

Reference	Category/Function	Activity / Records Series	Description / Example Record Types	Trigger - event that prompts start of retention period	Retention Period	Disposal Action	Authority	Citation/ Notes	Edit History	Version	Publication Date
<b>07</b>	<b>CRIMINAL JUSTICE</b>										
<b>07.001</b>	<b>Supporting offenders</b>										
<b>07.001.001</b>	Supporting offenders	Case file - Community Service Order where offender is over 21 years old		1. Completion of order 2. Death of offender	1. 5 years 2. 3 years	Destroy	Business requirement	See - Rehabilitation of Offenders Act 1974 as amended by Legal Aid, Sentencing and Punishment of Offenders Act 2012. Part 3 Chapter 8	taken from SCARRS, agreed by service	1.0	
<b>07.001.002</b>	Supporting offenders	Case file - Community Service Order/Community Payback Order where offender is 16 - 21 years old		Completion of order	5 years	Destroy	Business requirement	Excluding: Schedule 1/Circular 11/Sex Offenders – Sexual Offences (Scotland) Act, Criminal Procedure (Scotland) Act 1995 as amended by the Sexual Offences (Procedure and Evidence) (Scotland) Act 2002; and Circular SWSG 11/1994 – none of which contain retention periods Criminal Justice and Licensing (Scotland) Act 2010, s 14 regarding Community Payback Orders	taken from SCARRS, retention updated by service	1.1	
<b>07.001.003</b>	Supporting offenders	Case file - Community Supervision Orders/Community Payback Order where offender is over 21 years old	Community Reparation Order (CRO), Community Service (CS), Probation, Drug Treatment & Testing Order (DTTO), English Short-licence	1. Completion of order 2. Death of offender	1. 5 years 2. 3 years	Destroy	Business requirement	Criminal Justice and Licensing (Scotland) Act 2010, s 14 regarding Community Payback Orders	taken from SCARRS, description updated by service	1.1	
<b>07.001.004</b>	Supporting offenders	Case file - Community Supervision Orders/Community Payback Order where offender is 16 - 21 years old	including Community Reparation Order (CRO), Community Service (CS), Probation, Drug Treatment & Testing Order (DTTO), English Short-licence	Completion of order	5 years	Destroy	Business requirement	Criminal Justice and Licensing (Scotland) Act 2010, s 14 regarding Community Payback Orders	taken from SCARRS, description and retention updated by service	1.1	
<b>07.001.006</b>	Supporting offenders	Case file - Schedule 1/Circular 18/Sex offenders		Last action on case	100 years	Destroy	Business requirement	(People who have been convicted of an offence listed in the Sexual Offences (Scotland) Act, Criminal Procedure (Scotland) Act 1995 and Circular JD 18/2003 (amended 2005 and 2011) Sexual Offences Act 2003 (Remedial) (Scotland) Order 2011 Regulation 1  See also 88C of the Act. Interlocutor to be in writing. Date of discharge is – where the offender aged 18 or over on the relevant date, the date falling 15 years after that date. Where the offender was aged under 18 on the relevant date, the date falling 8 years after that date	taken from SCARRS, agreed by service	1.0	

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<b>07</b>	<b>CRIMINAL JUSTICE</b>										
<b>07.001.008</b>	Supporting offenders	Case file - Throughcare - home background reports and other pre-release work in relation to a prisoner, where no post-release social work involvement is required.		Last action on case	5 years	Destroy	Business requirement		taken from SCARRS, retention updated by service	1.1	
<b>07.001.009</b>	Supporting offenders	Case file - Throughcare		Termination of order	5 years	Destroy	Business requirement		taken from SCARRS, name updated by service	1.1	
<b>07.001.010</b>	Supporting offenders	Case file - Throughcare: Life Licence, Extended Sentence, Non-Parole Licence, Parole Licence		Prison release date or completion of license	70 years	Destroy	Business requirement		taken from SCARRS, retention updated by service	1.1	
<b>07.001.011</b>	Supporting offenders	Case file - Throughcare: Voluntary		Last action on case	3 years	Destroy	Business requirement		taken from SCARRS, agreed by service	1.1	
<b>07.001.012</b>	Supporting offenders	Case file - where service user found not guilty, not proven or who have had their appeal upheld, resulting in a conviction being overturned	Referral forms; Indictment(s) or Complaint(s); Case management system records; Letters of appointment; Correspondence pertaining to the case; SER; Associated reports	Notification of Court Disposal	3 years	Review and destroy	Business requirement	Review contents of service users' files and remove all papers referring to this particular event.	taken from SCARRS, retention and citation updated by service	1.1	
<b>07.002</b>	<b>Community Supervision Programme Management</b>										
	Community Supervision Programme Management	Keep in case file - see 07.001.003 and 07.001.004 above							taken from SCARRS	1.0	
<b>07.003</b>	<b>Court Social Work Service Management</b>										
<b>07.003.001</b>	Court Social Work Service Management	Records documenting the provision of social work services to a court.	Court reports, record of post-sentence interviews with offenders, records of liaison with court and sheriff	Date record approved	5 years	Review for ongoing value	Business requirement		taken from SCARRS, agreed by service	1.0	
<b>07.003.002</b>	Court Social Work Service Management	Records documenting the provision of a Criminal Justice Social Work Report on an offender, where there is no further social work involvement.		Last action on case	5 years	Destroy	Business requirement	Updated record series title to CJSWR from reference to Social Enquiry Report (SER). 2017-06	taken from SCARRS, retention updated by service	1.1	