



Foundation for Social Welfare Services
Here for you

212 Cannon Road, Sta Venera, SVR 9034

Alternative Care

Service	Data Sets	Retention Period
<i>Community Housing Service</i>		
	Start Forms / Basic information.	75 years from their 18th birthday.
	Legal Documents (Care Order/Court Documents/Police Reports/Probation).	75 years from their 18th birthday.
	Medical Records.	75 years from their 18th birthday.
	Education Records.	75 years from their 18th birthday.
	Post-Care Documents.	75 years from their 18th birthday.
	Social Contacts.	75 years from their 18th birthday.
	Supervised Access Visits (Sav's) / Update reports.	75 years from their 18th birthday.
	Incident Reports.	75 years from their 18th birthday.

Service	Data Sets	Retention Period
	Diary Case Pages.	75 years from their 18th birthday.
	Reports by/for Professionals.	75 years from their 18th birthday.
	Placement Agreement.	75 years from their 18th birthday.
	Care Plan Documents.	75 years from their 18th birthday.
	Referrals (from/to other services).	75 years from their 18th birthday.
	Review Board Documents.	75 years from their 18th birthday.
	Portraits.	75 years from their 18th birthday.
	Correspondences.	75 years from their 18th birthday.
	Supervision Forms.	75 years from their 18th birthday.
	Daily Updates/Week Reports.	75 years from their 18th birthday.
<i>Fostering - Approved Families/Individuals</i>		
	Reference Forms.	30 years from termination of the placement.
	Starting Forms.	30 years from termination of the placement.
	Copy of Care/Court Order.	30 years from termination of the placement.

Service	Data Sets	Retention Period
	Case Review/Case Conference.	30 years from termination of the placement.
	Documents.	30 years from termination of the placement.
	Correspondences.	30 years from termination of the placement.
	Education.	30 years from termination of the placement.
	Medical Records.	30 years from termination of the placement.
	Consultative Edge.	30 years from termination of the placement.
	Supervised Access Visits.	30 years from termination of the placement..
	Daily Updates.	30 years from termination of the placement.
	Foster Carer Information only.	30 years from termination of the placement.
	Approval/Disapproval.	30 years from termination of the placement.
	Supervision.	30 years from termination of the placement.
<i>Fostering – Assessor file</i>		
	Reference Forms.	10 years from closing the case.

Service	Data Sets	Retention Period
	Starting Forms.	10 years from closing the case.
	Documents.	10 years from closing the case.
	Correspondence.	10 years from closing the case.
	Assessment.	10 years from closing the case.
	Decision of the Fostering Board.	10 years from closing the case.
<i>Looked After Children (LAC)</i>		
	Starting Forms.	75 years from their 18th birthday.
	Court Documents.	75 years from their 18th birthday.
	Official Documents.	75 years from their 18th birthday.
	Medical Records.	75 years from their 18th birthday.
	Notification of a Care Plan.	75 years from their 18th birthday.
	Educative Records.	75 years from their 18th birthday.
	Social Contacts.	75 years from their 18th birthday.
	Reports of SAV (prior to CMS).	75 years from their 18th birthday.
	Daily Updates (prior to CMS).	75 years from their 18th birthday.

Service	Data Sets	Retention Period
	Reports From/To Professionals.	75 years from their 18th birthday.
	Placements Agreement.	75 years from their 18th birthday.
	Care Plan Reports.	75 years from their 18th birthday.
	Referrals to Other Services.	75 years from their 18th birthday.
	Children and Youth Advisory Board / Review Board Documents.	75 years from their 18th birthday.
	Referrals for Out-of-Home Care Placements.	75 years from their 18th birthday.
	Supervision Forms.	75 years from their 18th birthday.
In the event of the death of Looked After Children, all the above documents must be kept for fifteen (15) years after the demise of the child. This is required in case of an Inquiry or a Court Case.		
<i>Socio-Legal Office</i>		
	Decree.	75 years from their 18th birthday.
	Supervision Forms - Socio-Legal Board.	75 years from their 18th birthday.
	Other legal documents.	75 years from their 18th birthday.
<i>Social Contacts</i>		
	Reference Form of a child requiring Social Contact.	30 years after termination of service.
	Referral of prospective Social Contacts.	30 years after termination of service.

Service	Data Sets	Retention Period
	Communication with Social Contacts throughout the service provision process.	30 years after termination of service.
	Social Contacts assessment report for successful applications.	30 years after termination of service.
	Social Contacts assessment report for failed applications.	30 years after termination of service.
	In-complete or fallen assessments.	30 years after termination of service.
<i>Youth in Focus</i>		
	Closing Summary.	5 years from closing the case.
	Contact Form.	5 years from closing the case.
	Supervision Records.	5 years from closing the case.
	Daily Updates.	5 years from closing the case.
	Confidential Information.	5 years from closing the case.
	Court Documentation.	5 years from closing the case.
	Correspondence.	5 years from closing the case.
	Case Review/Conference Material/Highlight Assessment.	5 years from closing the case.
	Accessory equipment.	5 years from closing the case.

Service	Data Sets	Retention Period
	Registrations.	5 years from closing the case.
	Supervision Forms.	5 years from closing the case.
	E-mails.	5 years from closing the case.
	Case Interventions.	5 years from closing the case.
<i>Embark for Life</i>		
	Application in the Profile.	5 years from closing the case.
	Consent and Contract.	5 years from closing the case.
	Employment – Curriculum Vitae (CV) and Cover Letter.	5 years from closing the case.
	Education and Training.	5 years from closing the case.
	Correspondence.	5 years from closing the case.
	Registrations.	5 years from closing the case.
	Supervision.	5 years from closing the case.
<i>Adolescent Day Programme</i>		
	Reference Form.	5 years from closing the case.
	Client Portfolio.	5 years from closing the case.
	Application in the Profile.	5 years from closing the case.

Service	Data Sets	Retention Period
	Consent and Contract.	5 years from closing the case.
	Education and Training.	5 years from closing the case.
	Employment.	5 years from closing the case.
	Correspondence.	5 years from closing the case.
	Registrations.	5 years from closing the case.
	Supervision Forms.	5 years from closing the case.
OK Project		
	Reference Form.	5 years from closing the case.
	Consent Form.	5 years from closing the case.
	Basic Information.	5 years from closing the case.
	Initial Assessment and Intervention Form.	5 years from closing the case.
	Recordings of Sessions.	5 years from closing the case.
	Copy of Opportunity Application form and opportunity contract.	5 years from closing the case.
	Media Consent Form.	5 years from closing the case.
	Supervision Forms.	5 years from closing the case.
	Certificates – Medical.	5 years from closing the case.
	Roster.	5 years from closing the case.

Service	Data Sets	Retention Period
	Copy of course certificates passed.	5 years from closing the case.
	Curriculum Vitae (CV) copy.	5 years from closing the case.
	Reference letters from service providers upon completion of the course.	5 years from closing the case.
	Correspondence with professionals.	5 years from closing the case.
	Closing Form.	5 years from closing the case.
<i>Home-Start Malta</i>		
	Reference Form.	5 years from closing the case.
	Family Contract.	5 years from closing the case.
	Voluntary Agreements.	5 years from closing the case.
	Daily Updates.	5 years from closing the case.
	Closing Form.	5 years from closing the case.
<i>Pre-Adoption File</i>		
	Start Form.	5 years
	Application and recognition form.	5 years
	Consent form (adults and minors).	5 years
	Case Diary Forms.	5 years
	Training Material.	5 years

Service	Data Sets	Retention Period
	Adopters Valuation.	5 years
	Adoption Documents.	5 years
	Termination forms.	5 years
<i>Post-Adoption File</i>		
	Starting Forms.	90 years
	Reference Forms.	90 years
	Consent Forms.	90 years
	Daily Updates.	90 years
	Care Plan and Case Conferences.	90 years
	Court Documents.	90 years
	Post-Adoption Reports.	90 years
	Termination Forms.	90 years
<i>Supervised Access Visits (SAV's)</i>		
	Court Orders/Court Notes and Requests/Referrals.	10 years in Court Service
	SAVs reports.	10 years in Court Service
	Process Recording.	10 years in Court Service
	Detailed Documents.	10 years in Court Service

Service	Data Sets	Retention Period
	Closure Forms.	10 years in Court Service
	Recommendations by an Advisory Board.	10 years in Court Service
<i>Aftercare Services</i>		
	Initial Forms / Basic Information.	75 years from their 18th birthday.
	Legal Documents (Care Order/Court Documents/Police Reports/Probation).	75 years from their 18th birthday.
	Medical Records.	75 years from their 18th birthday.
	Educational Records.	75 years from their 18th birthday.
	Post-Care Documents.	75 years from their 18th birthday.
	Service Contacts.	75 years from their 18th birthday.
	Incident Reports.	75 years from their 18th birthday.
	Daily Updates.	75 years from their 18th birthday.
	Reports (from/to professionals).	75 years from their 18th birthday.
	Care Plan Documents.	75 years from their 18th birthday.
	Referrals (from/to other services).	75 years from their 18th birthday.
	Portraits.	75 years from their 18th birthday.
	Correspondences.	75 years from their 18th birthday.
	Supervisory Documents.	75 years from their 18th birthday.

Service	Data Sets	Retention Period
	Daily Updates/Weekly Reports.	75 years from their 18th birthday.