



# Court Funds Office and the Office of the Accountant General Records Retention and Disposition Schedule

## Introduction

1. This schedule applies to the records that are created and managed by staff of the Office of the Accountant General (OAG) who oversee the administration of the Court Funds Office (CFO). It has been agreed following consultation between the OAG 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 OAG/CFO's work is governed by The Court Funds Rules 2011 and supporting rules.

## More about this schedule

4. Some of the records listed below are selected for permanent preservation and transfer to The National Archives (TNA).
5. This schedule is split into sections:
  - a. Records created before the transition to National Savings & Investments (NS&I) providing services
  - b. Records created after the transition to NS&I
  - c. Digital financial reports
  - d. Records which must be held until the White Paper Accounts have been signed<sup>1</sup>

<sup>1</sup> These records are held for audit purposes and in case they are required as part of a fraud investigation

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	TNA Classification	Retention and disposition
<b>1. Records created before the transition to NS&amp;I</b>			
1.	a) Direction books b) Chancery journals c) Loose leaf ledgers d) Chancery ledgers e) Court of Protection schedules f) Deposit & payment schedules (all other courts) g) Ledger index h) Unclaimed balance index cards/sheets i) Chancery direction for deposit on request j) Correspondence k) Documents giving details of accounts carried over to unclaimed balances and fees deducted l) Foreign currency files m) Securities ledgers n) Securities papers o) Office documents from which accounts are compiled including bank statements		Keep for <b>seven</b> years from the date the case is closed and then destroy
2.	Court of exchequer ledgers	TBC	Refer to National Archives
3.	Bank securities deposit, transfer, purchase and sale forms		Keep for <b>seven years</b> from end of financial year and then destroy
4.	a) Daily input batch listing, daily input batch summary b) Daily accepted transaction summary c) Daily input run summary		Permanently held by OAG
5.	Account and transaction records for closed cases and for current or Unclaimed Balance cases <sup>2</sup>		Permanently held by the OAG

<sup>2</sup> Currently held on microfiche

No.	Record type	TNA Classification	Retention and disposition
<b>2. Records created after the transition to NS&amp;I</b>			
6.	a) Court of Protection schedules b) Deposit & payment schedules (all other courts) c) Chancery direction for deposit on request d) Correspondence e) Securities papers f) Direction for deposits of cash (not Chancery) g) Bank securities deposit, transfer, purchase and sale forms h) SCHEDREG, i) Alchemy j) Process for old authentication panels		Once digitised, keep for <b>seven</b> years from the date the case is closed and then destroy  (Paper originals should be destroyed within 6 months of digitising)
7.	Documents required for White Paper accounts		See section 4 below
<b>3. Digital financial reports</b>			
8.	All records held by CFO after the transfer to NS&I including, but not limited to, transaction and reconciliation data		Permanently held by OAG
<b>4. Records which must be held until the White Paper Accounts have been signed</b>			
9.	General cash ledgers		Keep for <b>two years</b> from date White Paper Account is signed and then destroy

Phillip Crowcroft  
 Deputy Departmental Records Officer  
 Ministry of Justice  
 102 Petty France  
 London SW1H 9AJ

**Signed: 7 April 2020**

Previously updated: July 2015