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 not involving a protected party	Limitation Act 1980	7 years from date of file closure
Personal injury/clinical negligence involving a child who is expected to have capacity to conduct affairs when they turn 18	Limitation Act 1980	7 years from child's 18th birthday
Personal injury / clinical negligence involving a Protected Party	Limitation Act 1980	Protected Party's 100th birthday
Personal injury / clinical negligence involving an award of provisional damages	Limitation Act 1980	7 years from date of expiry of provisional award
Personal injury / clinical negligence involving Periodical Payment Order	Limitation Act 1980	Review on death of claimant or 100 years.
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 estate files (where a person is not survived by a living spouse)	Limitation Act 1980	7 years after death
Probate estate files (where a person is survived by a spouse)	Limitation Act 1980	7 years after death of spouse
Trust administrations	Limitation Act 1980	7 years from the termination of the Trust – fee earner will need to notify when Trust is terminated
Wills including LPAs	Limitation Act 1980	7 years after death
Personal affairs	Limitation Act 1980	Review on death or if fee earner agrees 7 years after file closure
Patents/intellectual property	Limitation Act 1980	In perpetuity
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	Until 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)
AML Records/sanctions checks	Best Practice	A minimum of 7 years from the date of file closure, unless our contract or relevant legislation says otherwise

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		In perpetuity for the lifetime of the company
Cash Book List		6 years
Cheques & Remittance Advice		6 years
Consolidated Accounts		In perpetuity for the lifetime of the company
Cost control ledger analysis		6 Years
Disposal of Assets		In perpetuity
Income Tax and NI Returns		6 Years
Ledger Sheets		6 years
Purchase Requisitions		6 Years
Royalty Payments		In perpetuity
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		7 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, notes, actions and Meeting Packs for Committee or Board meetings, including Board, Exec and Partnership Committee meetings		7 years after the month in which the decision was made
Legal documents and agreements including contracts and supplier agreements		For contracts: 6 years after expiry of the contract/agreement For deeds: 12 years after expiry of the deed
Insider lists		5 years from the date on which the insider list was created or updated (whichever is later)
Legal advice received		Duration of action for which advice received plus 7 years
Management information packs for partners (MIP) - also referred to as Finance Summary Packs		2 years after 31st March following the month to which the Management information relates
Minutes of Committees or Board meetings, including Board, Exec and Partnership Committee meetings		10 years from the date of the relevant meeting
Register of directors and secretaries		In perpetuity
Timesheets		Duration of financial year to which they relate
Title deeds and property related documents		12 years after expiry of the deed
Operational, regulatory and risk documentation, including registers, accreditations, reports and projects		7 years from the end of the year to which they relate/were completed, if applicable

Human resources information

Type of record / document	Statutory retention / best practice	Retention period
Annual leave records		6 years from end of employment

Recruitment application forms and interview notes		Personal data relating to an unsuccessful applicant to be kept for at least 6 months. If the applicant becomes an employee, recruitment information to be kept as part of the employee's personnel file and to be retained for 6 years from end of employment
Sickness record		6 years from end of employment
Statutory sick pay records and certificates		Not less than 6 years after the end of the financial year they relate to
Maternity, paternity, Statutory Paternity Leave (SPL) and adoption records		6 years from end of employment
Statutory maternity, paternity, SPL and adoption pay records and certificates		Not less than 3 years after the end of the financial year they relate to
Other working time records (e.g. jury service, time off for dependants etc).		6 years from end of employment
Pension records		12 years after the benefit ceases
Personnel file and training records including terms and conditions (offer letters, JD, variations), ER matters, personal development (appraisals, reviews) and end of employment details (letters, calculations, agreements)		6 years from end of employment Evidence of identity / right to work – 2 years from end of employment
References given		6 years from reference request received / end of employment (whichever is later)
Summary of record or service (name / position / dates of employment)		10 years from end of employment
Annual declaration records for all personnel		10 years

Operational and System Information

Type of Record/Document	Statutory retention/best practice	Retention Period
Application log files		3 months accessible then archive - 1 year
Cryptographic Keys		7 years from year replaced
CCTV footage		Nottingham – on a rolling 90 day cycle Birmingham – 47 days London /Manchester – on a rolling 30 day cycle Exeter – 28 days
Equipment inspection records		Varies according to equipment
Firewall log files		3 months accessible then archive, destroy after 1 year
Backup Tapes		7 Years
Mimecast		10 Years
Chat functions within applications (e.g. MS Teams)		10 months
IT Support system incident tickets / requests		In perpetuity
Email correspondence		In perpetuity – determined by user
Junk Emails		In perpetuity – determined by user
Calendar items, tasks, meeting invitations		In perpetuity – determined by user
IT Service management eg incidents , service requests etc		In perpetuity
Records of destruction (electronic files/documents)		In perpetuity
Certificates of Destruction (hardware)		In perpetuity

Marketing Information

Type of Record/Document	Statutory retention/best practice	Retention Period
Client Relationship Management (currently InterAction) – active clients		Kept for as long as data subjects are active clients or are actively engaging with Browne Jacobson.
Client Relationship Management (currently InterAction) – non active clients		Once data subjects have not engaged during the following time periods then the data is archived which is done on an annual basis.
Client Relationship Management (currently InterAction) – unsubscribed clients		Archived for 2 years from last engagement or client status change.
Client Relationship Management (currently InterAction) – all other records		Archived for 3 years from last engagement or client status change
Client Relationship Management (currently InterAction) - archived		Reviewed annually – then retained for 3 years after the archive date (if not restored).
Bids/Tender documentation including rates tables		In perpetuity.
Client feedback (currently Qualtrics)		All data stored in Qualtrics, our platform for collation and analysis of all client feedback data, stays there with no fixed retention period. We decide when to delete the data. Should the contract with Qualtrics end, we are given 2 weeks to access and download the data then they will wipe it from their system.