



Ministry  
of Justice



HM Courts &  
Tribunals Service

## First-tier Tribunal (Immigration and Asylum Chamber) and Upper Tribunal (Immigration and Asylum Chamber) Records Retention and Disposition Schedule

1. This schedule covers the tribunal records, and associated administrative records, held by the Immigration and Asylum Chambers (IAC) that are managed in line with Section 8 and Schedule 1, paragraph 4 of the Public Records Act 1958. HM Courts & Tribunals Service manages these public records on behalf of the Lord Chancellor.
2. The schedule sets out how long these records should be kept (retention) and what should happen to the records when the retention period ends (disposition). It applies to records in all formats including, but not limited to, digital (for example case management systems or emails), paper and audio.
3. None of the records listed below are selected for permanent preservation and transfer to The National Archives (TNA).
4. Any records in this schedule that are subject to an existing (or a future) moratorium imposed by a Public Inquiry should be kept until the moratorium has been lifted.
5. As part of its commitment to transparency, this schedule will be published on GOV.uk website at:  
<https://www.gov.uk/government/publications/record-retention-and-disposition-schedules>.

## The Schedule

Table 1: Tribunal records

No	Record type	Retention and Disposition
1.	<b>Cases</b> (including bundles) a) Immigration Appeals b) Bail (England, Wales and Northern Ireland) c) Bail (Scotland)	<b>First-Tier Tribunal:</b> a) If there's no onward appeal beyond the First-Tier Tribunal, keep for <b>two years</b> from date of disposal and then destroy b) Keep for <b>two years</b> from date of disposal and then destroy c) Keep for <b>20 years if tribunal is holding funds</b> otherwise keep for <b>two years</b> and then destroy Date of disposal means: the outcome of the final application for Bail is issued or the date the outcome of an Appeal, Remitted Appeal or Application for Permission to Appeal is issued which finally disposes of matters in the First-tier Tribunal except where an appeal against the First-tier Tribunal's decision is in progress at the Upper Tribunal, at which point the date of disposal means the date the outcome of the Upper Tribunal's decision is issued  <b>Upper Tribunal:</b> Keep for <b>five years</b> from date of disposal by the Upper Tribunal and then destroy Date of disposal means: the case is finally disposed of in the Upper Tribunal, including any period during which an in-time appeal may be brought, but excluding any period during which an appeal against the Upper Tribunal's decision is in progress)
2.	IAC Fees website (all records)	Keep for <b>three months</b> and then destroy
3.	a) Judicial review b) Age assessments	Keep for <b>five years</b> from date of disposal and then destroy
4.	Catalogue of Tribunal Decisions 1993-2005 (previously held on IRIS)	Permanently held by the Tribunal

**Table 2: Administrative records**

No	Record type	Retention and Disposition
5.	<b>Tribunal Decisions</b> a) Immigration Appeals b) Bail (England, Wales and Northern Ireland) c) Bail (Scotland)	<b>First-Tier Tribunal:</b> a) <b>Permanently</b> held by the Tribunal b) Keep for <b>2 years</b> from the date of disposal and then destroy c) Keep First-Tier Tribunal for <b>20 years</b> if tribunal is holding funds otherwise keep for <b>two years</b> and then destroy  <b>Upper Tribunal:</b> Promulgated decisions: are published on the UTIAC website at: <a href="https://tribunalsdecisions.service.gov.uk/utiac">https://tribunalsdecisions.service.gov.uk/utiac</a> All decisions: permanently held by the tribunal.
6.	Fee remission (Help with Fees database)	Delete in line with the Help with Fees RRDS (published at: <a href="https://www.gov.uk/government/publications/record-retention-and-disposition-schedules">https://www.gov.uk/government/publications/record-retention-and-disposition-schedules</a> ) NB. All other financial records are held for seven years
7.	Recordings of hearings	<b>Upper Tribunal</b> (recordings held on the DARTS system): keep for <b>seven years</b> and then destroy <b>First-Tier Tribunal:</b> keep for the same period as the case records (row 1 above) and then destroy
8.	Records created as part of governance and assurance processes including: <ul style="list-style-type: none"> <li>• Key Control Check Sheets (KCCS)</li> <li>• Standard Operating Controls (SOC)</li> <li>• Previous equivalents</li> </ul>	Delete in line with the HMCTS Governance and Assurance RRDS published at: <a href="https://www.gov.uk/government/publications/record-retention-and-disposition-schedules">https://www.gov.uk/government/publications/record-retention-and-disposition-schedules</a> )
9.	Case management system records needed for statistical purposes	Copied and transferred to HMCTS and/or MoJ Analysts at regular intervals under the terms of the Data Privacy Impact Assessment

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**Signed: 6 June 2025**

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