

# ARCHIVES

## Children & Families Retention of case records

### 1. CHILDREN IN NEED

Family Case work, no CP involvement

25 years from date last family member case closed

### 2. CHILD PROTECTION

Incident, investigation, conference, and files relating  
To adults who pose a risk to children (formerly  
Schedule 1 offenders)

75 years from date closed

### 3. CARE ORDER OR ACCOMMODATION

100 years from child's date of birth

### 4. ADOPTION

100 years from child's date of birth

### 5. CHILD DEATH

15 years from child's death  
75 years for CP record  
100 years for LAC record

### 6. YOUTH COURT PAPERS

Retain until 21 years of age  
Files do not need to be incorporated with LAC file unless requested by PO – issues of spent convictions. If case transferred to probation, YOT information to be forwarded

### 7. CARERS RECORDS

25 years from date closed  
For all carers

### 8. SUPERVISION RECORD

Retain until YP is 21 years of age

### 9. CHILDREN WITH DISABILITIES DCT Records

5 years from date closed  
25 years for CP-DCT record  
100ars for LAC-DCT record