

MINISTRY OF JUSTICE HEAD QUARTERS

LONDON REGISTRY SERVICE (CALRS) / MINISTERIAL CORRESPONDENCE UNIT / COMPLAINT HANDLING AND ENQUIRIES TEAM / DATA ACCESS AND COMPLIANCE UNIT

RECORD RETENTION AND DISPOSITION SCHEDULE

NO	DESCRIPTION	TNA CLASS	ACTION
1.	Registered Policy series files Electronic policy files	<u>Various</u> LCO 1 To LCO 69	PAPER (LEGACY) Annual review First review 5 years after the <u>last</u> dated correspondence on file. Second review 25 years after the <u>first</u> dated correspondence on file. Parliamentary Commissioner of Administration cases – to be destroyed at first review ELECTRONIC Review 3 years after date folder closed – retain or destroy
2.	Policy File indexes e.g. "TR5"		Paper [legacy] Not for permanent preservation. Destroy 5 years after list closed or last entry made.
3.	2 nd review, review sheets		Electronic Folders to be closed after 1 year. Delete 4 years after closure.
4.	Treat Officials		ELECTRONIC Folders are closed annually Destroy one year after folder closed unless ongoing correspondence identified by the business unit
5.	Parliamentary Question files.		.ELECTRONIC Folders are closed annually Destroy one year after folder closed
6.	Minister's Case files ("MC's") – letters from MPs to the Secretary of State / Lord Chancellor and the Parliamentary Secretaries. Chief Executive files ("CEC's")		ELECTRONIC Folders are closed annually Destroy Five year after folder closed unless ongoing correspondence identified by the business unit

7.	Ex Gratia files ("EG's") Litigation files Section 53 – Judicial Incapacity Unlawful Arrests and Detention Claims		PAPER Annual review. Destroy after 7 years and only then if no recorded file movement has occurred on the file during the preceding 12 months. If the latter applies, then retain until next annual review. ELECTRONIC Folders are closed annually Destroy 6 years after folder closed unless ongoing correspondence identified by the business unit
8.	Data Protection Act Registration, notification, records (paper and electronic)		PAPER Annual review. Destroy individual documents 2 years after date of document, and record cover when empty ELECTRONIC Folders are closed annually Destroy 1 year after folder closed unless ongoing correspondence identified by the business unit
9.	Requests for information made under the Freedom of Information Act, Data Protection Act and the Environmental Information Regulations		PAPER Annual review. Destroy after 3 years and only then if no recorded file movement has occurred on the file during the preceding 12 months. If the latter applies, then retain until next annual review. In respect of requests investigated by the Information Commissioner review after 5 years. ELECTRONIC Folders are closed annually Destroy two years after folder closed unless ongoing correspondence identified by the business unit In respect of requests investigated by the Information Commissioner Folders are closed annually. Review 4 years after folder closed. Retain or destroy
10.	Register of County Court Judgement (RCCJ) Tapes		Destroy after 6 years
11.	Electoral Policy Reform files		Responsibility for these files transferred to the Cabinet Office as of 27th May 2010

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The MoJ Departmental Record Officer in consultation with HQ Divisions has drawn up this schedule. Please retain for future reference.

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