



Ministry
of Justice



HM Courts &
Tribunals Service

Employment Tribunal

Records Retention and Disposition Schedule (RRDS)

1. This schedule covers the court/tribunal records, and associated administrative records, held by the Employment Tribunal that are created and managed in line with Section 8 and Schedule 1, paragraph 4 of the Public Records Act 1958 (PRA). HM Courts & Tribunals Service manages these public records on behalf of the Lord Chancellor.
2. The schedule sets out how long these records should be kept (retention) and what should happen to the records when the retention period ends (disposition). It applies to records in all formats including, but not limited to, digital (for example case management systems or emails), paper and audio.
3. Some of the records below are selected for permanent preservation under the PRA and will be transferred to The National Archives.
4. Any records in this schedule that are subject to an existing (or a future) moratorium imposed by a Public Inquiry should be kept until the moratorium has been lifted.
5. As part of its commitment to transparency, this schedule will be published on GOV.uk website at:
<https://www.gov.uk/government/publications/record-retention-and-disposition-schedules>.

Table 1: Case records

No	Record type	Retention and Disposition
1.	Case records (Heard and Determined) including: Employment Case Management System Online claim and response forms associated documents including emails Where applicable electronic files	<p>Cases sent to appeal: Where an appeal has been lodged and accepted by the Employment Appeal Tribunal (EAT), keep for 12 months after the appeal process has been concluded (that may include further appeals from the EAT) and then destroy. If the appeal has not been accepted, keep for 12 months from the date the decision was sent to the parties and then destroy.</p> <p>All other cases: Keep for 12 months from the date the decision was sent to the parties and then destroy.</p>
2.	Bundles	<p>Judges' bundles and witness statements: Keep for the same period as for case records and then destroy. (If the bundle is only available in hard copy, only one copy of the bundle is kept.)</p> <p>Members' bundles: Destroy at the conclusion of the case.</p>
3.	Judgments	<p>Keep until arrangements for permanent preservation have been completed.</p> <p>From 2017 Judgments can be obtained from the online judgment register published at: https://www.gov.uk/employment-tribunal-decisions [England & Wales and Scotland].</p>
4.	Registers	Keep until arrangements for permanent preservation have been completed.
5.	Audio recordings of judgments	Keep for same period as the case records (see row 1 above).
6.	Audio recordings of hearings (if made)	Keep for same period as the case records (see row 1 above).

Title

Table 2: Administrative records

No	Record type	Retention and Disposition
7.	Record of proceedings for Fee-paid Judiciary, panel members and parties (known as ETRPs IT57s) (including financial records)	Keep for seven years and then destroy.
8.	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 	Delete in line with the HMCTS Governance and Assurance RRDS (published at: https://www.gov.uk/government/publications/record-retention-and-disposition-schedules).

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