



Ministry
of Justice



HM Courts &
Tribunals Service

Fees Office (RCJ) HM Courts and Tribunals Service Records Retention and Disposition Schedule

Introduction

1. This schedule applies to the records that are created and managed by staff employed in the Fees Office at the Royal Courts of Justice (RCJ). It has been agreed following consultation between the Fee Office and the Departmental Records Officer's (DRO) team in the Ministry of Justice.
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. The Fees Office's work is governed by the Civil Procedure Rules, the Civil and Family Fees Order and supporting rules.

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 unique to the Fees Office at the Royal Courts of Justice.
 - b. Records unique to HMCTS but not held elsewhere in MoJ.
 - 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.
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>.

The schedule

No.	Record type	Retention and disposition
1. Unique records held by the Fees Office at the RCJ		
1.	a) Till Balance and supporting documents b) Fee Refund Documents c) Bank paying in slips, Daily Receipts to Bank & Securicor Receipts d) Daily Balance, Daily Cash Book, Statement of Balance, Daily Control Sheet, Petty Cash Payments record e) Suspense and Suspense Deficiency records and supporting documentation f) "Referred to Drawer" cheque documentation g) Cash Loss / Gain write off / back requests h) Monthly Statement of Movements, ARAMIS Income / Expenditure and CFER Returns, R/D Cheque Log, Banking Summary i) Statement of Monthly Balance (Reconciliation) j) Payment Authorisations and supporting documentation [NIPAs] k) e-filing payment reports	Keep for six years and then destroy
2.	Fee stamps	Keep for seven years and then destroy
3.	Fee remission (Help with Fees)	Keep for two years and then destroy (Any remaining registers should be kept for seven years from the date of last entry and should then be destroyed)
2. Records managed by a common retention and disposition policy across HMCTS		
4.	Correspondence (other than case related correspondence)	Keep for one year and then destroy
5.	Complaints	Keep for two years from date of last correspondence

No.	Record type	Retention and disposition
6.	Records created as part of governance and assurance processes including: <ul style="list-style-type: none"> • Key Control Check Sheets (KCCS) • Standard Operating Controls (SOC) • Previous equivalents 	Destroy in line with the HMCTS Governance and Assurance RRDS
3. Records managed by a common retention and disposition policy		
7.	Customer bank details	Keep for no longer 14 days and then destroy
8.	HR information (held by line managers)	Destroy in line with the <i>What to keep</i> ¹ guidance
9.	Business continuity plans (held by business)	Updated annually. Keep previous versions for three years and then destroy.
10.	Finance and risk management information	Keep for seven years and then destroy.
11.	All other types of record not specified above, including copies of records which are owned by other business areas ²	Keep for three years and then destroy.

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Signed: 30 June 2020

Previously amended: July 2015

¹ *What to keep* is available at: <https://www.gov.uk/government/publications/record-retention-and-disposition-schedules>

² If the business identifies record types which need a new retention period, they should contact the DRO's team.