

Does London Borough of Bromley keep electronic records of emails and faxes and letters and correspondence with the Director of Adult Social Services or are they destroyed? And if they are destroyed why and when are they destroyed?

How long electronic or paper records for the former Director of Adult and Community Services are retained is based on the subject matter and the ACS retention scheme (copy attached).

What is LBB policy on electronic record-keeping?

Corporately, Bromley Council created a list of key records from core business areas that define how long a record is legally retained (based on statutory regulation or business continuity reasons). The corporate retention scheme is attached, along with the Retention and Retention Policy.

What is the stated LBB policy on destruction of any and all types of documentation? For how long is information stored? Is it standard practice to destroy a person's file 5 years after a person has died?

See details of retention scheme above. In addition, the destruction of a person's file would be down to a timescale provided by a business area as part of the corporate retention scheme (see attached) eg what the legal retention period is for retaining a record.

Or is there an alternative policy regarding destruction of documentation if there are complaints ongoing and/or the Coroner's Office and/or the Local Government Ombudsman is involved?

There is a local policy (attached) which is currently being added into the corporate retention scheme.

I wish to have the policies please via this site so that all people can see them as they are in the public interest

Attached.