



Ministry  
of Justice



Court Funds Office

# Court Funds Office and the Office of the Accountant General

## Records Retention and Disposition Schedule (RRDS)

1. This schedule covers the unique or specialist 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 tells you how long you should keep these records (retention) and what you should do with the records when the retention period ends (disposition). It should be read with the Ministry of Justice's (MoJ) Information Management policy, the What to Keep policy and the Where to Keep policy. These documents are available on the intranet and are there to help you to manage your records efficiently and to comply with your legal obligations.
2. This schedule applies to records in all formats including, but not limited to, digital (e.g. presentations, spreadsheets, emails and images), paper, microfiche, audio.
3. It does not cover commonly held corporate records which have a corporate retention policy (e.g. finance, projects).
4. Some of the records listed below may be selected for permanent preservation under the Public Records Act 1958 (PRA) and transferred to The National Archives (TNA).

5. If a Freedom of Information Act 2000 request or a subject access request under the UK GDPR and DPA is received, you must keep the relevant records for at least **three months after the request is resolved**.
6. Any records in this schedule that are subject to an existing (or a future) moratorium imposed by a Public Inquiry should be kept until you are told that the moratorium has been lifted.
7. 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***

**Table 1: Records created before the transition to NS&I**

No	Record type	Retention and Disposition
1.	a. Court of Protection schedules b. Deposit & payment schedules (all other courts) c. Chancery direction for deposit on request d. Correspondence e. Documents giving details of accounts carried over to unclaimed balances and fees deducted f. Foreign currency files g. Securities papers h. Office documents from which accounts are compiled including bank statements	Keep for <b>seven years</b> from the date the case is closed and then destroy

No	Record type	Retention and Disposition
2.	30-year unclaimed balances <ul style="list-style-type: none"> <li>• Court of exchequer ledgers</li> <li>• Loose leaf ledgers</li> <li>• Chancery ledgers</li> <li>• Ledger index</li> </ul>	Keep until conversations between Departmental Records Officer's team and TNA have been completed. Records will either be selected for permanent preservation and transferred to TNA or they will be destroyed.
3.	a. Direction books b. Chancery journals c. Unclaimed balance index cards/sheets d. Securities ledgers	Keep until conversations between Departmental Records Officer's team and TNA have been completed. Records will either be selected for permanent preservation and transferred to TNA or they will be destroyed.
4.	Bank securities deposit, transfer, purchase and sale forms	Keep for <b>seven years</b> from end of financial year and then destroy
5.	a. Daily input batch listing, daily input batch summary b. Daily accepted transaction summary c. Daily input run summary	Records to be destroyed by end of March 2028
6.	Account and transaction records for closed cases and for current or Unclaimed Balance cases held on microfiche	Keep until all relevant unclaimed balance cases have been transferred to HM Treasury and then review: <ul style="list-style-type: none"> <li>• For fiche that hold unique data and/or ongoing cases, keep until all cases on the fiche are no longer needed, and then destroy.</li> <li>• All other fiche should be destroyed immediately</li> </ul>

### Court Funds Office Records Retention and Disposition Schedule

**Table 2: Records created after the transition to NS&I**

No	Record type	Retention and Disposition
7.	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 years</b> from the date the case is closed and then destroy (Paper originals should be destroyed within 6 months of digitising)
8.	Recordings of telephone calls	Keep for <b>seven years</b> from date of call and then delete
9.	Documents required for White Paper accounts	See row 10 in Table 3 below

**Table 3: Other records**

No	Record type	Retention and Disposition
10.	All records held by CFO after the transfer to NS&I including, but not limited to, transaction and reconciliation data	Keep for <b>seven years</b> from date the case is closed and then destroy.
11.	<b>Records which must be held until the White Paper Accounts have been signed:</b> CFO Financial Statements	Keep for <b>two years</b> from date White Paper Account is signed and then destroy

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