

Retention Schedule

The purpose of a retention schedule is to ensure that information that may be required is retained and that information that is no longer required is timely disposed of.

Routinely records should be retained and destroyed in line with this retention schedule unless

- i) there is a business reason to retain the record for a longer period.
- the record has a long term interest value and therefore should be retained for future transfer to the National Archive (to become a public record) see AGO long term interest criteria.

Records should not be destroyed earlier than the period shown on the retention schedule.

Category of file	Retain for (from date of last correspondence unless otherwise stated)
Legal	
Law Officers' advice	15 years
Prerogative powers including Royal matters	
Legislation	5 years
Advisory and counsel files	
Northern Ireland files	
Parliamentary	
Parliamentary, including parliamentary questions	5 years
Casework	
Consent files	Length of sentence + 1 year, minimum 5 years.
Sign manual files	2 years
ULS files not referred or withdrawn	2 years
Other ULS files	Length of sentence + 1 year or a minimum of 5 years

Vexatious litigant files where an order has been obtained	84 years from the date of the order	
Vexatious litigant files where an order has been obtained and later removed or where	5 years after the removal of the order.	
no order has been obtained.		
Other casework files	5 years	
Policy		
Contribution to Government legislation and policy	5 years	
Internal Policies	5 years after they have been superseded.	
Correspondence		
Freedom of Information (FOI) Requests	3 years	
Registered files that have been the subject of an FOI request	6 months after closure of the FOI file if this is later	
	than the originally destruction date.	
Ministerial Correspondence	3 years	
Treat Official (TO) Correspondence	2 years	
Complaints	10 years	
Private and Press Office		
Day files		
Diaries/Calenders		
Gifts and hospitality register		
Invitations	5 years	
Outgoing correspondence		
Private secretaries notebooks		
Visits and Speeches Files		
Press releases		
Press reports digests		
Correspondence with the media	7 years	
Reports on media/public relations	7,555	
Correspondence, papers and reports relating to special events		
g to openial over the		
Administration		
Management of AGO including:		
Projects accepted	10 years	
Contracts, including tenders	6 years after contract end	
Unsuccessful tenders and interview panel reports and notes	1 year	
Leases and associated documents, including significant correspondence with tenants	16 years after expiry of lease	
200000 and docorated documents, including significant correspondence with teriality	10 years after expiry or loads	
Management boards & committees		
Risk management		
Business continuity		
Security – including guest book and key register	5 years	
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Staff engagement Accommodation Learning and development Health and safety including accident book and forms	5 years
Finance Asset register/depreciation records Financial management information, including forecasting and contributions to the annual reports Spending reviews Records relating to serious financial irregularities where external action has been taken Copy invoices kept for reference only, oyster card records and financial authorities or delegations Audit Any other finance related records where AGO holds the original record Human resources Special Bonuses Training Recruitment of Law Officer's Department (LODS) heads Security clearance documentation Flexi-time sheets Annual appraisals Applications for paid and unpaid special leave Discipline – where charges were found and the terms and conditions of contract not affected Discipline – written warnings where proceedings were not subsequently taken Grievances	10 years 6 years 1 year after the cycle to which the records relate 10 years after action/investigation is completed 2 years after the end of the financial year to which they relate. 6 years 6 years 6 years 5 years after leaving Length of appointment + 1 year 1 year after leaving or transfer to new/home department if appropriate. 1 year Send to TSol to be placed on the personnel file
Honours Files relating to Honours	15 years
	10 years
Records Management Documentation of records series and disposal schedules and internal databases containing tracking and location systems and records of destroyed files Correspondence and papers relating the compilation of disposal schedules Details, lists and copy catalogues of records transferred to The National Archives of	Retain permanently

other place of deposit Files containing monthly destruction lists.	10 years
Information surveys, record audits and inspections Documentation relating to the retrieval and return of records from/to the National Archives	5 years 2 years

Long Term Interest Criteria

When closing files you should identify those that are likely to be of long term historic interest and complete a note explaining why the file has been kept and place it with the file.

These files may be transferred to The National Archives to eventually be made available to the public.

To identify such files file owners should use their judgement and knowledge of the file and may also like to consider files that contain any of the issues listed below.

- Novel points of law
- Unusual/novel casework
- · Casework involving notable people
- Casework involving notable events
- Legal Precedents
- Information that shows the social opinions of the time
- The organisation introduces significant internal changes of structure/administration
- History of the office.