

Retention Schedule - Legal

Note: This Retention Schedule applies to all data held in any format (i.e. paper, electronic, microfiche etc)

Service	Document Description	Retention Period
Legal Services	Contracts - Legal Correspondence Files	Current year + 12
Legal Services	Contracts - Strong room Register	Indefinite
Legal Services	Conveyance Agreements (Leases, Licences, Easements etc.) (current and expired)	Indefinite
Legal Services	Conveyance Certificates of Title (Improvement Grants)	Current year + 6
Legal Services	Conveyance Completion Register - Right to Buy Sales	Indefinite
Legal Services	Conveyance Correspondence Files - Right to Buy	Indefinite
Legal Services	Conveyance Correspondence Files: Leases (current and expired)	Life of Lease + 6
Legal Services	Conveyance Correspondence Files: Mortgages (redeemed and unredeemed)	Retain for life of mortgage + period TBA
Legal Services	Conveyance Correspondence Files: Purchases, CPOs (<i>x-ref Hsg Mgt</i>)	Indefinite
Legal Services	Conveyance Correspondence Files: Sales	Current year + 6
Legal Services	Conveyance Register of Council House Sales (<i>x-ref Hsg Mgt</i>)	Indefinite
Legal Services	Conveyance Register of Title Deeds (Mortgages)	Indefinite
Legal Services	Conveyance Title Deeds	Indefinite
Legal Services	Litigation Correspondence Files: Civil Litigation	Current year + 12
Legal Services	Litigation Correspondence Files: Criminal Litigation	Current year + 12
Legal Services	Litigation Sundry Debtors and Overpaid Housing Benefits	Current year + 2
Legal Services	Local Government Magazines and Circulars	Current year + 1
Legal Services	Pastoral Measures - Final Orders (in packets)	Indefinite

Legal Services	Planning Agreements	Indefinite
Legal Services	Planning Correspondence Files	Current year + 6
Legal Services	Planning General/Public Enquiries	Current year + 12
Legal Services	Planning Enforcement Notices	Indefinite
Legal Services	Planning Statutory Orders, Directions, etc.	Indefinite
Legal Services	Tree Preservation Contract Documents	Indefinite
Legal Services	Tree Preservation Orders (current and rescinded)	Indefinite