

TREASURY SOLICITOR'S DEPARTMENT

Retention policy for records generated
In the course of our business

Retention Schedule Advisory Division

TYPE OF REISTERED PAPERS	STANDARD RETENTION PERIOD (IN YEARS)	NOTES
PAPERS OF SHORT – TERM INTEREST	5	
ADVICE ON MATTERS OF LONG-TERM IMPORTANCE, INCLUDING POLICY OR MAJOR LEGISLATION	10 TO 25	Papers which may be of interest the Public Record Office should be identified by a note inside the file cover.

Retention Schedule Bona Vacantia Division

CATEGORY	TYPE OF CASE	STANDARD RETENTION PERIOD (YEARS)	NOTES
A	SRA (estates)	5 Years	Period run from the date of latest correspondence.
B	FREEHOLD/LEASEHOLD PROPERTY (estates)	Kin admitted - 5 years No kin found- correspondence 12 years, accounts etc 30 years	5 years run from the date of latest correspondence, 12 and 30 years run from the date of death. At the 12 year review, Paper Room staff will remove from the file cover all documents on the right-hand side of the file, and return the file to the shelf to await second review in a further 18 years. Before PA, case holders should ensure that all documents necessary for accounting to kin are tagged onto the left-hand side of the file cover.
C	NET ESTATE OVER £5,000	As B above	As B above
D	NET ESTATE LESS THAN £5,000	As B above	As B above
E1	BANK AND OTHER CASH	5	Period to run from

	BALANCES (companies)		date of latest correspondence.
E2	INTELLECTUAL PROPERTY (companies)	5	As E1 above.
E3	LAND CHARGES, MOTGAGES, SHARES (companies)	5 years if no land unsold; 20 years if land unsold	5 years to run from date of last correspondence; 20 years to run from date of dissolution, subject to a minimum of 5 years from date of last correspondence.
E4	FREEHOLD REVERSIONS	5 years if no land unsold; 20 years if land unsold	
E5	OTHER LAND (companies)	5 years if no land unsold; 20 years if land unsold	
E6	PENSION SCHEMES	5	Period to run from date of latest correspondence
E7	MISCELLANEOUS	5 years if no land unsold; 20 years if land unsold	
G	GENERAL FILE	Refer to head of division	
H	SRA (companies)	5	Period to run from date of latest correspondence.
NC	NORTHERN IRELAND (companies)	5	Period runs from date of dissolution.
NE	NORTHERN IRELAND (estates)	5	Period runs from date of death.
Q	QUERY	5	Period to run from the date of the latest correspondence.
R	BV REGISTRY QUERIES (estates)	1	These are now kept in the BV registry
V	BV Registry queries (companies)	1	These are now kept in BV Registry
Z	PROPERTY CONVEYANCING	5 years, or 30 years if TSOL has made an acquisition	Periods run from the date of relevant deed (transfer, etc) or, if TSOL has granted a lease, from the expiry of the term. The case holder should note the retention period

			on the front of the file before PA, together with the date of the deed or transaction from which the period is to run.
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Retention Schedule DOCS Division**Appendix 5 (continued)****ESTABLISHMENT BRANCH**

CATEGORY	RETENTION PERIOD / NOTES
V SERIES FILES	To be reviewed annually.
PERSONAL FILES OF ESTABLISHED STAFF	To be retained until 85 years after the employee's date of birth or 5 years from the date of death, whichever is the later.
PERSONAL FILES OF UN-ESTABLISHED STAFF	The Record of Service, Official Secrets Act declaration and any papers relating to injury on duty to be retained as above, but all other papers relating to injury on duty to be retained as above, but all other papers need only to be retained until 15 years from the date of leaving the service.

ACCOUNTS BRANCH

CATEGORY	RETENTION PERIOD / NOTES
LAW CHARGES ACCOUNT – REGISTERS AND VOUCHERS	6 years
LAW CHARGES ACCOUNT – GENERAL LEDGERS	12 years
LAW CHARGES ACCOUNT – PAY FILES	To be retained with Personal Files by Establishments Branch
CROWN NOMINEE ACCOUNT – GENERAL LEDGERS, REGISTERS AND VOUCHERS	12 years
CROWN NOMINEE ACCOUNT – ESTATE ACCOUNTS	To be microfilmed and preserved
TRUST FUND ACCOUNTS	To be retained until Trust is terminated, then preserved by the PRO.

Retention Schedule Litigation Division**Appendix 5 (continued)**

CATEGORY	TYPE OF CASE	STANDARD RETENTION PERIOD (YEARS)	NOTES
1	AMICUS CURIAE (except QP)	5	
2	APPEALS FROM MAGISTRATES	5	
3	TOWN AND COUNTRY PLANNING AND COMPULSORY PURCHASE MATTERS (OTHER THAN PLANNING AND ROAD INQUIRIES)	5	
4	ARBITRATIONS, BUILDING CONTRACTS AND OFFICIAL REFEREE	6 TO 15*	*The 15 year period is to cope with possible claims of latent defect, to be considered on a case-by-case basis by the case officer.
6	ATORNEY GENERAL'S REPORT ON PRIVATE BILLS	10	
8	CHANCERY (MISCELLANEOUS)	10	The category is retained for GENUINELY MISCELLANEOUS CASES ONLY.
9	COMMONS REGISTRATION AND FOOTPATHS	10	
10	CONSUMER CREDIT	5 TO 25	
11	CONTEMPT OF COURT	5	
12	COURT MARTIAL APPEALS	5	
13	CRIMINAL INJURIES OVERSEAS COMPENSATION	6	
14	DAMAGE TO PROPERTY AND LOST PROPERTY CLAIMS	3	
15	DEBTS	3	A longer period

			should be considered in large write-off cases.
15C	DEBTS: CARRIERS LIABILITY	3	
16	DEFAMATION	6	
17	DRIVING TEST APPEALS UNDER ROAD TRAFFIC ACT 1972	5	
19	EUROPEAN CONVENTION OF HUMAN RIGHTS	10	
20	EUROPEAN COURT CASES	2/5/10	Reference to European Court withdrawn – 2 years No UK participation – 5 years UK participation - 10 years
21	EXPORT CREDIT GUARANTEE DEPARTMENT	6	Standard commercial cases, but not necessarily debt cases
22	FAIR TRADING ACT 1973 PART III	Permanent preservation	
23	IMMIGRATION	3	
23A	EXTRADITION/HABEAS CORPUS	5	
23B	IMMIGRATION SERVICES COMMISSIONER	5	New Category opened by RJP 04/11/02
24D 24E 24P 24R 24S 24U	INDUSTRIAL TRIBUNALS AND EAT Disability Discrimination Act 1996 Employment Rights Act 1996 Pensions Race Sex Unfair dismissal	5	New Category 24E opened 6/11/96 to replace 24T – Trade Union and TUPE and 24 W – Wages Act New category 24D opened 2 December 1996
25	INQUEST	5	
26	JUDICIAL REVIEW OTHER THAN PLANNING AND IMMIGRATION	5	
27	LANDS TRIBUNAL	4	
28	FAMILY LAW MATTERS	15/permanent	
29	LETTERS OF REQUEST	5	
30	MONOPOLIES AND MERGERS	Permanent	
31	PATENTS AND TRADEMARKS	10	
32	PERSONAL INJURY CASES	6/30/60*	*Asbestosis/MID cases – 30 years Radiation cases –

			60 years
33	PETITIONS TO RESTORE COMPANIES TO THE REGISTER	3	
34	POSSESSION (OTHER THAN SQUATTERS AND LANDLORD AND TENANT ACT 1954 CASES)	3	
35	PROBATE	10	
36	PROSECURIONS	5	
37	PUBLIC INQUIRIES (OTHER THAN ROAD AND PLANNING)	10	
38	PUBLIC INTEREST IMMUNITY	10	
41	RENT TRIBUNALS: RENT ASSESSMENT	5	
42	REPRESENTATION OF OFFICIAL RECEIVER	5	
43	RESTRICTIVE TRADE PRACTICES	Permanent	
44	ROAD AND PLANNING INQUIRIES	10	
45	SHIPPING	10	
46	INTERFERENCE WITH LAND – i.e. SQUATTERS, NUISANCE, TRESPASS	3/8*	*Where permanent injunctions have been granted or there is an injunction as a result of a nuisance claim the case should be retained for 8 years.
48	VESTING ORDERS IN CHANCERY	10	
49	VEXATIOUS LITIGANTS	50	Period to run from date of order
51	BOARD OF VISITORS/REPRESENTATION OF PRISON GOVERNORS	5	
53	RENTED PROPERTY MATTERS <u>EXCEPT</u> CASES UNDER THE LANDLORD AND TENANTS ACT	5	
53A	LANDLORD AND TENANT ACTS CASES	5	
54	CHARITY	Individual	
55A	DISQUALIFICATION OF DIRECTORS AND LIQUIDATORS (SECTION 6)	5/15*	*15 years where proceedings instituted
55B	DISQUALIFICATION OF DIRECTORS AND LIQUIDATORS (SECTION 8)	5/15*	*15 years where proceedings instituted
56	PEERAGES	Permanent	
57	BREACH OF CONFIDENCE	10	
58	TRIBUNALS (NOT RENT)	7	

58A	FINANCIAL SERVICES TRIBUNALS	7	
58B	INSOLVENCY PRACTITIONERS TRIBUNALS	7	
58C	MENTAL HEALTH TRIBUNALS	7	
59	SUPERVISION OF COMPANIES	7	
59A	PROVISIONAL LIQUIDATORS AND WINDING-UP IN PUBLIC INTEREST	7	
59B	INSURANCE	7	
60	BANKS, BUILDING SOCIETIES, FRIENDLY SOCIETIES	7	
61	CONTRACT (including breach)	7	
62	DISCOVERY, SUBPOENAS, WITNESS SUMMONS (NOT PII)	5	
63	DISCIPLINARY PROCEEDINGS (including police, prison service etc)	6	
64	FALSE IMPRISONMENT/MALICIOUS PROSECUTION	6	Including prisoners kept beyond release date. Suggested retention increased from 5 years.
65	LAND REGISTRATION ACT	10	
66	ACTIONS AGAINST JUDICIAL OFFICERS AND COURT OFFICIALS, e.g. MAGISTRATES, DISTRICT JUDGES, TAXING MASTERS, BAILIFFS ETC	5	
99	GENERAL	Individual case basis	Any case in this category to be reviewed 3 months after it is opened to decide whether it should be placed elsewhere