

Archiving and Retention Configuration Document

Client	All Customers
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Introduction

When closing open activity on a record in LCS or EHM it's possible to apply Archiving & Retention rules to the record. Retention timescales differ depending on the services the person has received. This document guides users through the configurable options for Archiving & Retention.

For more information, please see the Archiving and Retention User Manual.

Archiving & Retention Timescales

Below is a list of the available areas where retention can be automatically created from upon referral closure. The default timescales are shown in italics.

Please indicate where changes are required to the default timescales, or what the timescales should be for retention rules that are not enabled by default.

LCS

Action	Timescale <i>(LL default timescales)</i>
Contact only	<i>(3 years from closure)</i>
Contact and referral only	<i>(3 years from closure)</i>
Historic Assessments Initial Assessment	<i>(5 years from closure)</i>
Historic Assessments Core Assessment	<i>(10 years from closure)</i>
Contact, Referral and Single Assessment	<i>(10 years from closure)</i>
CIN (Short Break)	Not enabled by default
Section 47	<i>(35 years from closure)</i>
Child Protection – not registered on CP Plan	<i>(35 years from closure)</i>
Child Protection – registered on CP Plan	<i>(75 years from 18th Birthday, or 15 years from date of death if child dies before 18th birthday) Please note, this will display as 93 years from child's DOB</i>
Child Looked After	<i>(75 years from 18th Birthday, or 15 years from date of death if child dies before 18th birthday) Please note, this will display as 93 years from child's DOB</i>
Domestic Adoption	<i>(100 years from data of birth, or 15 years from date of death if child dies before 18th birthday)</i>
Private Fostering Arrangement	Not enabled by default

Pathway Plan	Not enabled by default <i>(75 years from 18th Birthday, or 15 years from date of death if child dies before 18th birthday) Please note, this will display as 93 years from child's DOB</i>
Access to records	Not enabled by default <i>(6 years from closure)</i>
Foster Carer - Approved	Not enabled by default
Foster Carer – Services registered	Not enabled by default
Foster Carer – Recruitment only	Not enabled by default
Adopter Recruitment – Approved	Not enabled by default
Adopter Recruitment Only	Not enabled by default

Please note: Several items listed above are not enabled by default, because retention from these tasks is new functionality. It is Liquidlogic's intention that these will be added to the generic Retention module in an upcoming release.

EHM

For customers using LCS and EHM on a shared database, Archiving & Retention is mastered in LCS. The user will create the retention task on EHM Closure only, thereafter any amendments to this and the Action on Expiration task are managed in LCS.

For customers with an EHM system that is not linked to LCS the full retention module will be available in EHM to manage archiving and retention.

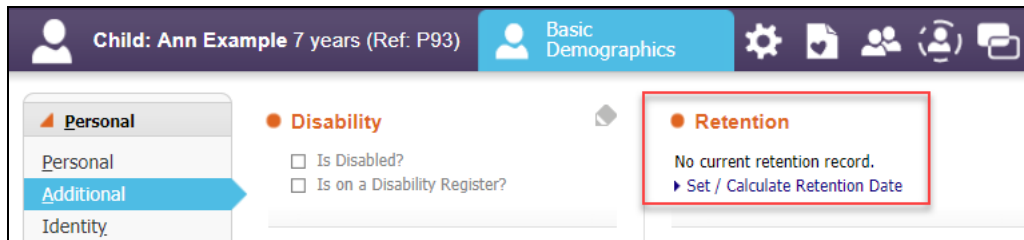
This ensures the Action on Expiration (purge) task does not become active while there is ongoing activity in the shared system. Please see the Archiving and Retention User Manual for further details.

Action	Timescale <i>(LL default timescales)</i>
Contact only	Not enabled by default
MASH only	Not enabled by default
Early Help Episode Closed	<i>(Whichever is soonest of: 6 years from closure or child becomes 18 / child becomes 25 (SEN))</i>

Please note: Several items listed above are not enabled by default, because retention from these tasks is new functionality. It is Liquidlogic's intention that these will be added to the generic Retention module in an upcoming release.

Bespoke/Manual Retention Rules

A retention task can be applied manually via the Additional tab in demographics providing there is no ongoing activity such as an open Referral, (LCS only on shared systems).



Default manual retention rules

There are default options of **Other – see notes** and **No Case** to manually set retention dates outside traditional workflows. Typically, customers do not add further options and record why the person was added to the system in free text notes, (e.g. Other Local Authority CLA), but additional rules that reference a specific workflow not currently linked to retention can be specified if needed.

Additional rule	Timescale
Other – see notes	N/A Set manually
No Case	N/A Set manually

Bespoke manual retention based on Demographics activity

In the above examples, the system does not suggest a retention date, and this is left for the user to record manually.

From LCS and EHM v14 it's possible to configure manual retention rules that do suggest a retention date to the user, for example where OLA CP or a Risk has been recorded in the demographics record.

This was delivered as a bespoke change for one customer but has not been added to the generic product. Customer demand for this functionality has been low due to:

- 1) The relatively low number of cases where demographics details are recorded without a specific workflow
- 2) The need for the user to manually action the task from demographics

This functionality can be enabled if your site might find this beneficial. Please specify below if any of these rules should be enabled and the timescale required if different to the default.

Additional rule	Timescale
MAPPA	<i>(100 years from closure)</i>
MARAC	<i>(12 years from closure)</i>
Allegation	<i>(6 years from closure)</i>
Hazard	<i>(6 years from closure)</i>
OLA CP	<i>(10 years from 18th Birthday, or 15 years from date of death if child dies before 18th birthday) Please note, this will display as 28 years from child's DOB</i>

Additional Bespoke Rules

It might be possible to configure additional rules for other items recorded in person demographics.

Such requests will be considered on an individual basis and may incur additional costs depending on their complexity.

Retention Task

Upon completion of the Referral Closure record, the retention record will be automatically displayed. By default this is assigned to the worker closing the referral.

Liquidlogic Children's

Finalise Save - Create new Retention Record

Information: The retention calculation has resulted in a **retention record being generated**. Please make any amendments to the record below and either click Save or Finalise to confirm your changes.

Retention Record

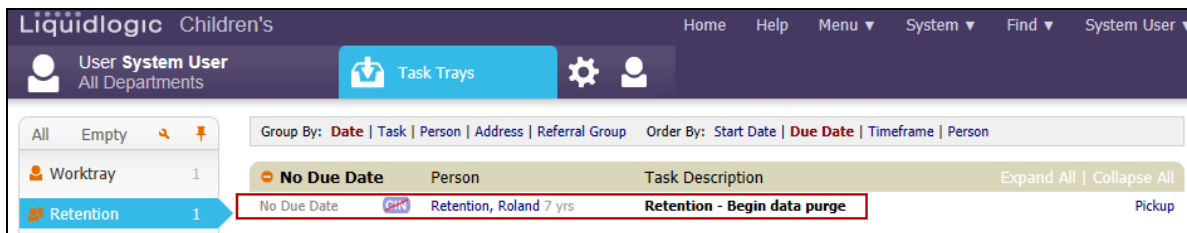
- **Retention Details**
Retention Status: Draft
- **Calculated Retention Details**
Calculated Code: Core assessment (no CP enquiry) - Services
Calculation: Retention Date is calculated to be the Referral closure date (30-Mar-2010) offset by 10 years
Calculated Date: 30-Mar-2020
- **Actual Retention Details**
Retention Code: Core assessment (no CP enquiry) - Services
Retention Date: 30-Mar-2020
Action on Expiration: [Dropdown]
- **Notes**
Retention Notes: [Text Area]
- **Paper Files**
Paper File Location: [Text Area]
- **Audit**
Requested By: [Text Area]
Date Requested: [Text Area]
- **Actions**
▶ Reassign Task

However, it is possible to change this task to be assigned to a specific group tray. Please specify below if this task should be assigned to a group tray.

Should the Retention task be assigned the user completing the Referral Closure	Yes / No
If no, please provide the required Group Tray (if already created please also provide the GroupID)	

Archiving and Retention Purge Tasks

When the timescale on a retention record has expired then a task will be produced to review the record and purge / retain for longer is required.



This task is assigned to a group tray. Please provide the group tray you wish for this task to be assigned to:

Group Tray (if already created please also provide the GroupID)	
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Retention Services

There are services specific to retention that can be run manually in the application at any time that can also be configured to run automatically on a nightly basis.

Historic Retention Service

This service checks closed cases in the database that might not have been picked up for retention and creates a **draft** retention task on the person based on the level of involvement recorded in the system.

Customers need to consider the quality of historic (migrated) data before enabling historic retention. The application validates the retention period based on the tasks recorded against that person, for example, to apply a CLA retention period the application expects either a CLA Plan or CLA Review task to exist on the closed Referral.

Additionally, when Historic Retention is enabled there will be a manual action on each record for workers to specify the Action on Expiration for that record (e.g purge, retain as serious case review etc.). The system cannot make this decision on the customer's behalf.

Enable Historic Retention	Yes / No
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Automatic Retention Service

This service can be used to populate an inbuilt report (The Bulk Retention Purge Report), which lists all records that are eligible to be purged on that date. In the report is a button that allows the user to purge all eligible records with a single click, as opposed to individually purging records from the data purge task in the Retention group worktray.

The service and the report **do not** automatically purge records.

Enable Automatic Retention	Yes / No
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