

RECORD RETENTION SCHEDULE

Investigation Records should be kept for the periods stipulated below unless a Record Retention Change Form (at Annex C) has been completed. The Record Retention Schedule continues to apply where a member has resigned or has been expelled from the ACP.

	TYPE OF RECORD	MINIMUM PERIOD	RETENTION	REASON FOR RETENTION PERIOD & GUIDANCE	ACTION AT THE END OF THE ADMINISTRATIVE LIFE OF THE RECORD
CHILD PROTECTION ISSUES					
1)	Concerns about risks to the physical or mental health of children arising from the actions or failures of people (paid and unpaid) who work with children and young people, including where the allegation is unfounded.	Until person's normal retirement age, or 10 years from the date of the allegation whichever is longer ¹		Complaints that raise child protection concerns should be retained to ensure that children's safety is safeguarded. "It is important that employers keep a clear and comprehensive summary of any allegations made, details of how the allegations were followed up and resolved, and any action taken and decisions reached. These should be kept in a person's confidential personnel file and a copy should be given to the individual. Such information should be retained on file, including for people who leave the organisation, at least until the person reaches retirement age, or for 10 years if that is longer. The purpose of the record is to enable accurate information to be given in response to any future request for reference. It will provide clarification in cases where a future CRB disclosure reveals information from the police that an allegation was made but did not result in prosecution or conviction. It will also prevent unnecessary re-investigation if, as sometimes happens, allegations resurface after a period of time". (Working Together to Safeguard Children (2006).	Shred/dispose in confidential waste

¹ Records Management Society's, Retention Guidelines for Schools says and NSPCC's Guidance on Child Protection Records Retention and Storage, November 2009

COMPLAINTS AGAINST MEMBERS OF THE ACP (NB: Where child protection concerns are raised see above for retention of data)				
Allegations of harmful behaviour/inappropriate conduct towards patients or colleagues or mistreatment of patients				
2)	Initial complaint has been made but the complainant does not pursue the matter further or make a formal complaint.	1 year	To give the complainant time to return the relevant complaint forms and/or in case further complaints are received.	Shred/dispose in confidential waste
3)	Investigation of a complaint by the Chair of the Ethics Committee but not referred to an Investigating Panel	2 years	Given the seriousness of this category of complaint, it will be necessary to retain records for this length of time (even where a complaint has not been upheld) to ensure that potentially vulnerable clients are appropriately protected. These records need to be retained to allow any pattern of complaints against a member to be identified.	Shred/dispose in confidential waste
4)	Consideration of a complaint by the Investigating Panel but not referred to Disciplinary Committee	3 years		Shred/dispose in confidential waste
5)	Consideration of a complaint by the Disciplinary Committee	6 years if unfounded Where the complaint is upheld, until a person's normal retirement age, or 10 years from the date of the allegation whichever is longer.		Shred/dispose in confidential waste

DELAYED TREATMENT / BREACH OF CONFIDENCE / ILL-HEALTH OF MEMBER LEADING TO POTENTIAL UNFITNESS TO PRACTISE				
6)	Initial complaint has been made but the complainant does not pursue the matter further or make a formal complaint	3 months	To give the complainant time to return the relevant complaint forms and/or in case further complaints are received.	Shred/dispose in confidential waste
7)	Investigation of a complaint by the Chair of the Ethics Committee but not referred to an Investigating Panel	1 year	To ensure any pattern of complaint which may emerge is identified. This is necessary to protect clients from poor (and potentially harmful) practice.	Shred/dispose in confidential waste
8)	Consideration of a complaint by the Investigating Panel but not referred to Disciplinary Committee	2 year		Shred/dispose in confidential waste
9)	Consideration of a complaint by the Disciplinary Committee	3 years if unfounded 6 years if complaint is upheld		Shred/dispose in confidential waste