

## PINS RETENTION SCHEDULE - CASEWORK

CASEWORK - "responsibility for decision making has been transferred to an Inspector"							
Type	Category	Folder	Documents	Default Retention	Retention Commencement	Disposition Action	
DEFAULT (Unless listed as an exception below)		Case Decision	Case Decision	5 yrs	On case closure <i>Latter of: 'after issue of the Inspector's decision or the last action'</i>	Review	-Last action includes the case being withdrawn without decision or the issue of a related costs decision.
		Case Decision Inspectors Notes	Inspectors Notes	3 months	On case closure <i>Latter of: 'after issue of the Inspector's decision or the last action'</i>	Delete	Inspector notes taken during decision determination
		Casework Files	Supporting casework documents	1 yr	On case closure <i>Latter of: 'after issue of the Inspector's decision or the last action'</i>	Delete	
EXCEPTIONS							
Nationally Significant Infrastructure Applications	Major Casework	Case Decision		20 yrs	On case closure <i>Latter of: 'after issue of the Inspector's decision or the last action'</i>	Review	Confirmation should be sought from the National Archives as to whether the record is required for permanent preservation before destruction
		Casework Files		20 yrs	On case closure <i>Latter of: 'after issue of the Inspector's decision or the last action'</i>	Review	
Common Land Casework – Decisions on work applications	Specialist casework	Case Decision		Longer of: 10 yrs Or 'Length of consent'	On case closure <i>Latter of: 'after issue of the Inspector's decision or the last action'</i>	Review	Commons registration authority are not required to maintain records of these decisions
		Casework Files		1 yr	On case closure <i>Latter of: 'after issue of the Inspector's decision or the last action'</i>	Delete	
Coastal Access Casework undertaken on behalf of DEFRA	Specialist casework			PINS to dispose of its casefile records by end of 2022			Time limited project. Casfiles and reports sent to DEFRA for decision & ongoing preservation – Activity likely to continue until 2022. At which stage default schedule to apply.