



Ministry
of Justice



HM Courts &
Tribunals Service

Presidents' Support Offices (HM Courts and Tribunals Service) Records Retention and Disposition Schedule

Introduction

1. This schedule has been drawn up following consultation between the managers of the various Chamber/Pillar Presidents' Support Offices, part of HM Courts and Tribunals Service (HMCTS), and staff working for the Departmental Records Officer (DRO) in the Ministry of Justice. It applies to the records created and managed in the Chamber/Pillar Presidents' Support Offices and to some records held in the different Tribunals and jurisdictions.
2. As a public body, the MoJ takes its responsibilities for managing information seriously. These responsibilities include compliance with the Public Records Act 1958, General Data Protection Regulation (GDPR), the Data Protection Act 2018, Freedom of Information Act 2000 (FoIA) and amending legislation. The MoJ uses Records Retention and Disposition Schedules (RRDS) to manage its compliance with statutory obligations to identify what information and records we hold, how long we keep it and what should happen to these records at the end of that time.
3. Where the work of the Presidents' Support Offices is not subject to specific legislation (including GDPR or FoIA), it is governed by the Crown's common law powers, as limited by the restraints of public law and constitutional principle.

More about this schedule

4. None of the records listed below are selected for permanent preservation and transfer to The National Archives (TNA).
5. This schedule is split into three tables:
 - a. Records held by the Presidents' Support Offices.
 - b. Records held by various teams within HMCTS where a common retention and disposition policy is applied.
 - c. Records subject to MoJ's corporate retention policies.
6. If a Freedom of Information Act 2000 request or a subject access request under the General Data Protection Regulation and Data Protection Act 2018 is received, a hold

must be put on the relevant records for at least **three months** after the request is resolved.¹

7. While the Independent Inquiry into Child Sexual Abuse (IICSA) continues its work, the moratorium on the destruction of records of potential interest remains in place.
8. While the UK Covid-19 Inquiry continues its investigations, any records of potential interest to the Inquiry, as set out in published Terms of Reference, will be retained. Further information can be found at: <https://covid19.public-inquiry.uk/uk-covid-19-inquiry-terms-of-reference-2/>.
9. As part of its commitment to transparency, this schedule will be published on the MoJ's webpage: <https://www.gov.uk/government/publications/record-retention-and-disposition-schedules>.

The schedule

Table A: Records held by Presidents' Support Offices

No.	Record type	Retention and disposition
1.	<p>Judicial/Member personnel records including, but not limited to, appointment letters and documents relating to salaried part-time working applications</p>	<p>With the exception of grievances (see below) destroy seven years after leaving.</p> <ul style="list-style-type: none"> • Ensure e-HR is accurate before destruction of any paper records. <p>Where not retained within the Judicial Rewards and Pensions Office, any personal information/files held within individual Chambers recording pension data is to be held until age 110 years.</p> <p>Grievances should be kept for two years from date of last action and then destroyed.</p> <p>Spreadsheets recording salaried part-time working applications to be kept for six years and then destroyed.</p>

¹ See rows 7 and 8 for maximum retention period

No.	Record type	Retention and disposition
2.	<p>Judicial appointments</p> <p>a) Work shadowing applications</p> <p>b) Campaign/selection exercises/EOI paperwork (not including personal data of applicants) run by Judicial Appointments Commission or by HMCTS</p> <p>c) EOI selection exercises including personal data of successful and unsuccessful applicants</p>	<p>a) Keep for three years and then destroy.</p> <p>b) Keep until the conclusion of the next competition and then destroy.</p> <p>c) Keep for one year from the end date of the selection exercise and then destroy</p>
3.	<p>Judicial Complaints</p> <p>a) Complaints (where no disciplinary action is taken)</p> <p>b) Judicial conduct and discipline investigations (where disciplinary action is taken)</p>	<p>a) Keep for two years from date of last correspondence (including referrals to Judicial Appointments and Conduct Ombudsman) and then destroy.</p> <p>b) Keep for five years and review. If the file is to be destroyed, retain only the final submission containing the outcome of the complaint</p>
4.	<p>Judicial Appraisals</p>	<p>Records held in the central appraisal store by the Chamber/Tribunal's Appraisal Administrator: If the appraisee has had to have another appraisal within 12 months, keep the last three appraisals. Otherwise keep only the last two appraisals.</p> <p>Records held by the Appraiser: Once the Appraisal Administrator has confirmed safe receipt of the appraisal forms, the appraiser MUST delete all correspondence relating to the appraisal, including forms from their computer.</p> <p>Records held by anyone else: Appraisal documents requested for official purposes the recipient MUST delete all documents as soon as they are no longer required.</p>

Table B: Records managed by a common retention and disposition policy across HMCTS (applies to all jurisdictions)

No.	Record type	Retention and disposition
5.	Late fees and expense claims	Keep for seven years from last action and then destroy
6.	Training courses a) Judicial training courses b) Training Panel meetings/papers	Keep for five years from date of last update (unless financial records in which see line 8 below) and then destroy.

Table C: Records subject to MoJ's corporate retention policies

No.	Record type	Retention and disposition
7.	HR information (held by line managers)	Destroy in line with the <i>What to keep</i> ² guidance
8.	Responses to Subject Access Requests	Keep for nine months and then destroy.
9.	Background information (held by business) for responses to information requests made under: <ul style="list-style-type: none"> • Freedom of Information Act³ • Environmental Information Regulations NB. See footnotes showing where the answers to these requests are held	Keep for one year and then review: <ul style="list-style-type: none"> • Where operationally relevant, keep for another year and then repeat the process until the item is no longer needed. • Where no longer needed, destroy immediately.

² *What to keep* is available at: <https://www.gov.uk/government/publications/record-retention-and-disposition-schedules>

³ The answers to these requests are held by Disclosure (see row 40 of the MoJ HQ schedule)

No.	Record type	Retention and disposition
10.	Data loss incident records (held by business)	Keep for three years from incident closure and then destroy
11.	Business continuity plans (held by business)	Updated annually. Keep previous versions for three years and then destroy.
12.	Finance and risk management information	Keep for seven years and then destroy.
13.	All other types of record not specified above, including copies of records which are owned by other business areas ⁴	Keep for three years and then destroy.

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⁴ If the business identifies record types which need a new retention period, they should contact the DRO's team.