



**RECORD RETENTION AND DISPOSITION SCHEDULE**  
**Civil Justice Council**

No:	DESCRIPTION	ACTION
1	Events Correspondence <ul style="list-style-type: none"> <li>▪ Accepted Invitations</li> <li>▪ Declined Invitations</li> </ul>	Destroy 2 Years after last entry Destroy 3 Years after last entry Destroy 1 Year after last entry
2	Correspondence	Destroy after 3 years
3	Electronic correspondence	If archived, destroy after 1 year
4	Financial Records	Destroy 7 years after last entry
5	CJC meeting minutes	Destroy 20 years after entry
6	CJC appointments information <ul style="list-style-type: none"> <li>▪ Successful applicants</li> <li>▪ Unsuccessful applicants</li> </ul>	Destroy 3 years after entry If kept, destroy 1 year after entry
7	Team HR information	Destroy on departure of member of staff
8	Team Appraisals	Destroy on departure of member of staff but keep last annual performance review for 2 years after departure.
9	CJC member contact information	Destroy 2 years after departure from Council
10	Personal emails	Disposal of emails is the <u>personal responsibility</u> of each member of Private Office. As archiving of emails is conducted centrally in MoJ, personal auto-archive settings cannot be applied to one's own account. Members of Private Office should, therefore, dispose of emails that are more than 6 months old and no longer operationally relevant on a manual basis.
11	CJC Member appraisals	Destroy 2 years after leaving the Council
12	Working Group members information	Destroy 2 years post closure of working group
13	Working Group reports and meeting minutes	Destroy 20 years after entry

**NB. If an FOI request is received a hold must be put on the destruction of relevant records until 20 working days after the FOI request is resolved**

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**This Schedule takes account of any electronic document whose creation was discussed in its preparation. These documents are either printed out and copies placed on registered paper files or held as electronic records and noted in the schedule. Please retain for future reference.**

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**Some data included in this table may require retention beyond the specified period. Whilst the timeframes given are the default, if it is still necessary to use the data for purpose we processed it, or it remains operationally relevant, we retain the right to hold this for a longer period. Further retention on this basis will be reviewed annually.**