Reference	Description	Statutory Provisions	Retention Period	Action at End of Retention	Contains Personal Information	Indicative Protective Marking	Notes	Secondary Reference
IL1	Independent Living							
IL1.1	Staff Records							
IL1.1.1	Staff details & records		Retain for period member of staff is active in the organisation	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
IL1.1.2	Staff annual leave details	Limitation Act 1980 (Section 2)	Retain from year record created for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
IL1.1.3	Tender/contract details		Retain for period contract is active	SECURE DISPOSAL	Y	NOT PROTECTIVELY MARKED	Tender details & old contracts retained by Legal	LS2.1.2, LS2.1.3
IL1.1.4	Homesafe Referrals	Limitation Act 1980 (Section 2)	Retain from year record created for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
IL1.2	Adult Safeguarding					<b>'</b>		
IL1.2.1		Safeguarding Vulnerable Groups Act 2006 Childrens Act 1989	Reatin for 10 years from last contact for adults. 35 years for Children	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	Information could be included on the client file, otherwise date	LE2.1
IL1.3	Meals on Wheels							
IL1.3.1	The system used for delivering food to clients receiving meals on wheels service - M2P.	Limitation Act 1980 (Section 2)	Retain from year record created for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		

IL1.3.2	MOW paper folders inc RIP's	Limitation Act 1980 (Section 2)	Retain from year record created for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
IL1.3.3	MOW invoicing requests	Limitation Act 1980 (Section 2)	Retain from year record created for 6 years	SECURE DISPOSAL	Y	OFFICIAL	
IL1.3.4	Route sheets	Limitation Act 1980 (Section 2)	Retain from year record created for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
IL1.3.5	Maintenance of a hygienic environment	Food Hygiene (England)	Retain from year records created	SECURE DISPOSAL	N	NOT PROTECTIVELY	
IL1.3.6	MOW letters & referrals	Limitation Act 1980 (Section 2)	Retain from year record created for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
IL1.3.7	MOW weekend client information		Retain for period client is active	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
IL1.4	Day Centres						
IL1.4.1	Maintenance of a hygienic environment	Food Hygiene (England)	Retain from year records created	SECURE DISPOSAL	N	NOT PROTECTIVELY	
IL1.4.2	Day Centre database	Limitation Act 1980 (Section 2)	Retain from year record created for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	
IL1.4.3	Paper membership forms	Limitation Act 1980 (Section 2)	Retain from year record created for 6 years	SECURE DISPOSAL		OFFICIAL - SENSITIVE	
IL1.4.4	Activity & treatment sheets	Limitation Act 1980 (Section 2)	Retain from year record created for 6 years	SECURE DISPOSAL	Y	OFFICIAL	

IL1.4.5	OPAL - passports	Limitation Act 1980	Retain from year	SECURE	Ιγ	OFFICIAL -		1
121.4.5	etc paper	(Section 2)	record created	DISPOSAL	'	SENSITIVE		
	οιο ραροί	(000110112)	for 6 years	DIOI GONE		CENTOTIVE		
			lier o years					
IL1.4.6	OPAL info on drive	Limitation Act 1980	Retain from year	SECURE	Υ	OFFICIAL -		
		(Section 2)	record created	DISPOSAL		SENSITIVE		
			for 6 years					
IL1.4.7	OPAL invoices	Limitation Act 1980	•	SECURE		OFFICIAL		
		(Section 2)	record created	DISPOSAL				
			for 6 years					
IL1.4.8	Trips & hoildays	Limitation Act 1980	Retain from year	SECURE	Y	OFFICIAL		
IL1.4.0	Trips & nolidays	(Section 2)	record created	DISPOSAL	ĭ	OFFICIAL		
		(Section 2)	for 6 years	DISI OSAL				
			lor o yours					
IL1.4.9	Income sheets	Limitation Act 1980	Retain from year	SECURE		NOT		
		(Section 2)	record created	DISPOSAL		PROTECTIVELY		
IL1.4.10	Lunch sheets &	Limitation Act 1980		SECURE	Υ	OFFICIAL		
	events	(Section 2)	record created	DISPOSAL				
			for 6 years					
IL1.4.11	Volunteer/tutors		Retain for period	SECURE	V	OFFICIAL		
L 1.4.11	address book			DISPOSAL	ľ	OFFICIAL		
	address book		are active	DISPOSAL				
			are active					
IL1.4.12	Contingency plans		Retain until	SECURE	Υ	OFFICIAL		
	inc volunteer/tutor		change in	DISPOSAL				
	details		contingency plan					
IL2	SPAN							
IL2.1	SPAN Contract	Limitation Act 4000	Detain frame	ICECURE	INI	IOFFICIAL I	1	
IL2.1.1	Contracts relating to	Limitation Act 1980	Retain from year record created	SECURE DISPOSAL	N	OFFICIAL - SENSITIVE		
	data sharing as part of SPAN	(Section 2)	for 6 years	DISPUSAL		SENSITIVE		
	OI OF AIN		ioi o years					
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IL2.1.2	Call Handling Database	Limitation Act 1980 (Section 2)	Retain from lapse of contract for 1 year	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
IL2.1.3	Paperwork for individual SPAN clients	Limitation Act 1980 (Section 2)	Retain from year record created for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
IL2.1.4	SPAN master ledger	Limitation Act 1980 (Section 2)	Retain from year record created for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
IL3	Disabled Facilities Grants							
IL3.1	DFG Records							
IL3.1.1	All paperwoork related to administration of DFG's	Housing Renewal Grants Regulations 1996.	Retain 6 for years from completion of grant	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
IL3.1.2	Test of resources and grant amount	Housing Renewal Grants Regulations 1996.	Retain for 10 years from completion of grant	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	Personal data removed after 10 years, some supporting documents may be kept longer	
IL3.1.3	All records on the system	Housing Renewal Grants Regulations 1996.	Indefinite	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE	Aim to reduce to 6 years with correct technology	
IL3.1.4	Freedom of Information requests	Freedom of Information Act 2000	Retain from year records created for 6 years	SECURE DISPOSAL		NOT PROTECTIVELY MARKED		IG1.1.1
IL4	Service Delivery Consultation			•	•		•	CM3.1

Y OFFICIAL

N OFFICIAL - SENSITIVE
NOT PROTECTIVELY MARKED