
STATUTORY INSTRUMENTS

2004 No. 2071

The Adult Placement Schemes (England) Regulations 2004

PART 4

CONDUCT OF ADULT PLACEMENT SCHEMES

CHAPTER 1

OPERATION OF ADULT PLACEMENT SCHEME

Information, documents and records

22.—(1) The registered person shall ensure that the information and documents specified in Schedule 3 and the records specified in Schedule 4 are kept and that they are—

- (a) kept up to date, in good order, in a secure manner and in accordance with any rule of law applicable to the information contained within them;
- (b) at all times available for inspection at the principal office of the scheme by any person authorised by the CSCI to enter and inspect the premises;
- (c) retained for a period of not less than three years beginning on the date of the last entry.

(2) The registered person must ensure that the scheme has a written policy about the keeping of the information, documents and records specified in Schedules 3 and 4.