



# Civil Justice Council

## Records Retention and Disposition Schedule

### Introduction

1. This schedule has been drawn up following consultation between Civil Justice Council (CJC) and staff working for the Departmental Records Officer (DRO) in the Ministry of Justice (MoJ).
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, the Data Protection Act 2018, Freedom of Information Act 2000 and amending legislation. The MoJ uses Records Retention and Disposition Schedules (RRDSs) to manage its compliance with its statutory obligation to identify what we hold, how long we keep it and what should happen to these records at the end of that time.
3. The CJC's work is governed by Civil Procedure Act 1997 and supporting rules.
4. This schedule is split into two:
  - a. Records unique to the Civil Justice Council
  - b. Records held by various teams within the MoJ and its associated bodies and where a common retention and disposition policy is applied.
5. 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 destruction of relevant records until 20 working days after the request is resolved.**
6. While the Independent Inquiry into Child Sexual Abuse (IICSA) continues its investigations, the moratorium on the destruction of records of potential interest to IICSA remains in place. All government departments and their associated bodies (in common with other public sector bodies) are required to comply with the moratorium. All business areas should apply the moratorium to any records covered by the following criteria:
  - a. documents which contain or may contain content pertaining directly or indirectly to the sexual abuse of children or to child protection and care
  - b. the document types include, but are not limited to, correspondence, notes, emails, and case files, regardless of the format in which they are stored (digital, paper, CDs, etc)
  - c. for the purposes of this instruction, the word "children" relates to any person under the age of 18

- d. further information about the moratorium is available on IICSA's website at: [www.iicsa.org.uk/news/chair-of-the-inquiry-issues-guidance-on-destruction-of-documents](http://www.iicsa.org.uk/news/chair-of-the-inquiry-issues-guidance-on-destruction-of-documents).
7. As part of its commitment to transparency, this schedule will be published on the MoJ's webpage: [www.gov.uk/government/publications/record-retention-and-disposition-schedules](http://www.gov.uk/government/publications/record-retention-and-disposition-schedules).

## The schedule

No.	Record type	Retention and disposition
<b>1. Unique records held by the Civil Justice Council</b>		
1.	CJC Events Correspondence (general) <ul style="list-style-type: none"> <li>• Accepted Invitations</li> <li>• Declined Invitations</li> </ul>	Keep for <b>one year</b> from the date of last entry and then destroy
2.	CJC meeting <ul style="list-style-type: none"> <li>a) Minutes<sup>1</sup></li> <li>b) Agendas</li> <li>c) Synopses</li> </ul>	<ul style="list-style-type: none"> <li>a) Keep for <b>20 years</b> after last entry and then destroy.</li> <li>b) Keep for <b>one year</b> and then destroy.</li> <li>c) Keep for <b>seven years</b> and then destroy</li> </ul>
3.	CJC appointments information <ul style="list-style-type: none"> <li>a) Successful applicants</li> <li>b) Unsuccessful applicants</li> </ul>	<ul style="list-style-type: none"> <li>a) Keep for <b>three years</b> after the appointment ends and then destroy</li> <li>b) Keep for <b>two years</b> from the end date of the recruitment campaign and then destroy<sup>2</sup></li> </ul>
4.	CJC member contact information	Keep for <b>two years</b> from date of departure from Council and then destroy
5.	CJC Member appraisals	Keep for <b>three years</b> after the appointment ends and then destroy

<sup>1</sup> A synopsis of the minutes is published at: <https://www.judiciary.uk/related-offices-and-bodies/advisory-bodies/cjc/minutes/>

<sup>2</sup> This enables the CJC to comply with any requests from the Commissioner for Public Appointments who may investigate a complaint about a specific campaign which ended in the previous 12 months.

No.	Record type	Retention and disposition
6.	Working Group members information	Keep for <b>three years</b> after closure of Working Group and then destroy
7.	Working Group a) Reports  b) Minutes of meetings c) Agendas	<p>a) Keep for <b>30 years</b> from last dated document and then review:</p> <ul style="list-style-type: none"> <li>Where operationally relevant, keep for another 10 years and then repeat the process until the item is no longer needed.</li> <li>Where no longer needed, destroy immediately.</li> </ul> <p>b) Keep for <b>seven years</b> and then destroy</p> <p>c) Keep for <b>one year</b> and then destroy.</p>
8.	Consultation paper responses <sup>3</sup>	<p>Keep for <b>20 years</b> from date that response is published and then review:</p> <ul style="list-style-type: none"> <li>Where operationally relevant, keep for another five years and repeat the process until the item is no longer needed.</li> <li>Where no longer needed, destroy immediately.</li> </ul>

## 2. Records managed by a common retention and disposition policy

9.	Case files and correspondence for the Chair and Deputy Chair (and their Private Offices)	Keep for <b>five years</b> from date of last entry and then destroy
10.	All other general correspondence	Keep for <b>two years</b> from date of last correspondence and then destroy.
11.	Financial Records	Destroy <b>seven years</b> from end of the financial year
12.		Destroy in line with the <i>What to keep</i> <sup>4</sup> guidance

<sup>3</sup> Consultation responses are published at: <https://www.judiciary.uk/related-offices-and-bodies/advisory-bodies/cjc/cjc-consultations-and-responses/>

<sup>4</sup> *What to keep* is available at: [www.gov.uk/government/publications/record-retention-and-disposition-schedules](http://www.gov.uk/government/publications/record-retention-and-disposition-schedules)

No.	Record type	Retention and disposition
	HR information (held by line managers)	
13.	Requests for information made under the Freedom of Information Act, Data Protection Acts (or the General Data Protection Regulation), and the Environmental Information Regulations	Destroy <b>three years</b> after the date of the last correspondence unless requests are investigated by the Information Commissioner (ICO). ICO investigations should be reviewed <b>four years</b> after last correspondence/folder closed.
14.	All other types of record not specified above, including copies of records which are owned by other business areas <sup>5</sup>	Keep for <b>three years</b> and then destroy.

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**Signed: 08 August 2019**

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 Last amended: N/A

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<sup>5</sup> If the business identifies record types which need a new retention period, they should contact the DRO's team.