

# Retention Schedules

## CLIENT MATTERS

The periods below apply unless there is a specific arrangement with a client, some of which are referred to below.

### Files

Matter type	Statutory retention/best practice	Retention period
Corporate	Limitation Act 1980	7 years from date of file closure
Civil litigation	Limitation Act 1980	7 years from date of file closure
Personal injury/clinical negligence	Limitation Act 1980	7 years from date of file closure
Debt collection	Limitation Act 1980	7 years from date of file closure
Commercial	Limitation Act 1980	7 years from date of file closure
Property	Limitation Act 1980	15 years from date of file closure
Financial services	Limitation Act 1980	15 years from date of file closure
Children	Limitation Act 1980	15 years from date of file closure
Probate	Limitation Act 1980	15 years from date of file closure
Trusts	Limitation Act 1980	6 years from the end of the trust period
Wills including LPAs	Limitation Act 1980	Indefinitely (review at death)
Personal injury involving a lifetime award or trust	Limitation Act 1980	Indefinitely
Pensions	Limitation Act 1980	Indefinitely
Tax	Limitation Act 1980	Indefinitely
Settlements	Limitation Act 1980	Indefinitely
Patents/intellectual property	Limitation Act 1980	Indefinitely

Hiscox	Client terms	Client partner approval required prior to destruction
Lloyds Bank	Client terms	All records and/or materials for a period of 10 years after the end of the agreement.
NHSR - Framework Agreement	Client terms	Full records and accounts for a period of 7 years after the termination or expiry of the contract (whichever is the earlier).
NHSR - Early Notification Scheme	Client terms	Up to 75 years on request

Specific documents

Type of Record/Document	Statutory retention/best practice	Retention Period
Original trust documents including deeds, original letter or memorandum of wishes and original paperwork completed by the settlor during creation of the trust including questionnaires, declarations and due diligence records	Best practice/Limitation Act 1980	Indefinitely. Review when trust comes to an end.
Original wills and LPAs	Best practice/Limitation Act 1980	Indefinitely. Review at death.
Original medical records (in any format) relating to clients	Best practice/data protection obligations	For as long as necessary, depending on the individual matter  (NB - Our policy is not to retain original records unless it is impractical to take copies/scan or we have agreed to retain them.

Original medical records (in any format) relating to third parties (such as the claimant in a matter we are defending)	Best practice/data protection obligations	For as long as necessary, depending on the individual matter  (NB - Our policy is not to retain original records unless it is impractical to take copies/scan or we have agreed to retain them.
Statutory/company books	Best practice	Indefinitely
Title deeds	Best practice	Until the client disposes of the property or the client's interest in the property comes to an end (e.g. on the expiry of a lease)

## **BROWNE JACOBSON LLP INFORMATION AND DATA**

### Accounting and Financial Information

Type of Record/Document	Statutory retention/best practice	Retention Period
Accounting Records		6 years
Annual Depreciation		6 years
Application to write off value		Permanent for lifetime of the company
Cash Book List		10 years
Cheques & Remittance Advice		6 years
Consolidated Accounts		Permanent for the lifetime of the company
Cost control ledger analysis		6 Years
Disposal of Assets		Permanent
Income Tax and NI Returns		6 Years
Ledger Sheets		10 Years 6 years
Purchase Requisitions		6 Years
Royalty Payments		Permanent
Taxation		6 Years to a maximum of 15 Years
VAT		6 Years
Wages / Salary		6 Years

### LLP and associated companies information

Type of Record/Document	Statutory retention/best practice	Retention Period
Accident books		Retain for 3 years from the date of event unless the accident/incident leads to exposure to hazardous substances (COSHH)

		or asbestos in which case records must be retained for 40 years.
Agendas approved minutes and supporting internal and external papers		Destroy 7 years after the month in which the decision was made
Contracts/agreements		Destroy 12 years after conclusion of contract
Insider lists		5 years from the date on which the insider list was created or updated (whichever is later)
Legal advice received		Destroy after duration of action for which advice received plus 7 years
Legal documents (all written agreements e.g. including supplier contracts, HP agreements, equipment rentals etc.)		For contracts: 6 years after expiry of the contract/agreement For deeds: 12 years after expiry of the deed
Major agreements - as determined by Operations Board from time to time.		For contracts: 6 years after expiry of the contract/agreement For deeds: 12 years after expiry of the deed
Management information pack for partners		Destroy 2 years after 31st March following the month to which the Management information relates
Minutes of Committees or Board meetings including Operations Board, Partnership Board and Strategy Board		10 years from the date of the relevant meeting
Register of directors and secretaries		Permanent retention
Timesheets		Retain for duration of financial year to which they relate

Title deeds and property related documents		Destroy 12 years after expiry of the deed
--	--	---

**Human Resources Information**

Type of Record/Document	Statutory retention/best practice	Retention Period
Annual appraisal/assessment records		Destroy after 6 years
Annual leave records		Destroy after 6 years
Application forms, interview notes and reference details		Evidence of identity/right to work - 2 years from the date the employment ends  All other information - destroy after 6 years
Information about disciplinary matters		Destroy after 6 years
Legal advice received		Destroy after duration of action for which advice received plus 7 years
Pre-employment information		Personal data relating to an unsuccessful applicant to be kept for at least 6 months after which it can be deleted.  If the applicant becomes an employee, pre-employment information to be kept as part of the employee's HR file and to be retained for at least 6 years after employment

		has ended.
Sickness record		Destroy after 6 years
Statutory sick pay records and certificates		Destroy not less than 6 years after the end of the financial year to which they relate
Statutory maternity pay records and certificates		Destroy not less than 3 years after the end of the financial year to which they relate
Unpaid leave/special leave records		Destroy 6 years after the date when the end of the leave period
Personnel file and training records		Destroy 6 years after the event to which the record relates
References given		Destroy 6 years from reference received/end of employment
Summary of record or service (name/position/dates of employment)		Destroy 10 years from end of employment

### Operational and System Information

Type of Record/Document	Statutory retention/best practice	Retention Period
Application log files		3 months accessible then archive, destroy after 1 year
Cryptographic Keys		Destroy after 7 years from year replaced
CCTV footage		3 months accessible then archive, destroy after 1 year
Equipment inspection records		Varies according to

		equipment
Firewall log files		3 months accessible then archive, destroy after 1 year
Project records and papers		Destroy project records 7 years from the completion of the project

### Marketing Information

Type of Record/Document	Statutory retention/best practice	Retention Period
All marketing data		<p>3 years from the date of input into our database except for unsubscribed data which is retained for 2 years from the date of input.</p> <p>After the expiry of the 2 year period for unsubscribed data and the 3 year period for all other data, the data is moved to our archive on an annual basis.</p> <p>All archived data is reviewed annually and permanently deleted three years after the archive date.</p>