

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								
IL1.2.1	The safeguarding of vulnerable adults	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 etc paper	Limitation Act 1980 (Section 2)	Retain from year record created for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
IL1.4.6	OPAL info on drive	Limitation Act 1980 (Section 2)	Retain from year record created for 6 years	SECURE DISPOSAL	Y	OFFICIAL - SENSITIVE		
IL1.4.7	OPAL invoices	Limitation Act 1980 (Section 2)	Retain from year record created for 6 years	SECURE DISPOSAL		OFFICIAL		
IL1.4.8	Trips & holidays	Limitation Act 1980 (Section 2)	Retain from year record created for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
IL1.4.9	Income sheets	Limitation Act 1980 (Section 2)	Retain from year record created	SECURE DISPOSAL		NOT PROTECTIVELY		
IL1.4.10	Lunch sheets & events	Limitation Act 1980 (Section 2)	Retain from year record created for 6 years	SECURE DISPOSAL	Y	OFFICIAL		
IL1.4.11	Volunteer/tutors address book		Retain for period volunteers/tutors are active	SECURE DISPOSAL	Y	OFFICIAL		
IL1.4.12	Contingency plans inc volunteer/tutor details		Retain until change in contingency plan	SECURE DISPOSAL	Y	OFFICIAL		
IL2 SPAN								
IL2.1 SPAN Contract								
IL2.1.1	Contracts relating to data sharing as part of SPAN	Limitation Act 1980 (Section 2)	Retain from year record created for 6 years	SECURE DISPOSAL	N	OFFICIAL - SENSITIVE		

Y	OFFICIAL
N	OFFICIAL - SENSITIVE
	NOT PROTECTIVELY MARKED