

**Carmarthenshire County Council**  
**Addendum to retention and disposal schedules as a result of the Goddard Inquiry's request to retain records**

## **1. Scope**

This standard is an addendum to all Carmarthenshire County Council retention and disposal schedules.

The ruling has come as a result of an independent statutory Inquiry set up by the Home Office, under the Inquiries Act 2005, and has the power to compel witnesses to give evidence.

Anyone found to have knowingly disposed of/deleted, concealed, suppressed or altered information relevant or potentially relevant to the Inquiry after they have received the communication to stop disposal/deletion of records and information, may be prosecuted under Section 35 of the Inquiries Act 2005. This could result in a fine or jail sentence.

These amendments to the Carmarthenshire County Council standard retention and disposal schedules must be adhered to and form part of the council's Information Governance Framework. Employees will be subject to disciplinary action if they knowingly disregard these standards.

## **2. Introduction**

The Independent Inquiry into Child Sexual Abuse led by the Hon. Lowell Goddard officially opened on Thursday 9 July. The Inquiry has asked the Cabinet Office, religious and voluntary bodies, charities, all Local Authorities, Police, NHS and other public and private bodies in England and Wales, not to dispose of/delete until further notice:

- a. Any material, including reports; reviews; briefings; minutes; notes and correspondence in relation to allegations (substantiated or not) of individuals, organisations, institutions, public bodies or otherwise who may have been involved in, or have knowledge of, child sexual abuse, or child sexual exploitation;*
- b. Any material, including reports; reviews; briefings; minutes; notes and correspondence in relation to allegations (substantiated or not) of individuals having engaged in sexual activity with, or having a sexual interest in, children;*
- c. Any material, including reports; reviews; briefings; minutes; notes and correspondence in relation to institutional failures to protect children from sexual abuse or other exploitation;*
- d. Any material relevant to statutory responsibilities for the care of children in public or private care;*
- e. Any material relevant to the development of policy on child protection;*
- f. Any material relevant to the development of legislation on child protection;*
- g. Any material relating to the determination of the award of Honours to persons who are now demonstrated to have had a sexual interest in children or are suspected of having had such an interest.*

There is no cut off date in the past beyond which the Inquiry will not investigate. For this reason it is also important that teams include the records held by Carmarthenshire County Council's Modern Records Service and the County Archive Service in any response.

### 3. What does this mean for disposing of/deleting information?

This means do **not** dispose of any of the information/record types identified above, regardless of whether or not it has reached/gone past its retention/disposal period. This covers paper and electronic records, including emails. They will be classed as being a 'Legal Hold' and this will not breach Data Protection, as agreed by the Information Commissioner.

### 4. Carmarthenshire County Council Services likely to be affected.

The Inquiry has yet to start taking evidence and therefore the broad list below may be refined or grow as the Inquiry progresses.

<b>Communities</b>	<b>Education and Children's Services</b>	<b>Resources</b>	<b>Chief Executive</b>	<b>Environment</b>
<b>Social Care and Support Services</b> all teams and services	<b>Children's Services</b> all teams and services	<b>Pensions</b>	<b>HR</b> Employees working with children	<b>Transport</b>
<b>County Archive Service</b>	<b>Education &amp; Learning</b> all teams and services	<b>Risk Management</b> - re Claims. Likely to affect records held by private practices acting on CCC's behalf as part of a claim	<b>Legal</b> Child Care	
	<b>Youth Offending and Prevention</b>		<b>Records Management</b>	
	<b>Additional Learning Needs</b>		<b>Democratic Services</b> Relevant Committee reports. Honours lists.	
	<b>Educational Psychology</b>		<b>Complaints</b>	

