	24/06/2008
24	TR41.4, TR41.5, TR41.6, TR41.7 added to the retention schedule	25/06/2008
25	D10.1 added to the retention schedule	27/06/2008
26	FN23.5 added to the retention schedule	27/06/2008
27	EP6.3 added to the retention schedule	27/06/2008
28	ICT19.1 added to the retention schedule	27/06/2008
29	IC22.6, IC22.7 added to the retention schedule	27/06/2008
30	IC50.9, IC50.10 added to the retention schedule	27/06/2008
31	PB3.2 added to the retention schedule	27/06/2008

Changes made to Version 12

No	Description of Change	Date made
1	ED12.1a added to the retention schedule	12/07/2008
2	CS34.6 added to the retention schedule	12/07/2008
3	AS6.1, AS6.2 added to the retention schedule	12/07/2008
4	CS39.2 added to the retention schedule	12/08/2008
5	PM1.15 added to the retention schedule	12/08/2008
6	CS11.6 retention period amended to read date of audit report + 5 years	13/08/2008
7	CS11.7 entry amended to read "school based review files"	13/08/2008

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No	Description of Change	Date made
8	CS11.8, CS11.9, CS11.10 added to the retention schedule	13/08/2008
9	Education Psychology Service changed to Kent Educational Psychology Service	13/08/2008
10	IC50.11 added to the retention schedule	13/08/2008
11	TR19.1 added to the retention schedule	14/08/2008
12	MN25.3 added to the retention schedule	14/08/2008
13	CP7.1, CP7.2, CP7.3, CP7.4 added to the retention schedule	14/08/2008
14	MN31.2 added to the retention schedule	14/08/2008
15	MN23.5 added to the retention schedule	14/082008
16	PB8.1 added to the retention schedule	14/08/2008
17	D2.14 added to the retention schedule	17/09/2008
18	MN25.5 added to the retention schedule	03/10/2008
19	TR35.1, TR35.2 added to the retention schedule	13/10/2008
20	TR38.1 added to the retention schedule	13/10/2008
21	TR23.1 added to the retention schedule	13/10/2008
22	TR40.9 added to the retention schedule	13/10/2008
23	CS8.5 text amended to show the full entry	23/10/2008

Changes made to Version 13

No	Description of Change	Date made
1	HR22.1, HR22.2 added to the retention schedule	29/10/2008
2	HR21.3 added to the retention schedule	30/10/2008
3	HR11.8.3 added to the retention schedule	30/10/2008
4	MN19.17 added to the retention schedule	30/10/2008
5	HS10.2 and HS10.3 added to the retention schedule	30/10/2008
6	FN7.15a, FN7.15b, FN7.16a, FN7.16b, FN7.17 added to the retention schedule	04/11/2008
7	FN2.14 added to the retention schedule	04/11/2008
8	FN21.2 added to the retention schedule	04/11/2008
9	FN1.13, FN1.14 added to the retention schedule	04/11/2008
10	FN19.11 added to the retention schedule	05/11/2008
11	HR1.1 added to the retention schedule	05/11/2008
12	PM1.16 added to the retention schedule	05/11/2008
13	HR11.5.2 added to the retention schedule	05/11/2008
14	FN7.18 added to the retention schedule	06/11/2008
15	FN3.6 added to the retention schedule	06/11/2008
16	FN24.6 added to the retention schedule	06/11/2008
17	PC2.5, PC2.6, PC2.7 added to the retention schedule	06/11/2008
18	FN4.1, FN4.2 added to the retention schedule	06/11/2008
19	FN21.2 added to the retention schedule	06/11/2008
20	MN25.6, MN25.7 added to the retention schedule	13/11/2008
21	PB4.1 added to the retention schedule	13/11/2008
22	CS4.4 added to the retention schedule	13/11/2008
23	MN30.3 added to the retention schedule	13/11/2008
24	MN31.3 added to the retention schedule	13/11/2008
25	CP20.1, CP20.2 added to the retention schedule	13/11/2008
26	LC2.1 added to the retention schedule	13/11/2008
27	RM6.1, RM6.2, RM6.3, RM6.4 added to the retention schedule	13/11/2008
28	MN6.5, MN6.6, MN6.7 added to the retention schedule	13/11/2008
29	D2.15 added to the retention schedule	13/11/2008

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No	Description of Change	Date made
30	ED10.1 added to the retention schedule	13/11/2008
31	CS33.7, CS33.7.1 added to the retention schedule	13/11/2008
32	FN8.1 added to the retention schedule	18/11/2008
33	CP4.6 added to the retention schedule	18/11/2008
34	PC6.1 added to the retention schedule	18/11/2008
35	AS9.8 added to the retention schedule	18/11/2008
36	CS40, CS40.1, CS40.2 added to the retention schedule	18/11/2008
37	CS34.7 added to the retention schedule	10/12/2008
38	MN8.1 added to the retention schedule	10/12/2008
39	ES13 added to the retention schedule	10/12/2008
40	ES13.1, ES13.2 added to the retention schedule	10/12/2008
41	MN29 amended to read "Returns – Central and Local Government"	11/12/2008
42	MN29.4 added to the retention schedule	11/12/2008
43	IC8.2 added to the retention schedule	11/12/2008
44	MN16.9 added to the retention schedule	11/12/2008
45	MN23.5, MN23.6 added to the retention schedule	11/12/2008
46	MN23.8, MN23.9 added to the retention schedule	16/12/2008
47	PB1.2 added to the retention schedule	16/12/2008
48	EP2.2 added to the retention schedule	16/12/2008
49	EP4.2 added to the retention schedule	16/12/2008
50	EP5.1 added to the retention schedule	16/12/2008
51	PB3.3, PB3.4 added to the retention schedule	16/12/2008
52	TR21.1 added to the retention schedule	17/12/2008
53	D2.16 added to the retention schedule	06/01/2009
54	IC49.1 added to the retention schedule	06/01/2009
55	TR5.14, TR5.15, TR5.16 added to the retention schedule	06/01/2009
56	TR35.3 added to the retention schedule	06/01/2009
57	TR40.10 added to the retention schedule	06/01/2009
58	TR33.1, TR33.2 added to the retention schedule	06/01/2009
59	TR38.2 added to the retention schedule	06/01/2009
60	TR41.9 added to the retention schedule	06/01/2009
61	TR17.3 added to the retention schedule	06/01/2009
62	TR41.10 added to the retention schedule	07/01/2009
63	TR42.2 added to the retention schedule	07/01/2009
64	TR40.4 amended from "Transportation team files– Network Management" to "Records relating to transportation" and retention period amended from "current year + 5 years" to "current year + 7 years" and MRC reference TH/TRT added.	07/01/2009
65	TR33.3 added to the retention schedule	07/01/2009
66	TR40.11 added to the retention schedule	07/01/2009
67	ED8.3 added to the retention schedule	07/01/2009
68	WM1.1 added to the retention schedule	07/01/2009
69	WM2.1 added to the retention schedule	07/01/2009
70	WM8.2 added to the retention schedule	07/01/2009
71	WM10.1 added to the retention schedule	07/01/2009
72	Text " <i>Statutory Framework for the Early Years Foundation Stage</i> May 2008 p38" added to the Statutory Provisions column for CS33.1.1 and CS33.1.2	09/01/2009
73	Text " <i>Statutory Framework for the Early Years Foundation Stage</i> May 2008 p40" added to the Statutory Provisions column for CS33.1.3	09/01/2009

No	Description of Change	Date made
74	Text "The Day Care and Child Minding (National Standards) (England) Regulations 2003" changed to " <i>Statutory Framework for the Early Years Foundation Stage</i> May 2008 p40" added to the Statutory Provisions column for CS33.1.4	09/01/2009
75	Text "The Day Care and Child Minding (National Standards) (England) Regulations 2003" changed to " <i>Statutory Framework for the Early Years Foundation Stage</i> May 2008 p26" added to the Statutory Provisions column for CS33.1.5 and CS33.1.6	09/01/2009
76	Text " <i>Statutory Framework for the Early Years Foundation Stage</i> May 2008 p40" added to the Statutory Provisions column for CS33.2.1	09/01/2009
77	Text " <i>Statutory Framework for the Early Years Foundation Stage</i> May 2008 p34" added to the Statutory Provisions column for CS33.2.2	09/01/2009
78	Text " <i>Statutory Framework for the Early Years Foundation Stage</i> May 2008 p23" added to the Statutory Provisions column for CS33.2.3 and CS33.2.4	09/01/2009
79	Entry containing text "A statement of the arrangements in place for the protection of children, including arrangements to safeguard the children from abuse or neglect and procedures to be followed in the event of allegations of abuse or neglect" renumbered from CS33.2.4 to CS33.2.5 and Text " <i>Statutory Framework for the Early Years Foundation Stage</i> May 2008 p22" added to the Statutory Provisions column of this entry	09/01/2009
80	Section CS33.3 removed from the retention schedule	09/01/2009
81	Section CS33.4 renumbered to CS33.3 (CS33.4.1-10)	09/01/2009
82	Section CS33.5 renumbered to CS33.4 (CS33.5.1)	09/01/2009
83	Section CS33.6 renumbered to CS33.5 (CS33.6.1-3)	09/01/2009
84	Section CS33.7 renumbered to CS33.6 (CS33.7.1)	09/01/2009

Changes made to version 14

No	Description of Change	Date made
1	CP21.1 added to the retention schedule	15/01/2009
2	D16.1 added to the retention schedule	15/01/2009
3	PC2.8, PC2.9, PC2.10, PC2.11, PC2.12, PC2.13 added to the retention schedule	21/01/2009
4	PC8.1 added to the retention schedule	21/01/2009
5	FN7.18 added to the retention schedule	21/01/2009
6	FN9.7 added to the retention schedule	21/01/2009
7	MN6.8, MN6.9, MN6.10 added to the retention schedule	21/01/2009
8	CP15.7 added to the retention schedule	23/01/2009
9	PM1.17 added to the retention schedule	23/01/2009
10	MN22.16 added to the retention schedule	23/01/2009
11	FN22.4 added to the retention schedule	27/01/2009
12	FN22.1 retention period amended from "current year + 6 years" to "All records to be retained until 2020"	27/01/2009
13	CS40.3 added to the retention schedule	27/01/2009
14	CS40.2 amended from "Records created and managed by the Transition Team – West Kent" to read "Records created and managed by the Asylum Transition Teams"	27/01/2009
15	ES1.4 added to the retention schedule	28/01/2009
16	FN11.4 added to the retention schedule	28/01/2009
17	ES1.3 "SHRED or delete securely from system" added to disposal column	28/01/2009

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No	Description of Change	Date made
18	ES1.5 added to the retention schedule	28/01/2009
19	CS9.3 added to the retention schedule	04/02/2009
20	FN3.7, FN3.8, FN3.9 added to the retention schedule	05/02/2009
21	MN19.18 added to the retention schedule	05/02/2009
22	HR11.6.3 added to the retention schedule	05/02/2009
23	FN11.5 added to the retention schedule	05/02/2009
24	FN9.8 added to the retention schedule	05/02/2009
25	MN6.11 added to the retention schedule	05/02/2009
26	AS3.1, AS3.2 and AS3.3 added to the retention schedule	06/02/2009
27	MN27.1 added to the retention schedule	06/02/2009
28	CS7.6, CS7.7 added to the retention schedule	10/02/2009
29	CS32.5.12 entry removed	10/02/2009
30	CS32.5.12a, CS32.5.12b added to the retention schedule	10/02/2009
31	IC22.8, IC22.9, IC22.10, IC22.11 added to the retention schedule	11/02/2009
32	FN1.17 added to the retention schedule	11/02/2009
33	TR12.1 added to the retention schedule	16/03/2009
34	TR5.17 added to the retention schedule	16/03/2009
35	TR31.19 added to the retention schedule	16/03/2009
36	CS34.8 added to the retention schedule	16/04/2009
37	D2.17 added to the retention schedule	16/04/2009
38	ES12.2 added to the retention schedule	16/04/2009
39	EM6.3 added to the retention schedule	16/04/2009
40	CS19.8 added to the retention schedule	16/04/2009
41	PM1.18 added to the retention schedule	16/04/2009
42	MN23.10 added to the retention schedule	16/04/2009
43	TR27.14 added to the retention schedule	17/04/2009
44	MN25.8 added to the retention schedule	21/05/2009
45	CS34.9 added to the retention schedule	21/05/2009
46	CS9.4 added to the retention schedule	27/05/2009

Changes made to version 15

No	Description of Change	Date made
1	FN3.8 "SHRED" replaced with "Delete securely from the system or SHRED"	03/06/2009
2	CP1.1 added to the retention schedule	09/06/2009
3	HR11.3.4 added to the retention schedule	10/06/2009
4	EP4.3 added to the retention schedule	10/06/2009
5	EP10, EP10.1 added to the retention schedule	10/06/2009
6	EP6.4 added to the retention schedule	10/06/2009
7	PB7.8 added to the retention schedule	10/06/2009
8	TR5.8 changed to read TR5.8a, TR5.8b added to the retention schedule	10/06/2009
9	TR40.9 changed to read TR40.9a, TR40.9b added to the retention schedule	10/06/2009
10	TR20.4, TR20.5, TR20.6 added to the retention schedule	10/06/2009
11	TR41.8 changed to TR41.8a, TR41.8b added to the retention schedule	10/06/2009
12	TR31.18 changed to TR31.18a, TR31.18b added to the retention schedule	10/06/2009
13	TR5.15 changed to TR5.15a, TR5.15b added to the retention schedule	10/06/2009
14	TR20.7 added to the retention schedule	11/06/2009
15	TR40.10 changed to TR40.10a, TR40.10b added to the retention schedule	11/06/2009
16	TR35.2 changed to TR35.2a, TR35.2b added to the retention schedule	11/06/2009
17	TR38.3 added to the retention schedule	11/06/2009

No	Description of Change	Date made
18	TR40.1 changed to TR40.1a, TR40.1b added to the retention schedule	11/06/2009
19	TR42.3 added to the retention schedule	11/06/2009
20	AS2.1 text "District Manager" replaced with "County Fostering Manager"	12/06/2009
21	AS2.3 "Adoption Agencies Regulations 2005 Disclosure of Adoption Information Regulations 2005" added to statutory provisions	12/06/2009
22	AS2.3 "Retain records in Area for 10 years from date approval is terminated, or 2 years from date of death of AP. In exceptional cases, records may be retained beyond this period on the authorisation of a District Manager" replaced with "On granting of Adoption Order and completion of outstanding work, transfer all records to the Modern Records Centre for 100 years from date of Adoption Order."	12/06/2009
23	AS4.1 "People with Physical Disability" replaced by "People with Physical Impairment"	12/06/2009
24	AS2.2 "PFP" replaced with "Private Foster Parent"	12/06/2009
25	AS4.3 "loss" replaced with "impairment"	12/06/2009
26	AS4.4 "People who are Registered Disabled, Blind or Partially Sighted, Deaf or with a Hearing Loss" replaced with "People who are registered as: Disabled, or Severely Sight-Impaired/Blind, or Sight-Impaired/Partially Sighted, or Deaf, or with a Hearing Impairment"	12/06/2009
27	AS4.4 "Retain in Area for 5 years from date of last contact and then transfer records to the Modern Records Centre for retention until the person reaches the age of 100. If date of death is notified, retain in Area for 2 years from date of death and then shred" replace with "Retain only the manual <u>registration</u> documentation (in Area) and the electronic record of <u>registration</u> until the person reaches the age of 100 years, or 3 years from date of death. All other records to be retained in Area for 5 years from date of last contact or 2 years from date of death, and then destroyed. If sensory impairment equipment has been provided all records should be retained until 2 years after the service ceases. In exceptional cases, such as where protection or other serious issues exist, records may be retained beyond these periods on the authorisation of a Sensory Disability Manager or Principal Occupational Therapist."	12/06/2009
28	AS8.1 "Retain in Mental Health Trust for 5 years from date of last contact, and then transfer all records to the Modern Records Centre for retention until 10 years from date of last contact" replaced with "Retain in Mental Health Trust for 5 years from date of last contact, and then transfer all records to the Modern Records Centre for retention until 20 years from date of last contact, or 8 years from date of death. In exceptional cases, records may be retained beyond this period on the authorisation of a District Manager."	12/06/2009

Changes made to version 16

No	Description of Change	Date made
1	CP6.1 added to the retention schedule	10/07/2009
2	CP4.7 added to the retention schedule	10/07/2009
3	HR11.6.2, text "the amount of time required by the professional body" replaced with "6 years"	10/07/2009
4	FN3.10 added to the retention schedule	10/07/2009
5	TR30.15 added to the retention schedule	10/07/2009
6	EP5.2 added to the retention schedule	10/07/2009
7	AS8.2 added to the retention schedule	10/07/2009
8	PB7.9 added to the retention schedule	10/07/2009

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No	Description of Change	Date made
8	TR30.16 added to the retention schedule	15/07/2009
9	TR5.18 added to the retention schedule	15/07/2009
10	TR31.20, TR31.21 added to the retention schedule	15/07/2009
11	WM10.2 added to the retention schedule	15/07/2009
12	TR40.6 renumbered to TR40.6a and TR40.6b added to the retention schedule	15/07/2009
13	CP11.1 added to the retention schedule	28/07/2009
14	CP4.8 added to the retention schedule	28/07/2009
15	CS1.3 added to the retention schedule	28/07/2009
16	CP4.9 added to the retention schedule	15/09/2009
17	IM/OD/AS2 added to the retention schedule	17/09/2009
18	Retention period at HS1.1 changed from "Last date in book + 7 years (unless the incident involves a minor in which case DOB of minor + 25 years) then review" to "Date of the accident + 4 years where the injured person is an adult at the time of the accident; date of birth + 22 years where the injured person is a minor at the time of the accident"	24/09/2009
19	Retention period at HS1.2 changed from "DOB of individual concerned + 25 years where the individual is under the age of 18 at the time of the incident Date of incident + 7 years if the individual is over 18 at the time of the incident" to "Date of birth of individual concerned + 22years where the individual is a minor at the time of the incident ; date of incident + 4 years if the individual is an adult the time of the incident"	24/09/2009
20	Retention period at HS3.1 changed from "Date of investigation + 7 years (unless the incident involves a minor in which case DOB of minor + 25 years) then review – if the information is being used as a case study then the information should be anonymised" to "Date of investigation + 4 years (unless the incident involves a minor in which case DOB of minor + 22 years) then review – if the information is being used as a case study then the information should be anonymised"	24/09/2009
21	Retention period at HS7.1 changed from "Last assessment + 3 years" to "Date the risk assessment superseded + 4 years"	24/09/2009
22	CS23.10, CS23.11, CS23.12, CS23.13 added to the retention schedule	30/09/2009
23	Retention period at CS32.6.2a amended to read "Date of birth + 22 years where the injured person is a minor at the time of the accident"	02/10/2009
23	Retention period at CS32.6.2b amended to read "Date of the accident + 4 years where the injured person is an adult at the time of the accident;"	02/10/2009
24	Retention period at AS2.1 amended from "Retain records in Area for 10 years from date approval is terminated, or 2 years from date of death of FP In exceptional cases, records may be retained beyond this period on the authorisation of a County Fostering Manager" to "Last contact with the Foster Carer + 75 years" and statutory requirement column amended from "Fostering Services Regulations 2002" to read "Fostering Services Regulations 2002 – amended to suit local practice"	02/10/2009
25	IC32.7 added to the retention schedule	02/10/2009

Changes made to version 17

No	Description of Change	Date made
1	CS4.5 added to the retention schedule	07/10/2009
2	TR29.15 text "for the life of the right of way" added to the entry	13/10/2009

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No	Description of Change	Date made
3	IC30.2 text "Current year + 5 years then review" amended to read "signed copy of the ticket to be returned to the originator and the unsigned copy of the ticket to be destroyed once the production register has been updated." "IM/MRC1, Y and See Note 1" removed from the retention schedule. "Y" replaced with "N". "See Note 1" replaced with "SHRED"	11/12/09
4	IC30.4 text "Current year + 30 years then review" amended to read "Minimum of 50 years then review [to be burnt to CD at the end of each week for legal admissibility purposes]"	11/12/09
5	CS37.1 added to the retention schedule	14/12/2009
6	CS37.2 added to the retention schedule	14/12/2009
7	CS8.5, text amended from "Retain in Area for 2 years from date of last contact, and then transfer all records to the MRC - If the child /young person dies before the age of 18 retain for 15 years from their date of death" to "Retain in Area for 2 years from date of last contact, and then transfer all records to the Modern Records Centre for retention until the person reaches the age of 75. If the child /young person dies before the age of 18 retain for 15 years from their date of death."	16/12/2009
8	CS9.5 added to the retention schedule	16/12/2009
9	CP20.3 added to the retention schedule	16/12/2009
10	MN31.4 added to the retention schedule	16/12/2009
11	CS11.11 added to the retention schedule	16/12/2009
12	EP6.5 added to the retention schedule	17/12/2009
13	AS9.9 added to the retention schedule	18/12/2009
14	CS23.14 added to the retention schedule	18/12/2009
15	TR29.24 added to the retention schedule	06/01/2010
16	D1.1 added to the retention schedule	06/01/2010
17	CS23.15 added to the retention schedule	06/01/2010
18	CS40.4 added to the retention schedule	06/01/2010
19	IM10.7 added to the retention schedule	08/01/2010
20	CS38 – "All the retention periods are contained in the Records Management Toolkit for Children's Centres. This will mean that some of the retention periods which appear in this section of the retention schedule are duplicates of other entries in the schedule." added to entry	11/01/2010
21	CS38.1 added to the retention schedule; CS38.1.1-3 added to the retention schedule	11/01/2010
22	CS38.2 added to the retention schedule; CS38.2.1-7 added to the retention schedule	11/01/2010
23	CS38.3 added to the retention schedule; CS38.3.1-5 added to the retention schedule	11/01/2010
24	CS38.4 added to the retention schedule; CS38.4.1 added to the retention schedule	11/01/2010
25	CS38.5 added to the retention schedule; CS38.5.1 added to the retention schedule	11/01/2010

No	Description	Date
	Changes made to Version 18	
1	PB9.17 added to the retention schedule	19/01/2010
2	WM7.1 added to the retention schedule	05/02/2010
3	CS26.4 added to the retention schedule	05/02/2010
4	HR11.6.4 added to the retention schedule	05/02/2010
5	MN22.17 added to the retention schedule	05/02/2010
6	FN9.9 added to the retention schedule	03/03/2010
7	PB7.10 added to the retention schedule	10/03/2010
8	PB7.11 added to the retention schedule	10/03/2010
9	PB7.2-4 removed from the retention schedule and text replaced with "Removed from retention schedule see PB7.1 above"	17/03/2010
10	PB7.1 text "Case files – Paper" replaced with "Planning application case files held within the Atrium system including application, decision notice, committee report, correspondence, statutory notices"	17/03/2010
11	PB7.1 text "Retain in paper format for minimum of 12 months after any decision to permit or the conclusion of any formal appeal proceedings whichever is the longer - Weed and microfiche - Retain in microfiche to ensure available for minimum of 4 years post decision" replaced with "Permanent"	17/03/2010
12	PB4.2 added to the retention schedule	17/03/2010
13	PB4.1 text "CM/PP/EROS" removed from entry	17/03/2010
14	PB7.12 added to the retention schedule	17/03/2010
15	PB4.1 text "Planning Monitoring Sheets" replaced with "Planning Monitoring records"	17/03/2010
16	PB10 – section added to the retention schedule	17/03/2010
17	PB10.1 entry added to the retention schedule	17/03/2010
18	Text "Financial Regulations" replaced with "Financial Regulations 2007"	17/03/2010
19	Text "All records relating to disciplinary matters which have been subject to a formal procedure must be returned to Personnel at the end of the process. Personnel will ensure that the records are retained for the appropriate retention periods. For further information see "People Management Handbook" section L" added to section HR3	17/03/2010
20	Text "All written records concerning the employment should be sent to Personnel, and maintained on the individual's personal file. Additional, limited, supplementary records such as supervision notes may be kept by the appropriate line manager "People Management handbook Section C1. Managers should note that personal files maintained by managers are subject to KCC's open file policy and an employee can request to see the contents of their file." added to section HR11.3. Footnote "Managers should Note that these files are subject to KCC's open file policy in the same way as the main personnel file. Records relating to disciplinary procedures should be removed from the files at the correct intervals. See HR11.2." removed from retention schedule	17/03/2010
21	HR11.13.1 – Footnote "For Data Protection purposes the following information should be kept on the file for the following periods : all documentation on the personal file - duration of employment; pre-employment and vetting information - Start date + 6 months records relating to accident or injury at work - minimum of 12 years; annual appraisal/assessment records - minimum of 5 years; records relating to disciplinary matters (kept on personal files) - oral warning - 6 months; first level warning - 6 months; second level warning - 12 months; final warning - 18 months" removed. Text "For information about how long records relating to disciplinary and other procedures see HR11.2" added to section HR11.13	17/03/2010
22	HR11.12.2 added to the retention schedule	17/03/2010
23	HR11.2.1, HR11.2.2, HR11.2.3 added to the retention schedule	17/03/2010
24	PB8.2 added to the retention schedule	18/03/2010
25	EP4.4 added to the retention schedule	31/03/2010
26	MN19.19 added to the retention schedule	31/03/2010
27	IC28.2 added to the retention schedule	31/03/2010
28	PB3.1 – text "Comments on policy plans, structure plans etc" replaced with "Development, Structure and other plans with appropriate supporting documentation": Marking "Open" added	31/03/2010
29	PB3.5 added to the retention schedule	31/03/2010

No	Description	Date
	Changes made to Version 18	
30	HR11.14.2 added to the retention schedule	01/04/2010
31	HR5.2 added to the retention schedule	13/04/2010
32	HR11.13.5 added to the retention schedule	15/04/2010
33	CS38.6 and CS38.6.1 added to the retention schedule	28/04/2010
34	AS9.5, AS9.6 text "Kent Homecare Service" replaced with "Kent Enablement at Home"	14/05/2010
35	LC4.2 added to the retention schedule	27/05/2010
36	MN30.4 added to the retention schedule	08/06/2010
37	AS Adult Services converted to MS Excel	16/06/2010
38	AS Adult Services text "SHRED" replaced with "SECURE DISPOSAL"	16/06/2010
39	CC Cemeteries and Crematoria converted to MS Excel	16/06/2010
40	CS Children's Services converted to MS Excel	16/06/2010
41	CS Children's Services text "SHRED" replaced with "SECURE DISPOSAL"	16/06/2010
42	MN7.9 added to the retention schedule	17/06/2010
43	HR21.5, HR21.6 entries added to the retention schedule	17/06/2010
44	MN30.5 entry added to the retention schedule	17/06/2010
45	HR11.6.5 entry added to the retention schedule	17/06/2010
46	CA Consumer Affairs converted to MS Excel	17/06/2010
47	CA Consumer Affairs text "SHRED" replaced with "SECURE DISPOSAL"	17/06/2010
48	HR22.3 entry added to the retention schedule	18/06/2010
49	MN30.6a, MN30.6b entries added to the retention schedule	18/06/2010
50	IC10.8 entry added to the retention schedule	18/06/2010
51	CP Council Property converted to MS Excel	18/06/2010
52	CP Council Property text "SHRED" replaced with "SECURE DISPOSAL"	18/06/2010
53	D Democracy converted to MS Excel	18/06/2010
54	D Democracy text "SHRED" replaced with "SECURE DISPOSAL"	18/06/2010
55	PB7.13, PB7.14 entries added to the retention schedule	22/06/2010
56	WM10.3 entry added to the retention schedule	22/06/2010
57	WM10.2: text "Records relating to landfill sites deposited at the Modern Records Centre" replaced with "Records relating to the licencing and environmental control of closed landfill sites"	22/06/2010
58	WM10.2: text "Date of review at the MRC + 10 years" replaced with "Life of the site"	22/06/2010
59	WM10.2: text "WM/LFS/OS" removed	22/06/2010
60	WM Waste Management text "SHRED" replaced with "SECURE DISPOSAL"	22/06/2010
61	WM10.1: text "Last action on contract + 5 years" replaced with "Current year + 6 years"	22/06/2010
62	WM8.1: text "Current year + 6 years" replaced with "Current year + 1 year"	22/06/2010
63	MN16.10 entry added to the retention schedule	22/06/2010
64	D Democracy: text "DESTROY [See Note 3]" replaced with "See Note 3"	22/06/2010
65	ED Economic Development converted to MS Excel	22/06/2010
66	ED Economic Development text "SHRED" replaced with "SECURE DISPOSAL"	22/06/2010
67	ES Education and Skills converted to MS Excel	22/06/2010
68	ES Education and Skills text "SHRED" replaced with "SECURE DISPOSAL"	22/06/2010
69	EM Emergencies converted to MS Excel	23/06/2010
70	EM Emergencies text "SHRED" replaced with "SECURE DISPOSAL"	23/06/2010
71	WM7.1: text "Closure of file + 10 years" replaced with "Date case prosecuted + 6 years"	23/06/2010
72	WM7.2 entry added to the retention schedule	23/06/2010
73	TR23.2, TR23.3 entries added to the retention schedule	23/06/2010
74	LC9.1a-c entries added to the retention schedule	23/06/2010
75	EP Environmental Protection converted to MS Excel	23/06/2010
76	EP Environmental Protection text "SHRED" replaced with "SECURE DISPOSAL"	23/06/2010
77	FN Finance converted to MS Excel	23/06/2010
78	FN Finance text "SHRED" replaced with "SECURE DISPOSAL"	23/06/2010
79	HS Health and Safety converted to MS Excel	23/06/2010
80	HS Health and Safety text "SHRED" replaced with "SECURE DISPOSAL"	23/06/2010
81	H Housing converted to MS Excel	24/06/2010
82	H Housing text "SHRED" replaced with "SECURE DISPOSAL"	24/06/2010
83	HR Human Resources converted to MS Excel	24/06/2010
84	HR Human Resources text "SHRED" replaced with "SECURE DISPOSAL"	24/06/2010

No	Description	Date
	Changes made to Version 18	
85	IC Information and Communication converted to MS Excel	24/06/2010
86	IC Information and Communication text "SHRED" replaced with "SECURE DISPOSAL"	24/06/2010
87	TR29.19: text "transfer to the Records Centre at phased intervals" removed; "These records are now retained in pdf format as part of the Countryside Access Management System" added	25/06/2010
88	TR29.25 entry added to the retention schedule	25/06/2010
89	LS Legal Services converted to MS Excel	25/06/2010
90	LS Legal Services text "SHRED" replaced with "SECURE DISPOSAL"	25/06/2010
91	LC Leisure and Culture converted to MS Excel	25/06/2010
92	LC Leisure and Culture text "SHRED" replaced with "SECURE DISPOSAL"	25/06/2010
93	MN Management converted to MS Excel	25/06/2010
94	MN Management text "SHRED" replaced with "SECURE DISPOSAL"	25/06/2010
95	PB Planning Building Control converted to MS Excel	30/06/2010
96	PB Planning Building Control text "SHRED" replaced with "SECURE DISPOSAL"	30/06/2010
97	PC Procurement converted to MS Excel	30/06/2010
98	PC Procurement text "SHRED" replaced with "SECURE DISPOSAL"	30/06/2010
99	PM Project Management converted to MS Excel	30/06/2010
100	PM Project Management text "SHRED" replaced with "SECURE DISPOSAL"	30/06/2010
101	RC Registration and Coroners converted to MS Excel	30/06/2010
102	RC Registration and Coroners text "SHRED" replaced with "SECURE DISPOSAL"	30/06/2010
103	RM Risk Management and Insurance converted to MS Excel	30/06/2010
104	RM Risk Management and Insurance text "SHRED" replaced with "SECURE DISPOSAL"	30/06/2010
105	TR Transport and Infrastructure converted to MS Excel	30/06/2010
106	TR Transport and Infrastructure text "SHRED" replaced with "SECURE DISPOSAL"	30/06/2010
107	WM Waste Management converted to MS Excel	30/06/2010
108	WM Waste Management text "SHRED" replaced with "SECURE DISPOSAL"	30/06/2010
109	MN30.7 entry added to the retention schedule	30/06/2010
110	CS20.2-7 entries added to the retention schedule	02/07/2010
111	CS8.1 text "LEA - Evaluation of school support plans (funding)" removed and replaced with "LAC Advisers - Notes of Visit"; Retention period "current year + 1 year" replaced with "Operational Use"	02/07/2010
112	CS8.2 text "LEA" replaced with "LA"	02/07/2010
113	CS8.3 all text removed and replaced with new entry	02/07/2010
114	CS8.4 text "LEA - Copies of District Inclusion Forum papers and Alternative Curriculum Provision" replaced with "LA Copies of District Partnership Forum (until September 2010)"	02/07/2010
115	CS8.8 text "DOB of the pupil + 25 years then review as these may be required to defend the authority in a "failure to educate" case" replaced with "Last contact + 2 years"	02/07/2010
116	CS8.9 entry added to the retention schedule	02/07/2010

	A	B	C
1	No	Description	Date
2		Changes made to Version 19	
3	1	MN23.11 added to the retention schedule	15/07/2010
4	2	HR11.14.3 added to the retention schedule	15/07/2010
5	3	FN1.18 added to the retention schedule	15/07/2010
6	4	FN13.7 text "Libraries and Archives" removed	15/07/2010
7	5	FN13.5 text "Financial Regs" replaced with "Financial Regulations 2007"	15/07/2010
8	6	FN13.12 added to the retention schedule	15/07/2010
9	7	TR29.2 text "Change to map + 5 years in Unit transfer to Records Centre until it is appropriate to transfer to Archives" replaced with "Permanent"	16/07/2010
10	8	TR29.3 text "Retain in Unit until operational use has been completed " replaced with "Permanent"	16/07/2010
11	9	TR29.4 text "In Unit until the definitive map has been changed or the order refused then transfer to the Records Centre on closure" replaced with "Permanent"	16/07/2010
12	10	TR29.5 text "In Unit until the claim has been upheld and the definitive map amended or the claim has been refused then transfer to the Records Centre on closure" replaced with "Permanent"	16/07/2010
13	11	TR29.6 text "In Unit until the right of way has been dedicated then transfer to the Records Centre on closure" replaced with "Permanent"	16/07/2010
14	12	TR29.7-10 text "Retain in Unit until order has been made then transfer to Records Centre " replaced with "Permanent"	16/07/2010
15	13	TR29.11-12 text "as the statement files become full all correspondence transfer to Records Centre" removed	16/07/2010
16	14	TR29.14 text "Common Land Searches – Form CR21 The original is returned to the enquirer " replaced with "Common Land or Village Green searches"	16/07/2010
17	15	TR29.14 text "if the search reveals that the land is a village green there is right of common, a copy is placed with the statement on the register as the statement files become full all correspondence transferred to Records Centre" replaced with "Current year + 3 years"	16/07/2010
18	16	TR29.14 text "SECURE DISPOSAL" added to the retention schedule	16/07/2010
19	17	TR29.26 entry added to the retention schedule	16/07/2010
20	18	LC11 - Country Parks - section added to the retention schedule	16/07/2010
21	19	LC11.1 entry added to the retention schedule	16/07/2010
22	20	EP2.3 entry added to the retention schedule	16/07/2010
23	21	CP23.3 entry added to the retention schedule	17/08/2010
24	22	ES11.3 entry added to the retention schedule	19/08/2010
25	23	HS7.1 - Protective Marking Category added to entry	19/08/2010
26	24	Explanation about Protective Marking Categories added to the retention schedule	19/08/2010
27	25	Notes and Protective Marking added to the Contents Worksheet	19/08/2010
28	26	LC11.2 entry added to the retention schedule	19/08/2010
29	27	PC2.1, PC2.2 - Protective Marking Category added to entry	19/08/2010
30	28	EP8.2 entry added to the retention schedule	19/08/2010
31	29	WM 3.1 entry added to the retention schedule	19/08/2010
32	30	EP1.1 entry added to the retention schedule	19/08/2010
33	31	HR/PER1/HDP; HR/PER1/HDS entries added to the retention schedule	14/09/2010
34	32	D2.9 - Protective Marking "Open" added to entry	16/09/2010
35	33	TR29.27 entry added to the retention schedule	16/09/2010
36	34	HR11.14.4 entry added to the retention schedule	16/09/2010
37	35	TR29.24 - Protective Marking "Open" added to entry	16/09/2010
38	36	EP2.4, EP2.5 entries added to the retention schedule	17/09/2010
39	37	EP3.1, EP3.2 entries added to the retention schedule	17/09/2010
40	38	EP4.5 entry added to the retention schedule	17/09/2010
41	39	MN14.2 entry added to the retention schedule	17/09/2010
42	40	FN 12.2 text "Interreg Projects" replaced with "All project documentation (including financial information) relating to the management of Interreg Projects"	23/09/2020
43	41	FN12.2 text "Last action on project + 12 years then review" replaced with "Length of time specified by Interreg at the beginning of the project"	23/09/2020
44	42	FN12.2 - Protective Marking "OPEN" added to the entry	23/09/2020

	A	B	C
1	No	Description	Date
2		Changes made to Version 19	
45	43	EP2.6 entry added to the retention schedule	23/09/2010
46	44	IC10.6 - Protective Marking "OPEN" added to the entry	23/09/2010
47	45	MN16.11 entry added to the retention schedule	23/09/2010
48	46	MN16.10 - Protective Marking "OPEN" added to the entry	23/09/2010
49	47	TR29.28 entry added to the retention schedule	23/09/2010
50	48	TR33.3: text "Current year + 15 years" replaced with "Paper records to be destroyed once the approval has been granted. Electronic record to be retained for a minimum of 6 years from the date funding allocated." Protective marking category applied.	28/09/2010
51	49	FN11.6 entry added to the retention schedule	28/09/2010
52	50	MN29.5 entry added to the retention schedule	28/09/2010
53	51	MN23.12 entry added to the retention schedule	28/09/2010
54	52	PB9.1 text "Sites and Monuments Record" replaced with "Historic Environment Record"; Protective	29/09/2010
55	53	PB9.8 text "Whilst of reference use identify the principal set and retain the principal set in the Archives" replaced with "All paper copies to be kept for 2 years. If an electronic copy to the appropriate standard is also kept then the paper copy can be safely disposed of"; Protective Marking "OPEN" added to the entry	29/09/2010
56	54	PB7.15: entry added to the retention schedule	30/09/2010
57	55	TR42.2: protective marking "open" added to the retention schedule	30/09/2010
58	56	PM1.19: entry added to the retention schedule	30/09/2010
59	57	TR5.19; entry added to the retention schedule	30/09/2010
60	58	TR12: text "(Port Facilities)" to basic file description	01/10/2010
61	59	TR12.1 - entry renumbered to TR45.5	01/10/2010
62	60	TR45.6: entry added to the retention schedule	01/10/2010
63	61	TR17.1: Protective Marking Open added	01/10/2010
64	62	TR40.6a: Text "Last action on scheme +12 years" altered to "Retain in Unit for date scheme completed + 1 year (defects correction period) then transfer to MRC for 12 years from the end of the defects correction period"	05/10/2010
65	63	CP9.1: entry added to the retention schedule	06/10/2010
66	64	CS23.16: entry added to the retention schedule	06/10/2010
67	65	CS23.17: entry added to the retention schedule	06/10/2010
68	66	TR30.1-14, 16: Protective Marking Open added	06/10/2010
69	67	FN13.3: entry added to the retention schedule	06/10/2010
70	68	TR31.11: Protective Marking Protected added	06/10/2010
71	69	TR31.12 renumbered to TR31.12a and Protective Marking Protected added	06/10/2010
72	70	TR31.12b: entry added to the retention schedule	06/10/2010
73	71	TR5.3: Protective Marking Protected added	07/10/2010
74	72	TR40.6a: Protective Marking Protected added	08/10/2010
75	73	TR9 - Heading "Enforcement - Advertising Hoarding" replaced with "Enforcement - Highway Issues"	12/10/2010
76	74	TR10 - "Enforcement - Road Reinstatement" text removed	12/10/2010
77	75	TR11 - "Enforcement - Scaffolding" text removed	12/10/2010
78	76	EM6.4, EM6.5: entries added to the retention schedule	13/10/2010
79	77	RM7.3: entry added to the retention schedule	14/10/2010
80	78	MN3.1: Protective Marking Open added	14/10/2010
81	79	MN23.13: entry added to the retention schedule	14/10/2010
82	80	MN31.2: Protective Marking Open added	14/10/2010
83	81	PB9.13: text "Finds forms These forms can contain information which is not entered on the Portable Antiquities Database" to "Images created as part of the Portable Antiquities record"; data protection changed from "Y" to "N"; Protective Marking Open added	14/10/2010
84	82	PB9.14: text "Receipts and other correspondence relating to the administration of the Treasure Act 1996" replaced with "Records relating to the administration of the Treasure Act 1996"; Protective Marking Protected added	14/10/2010
85	83	TR2.5: text "Signs and lines, technical working documents" replaced with "Technical documents relating to signs, lines and barriers"; text "Current year + 7 years" replaced with "Current year + 12 years"; Protective marking "Protected" added	27/10/2010

	A	B	C
1	No	Description	Date
2		Changes made to Version 19	
86	84	TR10 - Assigned to Joint Transportation Boards	27/10/2010
87	85	TR10 - text "The Joint Transportation Boards are run by the District Councils who are deemed to hold the principal copy of the records. Until investigation has been made into the consistency of record keeping practices across the Districts the following retention periods are recommended." added to the entry	27/10/2010
88	86	TR10.1: Entry added to the retention schedule	27/10/2010
89	87	TR13.3-5: Entries added to the retention schedule	27/10/2010
90	88	MN19.20: Entry added to the retention schedule	27/10/2010
91	89	TR5.20: Entry added to the retention schedule	27/10/2010
92	90	TR44.1: text "Bridge Maintenance files" replaced with "Records relating to the management of bridge structures including the structures database". Protective Marking Protected added	28/10/2010
93	91	TR20.8: Entry added to the retention schedule	02/11/2010
94	92	TR36.1: Entry added to the retention schedule	02/11/2010
95	93	TR9.3: Entry added to the retention schedule	02/11/2010
96	94	ED15.1: Entry added to the retention schedule	03/11/2010
97	95	TR36.2-5: Entries added to the retention schedule	03/11/2010
98	96	TR41.11: Entry added to the retention schedule	03/11/2010
99	97	TR41.12: Entry added to the retention schedule	04/11/2010
100	98	TR30.17: Entry added to the retention schedule	04/11/2010
101	99	TR40.12: Entry added to the retention schedule	04/11/2010
102	100	MN23.14: Entry added to the retention schedule	04/11/2010
103	101	PM1.5-6: Protective Marking Protected added	04/11/2010
104	102	TR31.3: entry removed in its entirety and replaced with "Casualty data retained by the road safety unit"	04/11/2010
105	103	TR31.4: entry removed in its entirety and replaced with "Records relating to Cycle Safety Training"	04/11/2010
106	104	TR31.2: text "Input to database + 3 months" replaced with "date of course + 1 year"; Protective Marking "Protected" added	04/11/2010
107	105	TR31.19: Protective Marking "Open" added	04/11/2010
108	106	TR31.13-17: Protective Marking "Restricted" added and text "National Driver Improvement Scheme" replaced with "National Driver Improvement and RIDE Schemes"	04/11/2010
109	107	TR31.22: Entry added to the retention schedule	04/11/2010
110	108	PM1.20: Entry added to the retention schedule	04/11/2010
111	109	AS1.1: Protective Marking "Open" added	17/11/2010
112	110	AS1.2, AS1.3: Protective Marking "Restricted" added	17/11/2010
113	111	AS2.1-AS2.6: Protective Marking "Restricted" added	17/11/2010
114	112	AS2.5: Data Protection status "Y" added	17/11/2010
115	113	AS3.1-AS3.3: Protective Marking "Restricted" added	17/11/2010
116	114	AS4.1: text "People with Physical Impairment" replaced with "Records relating to clients with a physical impairment". Protective Marking "Restricted" added. Data Protection status "Y" added.	17/11/2010
117	115	AS4.2: text "People with Learning Impairment" replaced with "Records relating to clients with a learning impairment"; Protective Marking "Restricted" added. Data Protection status "Y" added.	17/11/2010
118	116	AS4.3: text "People with Sensory Impairment" replaced with "Records relating to clients with a sensory impairment". Protective Marking "Restricted" added. Data Protection status "Y" added.	17/11/2010
119	117	AS4.4: text "People who are registered as: Disabled, or Severely Sight-Impaired/Blind, or Sight-Impaired/Partially Sighted, or Deaf, or with a Hearing Impairment" replaced with "Records relating to clients who are registered as Disabled, or Severely Sight-Impaired/Blind, or Sight-Impaired/Partially Sighted, or Deaf, or with a Hearing Impairment". Protective Marking "Restricted" added. Data Protection status "Y" added.	17/11/2010
120	118	AS4.5: text "People issued with a Disabled Driver Permit (Blue Badge)" replaced with "Records relating to clients issued with a Disabled Driver Permit (Blue Badge)". Protective Marking "Restricted" added. Data Protection status "Y" added.	17/11/2010

	A	B	C
1	No	Description	Date
2		Changes made to Version 19	
121	119	AS5.1: text "KDAT" replaced with "KDAAT". Protective Marking "Restricted" added.	17/11/2010
122	120	AS5.2: text "People who misuse Drugs and Alcohol" replaced with "Records relating to clients who misuse drugs and alcohol". Protective Marking "Restricted" added. Data Protection status "Y" added.	17/11/2010
123	121	AS6.1, AS6.2: Protective Marking "Restricted" added	17/11/2010
124	122	AS7.1: text "OT Bureau Records" replaced with "Records relating to clients who have contact with the Occupational Therapy Bureau"	17/11/2010
125	123	AS7.2: text "OT Worker Diaries" replaced with "Diaries created by members of staff working in Occupational Therapy Bureau". Protective Marking "Protected" added. Data Protection status "Y" added.	17/11/2010
126	124	AS8.1: text "People with Mental Illness" replaced with "Records relating to clients with mental illness". Protective Marking "Restricted" added. Data Protection status "Y" added.	17/11/2010
127	125	AS8.2: text "Mental Health Workers' Diaries" replaced with "Diaries created by members of staff working in mental health". Protective Marking "Protected" added.	17/11/2010
128	126	AS9.1: text "Older Persons" replaced with "Records relating to older persons". Protective Marking "Restricted" added. Data Protection status "Y" added.	17/11/2010
129	127	AS9.2: text "Protection of Property" replaced with "Records relating to the protection of property". Protective Marking "Protected" added. Data Protection status "Y" added.	17/11/2010
130	128	AS9.3: text "Adult Protection" replaced with "Records relating to adult protection". Protective Marking "Restricted" added. Data Protection status "Y" added.	17/11/2010
131	129	AS9.4: Protective Marking "Restricted" added. Data Protection status "Y" added.	17/11/2010
132	130	AS9.5: Protective Marking "Protected" added	17/11/2010
133	131	AS9.6: Protective Marking "Restricted" added	17/11/2010
134	132	AS9.7: text "Adult Services – 16+ Team – Care leavers files" replaced with "Records relating to young people leaving care created by the 16+ team". Protective Marking "Restricted" added.	17/11/2010
135	133	AS9.8: text "Adult Services – Closed client files – Hospitals – records already deposited at the Modern Records Centre" replaced with "Closed client records relating to hospitals held at the	17/11/2010
136	134	AS9.9: text "Asylum Team - Transition Team – East Kent – Adults" replaced with "Records relating to adults who have had contact with the Asylum Team (Transition Team - East Kent)". Protective Marking "Restricted" added	17/11/2010
137	135	Methods of Disposal spreadsheet added to the retention schedule.	17/11/2010
138	136	CC2.1, CC2.2: Protective Marking "Open" added. Data Protection status "Y" added.	17/11/2010
139	137	CS1.1, CS1.3: Protective Marking "Restricted" added	17/11/2010
140	138	CS1.2: Protective Marking "Restricted" added. Data Protection status "Y" added.	17/11/2010
141	139	CS3.1: Protective Marking "Restricted" added	17/11/2010
142	140	CS4.1-CS4.3, CS4.5: Protective Marking "Protected" added	17/11/2010
143	141	CS4.4: Protective Marking "Open" added	17/11/2010
144	142	CS5.1, CS5.2, CS5.4: Protective Marking "Protected" added	17/11/2010
145	143	CS5.3: Protective Marking "Open" added	17/11/2010
146	144	CS6.1: text "Files held in the Area Office relating to individually named pupils" replaced with "Records relating to individual children created by the Attendance and Behaviour Service held in the Area Office". Protective Marking "Protected" added	17/11/2010
147	145	CS6.2: text "District Inclusion Forum– individually named pupils" replaced with "Records created by the District Inclusion Forums relating to individually named pupils". Protective Marking "Protected" added.	17/11/2010
148	146	CS6.3: text "District Inclusion Forum - Chronological Series" replaced with "Records created by the District Inclusion Forum - Chronological Series." Protective Marking "Protected" added.	17/11/2010
149	147	CS6.4: text "District Court files" replaced with "District Court files created by the Attendance and Behaviour Service". Protective Marking "Restricted" added .	17/11/2010
150	148	CS6.5: text "Rapid Response files" replaced with "Rapid Response files created by the Attendance and Behaviour Service". Protective Marking "Protected" added. Data Protection status	17/11/2010

	A	B	C
1	No	Description	Date
2		Changes made to Version 19	
151	149	CS7.1: text "Child Protection School files held by LEA" replaced with "Records relating to child protection in schools held by the Local Education Authority". Protective Marking "Restricted" added .	17/11/2010
152	150	CS7.2, CS7.3: Protective Marking "Restricted" added	17/11/2010
153	151	CS7.4, CS7.5: Protective Marking "Restricted" added. Data Protection status "Y" added.	17/11/2010
154	152	CS7.6: text "Records of allegations about workers who have been investigated and found to be without substance" replaced with "Records of child protection allegations about workers who have been investigated and found to be without substance". Protective Marking "Restricted" added	17/11/2010
155	153	CS7.7: text "Outcome of an allegation made against a staff member" replaced with "Outcome of a child protection allegation made against a staff member" Protective Marking "Restricted" added .	17/11/2010
156	154	CS8.1: text "LAC Advisers - Notes of Visit" replaced with "Notes of Visit created by Looked After Children Advisers (Local Authority)". Protective Marking "Protected" added.	17/11/2010
157	155	CS8.2: text "LA - Individual case papers" replaced with "Local Authority - Individual case papers relating to Looked After Children". Protective Marking "Restricted" added	17/11/2010
158	156	CS8.3: text "Personal Education Allowance - Applications" replaced with "Personal Education Allowance - Applications for Looked After Children". Protective Marking "Restricted" added.	17/11/2010
159	157	CS8.4: text "LA Copies of District Partnership Forum (until September 2010)" replaced with "Local Authority Copies of District Partnership Forum Records (until September 2010)". Protective	17/11/2010
160	158	CS8.5-CS8.9: Protective Marking "Restricted" added	17/11/2010
161	159	CS9.1-CS9.3, CS9.5: Protective Marking "Restricted" added	17/11/2010
162	160	CS9.4: Protective Marking "Protected" added	17/11/2010
163	161	CS10.1: text "Pupil files held by LEA if the school has closed" replaced with "Pupil files held by Local Authority if the school has closed". Protective Marking "Protected" added	17/11/2010
164	162	CS11.1: text "Education Psychology Pupil files" replaced with "Pupil files created by the Education Psychology Service". Protective Marking "Restricted" added.	17/11/2010
165	163	CS11.2: text "Staff management files relating to the tracking of management issues relating to case work" replaced with "Staff management files relating to the tracking of management issues relating to case work created by the Education Psychology Service". Protective Marking "Protected" added	17/11/2010
166	164	CS11.3: text "Database relating to the management of critical incident response" replaced with "Database relating to the management of critical incident response by the Education Psychology Service"; Protective Marking "Open" added	17/11/2010
167	165	CS11.4a: Protective Marking "Open" added . CS11.4b: Protective Marking "Protected" added.	17/11/2010
168	166	CS11.5-CS11.9, CS11.11: Protective Marking "Open" added	17/11/2010
169	167	CS11.6-CS11.11: Text "Kent Educational Psychology Service" replaced with "Education Psychology Service".	17/11/2010
170	168	CS11.10: Protective Marking "Protected" added	17/11/2010
171	169	CS12.1-CS12.4: Protective Marking "Protected" added	18/11/2010
172	170	CS13.1: Protective Marking "Protected" added. Text "C +12 years" replaced with "End of permit + 12 years"	18/11/2010
173	171	CS13.2, CS13.3, CS13.5: Protective Marking "Protected" added	18/11/2010
174	172	CS13.4: Protective Marking "Restricted" added	18/11/2010
175	173	CS13.6: Protective Marking "Open" added	18/11/2010
176	174	CS13.7: Protective Marking "Restricted" added . Text "C + 3 years then review for further retention" replaced with "Closure of notebook + 6 years". Data Protection status "Y" added.	18/11/2010
177	175	CS14.2.1: Protective Marking "Protected" added	18/11/2010
178	176	CS14.3.1-CS14.3.3: Protective Marking "Protected" added	18/11/2010
179	177	CS14.5.1-CS14.5.5: Protective Marking "Protected" added	18/11/2010
180	178	CS15.1: entry removed from the retention schedule.	18/11/2010
181	179	Text "see CS12.1" added under section CS15	18/11/2010
182	180	CS18.1-CS18.4: Protective Marking "Protected" added	18/11/2010
183	181	CS19.1-CS19.8: Protective Marking "Protected" added	18/11/2010

	A	B	C
1	No	Description	Date
2		Changes made to Version 19	
184	182	CS20.1, CS20.3, CS20.4: Protective Marking "Protected" added	18/11/2010
185	183	CS20.2, CS20.6, CS20.7: Protective Marking "Open" added	18/11/2010
186	184	CS20.5: Protective Marking "Restricted" added	18/11/2010
187	185	CS32 - Entries removed from CS spreadsheet and reinserted in separate spreadsheet after CS spreadsheet, entitled "Toolkit for Schools".	18/11/2010
188	186	CS23.1-CS23.6: Protective Marking "Restricted" added	18/11/2010
189	187	CS23.7-CS23.9: Protective Marking "Open" added	18/11/2010
190	188	CS23.10; CS23.13-CS23.15: Protective Marking "Open" added	18/11/2010
191	189	CS23.11, CS23.12: Protective Marking "Protected" added	18/11/2010
192	190	CS24.1, CS25.1: Protective Marking "Restricted" added	18/11/2010
193	191	CS26.1-CS26.4: Protective Marking "Protected" added	18/11/2010
194	192	CS26.1: text "Pupil case files" replaced with "Pupil records created by the Specialist Teaching Service"	18/11/2010
195	193	CS26.2: text "Teacher files" replaced with "Records relating to teachers employed by the Specialist Teaching Service"	18/11/2010
196	194	CS26.3: text "Early years provision pupil files" replaced with "Records relating to specialist teaching provision for early years pupils"	18/11/2010
197	195	CS27.1, CS27.3: Protective Marking "Open" added	18/11/2010
198	196	CS27.2: Protective Marking "Protected" added	18/11/2010
199	197	CS27.4: entry removed from the retention schedule	18/11/2010
200	198	Text "For client records relating to substance misuse see AS5" added to section CS27	18/11/2010
201	199	CS28.1: Protective Marking "Open" added	18/11/2010
202	200	CS29.1-CS29.5: Protective Marking "Restricted" added	18/11/2010
203	201	CS30.1, CS30.2: Protective Marking "Protected" added	18/11/2010
204	202	CS31.1-CS31.4: Protective Marking "Restricted" added	18/11/2010
205	203	CS33.1-CS33.4 - Entries removed from CS spreadsheet and reinserted in separate spreadsheet after Toolkit for Schools spreadsheet entitled "Toolkit for Early Years"	18/11/2010
206	204	Text "See the Records Management Toolkit for Early Years Providers CS33.1-CS33.4)" added to CS33 section	18/11/2010
207	205	CS33.5.1, C33.7.1: Protective Marking "Open" added	18/11/2010
208	206	CS33.6.1-CS33.6.3: Protective Marking "Protected" added	18/11/2010
209	207	CS34.1-CS34.5, CS34.7-CS34.9: Protective Marking "Open" added	18/11/2010
210	208	CS34.6: Protective Marking "Protected" added	18/11/2010
211	209	CS35.1: Protective Marking "Open" added	18/11/2010
212	210	CS37.1, CS37.2: Protective Marking "Protected" added	18/11/2010
213	211	CS8 - Entries removed from CS spreadsheet and reinserted in separate spreadsheet after Toolkit for Early Years spreadsheet entitled "Toolkit for Childrens Centres"	18/11/2010
214	212	Text "See the Records Management Toolkit for Children's Centres" added to CS38 section	18/11/2010
215	213	CS39.1: Protective Marking "Protected" added	18/11/2010
216	214	CS39.2: Protective Marking "Restricted" added	18/11/2010
217	215	CS40.1, CS40.3, CS40.4: Protective Marking "Open" added	18/11/2010
218	216	CS40.2: Protective Marking "Restricted" added]	18/11/2010
219	217	CA1.1-CA1.7: Entries removed from the retention schedule	18/11/2010
220	218	CA1.8 renumbered to read CA1.1	18/11/2010
221	219	CA1.2: Entry added to the retention schedule	18/11/2010
222	220	CA8.2-CA8.16: Entries removed from the retention schedule	18/11/2010
223	221	CA8.1: text "Credit" replaced with "Records relating to all monitoring functions carried out by Trading Standards." Protective Marking "Protected" added	18/11/2010
224	222	CA2.2-CA2.9: Entries removed from the retention schedule	18/11/2010
225	223	CA2.1: text "Beacon Council" replaced with "Records created in the development of campaigns by Trading Standards". Protective Marking "Open" added	18/11/2010
226	224	CA3.1, CA3.3: Protective Marking "Open" added	18/11/2010
227	225	CA4.1-CA4.11: Protective Marking "Protected" added	18/11/2010
228	226	CA5.1-CA5.4: Protective Marking "Open" added	18/11/2010
229	227	CA6.1: Protective Marking "Open" added	18/11/2010

	A	B	C
1	No	Description	Date
2		Changes made to Version 19	
230	228	CA7.1: Entry removed from the retention schedule	18/11/2010
231	229	CA9.1, CA9.2: Protective Marking "Protected" added	18/11/2010
232	230	CA11.1, CA11.2: Protective Marking "Open" added	18/11/2010
233	231	CA12.1, CA12.2: Protective Marking "Open" added	18/11/2010
234	232	CS32 - Protective Marking added and Data Protection status updated	18/11/2010
235			03/12/2010
236	233	MN31.2: Text "Service level agreements with partner organisations" replaced with "Service level agreements with partner organisations (such as Contact Centre)"	18/11/2010
237	234	HR11.14.5: Entry added to the retention schedule	26/11/2010
238	235	CS33.1-CS33.3 - Protective marking added to the entries	03/12/2010
239	236	Section CS38 - Protective marking added to the entries	03/12/2010
240	237	Section CP - Protective marking added to the entries	03/12/2010
241	238	Section D - Protective marking added to the entries	03/12/2010
242	239	D2.11a - Entry renumbered to D2.10b	03/12/2010
243	240	D2.11.2-D2.11.8: Entries removed from the retention schedule	03/12/2010
244	241	Section ED - Protective marking added to the entries and hyper links updated	03/12/2010
245	242	Section ES - Protective marking added to the entries	03/12/2010
246	243	ED5.1: Entry removed from the retention schedule	03/12/2010
247	244	Section EM: Protective marking added to the entries	03/12/2010
248	245	Section EP: Protective marking added to the entries	06/01/2011
249	246	Section FN: Protective marking added to the entries	06/01/2011
250	247	Section HS: Protective marking added to the entries	06/01/2011
251	248	Section H: Protective marking added to the entries	06/01/2011
252	249	Section HR: Protective marking added to the entries	07/01/2011
253	250	Section IC: Protective marking added to the entries	07/01/2011
254	251	Section LS: Protective marking added to the entries	07/01/2011
255	252	Section LC: Protective marking added to the entries	07/01/2011
256	253	Section MN: Protective marking added to the entries	07/01/2011
257	254	MN34.3 "Member Induction" renumbered to MN34.8	07/01/2011
258	255	Section PC: Protective marking added to the entries	11/01/2011
259	256	Section PB: Protective marking added to the entries	11/01/2011
260	257	Section RC: Protective marking added to the entries	11/01/2011
261	258	Section RMI: Protective marking added to the entries	11/01/2011
262	259	Section TR: Protective marking added to the entries	11/01/2011
263	260	Section WM: Protective marking added to the entries	11/01/2011

	A	B	C
1	No	Description	Date
2		Changes made to Version 20	
3	1	CS9.6: Entry added to the retention schedule	27/01/2011
4	2	HR11.13.6, HR11.13.7, HR11.13.8: Entries added to the retention schedule	27/01/2011
5	3	IC50.7: Whole section removed from the retention schedule	27/01/2011
6	4	MN19.6-16: Entries removed from the retention schedule	27/01/2011
7	5	MN22.1-14: Entries removed from the retention schedule	27/01/2011
8	6	MN22.15-17: Entries renumbered MN22.1-3	27/01/2011
9	7	MN23.3: Whole section removed from the retention schedule	27/01/2011
10	8	MN23.2: Entry removed from the retention schedule	27/01/2011
11	9	MN33.1-28: Entries removed from the retention schedule	27/01/2011
12	10	AS1.4: Entry added to the retention schedule	04/02/2011
13	11	CS6.6: Entry added to the retention schedule	08/02/2011
14	12	CA9.3: Entry added to the retention schedule	08/02/2011
15	13	ES8.5: Entry added to the retention schedule	08/02/2011
16	14	IC36.1: Entry added to the retention schedule	11/02/2011
17	15	AS1.5: Entry added to the retention schedule	25/03/2011
18	16	MN25.9: Entry added to the retention schedule	25/03/2011
19	17	AS1.3: Text "Records Management: NHS Code of Practice (Part 2) – Annex D1	25/03/2011
20	18	AS1.3: Text "Current year + 5 years" removed	25/03/2011
21	19	AS1.3: Text "Date of administration of medicine + 4 years" added	25/03/2011
22	20	AS1.3: Text "Limitation Act 1980" added	25/03/2011
23	21	FN13.4: Text "This is the retention period recommended by the "Retention Guidelines for Local Authorities", Records Management Society of Great Britain" removed from entry	29/03/2011
24	22	FN13.4: Text "See Note 1" added to entry	29/03/2011

No	Description	Date
Changes made to Version 21		
1	IC36.2-5: Entries added to the retention schedule	26/07/2011
2	AS4.5: Text "Records relating to clients issued with a Disabled Driver Permit (Blue Badge)" amended to read "Records relating to clients issued with a Disabled Driver Permit (Blue Badge) - Refused Applications"	26/07/2011
3	AS4.6: Entry added to the retention schedule	26/07/2011
4	AS4.5: Text "Retain in Area for 2 years from the expiry date of the permit" amended to read "Date of application + 12 months"	26/07/2011
5	AS8.3: Entry added to the retention schedule	26/07/2011
6	CS23.18: Entry added to the retention schedule	26/07/2011