



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 sections:
 - 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 held by various teams within the MoJ and its associated bodies and where a common retention and disposition policy is applied.

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 investigations, the moratorium on the destruction of records of potential interest 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: <https://www.iicsa.org.uk/news/chair-of-the-inquiry-issues-guidance-on-destruction-of-documents>.
8. 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>.

¹ See rows 7 and 8 for maximum retention period

The schedule

No.	Record type	Retention and disposition
1. Records held by Presidents' Support Offices		
1.	<p>Judicial/Member personnel records including, but not limited to, appointment letters, documents relating to salaried part-time working applications and appraisal forms</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>
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>c) Complaints databases (including spreadsheets)</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> <p>c) Keep for seven years from date of last correspondence</p>

No.	Record type	Retention and disposition
2. Records managed by a common retention and disposition policy across HMCTS (applies to all jurisdictions)		
4.	Late fees and expense claims	Keep for seven years from last action and then destroy
5.	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.
3. Records managed by a common retention and disposition policy		
6.	HR information (held by line managers)	Destroy in line with the <i>What to keep</i> ² guidance
7.	Responses to Subject Access Requests	Keep for nine months and then destroy.
8.	Background information (held by business) for responses to information requests made under: <ul style="list-style-type: none"> • Freedom of Information Acts • 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.
9.	Data loss incident records (held by business)	Keep for three years from incident closure and then destroy
10.	Business continuity plans (held by business)	Updated annually. Keep previous versions for three years and then destroy.
11.	Finance and risk management information	Keep for seven years and then destroy.

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
12.	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.