

DEPARTMENT OF JUSTICE

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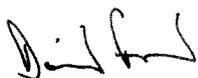
**19 February 2013
AQW 19324/11-15**

Lord Morrow (Fermanagh and South Tyrone) has asked:

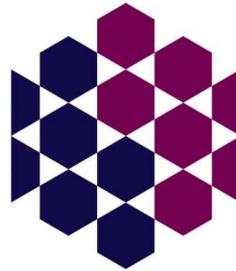
To ask the Minister of Justice, pursuant to AQW 18305/11-15 and AQW 17469/11-15, whether he plans to review his answer in light of the Ministry of Justice, National Offender Management Service and Her Majesty's Prison Service Archiving, Retention and Disposal Policy; and (ii) whether he will provide a copy of the Northern Ireland Prison Service Policy on the subject.

ANSWER

I have no plans to review the answers to AQW 18305/11-15 and AQW 17469/11-15. The Northern Ireland Prison Service, as an Agency of the Department of Justice, is only required to comply with the Departmental Retention and Disposal Schedule. A copy of this document has been placed in the Assembly library.



David Ford MLA



Department of
Justice

www.dojni.gov.uk

RECORDS AND INFORMATION RETENTION & DISPOSAL SCHEDULES

DEPARTMENT OF JUSTICE (NI)

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VERSION INFORMATION

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V0.2	October 2011	Final Draft incorporating consultation comments
V1.0	November 2011	Final document

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The person responsible for this document is the:

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1 INTRODUCTION

- 1.1 The Department of Justice (DOJ) is a new Northern Ireland Department which came into existence on 12 April 2010 and was established by the Department of Justice Act (Northern Ireland) 2010. It has a range of devolved policing and justice functions set out in the Northern Ireland Act 1998 (Devolution of Policing and Justice Functions) Order 2010.
- 1.2 In addition to its statutory functions, the Department provides resources and a legislative framework for its Executive Agencies, non departmental public bodies and arms length bodies (which together constitute most of the justice system in Northern Ireland). Together with these organisations the Department is responsible for ensuring there is a fair and effective justice system in Northern Ireland and for increasing public confidence in that system.
- 1.3 The Department of Justice has five Executive Agencies:
- [Compensation Agency](#) (CANI): is responsible for supporting the victims of crime, either by personal injury or criminal damage, by ensuring that they are appropriately compensated in accordance with relevant statutory schemes.
 - [Forensic Science Agency](#) (FSNI): is responsible for the provision of effective scientific advice and support to enhance the delivery of justice.
 - [Northern Ireland Courts and Tribunals Service](#) (NICTS): is responsible for administrative support to the Northern Ireland courts and tribunals and to the Judiciary; enforces civil court judgments through the Enforcement of Judgments Office and manages funds in court on behalf of patients and minors.
 - [Northern Ireland Prison Service](#) (NIPS): is responsible for providing prison services in Northern Ireland. By working with prisoners and stakeholder organisations it also aims to reduce levels of re-offending.
 - [Youth Justice Agency](#) (YJA): is responsible for preventing offending by children and young people through delivery of a range of community based, court ordered and diversionary interventions, youth conferencing and the provision of custody where necessary.

2 RETENTION AND DISPOSAL POLICY

- 2.1 This Retention and Disposal Schedule identifies Department of Justice¹ records and information which will be managed, stored, retained, destroyed or transferred, if appropriate, for permanent preservation to the Public Record Office of Northern Ireland (PRONI). The Schedule specifies the minimum requirements for the retention and disposal of departmental records and information, held in all formats (electronic or physical) under the Public Records Act (NI) 1923 and by the Disposal of Documents Order (S.R.&O. 1925 No 167).
- 2.2 The definition of Retention and Disposal is the range of processes associated with implementing records retention, review, destruction or transfer decisions which are documented in this schedule. Retention and disposal decisions in line with Public Record Office of Northern Ireland's guidance cover all of the following:
- Destruction of records and information
 - Records and information to be reviewed/appraised
 - Records and information transferred for permanent preservation at PRONI
 - Transfer of the ownership of records and information
 - Damage, alteration or rearrangement of records and information
 - Separation from or disturbance to contextual information, software, hardware or other equipment on which records and information depend
- 2.3 The final action applied in this schedule will be one of four options and will be documented in Retention and Disposal Registers:
- Destroy – destruction will be applied at Departmental business level and be detailed in implementation guidance and procedures;
 - Determined on Review – will involve a Departmental business level review and may determine the need for an archival review or appraisal as required;

¹ All references to the Department of Justice and Departmental business level - covers records and information held by the Core Directorates as well as the five Executive Agencies.

- Permanent Preservation – records and information will transfer on agreement with the Public Record Office of Northern Ireland for archival preservation, storage and future access as Northern Ireland public records;
- Permanent Living Record – the Department of Justice has an indefinite business need to retain long term access and continuity to these classes of records and information.

2.4 Retention and Disposal principles outlined in this policy involve managing records and information, throughout the records lifecycle to ensure authorisation, implementation and accountability issues are applied. All records and information must be created, used to support and document evidence of business decisions, and managed to meet ongoing business or legislative requirements. When records and information held by the Department of Justice have satisfied all business or legislative requirements and do not need to be retained indefinitely, they will be destroyed, reviewed or transferred for permanent preservation to PRONI in accordance with the principles outlined in this policy.

2.5 *Principle 1: Retention and Disposal authorisation*

The retention and disposal of records and information is authorised in line with the Public Records Act (NI) 1923 and by the development and maintenance of this schedule, which will be laid at the Northern Ireland Assembly. All retention and disposal decisions are approved for functions and classes of records and information (both electronic and physical) covered in this schedule. Final actions will be taken from date registered/created of the relevant records and information unless otherwise stated in the schedule tables. Specific details relating to when records and information are closed will be fully documented in implementation guidance and procedures. All retention and disposal decisions have been determined to ensure compliance with relevant legislative, regulatory, fiscal and business requirements. Where necessary, a retention 'hold' will be placed on any records subject to investigations, ongoing FOI/DPA requests for information, litigation and in all cases this process will be fully documented.

2.6 *Principle 2: Implementation*

Regular and routine disposal actions will be implemented at recurring intervals appropriate to departmental requirements. This involves undertaking retention and disposal actions, reviewing records and information, and documenting destruction or transfer actions. Operational procedures will be developed to ensure efficient and effective implementation of retention and disposal decisions relating to all departmental records and information and will be outlined in procedural guidance, checklists, and forms.

Records and information (electronic or physical) identified for transfer to PRONI for permanent preservation will be planned to ensure appropriate protection and continuity of access to these records is maintained. This will involve appropriate access arrangements, metadata requirements relating to the authenticity, integrity, accessibility and usability of the record, classification, storage, package requirements for transfer and assessing information risks. Records and information will be transferred or destroyed in a manner which is secure and which is appropriate to their protective marking and content. It is important to ensure appropriate access arrangements have been decided and all staff are aware of handling requirements. Destruction of records and information will comply with information security guidelines and must be complete and irreversible.

2.7 *Principle 3: Accountability*

All Retention and Disposal actions will be documented to ensure compliance with this policy and schedules. The register or log of actions undertaken will be kept alongside this schedule and will be permanently retained as evidence of compliance with this policy. The schedule will be reviewed annually (or earlier, in the event of substantial business change) to consider possible changes to legislative or regulatory requirements, ongoing business needs, legal action and administrative changes affecting the department's functions or business activities. Staff undertaking and implementing retention and disposal actions should have appropriate knowledge of the functions and business activities.

3 RETENTION AND DISPOSAL SCHEDULE

Function Title	Description	Number
COMMON ADMINISTRATION FUNCTIONS		
Accommodation & Services	This function includes managing land and buildings owned, rented or leased, as well as the provision of related services. Refers to activities associated with constructing, maintaining, repairing, protecting and disposing of premises, equipment and stores, the provision of support services such as cleaning, postage and couriers.	1
Financial Management	This function includes information relating to the management of financial resources. Refers to activities associated with financial planning, accounting, monitoring and operating accounts, budget allocations and submissions, allowances, assets and funding.	2
Human Resource Management	This function includes managing all employees. Includes permanent, temporary and part-time staff, as well as those employed under graduate recruitment schemes and traineeships. Refers to activities associated with the management of working conditions, leave, pay, staffing requirements and employee development and performance. Also includes the development of policies and initiatives in relation to equal opportunity, diversity and health and safety.	3
Information & Communication	This function includes information relating to managing information and communication resources and includes liaison and interactions with other areas of government and the community. Refers to activities associated with the maintenance of records and publications, the handling of enquiries received from the public and briefing material prepared for ministers and senior management in order to provide information regarding initiatives and developments.	4

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<p align="center">Strategic Management</p>	<p>This function includes managing medium to long-term organisational strategies and objectives. Refers to activities associated with monitoring and reviewing organisational performance, developing business plans and improving business processes. Also refers to the development of business continuity plans, equality, meetings, governance and audit requirements.</p>	<p align="center">5</p>
<p align="center">Technology & Telecommunications</p>	<p>This function includes information relating to acquiring, developing and managing electronic information systems and communication technology. Refers to activities associated with maintaining hardware and software, the implementation of new systems and managing the technical aspects of communication systems such as telephones and websites.</p>	<p align="center">6</p>
<p align="center">CORE DEPARTMENTAL FUNCTIONS</p>		
<p align="center">Access to Justice</p>	<p>This function includes managing and monitoring the development of strategy and policy for justice organisations, building in the capacity to undertake civil and family justice policy and strategy. Refers to the activities associated with policy development, strategies and consultations, legislation and public legal services, as well as with sponsorship responsibilities linked to policy remit for Northern Ireland Courts and Tribunal Service, Legal Services Commission and Law Commission.</p>	<p align="center">7</p>
<p align="center">Safer Communities</p>	<p>The function includes managing and monitoring the development of strategy and policy for policing and community safety arrangements and reducing offending. Refers to the activities associated with policy development, strategies, resourcing, legislation and service delivery as well as with sponsorship responsibilities linked to the policy remit for Policing, Probation and Youth Justice issues.</p>	<p align="center">8</p>

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AGENCY FUNCTIONS		
Compensation Agency Northern Ireland (CANI)	This function includes managing compensation claims made under Criminal Injuries, Criminal Damage and Justice and Security legislation. Refers to the activities associated with managing and delivering compensation claims, tariffs and compliance with legislation.	9
Forensic Science Northern Ireland (FSNI)	This function includes managing scientific analysis and reporting services to provide professional, objective, independent, impartial scientific advice and support to enhance the delivery of justice. Refers to the activities associated with the provision of laboratory and analytical services to ISO Standard 17025-2005.	10
Northern Ireland Courts and Tribunals Service (NICTS)	This function includes managing the administration of justice by Courts and Tribunals. Refers to the activities associated with effective service delivery at all Courthouses, Enforcement of Judgements Office, Courts Fund Office, Coroners Service and Tribunal hearing centres across NI, including Laganside Courts and the Royal Courts of Justice in Belfast.	11
Northern Ireland Prison Service (NIPS) – Inmate Services	This function includes the management and monitoring of inmates. Refers to the activities associated with the implementation of initiatives aimed at preparing inmates for integration back into society and the provision of activities and educational programmes while in custody. Also includes the provision of health and psychiatric care for inmates, as well as the management of visits by family, friends and legal representatives.	12

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Northern Ireland Prison Service (NIPS) – Prison Operations	This function includes the management and monitoring of the operation of prison establishments. Refers to the activities associated with the implementation of appropriate security measures, including the use of body and property searches, as well as specially trained dogs. Also refers to the management of inmates and decisions made in relation to their categorisation, location, transfer and eventual discharge, including under the provisions of the Criminal Justice (Northern Ireland) Order 2007.	13
Youth Justice Agency (YJA)	This function includes managing operational responsibility for children aged 10 – 17 within the Youth Justice System. Refers to the activities associated with the implementation and monitoring of Youth Conference and other Statutory Orders, interventions supporting young people in the community and the provision of a secure custodial environment for children.	14

Schedule 01 – ACCOMMODATION & SERVICES MANAGEMENT

Types of Files / Records - Activity	Retention Period	Legislative Requirement / Business Need	Final Action
Acquisition & Disposal	16D	Limitation Act 1980; Latent Damage Act 1986; Limitation (NI) Order 1989	Destroy
Maintenance	16D	Limitation Act 1980; Latent Damage Act 1986; Limitation (NI) Order 1989	Destroy
Policies & Procedures	5R	Business Requirement	Determined on Review
Insurance, Allocations & Inventory	7D	Limitation Act 1980; Limitation (NI) Order 1989 and National Audit Office Requirement	Destroy
Programmes & Projects	10R	Business Requirement	Determined on Review
Risk Assessments	3D	Business Requirement	Destroy
Risk Assessments (asbestos)	40D	Control of Asbestos at Work Regulations (NI) 2003	Destroy
Travel Bookings & Requests	3D	Business Requirement	Destroy
Support Services	2D	Business Requirement	Destroy
Procurement & Contracts	5R	Limitation Act 1980; Limitation (NI) Order 1989; Public Procurement (Miscellaneous Amendments) Regulations 2011	Determined on Review
Security Management & Utilities	7D	Business Requirement	Destroy
Tenders	16D	Limitation Act 1980; Latent Damage Act 1986; Limitation (NI) Order 1989	Destroy

Schedule 02 – FINANCIAL MANAGEMENT

Types of Files / Records - Activity	Retention Period	Legislative Requirement / Business Need	Final Action
Fixed Asset Management	7D	Limitation Act 1980; Limitation (NI) Order 1989; Government Accounting Northern Ireland (GANI) Regulations 38.1.6	Destroy
Policies and Procedures	5R	Business Requirement	Determined on Review
Annual Resource Accounts	7D	Government Resources and Accounts Act (NI) 2001	Destroy
Whole of Government Accounts	7D	The Whole of Government Accounts (Designation of Bodies) Order (NI) 2011	Destroy
Annual Budgetary Control	2D	National Audit Office Requirement	Destroy
Liaison	2D	Business Requirement	Destroy
Spending reviews	3D	Business Requirement	Destroy
Programmes & Projects	10R	Business Requirement	Determined on Review
Accounting for income and expenditure	7D	Limitation Act 1980; Limitation (NI) Order 1989 and National Audit Office Requirement	Destroy
Funding Bodies	7D	Business Requirement	Destroy
Efficiency Planning & Delivery	7D	Business Requirement	Destroy
Governance	7D	Business Requirement	Destroy
Fraud Management	10D	Limitation Act 1980; Limitation (NI) Order 1989	Destroy
Management Statements & Financial Memorandums	5R	Business Requirement	Determined on Review
Circulars	5R	Business Requirement	Determined on Review

Schedule 03 – HUMAN RESOURCES MANAGEMENT

Types of Files / Records - Transaction	Retention Period	Legislative Requirement / Business Need	Final Action
Business Partnering	5R	Business Requirement	Determined on Review
Conduct and Discipline (action has been taken)	7D after date closed	Limitation Act 1980; Limitation (NI) Order 1989; Data Protection Act 1998	Destroy
Conduct and Discipline (action has not been taken)	7D	Limitation Act 1980; Limitation (NI) Order 1989	Destroy
Employment Contracts	7D	Employment Act (NI) 2011	Destroy
Employment Contracts - Senior Civil Service	Transfer to PRONI – 5 after closure	Employment Act (NI) 2011	Permanent Preservation
Policies & Procedures	5R	Business Requirement	Determined on Review
Liaison	2D	Business Requirement	Destroy
Equal Opportunity/ Diversity	5R	Equality Act 2010	Determined on Review
Grievance	7D	Business Requirement	Destroy
Monitoring	3D	Business Requirement	Destroy
Harassment - Precedent Cases	5R	Business Requirement	Determined on Review
Harassment - Case work	10D	Business Requirement	Destroy
H&S - Accidents & Claims	7D	Limitation Act 1980 and Limitation (NI) Order 1989	Destroy
H&S - Initiatives & Legislation	5R	Business Requirement	Determined on Review
H&S - Inspections	7D	Business Requirement	Destroy
H&S - Inspections (asbestos)	40D	Control of Asbestos at Work Regulations (NI) 2003	Destroy
Industrial Relations	5D	Business Requirement	Destroy
Learning and Development	7D	Business Requirement	Destroy
Annual Leave	3D	Business Requirement	Destroy
Leave (Other)	5D	Business Requirement	Destroy
Pay and Pensions	7D	Employment Act (NI) 2011; Pensions Act (NI) 2008; Pensions (No2) Act (NI) 2008	Destroy

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Performance Management	5D	Business Requirement	Destroy
Programmes & Projects	10R	Business Requirement	Determined on Review
Promotion	7D	Limitation Act 1980; Limitation (NI) Order 1989	Destroy
Recruitment	7D	Limitation Act 1980; Limitation (NI) Order 1989	Destroy
Resignations	7D	Limitation Act 1980; Limitation (NI) Order 1989	Destroy
Retirement	7D after date closed	Limitation Act 1980; Limitation (NI) Order 1989; Data Protection Act 1998	Destroy
Security Management	7D	Business Requirement	Destroy
Security Vetting	7D	Business Requirement	Destroy
Sick Absence	5D	Business Requirement	Destroy
Sick Absence - Dismissal	7D after date closed	Limitation Act 1980; Limitation (NI) Order 1989; Data Protection Act 1998	Destroy
Specialist Grades	5R	Business Requirement	Determined on Review
Transfer	7D	Business Requirement	Destroy
Welfare	7D	Business Requirement	Destroy
Workforce Planning	3D	Business Requirement	Destroy
Working Hours	7D	Working Time Regulations	Destroy
Personnel File	7D after date closed	Limitation Act 1980; Limitation (NI) Order 1989; Employment Act (NI) 201; Data Protection Act 1998	Destroy
Senior Personnel File	Transfer to PRONI – 5 after closure	Business Requirement	Permanent Preservation
Training and Development	5D	Business Requirement	Destroy

Schedule 04 – INFORMATION & COMMUNICATION MANAGEMENT

Types of Files / Records - Transaction	Retention Period	Legislative Requirement / Business Need	Final Action
Policies & Procedures	5R	Business Requirement	Determined on Review
Access to Information Policy	5R	Business Requirement	Determined on Review
Access to Information Requests	5R	Freedom of Information Act 2000; Data Protection Act 1998; Environmental Information Regulations 2004	Determined on Review
Access to Information Reports	10D	Business Requirement	Destroy
Briefings	5R	Business Requirement	Determined on Review
Customer Relations and Contacts	2D	Business Requirement	Destroy
Assembly Business	5R	Business Requirement	Determined on Review
Assembly Committee Business	5R	Business Requirement	Determined on Review
Assembly Legislation	5R	Business Requirement	Determined on Review
Executive Committee Business	5R	Business Requirement	Determined on Review
Government Enquiries	5R	Business Requirement	Determined on Review
Officials Governance - Correspondence	5R	Business Requirement	Determined on Review
Officials Governance - Permanent Secretary/ Chief Executives	Transfer to PRONI – 5 after closure	Business Requirement	Permanent Preservation
Parliamentary Business	5R	Business Requirement	Determined on Review
Legal Advice	5R	Business Requirement	Determined on Review
Marketing	5D	Business Requirement	Destroy
Media Relations	7D	Business Requirement	Destroy
Visits & Functions	3D	Business Requirement	Destroy

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Publications	7D	Business Requirement	Destroy
Programmes & Projects	10R	Business Requirement	Determined on Review
Liaison	2D	Business Requirement	Destroy
Advice and Guidance	5R	Business Requirement	Determined on Review
Legislation and Regulations	5R	Business Requirement	Determined on Review
Statistics and Research	5R	Business Requirement	Determined on Review
Website Content Management	3D	Business Requirement	Destroy
<i>Records Management</i>			
Disposal Schedules	Transfer to PRONI – 1 after closure	Business Requirement	Permanent Preservation
Disposal Record	Retain	Business Requirement	Permanent Living Record
File Management and Review	5R	Business Requirement	Determined on Review
Consultations	5R	Business Requirement	Determined on Review
Registered Files	5R	Business Requirement	Determined on Review
Personal Storage Containers	1MD after closure	Data Protection Act 1998	Destroy
EDRM Administration	3D	Business Requirement	Destroy
Intranet Administration	3D	Business Requirement	Destroy
Record Storage Facilities	7D	Limitation Act 1980; Limitation (NI) Order 1989	Destroy
Record Audit and Surveys	5D	Business Requirement	Destroy
Annual Sensitivity Review	10D	Business Requirement	Destroy

Schedule 05 – STRATEGIC MANAGEMENT

Types of Files / Records - Transaction	Retention Period	Legislative Requirement / Business Need	Final Action
Business Cases	5R	Business Requirement	Determined on Review
Policies and Procedures	5R	Business Requirement	Determined on Review
Monitoring	3D	Business Requirement	Destroy
Business Performance	5D	Business Requirement	Destroy
Business Review	7D	Business Requirement	Destroy
Corporate Plans	3D	Business Requirement	Destroy
Public Service Agreements	5R	Business Requirement	Determined on Review
Service Delivery Agreement	5R	Business Requirement	Determined on Review
Equality Planning/ Monitoring	3D	Business Requirement	Destroy
Equality Impact Assessment	5R	Business Requirement	Determined on Review
Organisational Structures	3D	Business Requirement	Destroy
Governance	7D	Business Requirement	Destroy
Liaison	2D	Business Requirement	Destroy
Internal Audit Advice	5R	Business Requirement	Determined on Review
Board Meetings	5R	Business Requirement	Determined on Review
Meetings	5D	Business Requirement	Destroy
Programmes & Projects	10R	Business Requirement	Determined on Review

Schedule 06 – TECHNOLOGY & TELECOMMUNICATIONS MANAGEMENT

Types of Files / Records - Transaction	Retention Period	Legislative Requirement / Business Need	Final Action
Policies and Procedures	5R	Business Requirement	Determined on Review
Programmes & Projects	10R	Business Requirement	Determined on Review
Advice and Guidance	5R	Business Requirement	Determined on Review
Customer Requests	3D	Business Requirement	Destroy
ICT Assets and Services	7D	Limitation Act 1980; Limitation (NI) Order 1989; Government Accounting Northern Ireland (GANI) Regulations 38.1.6	Destroy
Security Management	5D	Business Requirement	Destroy
Systems Management	5D	Business Requirement	Destroy

Schedule 07 – DOJ – ACCESS TO JUSTICE

Types of Files / Records - Transaction	Retention Period	Legislative Requirement / Business Need	Final Action
Agency & ALB Management	5R	Business Requirement	Determined on Review
Community Safety	5R	Department of Justice Act (NI) 2010; Northern Ireland Act 1998 (Devolution of Policing and Justice Functions) Order 2010	Determined on Review
Criminal Law - Case Management	5R	Department of Justice Act (NI) 2010; Northern Ireland Act 1998 (Devolution of Policing and Justice Functions) Order 2010	Determined on Review
Justice System	5R	Department of Justice Act (NI) 2010; Northern Ireland Act 1998 (Devolution of Policing and Justice Functions) Order 2010	Determined on Review
Justice Reviews/ Inspections	5R	Department of Justice Act (NI) 2010; Northern Ireland Act 1998 (Devolution of Policing and Justice Functions) Order 2010	Determined on Review
Programmes & Projects	10R	Business Requirement	Determined on Review
Legislation	5R	Business Requirement	Determined on Review
Policy & Procedures	5R	Business Requirement	Determined on Review
Liaison	2D	Business Requirement	Destroy

Schedule 08 – DOJ – SAFER COMMUNITIES

Types of Files / Records - Transaction	Retention Period	Legislative Requirement / Business Need	Final Action
Agency & ALB Management	5R	Business Requirement	Determined on Review
Access NI Project	10R	Business Requirement	Determined on Review
Access NI Vetting Info	3D	The Police Act 1997 (Criminal Records) (Disclosure) Regulations (NI) 2008; The Police Act 1997 (Criminal Records) (Disclosure) (Amendment) Regulations (NI) 2010; Data Protection Act 1998	Destroy
Access NI Applications	3MD	The Police Act 1997 (Criminal Records) (Disclosure) Regulations (NI) 2008; The Police Act 1997 (Criminal Records) (Disclosure) (Amendment) Regulations (NI) 2010; Data Protection Act 1998	Destroy
Operational Security	5R	Department of Justice Act (NI) 2010; Northern Ireland Act 1998 (Devolution of Policing and Justice Functions) Order 2010	Determined on Review
Organised Crime	5R	Department of Justice Act (NI) 2010; Northern Ireland Act 1998 (Devolution of Policing and Justice Functions) Order 2010	Determined on Review
Police Ombudsman	5R	The Police and Criminal Evidence (Application to the Police Ombudsman)(Amendment) Order (NI) 2010, 2009 and 2000	Determined on Review
Policing Arrangements	5R	Department of Justice Act (NI) 2010; Northern Ireland Act 1998 (Devolution of Policing and Justice Functions) Order 2010	Determined on Review
Policing Board Governance	5R	The Northern Ireland Policing Board (NI) Order 2007; The Northern Ireland Policing Board (Prescribed Period) Regulations 2001 and 2000	Determined on Review

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Licences – shot-firers, museum & fireworks	2D after closure	Firearms (NI) Order 2004; The Explosives (No. 2) Regulations (NI) 1976 and amendments, Quarries (Explosives) Regulations (NI) 2006, Explosives (Fireworks) Regulations (NI) 2002, The Pyrotechnic Articles (Safety) Regulations 2010, Data Protection Act 1998	Destroy
Other Licenses and Registrations – Firearms & Explosives	6D after closure	Firearms (NI) Order 2004; The Explosives Harbour Areas Regulations (NI) 1995, The Manufacture and Storage of Explosives Regulations (NI) 2006 and amendments	Destroy
Registration and Licensed Premises – revoked or refused cases	5R	Firearms (NI) Order 2004; The Explosives Harbour Areas Regulations (NI) 1995, The Manufacture and Storage of Explosives Regulations (NI) 2006 and amendments	Determined on Review
Approvals - Explosives	5R	The Explosives (No. 2) Regulations (NI) 1976 and amendments; The Manufacture and Storage of Explosives Regulations (NI) 2006 and amendments; Carriage of Explosives Regulations (NI) 2010	Determined on Review
Appeals	6D after closure	Firearms (NI) Order 2004; Data Protection Act 1998	Destroy
Warrants	2D	Firearms (NI) Order 2004; Data Protection Act 1998	Destroy
Policy & Procedures	5R	Business Requirement	Determined on Review
Liaison	2D	Business Requirement	Destroy
Legislation	5R	Business Requirement	Determined on Review

Schedule 09 – COMPENSATION AGENCY NORTHERN IRELAND

Types of Files / Records - Transaction	Retention Period	Legislative Requirement / Business Need	Final Action
Policies & Procedures	5R	Business Requirement	Determined on Review
Liaison	2D	Business Requirement	Destroy
Programmes & Projects	10R	Business Requirement	Determined on Review
Legislation and Regulations	5R	Business Requirement	Determined on Review
Advice and Guidance	5R	Business Requirement	Determined on Review
Litigation	6D - after closure	NI Criminal Injuries Compensation Scheme, 2002 and 2009; NI Criminal Injuries (Compensation) Order 1998; Justice and Security (NI) Act 2007; Criminal Damage (Compensation) (NI) Order 1977	Destroy
Case Files	6D - after closure	NI Criminal Injuries Compensation Scheme, 2002 and 2009; NI Criminal Injuries (Compensation) Order 1998; Justice and Security (NI) Act 2007; Criminal Damage (Compensation) (NI) Order 1977	Destroy

Schedule 10 – FORENSIC SCIENCE NORTHERN IRELAND

Types of Files / Records - Transaction	Retention Period	Legislative Requirement / Business Need	Final Action
Policies & Procedures	5R	Business Requirement	Determined on Review
Liaison	2D	Business Requirement	Destroy
Programmes & Projects	10R	Business Requirement	Determined on Review
Laboratory Services – Complaints/ Quality Control	10R	Criminal Procedure and Investigations Act 1996; ISO 27025-2005	Determined on Review
Laboratory Services - Publications; Research/ Scientific Information	5R	Criminal Procedure and Investigations Act 1996	Determined on Review
Laboratory Services - Business Review and development	5R	Criminal Procedure and Investigations Act 1996	Determined on Review
Access to Information - Disclosure and other requests	10R	Criminal Procedure and Investigations Act 1996; Data Protection Act 1998; ISO 27025-2005	Determined on Review
Laboratory Services - Scientific Equipment	16D	Criminal Procedure and Investigations Act 1996	Destroy
Customer Services - Learning and Development	5R	Criminal Procedure and Investigations Act 1996	Determined on Review
Laboratory Services - Casework	10R	Criminal Procedure and Investigations Act 1996; ISO 27025-2005	Determined on Review
Equipment Documentation	16D	Business Requirement	Destroy
Method validation	16D	Business Requirement	Destroy
Learning and development – scientific training	30D	Business Requirement	Destroy
Learning and Development - Staff Competence Records	30D	Business Requirement	Destroy

Schedule 11 – NORTHERN IRELAND COURTS AND TRIBUNALS SERVICE – OPERATIONS

Types of Files / Records - Transaction	Retention Period	Legislative Requirement / Business Requirement	Final Action
Policies & Procedures	5R	Business Requirement	Determined on Review
Liaison	2D	Business Requirement	Destroy
Programmes & Projects	10R	Business Requirement	Determined on Review
<i>Probate & Matrimonial</i>			
Published Calendar	Retain ²	Judicature (NI) Act 1978	Permanent Living Record
Grant Files (including unproved)	Transfer to PRONI – 5 after closure	Judicature (NI) Act 1978	Permanent Preservation
Correspondence (including dockets, diaries, notation)	2D after closure	Data Protection Act 1998	Destroy
Caveats (index books, files or envelopes)	3MD	Data Protection Act 1998	Destroy
Probate Files (including unproven)	Transfer to PRONI – 5 after closure	Judicature (NI) Act 1978	Permanent Preservation
Binders of Precedents	Retain	Judicature (NI) Act 1978	Permanent Living Record
Divorce Files	Transfer to PRONI – 15 after closure	Judicature (NI) Act 1978	Permanent Preservation
Divorce dockets & bundles	2D	Data Protection Act 1998	Destroy
<i>Care & Protection</i>			
Controller Files	110Y – D	Judicature (NI) Act 1978	Destroy

² A copy of each Published Calendar will also be sent to the Public Record Office of Northern Ireland for Permanent Preservation
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Controller Files – dismissed on death/ restoration	5R after closure	Judicature (NI) Act 1978	Determined on Review
Orders and enduring power of attorney files	110YD	Judicature (NI) Act 1978	Destroy
Office Manuals and registers of enduring power of attorney	Retain	Judicature (NI) Act 1978	Permanent Living Record
Fee Requisitions	2D	Limitation Act 1980; Limitation (NI) Order 1989	Destroy
Adoption Files	5R after closure	Judicature (NI) Act 1978	Determined on Review
Care and Protection registers	5R after closure	Judicature (NI) Act 1978	Determined on Review
Care and Protection Court Orders	20D after closure	Judicature (NI) Act 1978	Destroy
Court Clerks Notebooks	5D after closure	Data Protection Act 1998	Destroy
Correspondence	2D after closure	Data Protection Act 1998	Destroy
Care and Protection Files	2D after closure	Data Protection Act 1998	Destroy
<i>Chancery</i>			
Chancery Files and Equity Cases	10R	Judicature (NI) Act 1978	Determined on Review
Chancery Judgements	Transfer to PRONI – 5 after closure	Judicature (NI) Act 1978	Permanent Preservation
Chancery Cause Books	12R	Judicature (NI) Act 1978	Determined on Review
Chancery Orders	15R	Judicature (NI) Act 1978	Determined on Review
Requisitions	6MD	Business Requirement	Destroy
<i>Bankruptcy</i>			
Bankruptcy Files	10R	Judicature (NI) Act 1978	Determined on Review

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Court Orders	5R after closure	Judicature (NI) Act 1978	Determined on Review
Registers and Indexes	5R after closure	Judicature (NI) Act 1978	Determined on Review
Arrangement files, bankruptcies annulled	10D from closure	Judicature (NI) Act 1978	Destroy
Summonses	3MD after closure	Judicature (NI) Act 1978	Destroy
Petitions dismissed	2D after closure	Judicature (NI) Act 1978	Destroy
<i>Queens Bench</i>			
Writs and originating summons, index and solicitors acts	Transfer to PRONI – 15 after closure	Judicature (NI) Act 1978	Permanent Preservation
High Sheriff's Declarations, Deed Poll, Disentailing register and other deeds	Transfer to PRONI – 15 after closure	Judicature (NI) Act 1978	Permanent Preservation
Orders- Judges, bundles of pleadings, foreign and UK Judgements and Affidavits of debt and service	12D	Judicature (NI) Act 1978	Destroy
Orders – Masters, Affidavits, Legal Aid certificates, certificates of foreign process, requests for evidence abroad and commissions	5D	Judicature (NI) Act 1978	Destroy
Correspondence, Summonses, Notices of change of solicitor	3D	Judicature (NI) Act 1978	Destroy
Appearances	2D	Judicature (NI) Act 1978	Destroy

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Cause Book	25R after closure	Judicature (NI) Act 1978	Determined on Review
Bills of Sale	10D	Judicature (NI) Act 1978	Destroy
Registers of Bills of Sale	20D after closure	Judicature (NI) Act 1978	Destroy
Bundles of pleadings (settled actions)	3MD after closure	Business Requirement	Destroy
Requisitions	1D	Business Requirement	Destroy
<i>Court of Appeals</i>			
Court Appeal Orders, Books, Files and Registers	Transfer to PRONI – 15 after closure	Judicature (NI) Act 1978	Permanent Preservation
Statutory Appeals to High Court	Transfer to PRONI – 15 after closure	Judicature (NI) Act 1978	Permanent Preservation
Statutory Appeals – other	12D	Judicature (NI) Act 1978	Destroy
County Court Cause Books and Appeals Index	12D	Judicature (NI) Act 1978	Destroy
County Court and Masters Files	3D	Judicature (NI) Act 1978	Destroy
<i>Official Solicitors Office</i>			
Official Solicitors – Patient and Minor Files	5D	Judicature (NI) Act 1978 ; Data Protection Act 1998	Destroy
<i>The Court of Judicature of Northern Ireland Taxing Office</i>			
Bill of Costs and Legal Aid Appeals	12D after closure	Judicature (NI) Act 1978	Destroy
Cost Lodgements Books and Registers	20D after completion	Judicature (NI) Act 1978	Destroy
Official Solicitors – Patient Files	5D	Judicature (NI) Act 1978 ; Data Protection Act 1998	Destroy

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Bill of Costs and Legal Aid Appeals	12D after closure	Judicature (NI) Act 1978	Destroy
<i>Crown Court</i>			
Crown Books, Record Sheets, Cases referred for review	Transfer to PRONI – 15 after closure	Judicature (NI) Act 1978	Permanent Preservation
Crown Files Classes I-III	Transfer to PRONI – 15 after closure	Judicature (NI) Act 1978	Permanent Preservation
Crown Files Class IV	10R	Judicature (NI) Act 1978	Determined on review
Jury Panels, Transcript forms	1D after closure	Judicature (NI) Act 1978	Destroy
Court notebooks, recordings of proceedings	Retain	Judicature (NI) Act 1978	Permanent Living Record
<i>County Court</i>			
Civil Bill Books and files (including equity, testamentary, ejectment)	Transfer to PRONI – 15 after closure	County Courts (NI) Order 1980	Permanent Preservation
Criminal Injury and Damage books and files	Transfer to PRONI – 15 after closure	County Courts (NI) Order 1980	Permanent Preservation
Copy Title decrees, maps and plans	Transfer to PRONI – 15 after closure	County Courts (NI) Order 1980	Permanent Preservation
Judge's notebooks	5R	County Courts (NI) Order 1980	Determined on Review
Equity files	5R	County Courts (NI) Order 1980	Determined on Review
Minor payment out files	3D	County Courts (NI) Order 1980	Destroy
Spirit Licence books, sheets and files	Transfer to PRONI – 15 after closure	County Courts (NI) Order 1980	Permanent Preservation

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Reimbursement/ Restitution orders	Transfer to PRONI – 15 after closure	County Courts (NI) Order 1980	Determined on Review
Small claims files	12D	County Courts (NI) Order 1980	Destroy
Adoption books and files	5R after closure	County Courts (NI) Order 1980	Determined on Review
Matrimonial files	Transfer to PRONI – 15 after closure	County Courts (NI) Order 1980	Permanent Preservation
Stays of execution	3MD after closure ³	County Courts (NI) Order 1980	Destroy
Affidavits for removal of stays of execution	5D after closure	County Courts (NI) Order 1980	Destroy
County Court books, files, orders and licences – copies and abstracts of bills of sale	7D	County Courts (NI) Order 1980	Destroy
Family care – direct applications and appeals	25D after closure	County Courts (NI) Order 1980	Destroy
Extradition requests	Transfer to PRONI – 15 after closure	County Courts (NI) Order 1980	Permanent Preservation
International Co-operations	20R	County Courts (NI) Order 1980	Determined on Review
Correspondence	3D	Business Requirement	Destroy
County Court appeal books, applications for additional sittings and receipts	1D	County Courts (NI) Order 1980	Destroy

³ *Stays of execution applied to any record – a legal hold will be placed on the retention and disposal actions and closure will only re-apply on expiration of the stay.*
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<i>Coroners</i>			
Inquest Files, Post Mortem Reports and Day Books	15R	Coroners Act (NI) 1959	Determined on Review
Pro Forma letters	10D	Coroners Act (NI) 1959	Destroy
<i>Magistrates</i>			
Order books	Transfer to PRONI - 20	The Magistrates' Courts (NI) Order 1981	Permanent Preservation
Statement of means, dealt with appeals, ledgers and payments	3D	The Magistrates' Courts (NI) Order 1981	Destroy
Summonses, charge sheets, fixed penalties, depositions, affidavits, witness statements, recognizance to appear, applications (proceeds of crime and special measures)	3D	The Magistrates' Courts (NI) Order 1981	Destroy
Registers (debts, ejectment and rates), Account ledgers and cash books, red warrant notices	6D after closure	The Magistrates' Courts (NI) Order 1981	Destroy
Court Clerk order book, receipts, recognizance to keep the peace, warrants (search, to enter, arrest issued receipt) and applications for additional sittings	1D after closure	The Magistrates' Courts (NI) Order 1981	Destroy

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Licence applications, statements of organisers of function, supervisory reports/compliance checks, forms	2D after closure	The Magistrates' Courts (NI) Order 1981	Destroy
Non Molestation and Occupation Orders	5D after closure	The Magistrates' Courts (NI) Order 1981	Destroy
Case Files (Children - Domestic account 2, including ledgers)	3D after closure	The Magistrates' Courts (NI) Order 1981	Destroy
Case Files (Spousal - Domestic account 2, including ledgers)	5D after closure	The Magistrates' Courts (NI) Order 1981	Destroy
Index of Domestic cases	Retain	The Magistrates' Courts (NI) Order 1981	Permanent Living Record
Registers of Clubs/Certificate	Retain	The Magistrates' Courts (NI) Order 1981	Permanent Living Record
Licensed Premises – maps/plans and last 2 applications	Retain	The Magistrates' Courts (NI) Order 1981	Permanent Living Record
Licensed Premises – other documentation	1D after closure	The Magistrates' Courts (NI) Order 1981	Destroy
Unexecuted warrants of arrest, Form 1 complaints, Record Sheets of details of arrest warrant issued	75D after closure	The Magistrates' Courts (NI) Order 1981	Destroy
Pardons	Retain	The Magistrates' Courts (NI) Order 1981	Permanent Living Record
Listing of contested case diaries	6MD after closure	The Magistrates' Courts (NI) Order 1981	Destroy

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Notification of district judge	1MD after closure	The Magistrates' Courts (NI) Order 1981	Destroy
Extradition requests	Retain	The Magistrates' Courts (NI) Order 1981	Permanent Living Record
PACE applications	Retain	The Magistrates' Courts (NI) Order 1981	Permanent Living Record
<i>Fixed Penalty</i>			
Reports, Stubbs, Sheets, Batch Licence Report and Conditional Officers not satisfied reports	3D	Business Requirement	Destroy
<i>Enforcement of Judgements</i>			
Satisfied, Unenforceable, vesting orders and Article 23D files	12D after closure	Judgments Enforcement (NI) Order 1981	Destroy
Stay applications	2D after closure	Judgments Enforcement (NI) Order 1981	Destroy
<i>Tribunals</i>			
Criminal Injury Compensation Appeal – Case files	3D from closure	Criminal Injury Compensation (NI) Order 2002	Destroy
Appeal registers	Transfer to PRONI – 15 after closure	Criminal Injury Compensation (NI) Order 2002	Permanent Preservation
Panel members fees	7D	Limitation Act 1980; Limitation (NI) Order 1989	Destroy
Court of Appeal files	1D after closure	Criminal Injury Compensation (NI) Order 2002	Destroy
Hearing lists	1D	Business Requirement	Destroy
Land Tribunals – Register and books (copy decisions)	Transfer to PRONI – 15 after closure	Lands & Tribunal Compensation Act (NI) 1964	Permanent Preservation
Land Tribunals – case files	5R	Lands & Tribunal Compensation Act (NI) 1964	Determined on Review

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Social Security Commission – Registers, decisions, applications and appeals	Transfer to PRONI – 15 after closure	Social Security Administration (NI) Act 1992	Permanent Preservation
Social Security Commission record of oral hearings, reported decisions and court of appeal files	1D after closure	Social Security Administration (NI) Act 1992	Destroy
Pensions Appeals – Registers and original decisions	Transfer to PRONI – 15 after closure	The Pensions Appeal Tribunals Act 1943 (c.39) as amended Sch, Para 2	Permanent Preservation
Chairman’s notebooks	10R	Business Requirement	Determined on Review
Secretary’s notebooks	5R	Business Requirement	Determined on Review
Court of Appeal files	1D after closure	Pensions Appeal Tribunals Act 1943 (c.39) as amended Sch, Para 2	Destroy
Hearing lists	1D	Business Requirement	Destroy
Special Education Needs – Registers, decisions, judicial review	Transfer to PRONI – 15 after closure	The Education (NI) Order 1996; The Special Educational Needs and Disability (NI) Order 2005; The Special Educational Needs and Disability Regulation (NI) 2005	Permanent Preservation
Special Education Needs – Case files	7D after closure	The Education (NI) Order 1996; The Special Educational Needs and Disability (NI) Order 2005; The Special Educational Needs and Disability Regulation (NI) 2005	Destroy
Bundles	3MD after closure	Business Requirement	Destroy
Traffic Penalty – Registers	5D after closure	The Traffic Management (NI) Order 2005	Destroy
Dealt with files and original decisions	1D after closure	The Traffic Management (NI) Order 2005	Destroy
Panel members fees	3D	Business Requirement	Destroy
Hearing lists	1D	Business Requirement	Destroy

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<i>Customer Service</i>			
Notices, Charts, Jurors Lists, Excusals	2D	Judicature (NI) Act 1978	Destroy
Warrant lists, Certificates and lists of fine defaults	3D	Judicature (NI) Act 1978	Destroy
Correspondence	3D	Business Requirement	Destroy
Jury Expense Claim Forms	7D	Limitation Act 1980; Limitation (NI) Order 1989	Destroy

Schedule 12 – NORTHERN IRELAND PRISON SERVICE – INMATE SERVICES

Types of Files / Records - Transaction	Retention Period	Legislative Requirement / Business Need	Final Action
Policies & Procedures	5R	Business Requirement	Determined on Review
Liaison	2D	Business Requirement	Destroy
Programmes & Projects	10R	Business Requirement	Determined on Review
Activities prison life	6LDR – R	Judicial Review Ruling; Prison Act (NI) 1953; The Prison (Amendment) (NI) Order 2004	Determined on Review
Activities prison life - death in custody	10D after closure	Judicial Review Ruling; Prison Act (NI) 1953; The Prison (Amendment) (NI) Order 2004	Destroy
Standard visitor	3MD after closure	Judicial Review Ruling; Prison Act (NI) 1953; The Prison (Amendment) (NI) Order 2004; Data Protection Act 1998	Destroy
Banned visitor	5R	Prison Act (NI) 1953; The Prison (Amendment) (NI) Order 2004	Determined on Review
Healthcare policy and administrative records	5R	Prison Act (NI) 1953; The Prison (Amendment) (NI) Order 2004	Determined on Review
Psychology Programmes, Projects, Research and Evaluation	20R	Prison Act (NI) 1953; The Prison (Amendment) (NI) Order 2004	Determined on Review
Psychology Lifers/SOSP/ICS	100Y - R	Prison Act (NI) 1953; The Prison (Amendment) (NI) Order 2004; Data Protection Act 1998	Determined on Review
Psychology Programme Participants	20R	Prison Act (NI) 1953; The Prison (Amendment) (NI) Order 2004; Data Protection Act 1998	Determined on Review
All other Psychology individual case notes	6LDR - R	Prison Act (NI) 1953; The Prison (Amendment) (NI) Order 2004; Data Protection Act 1998	Determined on Review

Schedule 13 – NORTHERN IRELAND PRISON SERVICE – PRISON OPERATIONS

Types of Files / Records - Transaction	Retention Period	Legislative Requirement / Business Need	Final Action
Policies & Procedures	5R	Business Requirement	Determined on Review
Liaison	2D	Business Requirement	Destroy
Programmes & Projects	10R	Business Requirement	Determined on Review
Prisoner Files - Escapees	Transfer to PRONI - 100Y	Prison Act (NI) 1953; The Prison (Amendment) (NI) Order 2004	Permanent Preservation
Prisoner Files – unlawfully at large; not returned to prison	100Y - D	Prison Act (NI) 1953; The Prison (Amendment) (NI) Order 2004	Destroy
Prisoner Files – scheduled offence or notoriety	6LDR - R	Prison Act (NI) 1953; The Prison (Amendment) (NI) Order 2004	Determined on Review
Prisoner Files - convicted of a sex offence/ MASRAM related offence or ECS	100Y - R	Prison Act (NI) 1953; The Prison (Amendment) (NI) Order 2004; Data Protection Act 1998	Determined on Review
Deaths in Custody	10R - after closure	Prison Act (NI) 1953; The Prison (Amendment) (NI) Order 2004	Determined on Review
Non-determinate sentence prisoners	Transfer to PRONI - 100Y	Prison Act (NI) 1953; The Prison (Amendment) (NI) Order 2004; Data Protection Act 1998	Permanent Preservation
Determinate Custodial Sentence and any others received into custody	6LDR - D	Prison Act (NI) 1953; The Prison (Amendment) (NI) Order 2004	Destroy
Subsidiary Prisoner Files	6LDR - R	Prison Act (NI) 1953; The Prison (Amendment) (NI) Order 2004	Determined on Review
Inmates Private Cash	2D	Business Requirement	Destroy
Operational Security	5R	Business Requirement	Determined on Review
Governing Governors Journals	Transfer to PRONI – 15 after closure	Business Requirement	Permanent Preservation
All Other Journals	7D	Business Requirement	Destroy

Schedule 14 – YOUTH JUSTICE AGENCY

Types of Files / Records - Transaction	Retention Period	Legislative Requirement / Business Need	Final Action
Policies & Procedures	5R	Business Requirement	Determined on Review
Liaison	2D	Business Requirement	Destroy
Programmes & Projects	10R	Business Requirement	Determined on Review
Case Files – Custodial Services	Transfer to PRONI - 20 after closure	Criminal Justice (Children) (NI) Order 1998; Justice (NI) Act 2002 and 2004; Data Protection Act 1998	Permanent Preservation
Case Files – Community Services	Transfer to PRONI - Close when 19Y and transfer 20 after closure	Criminal Justice (Children) (NI) Order 1998; Justice (NI) Act 2002 and 2004; Data Protection Act 1998	Permanent Preservation
Support Services	2D after closure	Criminal Justice (Children) (NI) Order 1998; Justice (NI) Act 2002 and 2004	Destroy
Education	Transfer to PRONI - 20 after closure	Criminal Justice (Children) (NI) Order 1998; Justice (NI) Act 2002 and 2004	Permanent Preservation
Referrals - Youth Conference Orders	Transfer to PRONI - 20 after closure	Criminal Justice (Children) (NI) Order 1998; Justice (NI) Act 2002 and 2004; Data Protection Act 1998	Permanent Preservation
Medical Client File	Transfer to PRONI – 20 after closure	Criminal Justice (Children) (NI) Order 1998; Justice (NI) Act 2002 and 2004; Data Protection Act 1998	Permanent Preservation
Unit Records	12D after closure	Criminal Justice (Children) (NI) Order 1998; Justice (NI) Act 2002 and 2004	Destroy
Observation Records	5D after closure	Criminal Justice (Children) (NI) Order 1998; Justice (NI) Act 2002 and 2004	Destroy

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Client Contact Administration	3D after closure	Criminal Justice (Children) (NI) Order 1998; Justice (NI) Act 2002 and 2004	Destroy
Child Protection Records	12R	Criminal Justice (Children) (NI) Order 1998; Justice (NI) Act 2002 and 2004	Determined on Review
Case Files – Health & Safety	10R	Criminal Justice (Children) (NI) Order 1998; Justice (NI) Act 2002 and 2004	Determined on Review
Area Office Records	5D	Criminal Justice (Children) (NI) Order 1998; Justice (NI) Act 2002 and 2004	Destroy
Area Office Records - Incidents	5D after closure	Criminal Justice (Children) (NI) Order 1998; Justice (NI) Act 2002 and 2004	Destroy
Combination Records	3D after closure	Criminal Justice (Children) (NI) Order 1998; Justice (NI) Act 2002 and 2004	Destroy
Court Order Registers – Statistical Information	Transfer to PRONI – 15 after closure	Criminal Justice (Children) (NI) Order 1998; Justice (NI) Act 2002; Data Protection Act 1998	Permanent Preservation
Service Monitoring – Statistical Information	5R	Criminal Justice (Children) (NI) Order 1998; Justice (NI) Act 2002; Data Protection Act 1998	Determined on Review
Project Attendance Records – Statistical Information	Transfer to PRONI – 15 after closure	Criminal Justice (Children) (NI) Order 1998; Justice (NI) Act 2002; Data Protection Act 1998	Permanent Preservation

4 SIGNATORIES

The Department of Justice, Retention and Disposal Schedule – Prepared as required by the Public Records Act (Northern Ireland), 1923 and in accordance with the Rules made pursuant thereto, approved by Order in Council dated 20th January 1925.

DOJ DISPOSAL SCHEDULE SIGNATORIES	
Aileen McClintock	Tom Clyde
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Permanent Secretary, Department of Culture, Arts and Leisure	Permanent Secretary, Department of Justice
David Huddleston	Heather Stanley
Head of Records Management, Cataloguing and Access Section Public Record Office of Northern Ireland	Head of Preservation and Collections Management Section Public Record Office of Northern Ireland

This schedule has been approved by DOJ Board and Agency Chief Executives.

ANNEX A: ABBREVIATIONS AND RETENTION AND DISPOSAL TERMS

ABBREVIATIONS	
ALB	Arms Length Bodies
CANI	Compensation Agency of Northern Ireland
DOJ	Department of Justice
DPA	Data Protection Act
ECS	Extended Custodial Sentence
FOI	Freedom of Information
FSNI	Forensic Science Agency of Northern Ireland
GANI	Government Accounting Northern Ireland
H&S	Health & Safety
ICS	Indeterminate Custodial Sentence
ICT	Information Communication Technology
ISO	International Organization of Standardization
MASRAM	Multi Agency Sex Offender Risk Assessment and Management
NI	Northern Ireland
NICTS	Northern Ireland Courts and Tribunals Service
NIPS	Northern Ireland Prison Service
PACE	Police and Criminal Evidence
PRONI	Public Record Office of Northern Ireland
SOSP	Secretary of State's Pleasure
YJA	Youth Justice Agency
RETENTION AND DISPOSAL TERMS	
D	Destroy
LDR	Latest Date of Release
MD	Month and Destroy
R	Review
Y	Years old