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Justice

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RECORDS AND INFORMATION RETENTION & DISPOSAL SCHEDULES

DEPARTMENT OF JUSTICE (NI)

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1 INTRODUCTION

- 1.1 The Department of Justice (DOJ) 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 arm's length bodies (which constitute most of the justice system in Northern Ireland). Together with these organisations the Department is responsible for ensuring that the justice system provides and is reshaped to build a fair, just and safer community in Northern Ireland (NI) and for increasing public confidence in that system.
- 1.3 The Department of Justice has the following Executive Agencies:
- Forensic Science Agency (FSNI): is responsible for the provision of effective scientific advice and support to enhance the delivery of justice.
 - Legal Services Agency Northern Ireland (LSANI): is responsible for the provision of legal aid. It was previously the Northern Ireland Legal Services Commission and became an Agency of the Department on 1 April 2015.
 - 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 information², held in all formats (electronic or physical) under the Public Records Act (Northern Ireland) 1923 (NI c.20), the Disposal of Documents Order (S.R.&O. 1925 No 167) and the Imperial Records Order (S.R.&O. 1925 No 170).³
- 2.2 The definition of Retention and Disposal is the range of processes associated with implementing the records retention, appraisal, 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 appraised
 - Records and information transferred for permanent preservation at PRONI
 - Transfer of the ownership of records and information
 - Separation from or disturbance to contextual information/metadata, 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 approved by the relevant Information Asset Owner (IAO), as well as the Departmental Information Manager/or deputy and documented in Retention and Disposal Logs:

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

² Departmental records and information in this Schedule should be taken to mean Northern Ireland public and court records, as defined in the Public Records Act of Northern Ireland (1923) as well as NI imperial records.

³ Primary and Subordinate legislation from Valentine database, 'General Law of Northern Ireland, NI Acts 1921-59' and 'Northern Ireland Statutory Rules and Orders 1922-1986' (both published November 2012).

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- Destroy – destruction will be implemented at business area and in compliance with the requirements in this Policy and Schedule;
- Appraisal – will involve a business area assessment for continuing business need or legislative requirements⁴ undertaken no later than the time of records and information closure;
- Permanent Preservation – records and information will transfer as specified in the schedule tables and when they have, at a minimum, reached the legal definition of 'historical records'⁵ to PRONI for archival preservation, storage and future access as Northern Ireland public/court records or Northern Ireland imperial records in line with PRONI's legislation;
- Permanent Living Record – will be applied where the Department of Justice has an indefinite business need or legal requirement 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 actions 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, appraised 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 as well as the relevant 1925 Orders and by the development and maintenance of this schedule, which will be laid at the Northern Ireland Assembly to take legal effect. All retention and disposal decisions will be approved by IAO's and the signatories in Annex A to this

⁴ Including liaising with PRONI via the Departmental Information Manager/or deputy to appraise records and information of archival value for permanent preservation where required

⁵ 'Historical records' as defined in – The Freedom of Information (Definition of Historical Records) (Transitional and Saving Provisions) Order 2012

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Schedule for functions and classes of records and information covered in this schedule⁶. Final actions will be taken from date closed⁷ of the relevant records and information unless otherwise stated in the schedule tables. Where possible specific details relating to when records and information are closed will be fully documented in the schedule tables. 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 and information subject to investigations, ongoing FOI/DPA requests/appeals for information, litigation or Inquiries to ensure continued access and in all cases this process will be fully documented and time-limited.

2.6 *Principle 2: Implementation*

Retention and Disposal actions will be implemented in business areas with IAO approval at recurring intervals appropriate to Departmental requirements, involving appraising records and information, and documenting destruction or transfer actions. Operational procedures/forms are available to ensure efficient and effective implementation of retention and disposal decisions relating to all Departmental records and information and are published on DoJ Intranet.

Records and information 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.

PRONI formally requests the transfer of Departmental records and information from the Departmental Information Manager/or deputy for permanent preservation as agreed in the relevant tables in this Schedule by issue of a

⁶ The Lord Chief Justice of Northern Ireland in line with the Disposal of Documents (1925) Order, (section 9), will be a signatory for the schedules (Number 12 and 13) relating specifically to Northern Ireland court records.

⁷ Where a Retention Period includes: "after closure" this will be taken to mean closure one year after the date of the last record and where "historical record" is noted it will mean that the records and information must have reached the definition of a historical record which will continue to change until 2023.

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'warrant'⁸ for Northern Ireland public or court records. When PRONI warrants are received by the Department of Justice, these will be issued to the relevant IAO for compliance and approvals. Where records and information are 'Imperial records'⁹ PRONI will request deposit in writing¹⁰ by letter to either the Lord Chief Justice of Northern Ireland or if necessary the Secretary of State for Northern Ireland for his/her agreement and will copy the DoJ Departmental Information Manager/deputy for their information.

All records and information to be transferred by warrant or imperial letter to PRONI will be approved by the relevant IAOs and the Departmental Information Manager/or deputy, including being assessed for de-classification requirements and all relevant access recommendations in line with the Freedom of Information Act (2000) or Data Protection Act (1998) and will be documented in line with Retention and Disposal Logs prior to transfer.

Records and information will only be transferred or destroyed in a manner which is secure and which is appropriate to their protective marking and content. It is important for IAO's to ensure appropriate access arrangements have been decided and their staff are fully aware of handling requirements stated in the relevant Departmental policies. Approved destruction of records and information will comply with Departmental information security and records management policies and guidelines and must be complete and irreversible for all media formats.

2.7 *Principle 3: Accountability*

All retention and disposal actions must be fully documented to ensure compliance with this policy and schedules. Retention and Disposal logs provide an overview of all actions undertaken in line with this Schedule and will be permanently retained by the Departmental Information Manager/deputy as evidence of compliance with this policy. More detailed Retention and Disposal logs will also be retained by all Executive Agency records managers and at

⁸ 'Warrant' issued in line with the Public Records Act (NI) 1923, section 3.

⁹ 'Imperial records' are as stated in line with the Public Records Act (1923) of Northern Ireland, section 12(1) and the Imperial Records Order (S.R.&O. 1925 No 170).

¹⁰ 'Request in writing' for imperial records issued in line with the Imperial Records Order (1925), section 2(b).

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business area level in the Core Department as permanent living record of compliance with this policy.

This schedule will be reviewed every three years from the published date of the latest version (or earlier if required) 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 must have appropriate knowledge of the functions and business activities and have their IAO approval for all final decisions.

All IAO's are accountable for retention and disposal decisions undertaken in this policy and schedule. As such, this document is approved internally by the Core Department's Directors and by Agency Chief Executives. In addition, court records¹¹ are specifically approved by the Lord Chief Justice of Northern Ireland in line with the Public Records Act (1923) Northern Ireland, section 12(1) and the Imperial Records Order (S.R.&O. 1925 No 170).

Annexes

Annex A - provides a list of all signatories to this policy and schedule which will be laid with the Northern Ireland Assembly to take legal effect and operation.

Annex B - provides a list of all abbreviations and definitions applied in this schedule.

Annex C - provides a copy of the relevant Public Records legislation and statutory orders

¹¹ Northern Ireland court records are outlined in Schedule Numbers 12 and 13 in this document.

3 RETENTION AND DISPOSAL SCHEDULE – FUNCTIONS AND SERVICES OVERVIEW

Function Title	Description	Number
CORPORATE FUNCTIONS		
Accommodation & Services	<p>This function includes managing land and buildings owned, rented or leased, as well as the provision of related services.</p> <p>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.</p>	1
Audit & Accountability	<p>This function includes managing information relating to auditing of the Department, its Executive Agencies and arms-length bodies, as well as risk management and governance.</p> <p>Refers to activities associated with planning, auditing, consulting and producing audit reports and risk assessments, strategies and governance reports.</p>	2
Financial Management	<p>This function includes information relating to the management of financial resources.</p> <p>Refers to activities associated with financial planning, accounting, monitoring and operating accounts, budget allocations and submissions, allowances, assets and funding. Records held on the NICS shared service 'AccountNI' are included.</p>	3

<p>Human Resource Management</p>	<p>This function includes managing all employees. Includes permanent, temporary and part-time staff, as well as those employed under graduate recruitment schemes and traineeships.</p> <p>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. The Employee Record held on the NICS shared service 'HR Connect' is specifically covered within this function.</p>	<p>4</p>
<p>Information & Communication</p>	<p>This function includes information relating to managing information and communication resources and includes networking and interactions with other areas of government and the community.</p> <p>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.</p>	<p>5</p>
<p>Strategic Management</p>	<p>This function includes managing medium to long-term organisational strategies and objectives.</p> <p>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 and meetings.</p>	<p>6</p>
<p>Technology & Telecommunications</p>	<p>This function includes information relating to acquiring, developing and managing electronic information systems and communication technology/telecoms.</p> <p>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>7</p>

BUSINESS SPECIFIC FUNCTIONS AND SERVICES	
Access to Justice	<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.</p> <p>Refers to the activities associated with policy development, strategies and consultations, legislation and public legal services, legacy matters, as well as with sponsorship responsibilities linked to policy remit for Northern Ireland Courts and Tribunal Service.</p>
Compensation Services	<p>This service includes managing compensation claims made under criminal injuries, criminal damage, civil claims and justice and security legislation.</p> <p>Refers to the activities associated with managing and delivering compensation claims, tariffs and compliance with legislation.</p> <p>On 1 April 2012, Compensation Agency for Northern Ireland ceased to exist and this service was transferred to the Core Department.</p>
Forensic Science Northern Ireland (FSNI)	<p>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.</p> <p>Refers to the activities associated with the provision of laboratory and analytical forensic services to ISO Standard 17025-2005.</p>
Legal Services Agency Northern Ireland (LSANI)	<p>This service includes managing in line with statutory tests determining the granting of civil legal aid and payments for criminal legal aid in line with judicial directions. On 1 April 2015, the Northern Ireland Legal Services Commission became an Executive Agency of the Department.</p> <p>Refers to the activities associated with the administration and granting of legal aid claims and appeals and implementing reforms for Departmental initiatives.</p>

<p>Northern Ireland Courts and Tribunals Service (NICTS) – Court of the Judicature – Certified Imperial Records</p>	<p>This function includes managing the administration of justice by the Court of Judicature of Northern Ireland (formerly known as the Supreme Court of Judicature of Northern Ireland) and associated administrative offices.</p> <p>Under the Public Records Act of Northern Ireland (1923) and the Imperial Records Order (S.R &O. 1925 No 170) records and information in this schedule will be managed as “certified imperial records” and may be determined by certificate as imperial records ‘under the hand of the Lord Chief Justice of Northern Ireland’.</p> <p>Refers to the activities associated with effective court proceedings and service delivery at the Court of Judicature and its offices, including Chancery and Probate, Court of Appeal, Crown Courts and the Royal Courts of Justice in Belfast.</p>	<p>12</p>
<p>Northern Ireland Courts and Tribunals Service (NICTS) – Operations</p>	<p>This service includes managing Northern Ireland court records for the administration of justice by County/Magistrates Courts and Tribunals.</p> <p>Refers to the activities associated with effective service delivery at County and Magistrates Courts, Enforcement of Judgements Office, Courts Fund Office, Coroners Service and Tribunal hearing centres across Northern Ireland.</p>	<p>13</p>
<p>Northern Ireland Law Commission</p>	<p>This function included managing the review of legislation affecting the justice sector in Northern Ireland. On 1 April 2015 the Law Commission ceased operations and responsibility for all records and information will be managed in this schedule.</p> <p>Refers to the activities associated with the administration and support of the Law Commission and the project reviews which were undertaken during its operation.</p>	<p>14</p>

<p>Northern Ireland Prison Service (NIPS) – Inmate Services</p>	<p>This service includes the management and monitoring of inmates at establishments and all custody arrangements.</p> <p>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.</p>	<p>15</p>
<p>Northern Ireland Prison Service (NIPS) – Prison Operations and Reducing Offending</p>	<p>This function includes the management and monitoring of the operation of prison establishments and the effective delivery of reducing offending policy and services.</p> <p>Under the Public Records Act of Northern Ireland (1923) and the Imperial Records Order (S.R &O. 1925 No 170) some records and information in this schedule will be managed as “excepted or reserved” matters and may be determined by certificate as imperial records ‘under the hand of the Secretary of State’ – these records will be referenced in the detailed tables.</p> <p>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.</p>	<p>16</p>
<p>Safer Communities</p>	<p>This function includes managing and monitoring the development of strategy and policy for policing and community safety arrangements.</p> <p>Refers to the activities associated with policy development, strategies, resourcing, legislation, firearms and explosive licensing, Access NI disclosures, and service delivery as well as with sponsorship responsibilities linked to the policy remit for policing and probation services.</p>	<p>17</p>

<p>State Pathology</p>	<p>This service includes the management and delivery of post mortem examinations at the direction of the Coroner in cases of sudden, suspicious and unnatural deaths. It also provides an independent forensic pathology service to the police and wider criminal justice system in cases where bodies are found in suspicious circumstances.</p> <p>Refers to the activities associated with the administration of autopsy and laboratory services, histology, toxicology and neuropathology tests, professional training/standards and the delivery of post mortem reports for coronial inquest purposes, providing evidence to the courts, as well as holding of human tissue authority licence.</p>	<p>18</p>
<p>Youth Justice Agency (YJA)</p>	<p>This service includes managing operational responsibility for children aged 10 – 17 within the Youth Justice System, and delivers a range of services, often in partnership with others, to help children address their offending behavior, divert children from crime, assist their integration into the community, and to meet the needs of victims of crime.</p> <p>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.</p> <p>The Youth Justice Agency was launched as an Executive Agency, as recommended in the Criminal Justice Review 2000, on 1 April 2003. It replaced the former Juvenile Justice Board.</p>	<p>19</p>

Schedule 1 – DOJ – ACCOMMODATION & SERVICES MANAGEMENT

	Types of Files / Records - Activity	Retention Period	Legislative Requirement / Business Need	Final Action
1.1	Acquisition & Disposal; Maintenance	15D + 1Y close	Limitation Act 1980; Latent Damage Act 1986; Limitation (NI) Order 1989	Destroy
1.2	Policies & Procedures	5D + 5Y close	Business Requirement	Destroy
1.3	Insurance, Allocations & Inventory	6D + 1Y close	Limitation Act 1980; Limitation (NI) Order 1989 and National Audit Office Requirement	Destroy
1.4	Programmes & Projects	5D + 5Y close	Business Requirement	Destroy
1.5	Major Accommodation projects	Retain ¹²	Business Requirement	Appraisal
1.6	Risk Assessments; Support Services (Travel requests)	2D + 1Y close	Business Requirement	Destroy
1.7	Risk Assessments (asbestos)	40D + 1Y close	Control of Asbestos at Work Regulations (NI) 2003	Destroy
1.8	Procurement & Contracts; Tenders	15D + 1Y close	Limitation Act 1980; Limitation (NI) Order 1989; Public Procurement (Miscellaneous Amendments) Regulations 2011	Destroy
1.9	Security Management & Utilities	6D + 1Y close	Business Requirement	Destroy

¹² Retain for life of building and then appraise final action – significant/historical buildings transfer to PRONI and all others destroy.
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Schedule 2 – DOJ – AUDIT & ACCOUNTABILITY

	Types of Files / Records - Activity	Retention Period	Legislative Requirement / Business Need	Final Action
2.1	Advice and Guidance	6D + 1Y close	National Audit Requirement	Destroy
2.2	Committees	6D + 1Y close	National Audit Requirement	Destroy
2.3	Policies & Procedures	5D + 5Y close	Business Requirement	Destroy
2.4	Reports	6D + 1Y close	National Audit Requirement	Destroy
2.5	Planning	6D + 1Y close	National Audit Requirement	Destroy
2.6	Risk Management	6D + 1Y close	Business Requirement	Destroy
2.7	Meetings	2D + 1Y close	Business Requirement	Destroy

Schedule 3 – DOJ – FINANCIAL MANAGEMENT

	Types of Files / Records - Activity	Retention Period	Legislative Requirement / Business Need	Final Action
3.1	Fixed Asset Management; Accounting for income & expenditure (AccountNI shared service)	6D + 1Y close	Limitation Act 1980; Limitation (NI) Order 1989; Government Accounting Northern Ireland (GANI) Regulations 38.1.6	Destroy
3.2	Policies and Procedures	5D + 5Y close	Business Requirement	Destroy
3.3	Annual Resource and Whole of Government Accounts (AccountNI shared service)	6D + 1Y close	Government Resources and Accounts Act (NI) 2001; The Whole of Government Accounts (Designation of Bodies) Order (NI) 2011	Destroy
3.4	Annual Budgetary Control; Spending reviews (AccountNI shared service)	2D + 1Y close	National Audit Office Requirement	Destroy
3.5	Programmes & Projects	5D + 5Y close	Business Requirement	Destroy
3.6	Meetings; Circulars	2D + 1Y close	Business Requirement	Destroy
3.7	Funding Bodies; Efficiency Planning; Governance	6D + 1Y close	Business Requirement	Destroy
3.8	Fraud Management; Management Statements & Financial Memorandums (AccountNI shared service)	5D + 5Y close	Limitation Act 1980; Limitation (NI) Order 1989	Destroy

Schedule 4 – DOJ – HUMAN RESOURCES MANAGEMENT

	Types of Files / Records - Transaction	Retention Period	Legislative Requirement / Business Need	Final Action
4.1	Business Partnering; Policies & Procedures; Programmes & Projects	5D + 1Y close	Business Requirement	Destroy
4.2	Conduct and Discipline (action taken)	6D + after closure	Limitation Act 1980; Limitation (NI) Order 1989; Data Protection Act 1998	Destroy
4.3	Conduct and Discipline (action not taken)	2D + 1Y close	Limitation Act 1980; Limitation (NI) Order 1989	Destroy
4.4	Employment Contracts; Learning and Development, Training Unit records; Security Management, Vetting; Workforce Planning	6D + 1Y close	Employment Act (NI) 2011	Destroy
4.5	Meetings	2D + 1Y close	Business Requirement	Destroy
4.6	Grievance & Harassment - Case work	5D + 5Y close	Business Requirement	Destroy
4.7	H&S accidents, claims, inspections/initiatives	6D + 1Y close	Limitation Act 1980; Limitation (NI) Order 1989	Destroy
4.8	Industrial Relations; Performance Management; Equal Opportunity/ Diversity	6D + 1Y close	Business Requirement	Destroy
4.9	Working Hours Records (Flexi)	3MD + 3M close	Working Time Regulations	Destroy
<i>Employee Record – employment career, health, personal, security, pay and pensions (including HR Connect shared service)</i>				
4.10	Employment & Career – Written Particulars of Employment; Career History; Previous Service; Location of Overseas Service; Professional Qualifications (medical, scientific, technical)	100Y old + D	Business Requirement	Destroy
4.11	Employment & Career – Address Details; Building Society/Bank references Qualifications/references	6D + after closure	Business Requirement	Destroy
4.12	Appraisal reports/documentation	5D + after closure	Business Requirement	Destroy
4.13	Annual Leave records	2D + 1Y close	Business Requirement	Destroy

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	Successful and unsuccessful recruitment ¹³ records, applications, assessments	3D + after closure	Business Requirement	Destroy
4.14	Successful and unsuccessful recruitment ¹³ records, applications, assessments	3D + after closure	Business Requirement	Destroy
4.15	AccessNI disclosures – Originals & all copies	6M + D	Business Requirement	Destroy
4.16	AccessNI checks ¹⁴	100Y old + D	Business Requirement	Destroy
4.17	Health – Declarations; Referrals; Medical / Self Certificates and papers - industrial injury	100Y old + D	Business Requirement	Destroy
4.18	Medical reports – (exposed to hazardous substance)	40D + after closure	Lead (Control of Lead at Work Regulations 1980); Asbestos (Control of Asbestos at Work Regulations 1996); Compressed Air (Work in Compressed Air Regulations 1996)	Destroy
4.19	Medical reports – (exposed to radiation)	50D + after closure	Radiation (Ionising Radiation Regulations 1985)2003	Destroy
4.20	Medical/Self Certificates -Unrelated industrial injury	4D + after closure	Business Requirement	Destroy
4.21	Welfare reports	6D + after closure	Business Requirement	Destroy
4.22	Security Personnel – normal retirement age	5D + after closure	Business Requirement	Destroy
4.23	Security Personnel – before normal retirement age	10D + after closure	Business Requirement	Destroy
4.24	Pay & Pension ¹⁵ – Bank details, calculations, forms, Variation of Hours including formula	6D +1Y close	Limitation Act 1980;Limitation(NI) Order 1989	Destroy
4.25	Copies – Death certificates; Decree Absolutes; Marriage certificate and civil registration records; Personal Payroll history ¹⁶ ; Resignation, termination and/or retirement letters; Civil Service Pensions	100Y old + D	Limitation Act 1980;Limitation(NI) Order 1989	Destroy

¹³ Closure for successful recruitment is 3 years after termination and for unsuccessful recruitment 3 years after the competition.

¹⁴ HR Record – disclosure date; individual name; type of disclosure; position which the disclosure was applied for; unique number issued by AccessNI; and recruitment decision taken

¹⁵ Including - Housing advance; Statutory sickness/maternity pay calculation and supporting documentation; Overpayment; Payroll input forms; Bonus nominations; Authorisation for deputising, substitution allowance and/or overtime/travel time claim; Third party client/advances in lieu of pay

¹⁶ Payroll history - Record of pay; Performance/Overtime; Allowances; Pay enhancements; Other taxable allowances; Payment for untaken leave; Reduced pay/No pay; Statutory sickness/maternity leave and pay; Unpaid leave period. Civil Service pensions - Added years and Additional Voluntary Contributions; Complete Sick Absence records; Papers relating to disciplinary action – which changes terms and conditions of service, salary, performance pay or allowances

Schedule 5 – DOJ – INFORMATION & COMMUNICATION MANAGEMENT

	Types of Files / Records - Transaction	Retention Period	Legislative Requirement / Business Need	Final Action
5.1	Policies & Procedures; Programmes & Projects; Legislation/Regulations input; Analytical Services	5D + 5Y close	Business Requirement	Destroy
5.2	Access to Information Policy, Requests, Reports	5D + 1Y close	Information Rights legislation & regulations ¹⁷	Destroy
5.3	Customer Relations & Contacts; Visits & Functions; Website Content Management, Meetings; EDRM, Intranet Administration	2D + 1Y close	Business Requirement	Destroy
5.4	Assembly/Committee Business; Assembly Legislation; Executive Committee Business; Government Enquiries; Briefings; Officials Governance - Permanent Secretary/Chief Executives; Legislation Primary/Secondary	Transfer to PRONI – 20Y after closure + 'historical record'	Business Requirement	Permanent Preservation
5.5	Parliamentary Business	5D + 5Y close	Business Requirement	Destroy
5.6	Legal – litigation, specialist advice	Retain	Business Requirement	PLR
5.7	Marketing; Media Relations; Publications, Advice & Guidance; Record Storage; Record Audits; Consultations; Information Assurance	6D + 1Y close	Business Requirement	Destroy
5.8	Retention & Disposal Schedules ¹⁸ ; Logs; File Management & Review, Registered file metadata, Annual Sensitivity Review records	Retain	Business Requirement	PLR
5.9	Officials Governance – Correspondence; Legal planning and procedures	5D + 1Y close	Business Requirement	Destroy
5.10	Personal Storage Containers	1MD after closure	Data Protection Act 1998	Destroy

¹⁷ Including – Freedom of Information Act 2000; Data Protection Act 1998; Environmental Information Regulations 2004, Copyright, IPR and European Convention on Human Rights

¹⁸ DoJ Retention & Disposal Schedules – each version of the schedules will be laid with the NI Assembly and their Library will retain a copy as a publication, as well as PRONI who will permanently preserve the published schedules.

Schedule 6 – DOJ – STRATEGIC MANAGEMENT

	Types of Files / Records - Transaction	Retention Period	Legislative Requirement / Business Need	Final Action
6.1	Business Cases; Business Performance; Public Service Agreements; Service Delivery Agreements; Corporate Plans; Business Reviews	5D + 1Y close	Business Requirement	Destroy
6.2	Policies and Procedures	5D + 5Y close	Business Requirement	Destroy
6.3	Policy development	Transfer to PRONI – 20Y after closure + 'historical record'	Business Requirement	Permanent Preservation
6.4	Monitoring; Equality Planning/ Monitoring; Equality Impact Assessment; Meetings; Organisational Structures	2D + 1Y close	Business Requirement	Destroy
6.5	Governance and Strategies	10A	Business Requirement	Appraisal
6.6	Board Meetings – organisational and policy level	Transfer to PRONI – 20Y after closure + 'historical record'	Business Requirement	Permanent Preservation
6.7	Programmes & Projects – organisational impact and policy development	Transfer to PRONI – 20Y after closure + 'historical record'	Business Requirement	Permanent Preservation
6.8	Annual Reports – organisational and justice sector	Transfer to PRONI – after closure + 'historical record'	Business Requirement	Permanent Preservation

Schedule 7 – DOJ – TECHNOLOGY & TELECOMMUNICATIONS MANAGEMENT

	Types of Files / Records - Transaction	Retention Period	Legislative Requirement/Business Need	Final Action
7.1	Policies and Procedures	5D + 5Y close	Business Requirement	Destroy
7.2	Programmes & Projects	5D + 5Y close	Business Requirement	Destroy
7.3	Advice and Guidance	6D + 1Y close	Business Requirement	Destroy
7.4	Customer Requests	2D + 1Y close	Business Requirement	Destroy
7.5	ICT Assets and Services; Security Management; Systems Management	6D + 1Y close	Limitation Act 1980; Limitation (NI) Order 1989; Government Accounting Northern Ireland (GANI) Regulations 38.1.6	Destroy
7.6	Telecommunications management	6D + 1Y close	Business Requirement	Destroy

Schedule 8 – DOJ – ACCESS TO JUSTICE

	Types of Files / Records - Transaction	Retention Period	Legislative Requirement/Business Need	Final Action
8.1	Agency & ALB Management; Advice & Guidance; Legislation & Litigation input; Parliamentary input; EU input & draw-down	6D + 1Y close	Business Requirement	Destroy
8.2	Case Management; Justice Reviews/ Inspections	10A	Department of Justice Act (NI) 2010; Northern Ireland Act 1998 (Devolution of Policing and Justice Functions) Order 2010	Appraisal
8.3	Judicial and Public/ Tribunals Appointments	110Y old + D		Destroy
8.4	Judicial Reviews - input	25D + after closure		Destroy
8.5	Legislation to Bill Team; Policy development	Transfer to PRONI – 20Y after closure + 'historical record'		Permanent Preservation
8.6	Programmes & Projects; Policy & Procedures	5D + 5Y close	Business Requirement	Destroy
8.7	Meetings, Committees	2D + 1Y close	Business Requirement	Destroy
8.8	Legacy – policy development, structures, legal matters; Coronial Law – legislation & policy development	Transfer to PRONI – 20Y + after closure + 'historical record'	Department of Justice Act (NI) 2010; Northern Ireland Act 1998 (Devolution of Policing and Justice Functions) Order 2010	Permanent Preservation
8.9	Departmental responses to Historical Institutional Abuse Inquiry (HIAI)	Retain ¹⁹	Inquiries Act 2005	Appraisal
8.10	SEGP – Statutory Exceptional Grant Power records	10A	Business Requirement	Appraisal

¹⁹ Final action – appraisal in line with instructions from the Inquiry at closure of proceedings
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Schedule 9 – DOJ – COMPENSATION SERVICES

	Types of Files / Records - Transaction	Retention Period	Legislative Requirement / Business Need	Final Action
9.1	Policies & Procedures; Programmes & Projects	5D + 5Y close	Business Requirement	Destroy
9.2	Legislation and Regulations input	5D + 5Y close	Business Requirement	Destroy
9.3	Advice and Guidance	6D + 5Y close	Business Requirement	Destroy
9.4	Meetings	2D + 1Y close	Business Requirement	Destroy
9.5	Litigation and case files (Tariff case management) & indexes	6D + after closure	NI Criminal Injuries Compensation Scheme 2002 and 2009; Criminal Injuries (Compensation) (NI) Order 1988; Justice and Security (NI) Act 2007; Criminal Damage (Compensation) (NI) Order 1977	Destroy

Schedule 10 – DOJ – FORENSIC SCIENCE NORTHERN IRELAND

	Types of Files / Records - Transaction	Retention Period	Legislative Requirement / Business Need	Final Action
10.1	Policies & Procedures; Programmes & Projects	5D + 5Y close	Business Requirement	Destroy
10.2	Meetings	2D + 1Y close	Business Requirement	Destroy
10.3	Policy development – forensic techniques	Retain	ISO 27025-2005	PLR
10.4	Laboratory Services – complaints/ quality control; disclosure requests	10A	Criminal Procedure and Investigations Act 1996; ISO 27025-2005; Data Protection Act 1998	Appraisal
10.5	Laboratory Services – publications; research/ scientific information; business review and development	5D + 5Y close	Criminal Procedure and Investigations Act 1996; ISO 27025-2005	Destroy
10.6	Laboratory Services - scientific equipment; equipment documentation; method validation	16D + 1Y close	Criminal Procedure and Investigations Act 1996; ISO 27025-2005	Destroy
10.7	Customer Services - learning & development	6D + after closure	Criminal Procedure and Investigations Act 1996	Destroy
10.8	Laboratory Services – Casework – serious crime, major or multiple incidents	100Y old + D	Criminal Procedure and Investigations Act 1996; ISO 27025-2005	Destroy
10.9	Laboratory Services – Casework – no further action, non-serious	10D + after closure	Criminal Procedure and Investigations Act 1996; ISO 27025-2005	Destroy
10.10	Learning and development – scientific training; staff competence records	30D + after closure	Business Requirement	Destroy

Schedule 11 – DOJ – LEGAL SERVICES AGENCY NORTHERN IRELAND (LSANI)

	Types of Files / Records - Transaction	Retention Period	Legislative Requirement / Business Need	Final Action
11.1	Judicial Review Database and records	25D + after closure	Business Requirement	Destroy
11.2	Criminal and Civil - Legal Aid Records; Legal Advice & Assistance; Legal Aid legislation inputs; Counter Fraud Investigation files; Registration Scheme Records	6D + 1Y close	Access to Justice (Northern Ireland) Order 2003; The Northern Ireland Act 1998 (Devolution of Policing and Justice Functions) Order 2010	Destroy
11.3	Very High Cost Claims (assessed and paid)	10D + 1Y close		Destroy
11.4	Statutory Exceptional Grant Power (SEGP) Records	10A		Appraisal
11.5	Legal Aid Appeals & Review Papers	18MD + after closure		Destroy
11.6	Civil Adjudication Refused Applications	1D + after closure		Destroy
11.7	Civil Applications; Withdrawn Files	6MD + after closure		Destroy
11.8	Legal Aid Debt Recovery; Statutory Charge and debtors	20D + after closure		Destroy
11.9	Legal aid case files – serious crime, major or multiple incidents	Transfer to PRONI – 20Y + after closure + 'historical record'		Permanent Preservation

**Schedule 12 – DOJ – NORTHERN IRELAND COURTS AND TRIBUNALS SERVICE –
COURT OF THE JUDICATURE – CERTIFIED IMPERIAL RECORDS**

Types of Files / Records - Transaction	Retention Period	Legislative Requirement / Business Need	Final Action
<i>Chancery Division - Probate, Chancery, and Bankruptcy (Integrated Court Operations Systems – ICOS)</i>			
12.1 Binders of Precedents; Will Calendars	Retain ²⁰	Judicature (NI) Act 1978	PLR
12.2 Grant & Probate Files (including unproved); Chancery Judgements; Cause Books; Bankruptcy - Court Orders; Registers, Indexes	Transfer to PRONI – after closure	Judicature (NI) Act 1978	Permanent Preservation
12.3 Probate - Correspondence	2D + 1Y close	Data Protection Act 1998	Destroy
12.4 Probate - Caveats index books, files/envelopes	2MD + 1M close	Data Protection Act 1998	Destroy
12.5 Chancery Files and Equity Cases	10A	Judicature (NI) Act 1978	Appraisal
12.6 Chancery Orders	15D + after closure	Judicature (NI) Act 1978	Destroy
12.7 Chancery - Requisitions	5MD + 1M close	Business Requirement	Destroy
12.8 Bankruptcy Files	5D + 5Y close	Judicature (NI) Act 1978	Destroy
12.9 Bankruptcy - Arrangement files, annulled	10D + after closure	Judicature (NI) Act 1978	Destroy
12.10 Bankruptcy - Summonses	2MD + 1M close	Judicature (NI) Act 1978	Destroy
12.11 Bankruptcy - Petitions dismissed	2D + after closure	Judicature (NI) Act 1978	Destroy
<i>High Court Matrimonial Office (Integrated Court Operations Systems – ICOS)</i>			
12.12 Divorce dockets & bundles	2D + after closure	Data Protection Act 1998	Destroy
12.13 Divorce, Ancillary Relief applications & Orders	Retain ²¹	Judicature (NI) Act 1978	Appraisal
<i>Care & Protection – Patients & Children (Office of Care & Protection System - OCP System)</i>			
12.14 Controller Files, Dismissed with Continued Authority & Short Procedure Order Files; restoration; Orders and Enduring Power of Attorney files; Referrals with no further action	110Y old – D	Judicature (NI) Act 1978; Data Protection Act 1998	Destroy
12.15 Controller Files – dismissed on death	5D + after closure	Judicature (NI) Act 1978	Destroy

²⁰ A copy of each Published Calendar – will also be sent to PRONI for permanent preservation.

²¹ Court Retain for 25 years extract decree nisi, absolute + judicial separation orders + retain for additional 85 years before authorised destruction – precedent cases transfer to PRONI.

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12.16	Manuals/registers -Enduring Power of Attorney	Retain	Judicature (NI) Act 1978	PLR
12.17	Fee Requisitions; Children - Correspondence	2D + after closure	Limitation Act 1980; Limitation (NI) Order 1989; Data Protection Act 1998	Destroy
12.18	Adoption/ Human Fertilisation Embryology Act/ Declaration of Parentage files	Retain	Adoption Order (NI) 1987; Human Fertilisation Embryology Act 2008	PLR
12.19	Children Order/freeing files; Wardship/Family Homes Domestic Violence Order Files; Clerk Notebooks	5D + after closure	Children (NI) Order 1995; Adoption Order (NI) 1987; Data Protection Act 1998	Destroy
12.20	Children - Trial Bundles	1D + after closure	Judicature (NI) Act 1978	Destroy
Queen's Bench Division (Integrated Court Operations Systems - ICOS)				
12.21	Writs & originating summons, index & solicitors acts; High Sheriff's Declarations, Deed Poll, Disentailing register & other deeds; Judicial Review Files; European Orders for payments, Transcripts/Tapes, Logs; Cause Book; Commercial files - of interest	Transfer to PRONI - after closure & 'historical record'	Judicature (NI) Act 1978	Permanent Preservation
12.22	Orders - Judges, bundles of pleadings, tried actions, foreign & UK Judgments and Affidavits of debt & service, Certificates of money provision; Commercial files - tried actions	12D + after closure	Judicature (NI) Act 1978	Destroy
12.23	Bundles of pleadings for provisional damages, Proceeds of Crime, Evidence on Commission, Admiralty, Solicitors Act & Election files	Retain	Judicature (NI) Act 1978	PLR
12.24	Orders - Masters, Certificates of foreign process, requests for evidence abroad & commissions	5D + after closure	Judicature (NI) Act 1978	Destroy
12.25	Correspondence/Summonses, Notice change of solicitor/ancillary documents, Commercial files settled	3D + after closure	Judicature (NI) Act 1978	Destroy
12.26	Memorandum of Appearances	2D + after closure	Judicature (NI) Act 1978	Destroy
12.27	Bills of Sale	10D + after closure	Judicature (NI) Act 1978	Destroy

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12.28	Registers of Bills of Sale	20D + after closure	Judicature (NI) Act 1978	Destroy
12.29	Bundles of pleadings (settled actions)	3MD + after closure	Business Requirement	Destroy
12.30	Masters Summonses and Review Files	6MD + after closure	Business Requirement	Destroy
12.31	Requisitions, Injunctions, Judges Summonses and minor settlement files	1D + after closure	Business Requirement	Destroy
<i>Court Of Appeal (Integrated Court Operations Systems – ICOS)</i>				
12.32	Court of Appeal Orders, Books Files and Registers; Statutory Appeals to High Court	Transfer to PRONI – after closure & 'historical record'	Judicature (NI) Act 1978	Permanent Preservation
12.33	Statutory Appeals - Court of Appeal Civil Files; County Court Cause Books and Appeals Index	12D + after closure	Judicature (NI) Act 1978	Destroy
12.34	County Court & Masters Files	3D + after closure	Judicature (NI) Act 1978	Destroy
<i>Official Solicitors Office (Office of Care & Protection System - OCP System)</i>				
12.35	Official Solicitors – Patient and Minor Files	10D + after closure	Judicature (NI) Act 1978	Destroy
<i>The Court of Judicature of (NI) Taxing Office (Enforcement of Judgements Office & Supreme Court Taxing Office Live Systems – JEMS)</i>				
12.36	Bill of Costs and Legal Aid Appeals	12D + after closure	Judicature (NI) Act 1978	Destroy
12.37	Cost Lodgements Books and Registers	20D + after closure	Judicature (NI) Act 1978	Destroy
<i>Crown Courts (Integrated Court Operations Systems – ICOS)</i>				
12.38	Crown Books, Record Sheets, Cases referred for review; Crown Files Classes I-III and IV	Transfer to PRONI – 20Y after closure & 'historical record'	Judicature (NI) Act 1978	Permanent Preservation
12.39	Jury Panels, Transcript request forms	1D + after closure	Judicature (NI) Act 1978	Destroy
12.40	Shorthand notebooks; Stenograph notes, disks	25D + after closure	Judicature (NI) Act 1978	Destroy
12.41	Court notebooks, recordings of proceedings	Retain	Judicature (NI) Act 1978	PLR

Schedule 13 – DOJ – NORTHERN IRELAND COURTS AND TRIBUNALS SERVICE – OPERATIONS

	Types of Files / Records - Transaction	Retention Period	Legislative Requirement / Business Need	Final Action
13.1	Policies & Procedures; Programmes & Projects	5D + 5Y close	Business Requirement	Destroy
13.2	Meetings	2D + after closure	Business Requirement	Destroy
13.3	Compliance Reports, Postal Registers, Audit Reports, verification sheets	3D + after closure	Business Requirement	Destroy
County Courts (Integrated Court Operations Systems - ICOS)				
13.4	Civil Bill (including equity, testamentary, ejectment); Testamentary Civil Bill; Criminal Injury & Damage; Copy Title decrees, maps & plans; Equity; Spirit Licence; Reimbursement/ Restitution orders; Adoption; Matrimonial (Divorce), (Bills of Taxation for Divorce & Ancillary Relief); Extradition requests; International Co-operations	Transfer to PRONI – after closure & 'historical record'	County Courts (NI) Order 1980	Permanent Preservation
13.5	Judge's notebooks (Civil, Criminal and Family)	Retain	County Courts (NI) Order 1980	PLR
13.6	Small claims files	12D + after closure	County Courts (NI) Order 1980	Destroy
13.7	Stays of execution	3MD after closure ²²	County Courts (NI) Order 1980	Destroy
13.8	Affidavits for removal of stays of execution	5D + 5Y close	County Courts (NI) Order 1980	Destroy
13.9	Books, files, orders/licences – copies & abstracts of bills of sale	6D + 1Y close	County Courts (NI) Order 1980	Destroy
13.10	Family care – direct applications and appeals	20D + 5Y close	County Courts (NI) Order 1980	Destroy
13.11	Appeal books, applications for additional sittings & receipts (Criminal & Domestic); Minor payment out files; Correspondence	2D + 1Y close	County Courts (NI) Order 1980	Destroy
Enforcement of Judgements - (Enforcement of Judgements Office & Supreme Court Taxing Office Live Systems - JEMS)				
13.12	Satisfied, Unenforceable, vesting orders, Article 23D	12D + after closure	Judgments Enforcement (NI) Order 1981	Destroy

²² Stays of execution applied to any record or information – 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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13.13	Stay applications	2D + after closure	Judgments Enforcement (NI) Order 1981	Destroy
<i>Fixed Penalty - (Integrated Court Operations Systems - ICOS)</i>				
13.14	Reports, Stubbs/Sheets, Batch Licence, Conditional Officers not satisfied reports; correspondence	3D + after closure	Business Requirement	Destroy
13.15	Fixed Penalty Registers	Retain	The Magistrates' Courts (NI) Order 1981	Appraisal
<i>Coroners - (Mountain System)</i>				
13.16	Day Books, Inquest files – which do proceed, including Post Mortem reports	Transfer to PRONI – 20Y after closure & 'historical record'	Coroners Act (NI) 1959, 1984 Coroners Rules; Police and Criminal Evidence (NI) Order 1989 (PACE)	Permanent Preservation
13.17	Inquests – which do not proceed; Pro Forma letters, forms & death certificates	15D + after closure	Coroners Act (NI) 1959, 1984 Coroners Rules	Destroy
<i>Magistrates (Integrated Court Operations Systems – ICOS)</i>				
13.18	Order books	Transfer to PRONI – after closure & 'historical record'	The Magistrates' Courts (NI) Order 1981	Permanent Preservation
13.19	Statement of means, dealt with appeals, ledgers/ payments; Summonses/charge sheets, fixed penalties, depositions, affidavits, witness statements, recognizance to appear, applications (proceeds of crime and special measures), statutory appeals & declaration applications; Case Files (Children - Domestic account 2/ledgers, Statutory Appeals Child Support Agency); Transfer of Fines - in & out	3D + after closure	The Magistrates' Courts (NI) Order 1981	Destroy
13.20	Registers debts, ejection/rates, ledgers/cash books, red warrant notices/time extension application	6D + after closure	The Magistrates' Courts (NI) Order 1981	Destroy
13.21	Family Proceeding and Children Order Files	7D + after closure	Judicature (NI) Act 1978	Destroy

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13.22	Court Clerk order book, receipts, recognizance to keep the peace, warrants (search, to enter, arrest issued receipt) & additional sittings application; Licensed Premises - documents	1D + after closure	The Magistrates' Courts (NI) Order 1981	Destroy
13.23	Licence applications, statements of organisers	2D + after closure	The Magistrates' Courts (NI) Order 1981	Destroy
13.24	Non Molestation and Occupation Orders; Case Files (Spousal - Domestic account 2, ledgers)	5D + after closure	The Magistrates' Courts (NI) Order 1981	Destroy
13.25	Index of Domestic cases; Registers of Bookmakers Licences./clubs under Betting, Gaming, Lotteries & Amusements Order 1985, Gaming Machine; Permits/certificates, Bingo Club Licences, Lottery Certificates; Licensed Premises - maps/plans, last 2 applications; Pardons; Extradition requests; PACE	Retain	The Magistrates' Courts (NI) Order 1981	PLR
13.26	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
13.27	Listing of contested case diaries	6MD + after closure	The Magistrates' Courts (NI) Order 1981	Destroy
13.28	Notification of district judge	1MD + after closure	The Magistrates' Courts (NI) Order 1981	Destroy
<i>Parole Commissioners Northern Ireland (PCNI) - (SharePoint)</i>				
13.29	Case Files; Oral Hearings	100D + after closure	Criminal Justice(NI)Order 2008, Article 46(1)	Destroy
13.30	Judicial Review Files	25D + after closure	Business Requirement	Destroy
13.31	Commissioners' Fees; Requisitions	6D + 1Y close	Business Requirement	Destroy
<i>Mental Health Review</i>				
13.32	Registers of Appeals; Judicial Review Decision	Transfer to PRONI - after closure & 'historical record'	Mental Health (NI) Order 1986	Permanent Preservation
13.33	Case Files (copy of decision/review decision)	8D + after closure	Mental Health (NI) Order 1986	Destroy
13.34	Case files - Part 3 Restricted patient (including copy of decision/review decision)	13D + after closure	Mental Health (NI) Order 1986	Destroy
13.35	Bundle of Papers - Panel and Parties	1D + after closure	Mental Health (NI) Order 1986	Destroy

TRIBUNALS – Charities, NI Valuation, Health & Safety, Care, Lands, Special Needs, Traffic			
13.36	Appeal Register; Original Decisions and/or Statements of Reason ²³	Transfer to PRONI – after closure & 'historical record'	Permanent Preservation
13.37	Dealt with files	1D + after closure	Destroy
13.38	Hearing Lists	1D + after closure	Destroy
13.39	Tribunal Members' fees	2D + 1Y close	Destroy
13.40	Land Tribunals – case files	10D + after closure	Destroy
13.41	Special Education Needs – Case files	7D + after closure	Destroy
13.42	Special Education Needs – Bundles	3MD +after closure	Destroy
13.43	Traffic Penalty – Registers	5D + after closure	Destroy
13.44	Traffic Penalty – dealt with files, original decisions	1D + after closure	Destroy
Criminal Injury Compensation Appeal Panel Northern Ireland (CICAPNI)			
13.45	Appeal Registers	Transfer to PRONI – after closure & 'historical record'	Permanent Preservation
13.46	Case files - decision NIL award; standard injury not likely to deteriorate; Minors – applications on behalf of; Fatal cases – no minors involved or minors to receive an award; Abandoned/ Withdrawn; Rape/Abuse cases	3D + after closure	Destroy
13.47	Case files – injuries likely to deteriorate	25D + after closure	Destroy
13.48	Case files – serious crime, major or multiple incidents	Transfer to PRONI – after closure & 'historical record'	Permanent Preservation

²³ Traffic Tribunal Registers and decisions recorded separately in rows 13.43 and 13.44

²⁴ Charities Act 2008; Rates Amendment (NI) Order 2006; Deregulation (Amended Appeal Provision)(NI) Order 1997; Health & Personal Social Services (Quality Improvement Regulations) (NI) Order 2003, Care Tribunal Regulations (NI) 2005; Lands & Tribunal Compensation Act (NI) 1964; The Education (NI) Order 1996; The Special Educational Needs and Disability (NI) Order 2005; The Special Educational Needs and Disability Regulation (NI) 2005; The Traffic Management (NI) Order 2005
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13.49	Case files – Judicial review	25D + after closure		Destroy
13.50	Panel members fees	7D + after closure		Destroy
13.51	Court of Appeal files; Hearing lists	1D + after closure		Destroy
Social Security Commissioners, Child Support Commissioners & Pensions Appeal Commissioners				
13.52	Registers, Decisions, Original Application determinations & Original Appeal Decisions	Transfer to PRONI – after closure & 'historical record'	Social Security Administration (NI) Act 1992; The Pensions Appeal Tribunals Act 1943 (c.39) as amended Sch, Para 2	Permanent Preservation
13.53	Oral hearings, reported decisions, court of appeal files; Copy Files – Applications/Appeals; Hearing lists	1D + after closure		Destroy
13.54	Chairman's notebooks	Retain	Business Requirement	PLR
13.55	Secretary's notebooks	5D + 5Y close	Business Requirement	Destroy
Customer Service (Integrated Court Operations Systems - ICOS)				
13.56	Notices, Charts, Jurors Lists, Excusals	2D + after closure	Business Requirement	Destroy
13.57	Warrant lists, Certificates/lists of fine defaults; Correspondence; Schedule of documents sent to DVLNI; Completion of Prison Sentence Certificates	3D + after closure	Business Requirement	Destroy
13.58	Jury Expense Claim Forms	7D + after closure	Limitation Act 1980; Order 1989	Destroy
Court Funds Office (Court Funds System)				
13.59	Ledgers; Orders; Contract Notes & forms	Transfer to PRONI – after closure & 'historical record'	Judicature (Northern Ireland) Act 1978 – s78 ²⁵	Permanent Preservation
13.60	Client files & correspondence; Lodgement/ payment instructions; Tax & financial records	6D + after closure		Destroy
13.61	System generated reports & correspondence	2D + after closure		Destroy

²⁵ Requires the Accountant General to keep proper accounts and records in relation to the administration of court funds.

Schedule 14 – DOJ – NORTHERN IRELAND LAW COMMISSION²⁶

	Types of Files / Records - Transaction	Retention Period	Legislative Requirement / Business Need	Final Action
14.1	Independent Law Reform Projects – Civil, Common, Criminal, Commercial, Family, Property, Public and Administrative Law	Transfer to PRONI – after closure	The Justice (Northern Ireland) Act 2002, (as amended by the Northern Ireland Act 1998 (Devolution of Policing and Justice Functions) Order 2010)	Permanent Preservation
14.2	Independent Law Reform Projects – International Law Instruments, Trust Law	Transfer to PRONI – after closure	The Justice (Northern Ireland) Act 2002, (as amended by the Northern Ireland Act 1998 (Devolution of Policing and Justice Functions) Order 2010)	Permanent Preservation
14.3	Land Law Reform Project	Transfer to PRONI – after closure	The Justice (Northern Ireland) Act 2002, (as amended by the Northern Ireland Act 1998 (Devolution of Policing and Justice Functions) Order 2010)	Permanent Preservation
14.4	Legal Services	Transfer to PRONI – after closure	The Justice (Northern Ireland) Act 2002, (as amended by the Northern Ireland Act 1998 (Devolution of Policing and Justice Functions) Order 2010)	Permanent Preservation

²⁶ Records and information relating to corporate functions, previously held by the NI Law Commission will be managed in line with this Schedule (Numbers 1 to 7).

Schedule 15 – DOJ – NORTHERN IRELAND PRISON SERVICE – INMATE SERVICES

	Types of Files / Records - Transaction	Retention Period	Legislative Requirement / Business Need	Final Action
15.1	Activities prison life	6LDR – D after closure	Judicial Review Ruling; Prison Act (NI) 1953; Prison (Amendment) (NI) Order 2004	Destroy
15.2	Activities prison life - death in custody	10D + after closure	Judicial Review Ruling; Prison Act (NI) 1953; Prison (Amendment) (NI) Order 2004	Destroy
15.3	Standard visitor	3MD + after closure	Judicial Review Ruling; Prison Act (NI) 1953; Prison (Amendment) (NI) Order 2004; Data Protection Act 1998	Destroy
15.4	Banned visitor; Healthcare policy & administrative records	5D + after closure	Prison Act (NI) 1953; Prison (Amendment) (NI) Order 2004	Destroy
15.5	Psychology Programmes, Projects, Research and Evaluation	20A + after closure	Prison Act (NI) 1953; Prison (Amendment) (NI) Order 2004	Appraisal
15.6	Psychology Lifers/SOSP/ICS	100Y old – D after closure	Prison Act (NI) 1953; Prison (Amendment) (NI) Order 2004; Data Protection Act 1998	Destroy
15.7	Psychology Programme Participants	20D + after closure	Prison Act (NI) 1953; Prison (Amendment) (NI) Order 2004; Data Protection Act 1998	Destroy
15.8	All other Psychology individual case notes	6LDR - D after closure	Prison Act (NI) 1953; Prison (Amendment) (NI) Order 2004; Data Protection Act 1998	Destroy
15.9	Electoral Register Applications	1D + 1Y close	Business Requirement	Destroy
15.10	Property Cards	1LDR - D after closure	Business Requirement	Destroy
15.11	Recordings of Adjudications	1D + after closure	Business Requirement	Destroy

Schedule 16 – DOJ – NORTHERN IRELAND PRISON SERVICE – OPERATIONS & REDUCING OFFENDING

	Types of Files / Records - Transaction	Retention Period	Legislative Requirement /Business Need	Final Action
16.1	Prisoner Files – Escapees	Transfer to PRONI – LDR + 100Y old	Prison Act (NI) 1953; Prison (Amendment) (NI) Order 2004; Data Protection Act 1998;	Permanent Preservation
16.2	Non-determinate sentence prisoners	Transfer to PRONI – 100Y old	and the Imperial Records Order (S.R.&O. 1925 No 170) where relevant	Permanent Preservation
16.3	Prisoner Files – scheduled offence/notoriety	6LDR + A		Appraisal
16.4	Operational Security, e.g. RIPA	20Y + A		Appraisal
16.5	Prisoner Files – UAL; not returned to prison	100Y old + LDR - D	Data Protection Act 1998;	Destroy
16.6	Prisoner Files – convicted of sex offence/MASRAM related offence/ECS	100Y old - D	Prison Act (NI) 1953; Prison (Amendment) (NI) Order 2004	Destroy
16.7	Determinate Custodial; Subsidiary Prisoner Files; Sentence & others received into custody	6LDR – D		Destroy
16.8	HQ Prisoner files – Sex Offenders	100D + after closure		Destroy
16.9	HQ Prisoner files – Other	6D + after closure		Destroy
16.10	Prisoner Security & Safer Custody (PRISM)	10LDR – D		Destroy
16.11	Private Cash ²⁷ , Tuck Shop, Offender Levy	6LDR – D	Business Requirement	Destroy
16.12	Governing Governors Journals; Public Inquiries; HQ Prisoner files – Lifers; Deaths in Custody	Transfer to PRONI – after closure + 'historical record'	Business Requirement	Permanent Preservation
16.13	All Other Journals	7D + after closure	Business Requirement	Destroy
16.14	Application records - Personal Protection	6D + after closure	Firearms (NI) Order 2004	Destroy
16.15	CCTV Images	30 Days - D	Business Requirement	Destroy
16.16	Judicial Reviews	25D + after closure	Business Requirement	Destroy
16.17	PECCS Vehicle Logs and records	6D + 1Y close	Business Requirement	Destroy

²⁷ Relating to Inmates

Schedule 17 – DOJ – SAFER COMMUNITIES

	Types of Files / Records - Transaction	Retention Period	Legislative Requirement / Business Need	Final Action
17.1	Agency & ALB Management	6D + 1Y close	Business Requirement	Destroy
17.2	Access NI Project	5D + 5Y close	Business Requirement	Destroy
17.3	Access NI Vetting Information	3D + after closure	Access NI legislation ²⁸	Destroy
17.4	Access NI Initial Applications	3MD		Destroy
17.5	Access NI Application forms	6MD		Destroy
17.6	Operational Security, Organised Crime – including policy development	10A	Department of Justice Act (NI) 2010; NI Act 1998 (Devolution of Policing and Justice Functions) Order 2010	Appraisal
17.7	Police Ombudsman, Policing Arrangements, Policing Board Governance – including policy development	10A	The Police and Criminal Evidence (Application to the Police Ombudsman) (Amendment) Order (NI) 2010, 2009 & 2000	Appraisal
17.8	Licences – shot-firers, museum & fireworks	2D + after closure	Firearms and Explosives legislation ²⁹	Destroy
17.9	Other Licences and Registrations; Appeals	6D + after closure		Destroy
17.10	Registration and Licensed Premises – revoked or refused cases	40D + after closure		Destroy
17.11	Approvals - Explosives	6D + 1Y close		Destroy
17.12	Warrants	2D + after closure		Destroy
17.13	Policy & Procedures; Legislation input	5D + 5Y close	Business Requirement	Destroy
17.14	Meetings	2D + 1Y close	Business Requirement	Destroy
17.15	Reducing Offending	10A	Department of Justice Act (NI) 2010; NI Act 1998 (Devolution of Policing and Justice Functions) Order 2010	Appraisal
17.16	Offenders' Strategies	10A		Appraisal
17.17	Community Safety	10A		Appraisal

²⁸ Access NI Retention and Disposal policy in line with the Departmental Schedule is published at: www.dojni.gov.uk/accessni

²⁹ 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

Schedule 18 – DOJ – STATE PATHOLOGY

	Types of Files / Records - Transaction	Retention Period	Legislative Requirement / Business Need	Final Action
18.1	Post Mortem reports and proformas – record series and index metadata	Retain	Coroners Act (NI) 1959, Coroners (Practice and Procedure) Rules (NI) 1963, Criminal Justice (NI) Order 1980, NI Act 1998 (devolution of Policing & Justice Functions) Order 2010, Police and Criminal Evidence (NI) Order 1989, Criminal Procedures Investigation Act (CPIA), Sudden Unexpected Death in Infancy Protocol (SUDI), Medical Records Act 1988	PLR
18.2	Tissue slides	Retain	Human Tissue Act (NI) 1962 and 2004, Code of Practice 3 (Post Mortem Examination 2009), Medical Records Act 1988	PLR
18.3	Bound volumes – pathology reviews and consultations	Retain	Police and Criminal Evidence (NI) Order 1989, Criminal Procedures Investigation Act (CPIA), Sudden Unexpected Death in Infancy Protocol (SUDI), Medical Records Act 1988	PLR

Schedule 19 – DOJ – YOUTH JUSTICE AGENCY

	Types of Files / Records - Transaction	Retention Period	Legislative Requirement / Business Need	Final Action
19.1	Policies & procedures; Programmes & projects	5D + 5Y close	Business Requirement	Destroy
19.2	Case Files; Young People Assessments; Education; Medical Client File	Transfer to PRONI – 20Y after closure	Criminal Justice (Children) (NI) Order 1998 Justice (NI) Act 2002 and 2004; Data Protection Act 1998.	Permanent Preservation
19.3	Community Services – Crime Project	Transfer to PRONI – 20Y after closure	Criminal Justice (Children) (NI) Order 1998 Justice (NI) Act 2002 and 2004; Data Protection Act 1998.	Permanent Preservation
19.4	Support Services	2D + after closure	Business Requirement	Destroy
19.5	Unit Records	12D + after closure	Business Requirement	Destroy
19.6	Observation Records; Area Office Records, including incidents	5D + after closure	Business Requirement	Destroy
19.7	Client Contact Administration; Combination Records	3D + after closure	Business Requirement	Destroy
19.8	Case Files - Health & Safety	10D + after closure	Business Requirement	Destroy
19.9	Statistical Information – Court Order Registers and Project Attendance Records	Transfer to PRONI – 15Y after closure	Business Requirement	Permanent Preservation
19.10	Service Monitoring – Statistical Information	10A	Business Requirement	Appraisal

ANNEX A: 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 Orders in Council dated 14 January 1924 and dated 20 January 1925³⁰.

DOJ DISPOSAL SCHEDULE SIGNATORIES	
	
Ms Maggie Smith	Dr Tom Clyde
Director and Deputy Keeper of the Records, Public Record Office of Northern Ireland	DOJ Departmental Information Manager, Department of Justice, Northern Ireland
	
Dr Denis McMahon	Dr Nick Perry
Permanent Secretary, Department of Culture, Arts and Leisure	Permanent Secretary, Department of Justice, Northern Ireland
	
Mr David Huddleston	Sir Declan Morgan
Head of Records Management, Cataloguing and Access Section, Public Record Office of Northern Ireland	Schedules 12 and 13 – appertaining to Northern Ireland Court Records Lord Chief Justice of Northern Ireland, Royal Courts of Justice Belfast

This schedule has been approved by DOJ Directors and Executive Agency Chief Executives

³⁰ Orders in Council in Belfast Gazette - Disposal of Documents Order and Imperial Records Order

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ANNEX B: ABBREVIATIONS AND DEFINITIONS

ABBREVIATIONS AND DEFINITIONS	
ALB	Arms Length Bodies
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
LSANI	Legal Services Agency Northern Ireland
MASRAM	Multi Agency Sex Offender Risk Assessment and Management
NI	Northern Ireland
NICTS	Northern Ireland Courts and Tribunals Service
NIPS	Northern Ireland Prison Service
UAL	Unlawfully at large
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	
A	Appraisal
D	Destroy
LDR	Latest Date of Release
MD	Month and Destroy
PLR	Permanent Living Record
Y old	Years old
Y close	Years (either financial or calendar as appropriate) and close
After closure	One year after the date of the last record
Historical record	<p>Files with date of last record being, become historical:</p> <p>1987/88 – 31 December 2015 1989/90 – 31 December 2016 1991/92 – 31 December 2017 1993/94 – 31 December 2018 1995/96 – 31 December 2019 1997/98 – 31 December 2020 1999/2000 – 31 December 2021 2001/2002 – 31 December 2022 2003 onwards – plus 20 years</p>

ANNEX C: LEGISLATION³¹***The Public Records Act (Northern Ireland) 1923 (NI c.20) (NI, 13 & 14 Geo. 5 Chapter 20)***

An Act to establish a Public Record Office of Northern Ireland for the reception and preservation of certain public records appertaining to Northern Ireland, and for purposes connected therewith.

Establishment of Public Record Office of Northern Ireland. 1.- (1) There shall be established a Public Record Office of Northern Ireland for the reception and preservation of public records to which this Act applies. (2) This Act shall apply to the following public records:- (a) Northern Ireland records, that is to say, all records of any court, Government department, authority or office in Northern Ireland with respect to which the Parliament of Northern Ireland had power to make laws, and (b) Imperial records, that is to say, public records appertaining to Northern Ireland to which this Act may be applied by any order made by the [Secretary of State] under the provisions of this Act, and not being Northern Ireland Records. (3) For the purposes of this Act the expression "records" means rolls, records, writs, books, proceedings, decrees, bills, warrants, accounts, maps, papers and documents of a public nature.

Charge and superintendence of records, and appointment of Deputy Keeper and staff. 2.- (1) The Northern Ireland records shall be under the charge and superintendence of the [Department of Culture, Arts and Leisure] for Northern Ireland for the time being (in this Act referred to as "the [Department of Culture, Arts and Leisure]") and shall be removed to the Public Record Office of Northern Ireland in manner hereinafter in this Act provided: Provided that, until such removal, the persons having the care of any such records shall continue to have the charge of them subject to such orders as the [Department of Culture, Arts and Leisure] is by this Act empowered to give concerning the same. (2) The [Department of Culture, Arts and Leisure] shall appoint a fit person duly qualified by his knowledge of records to be Deputy Keeper of the Records of Northern Ireland, and such Deputy Keeper shall act as chief Record Keeper under the [Department of Culture, Arts and Leisure], and shall superintend all persons employed in the Public Record Office of Northern Ireland in keeping the records in the custody of the [Department of Culture, Arts and Leisure], and shall discharge all such other duties as may be required of him under this Act and subject to such directions as he may receive from the [Department of Culture, Arts and Leisure]. (3) The [Department of Culture, Arts and Leisure, with approval of the Department of Finance] shall appoint all such officers, clerks and servants as shall be necessary for the purposes of this Act, and the persons so appointed shall assist in executing this Act

under the superintendence of the Deputy Keeper of the Records of Northern Ireland in such manner as the [Department of Culture, Arts and Leisure] may direct. (4) The said Deputy Keeper of the Records and officers, clerks and servants shall be removable by the [Department of Culture, Arts and Leisure]. (5) There shall be paid out of moneys provided by Parliament to the said Deputy Keeper of the Records and to the officers, clerks and servants appointed in pursuance of this section, such annual salaries or remuneration as the [Department of Culture, Arts and Leisure, with approval of the Department of Finance] may determine.

Removal of accumulating records to Record Office. 3. The [Department of Culture, Arts and Leisure] shall by warrant under his hand from time to time appoint a fit person to attend all courts, Government departments or offices in Northern Ireland and in his name to receive and take charge of all Northern Ireland records of which the charge and superintendence are by this Act vested in the [Department of Culture, Arts and Leisure], and the judge of the court or principal officer of the department or office to which any Northern Ireland records belong, upon sight of the warrant of the person thereby appointed to take charge of the Northern Ireland records to be delivered from that court, department or office into the custody of the [Department of Culture, Arts and Leisure], shall give the necessary orders to the proper officer of his court, department or office for the delivery thereof. As soon as such Northern Ireland records have been so delivered to the person appointed to receive them in pursuance of such warrant, such Northern Ireland records shall be deemed to be in the custody of the [Department of Culture, Arts and Leisure] and shall forthwith be removed to and deposited in the Public Record Office of Northern Ireland, and shall be subject to the rules made under this Act; and the person receiving any such Northern Ireland records shall thereupon deliver the schedule thereof and receipt for the same under his hand to the judge or officer from whom he receives them, and shall deliver a copy of such schedule to the [Department of Culture, Arts and Leisure] or to the officer appointed by the [Department of Culture, Arts and Leisure] to receive the same into the said Public Record Office:

Provided that (a) in the case of Northern Ireland records forming part of the records of any court of justice, no such warrant shall be issued by the [Department of Culture, Arts and Leisure] without the approval and countersignature of the Lord Chief Justice of Northern Ireland; (b) every such warrant shall specify and describe the Northern Ireland records intended to be delivered to the person thereby authorised to receive them; (c) the [Department of Culture, Arts and Leisure] shall not issue any such warrant for the removal of any Northern Ireland records unless or until the records described in such warrant are of the age of twenty years from the making thereof, or, if the records are under that age, unless the removal thereof has been requested by the judge of the

³¹ *Valentine General Law of NI – Nov 2012 – NI Acts 1921-59*

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court or principal officer of the department or office to which they belong, and, in the case of records of a court, with the approval also of the Lord Chief Justice of Northern Ireland; (d) if it appears to the judge of any court, with the approval of the Lord Chief Justice of Northern Ireland, or to the principal officer of any Government department or office, that it will be conducive to the ends of justice or to the due performance of the business of such court, department or office that any records belonging thereto should not be delivered into the custody of the [Department of Culture, Arts and Leisure] at the end of twenty years from the making thereof, it shall be lawful for such judge or principal officer to certify in writing accordingly to the [Department of Culture, Arts and Leisure], and the [Department of Culture, Arts and Leisure] upon receiving such certificate may from year to year, but not for any time longer than a year without a new certificate, withhold the issue of any warrant for the removal into his custody of the records mentioned in such certificate.

Validity of records after removal. 4. The removal of any Northern Ireland record to the Public Record Office of Northern Ireland by and in accordance with this Act shall not in any manner affect the legal authenticity of that record, but any such record deposited in that Public Record Office and there kept under the authority of this Act, shall be taken to be in its legal place of deposit, and every such record so removed shall be of the same legal validity in all courts and proceedings as if such record had not been removed.

Deposit of documents in Record Office by trustees or other persons. 5. It shall be lawful for any trustee or other person having the custody of any deeds or documents, which in the opinion of the [Department of Culture, Arts and Leisure] are fit to be deposited in the Public Record Office of Northern Ireland, so to deposit the same with the permission of the [Department of Culture, Arts and Leisure], and subject to any rules to be made under this Act, in a repository which may be provided for that purpose in the said Public Record Office, and any deeds or documents so deposited shall be deemed to be Northern Ireland records in the custody of the [Department of Culture, Arts and Leisure].

Access to public records [added 30 Nov 2005] 5A. It shall be the duty of the Deputy Keeper of the Records of Northern Ireland to arrange that reasonable facilities are available to the public for inspecting and obtaining copies of those public records in the Public Record Office of Northern Ireland which fall to be disclosed in accordance with the Freedom of Information Act 2000.

Seal of Record Office, certified copies of records, and effect of same. 6.- (1) The [Department of Culture, Arts and Leisure] shall cause to be made a seal of the Public Record Office of Northern Ireland, and shall cause to be sealed or stamped therewith all certified copies, made as hereinafter in this section provided, of any Northern Ireland records in his custody. (2) The [Department of

Culture, Arts and Leisure] or Deputy Keeper of the Records of Northern Ireland may allow copies to be made of any Northern Ireland record in the custody of that [(Head of) a Department], at the request and cost of any person desiring to procure the same, and any copy so made shall be examined and certified as a true and authentic copy by the said Deputy Keeper of the Records, or by such officer of the Public Record Office of Northern Ireland as the [Department of Culture, Arts and Leisure] may appoint for that purpose, and shall be sealed or stamped with the seal of the said Public Record Office without any proof of the seal or stamp or of the signature, or official character of the person purporting to have signed the same, and shall be delivered to the person for whose use the copy was made. (3) Every copy of a Northern Ireland record in the custody of the [Department of Culture, Arts and Leisure], certified under this section and purporting to be sealed or stamped with the seal of the Public Record Office of Northern Ireland, shall be received as evidence in any court of justice and before any legal tribunal in Northern Ireland, and before either House of the Parliament of Northern Ireland [or NI Assembly] or any committee of either or both of those Houses, without any further or other proof thereof, in every case in which the original record could have been received there as evidence.

Printing, publication, sale and distribution of records, calendars, etc. 7.- (1) It shall be lawful for the Minister of Culture, Arts and Leisure to cause to be printed from time to time such calendars, catalogues and indexes of Northern Ireland records, and also such Northern Ireland records in the custody of the [Department of Culture, Arts and Leisure], as that [Department] may recommend as fit to be printed. (2) All Northern Ireland records, calendars, catalogues and indexes of records which are printed in accordance with the provisions of this section shall be published and sold for such reasonable sums as may be approved by the [Department of Culture, Arts and Leisure], and the proceeds of all such sales shall be placed to the credit of the [Consolidated Fund] of Northern Ireland, and carried to the account of the Consolidated Fund thereof: Provided that, so many printed copies of any such records, calendars, catalogues and indexes as the [Department of Culture, Arts and Leisure] may direct may be presented gratuitously to departments of the Government, institutions and libraries in NI.

(3) The [Department of Culture, Arts and Leisure] shall have power to purchase, for the use of the Public Record Office of Northern Ireland, such private calendars, catalogues and indexes to the Northern Ireland records as the [Department of Culture, Arts and Leisure] may think fit, and every calendar, catalogue and index to any Northern Ireland records in the custody of the [Department of Culture, Arts and Leisure] which may be compiled, continued or copied after the passing of this Act by any officer of, or person employed in, the said Public Record Office, except such printed copies as may be sold

or presented gratuitously under this section, shall belong to the Minister of Culture, Arts and Leisure for the use of the said Public Record Office.

Power to make rules as to disposal of valueless documents. 8.- (1) The [Department of Culture, Arts and Leisure], with such approval as is hereinafter in this section mentioned, may, if he thinks fit, make rules respecting the disposal by destruction or otherwise of documents which are deposited in or can under this Act be removed to the Public Record Office of Northern Ireland as Northern Ireland records, and which are not of sufficient public value to justify their preservation in the said Public Record Office. Such rules shall- (a) so far as they relate to documents of any court, be made with the approval of the Lord Chief Justice of Northern Ireland; and (b) so far as they relate to documents removed or about to be removed to the said Public Record Office from any Government department or public office in Northern Ireland, be made with the approval of the head of such department or the principal officer of such office. (2) Before the power of disposal given by this section is exercised as to any documents, the [Department of Culture, Arts and Leisure] shall cause a schedule to be prepared of the documents proposed to be disposed of, showing a list of these documents and such particulars as to their character and contents as may be calculated to enable the Houses of Parliament [or NI Assembly] to judge of the expediency of disposing of such documents in the proposed manner. Where there are several documents of the same class or description, it shall be sufficient to classify them, as far as practicable, according to their nature and contents, instead of specifying each document separately. Such schedule shall be laid before both Houses of Parliament [or NI Assembly], and if, [during the period defined by 1954 c.33 (NI) s.41(2)], a resolution is passed by either House requiring the preservation of any scheduled record, such record shall not be disposed of. (3) No rule made in pursuance of this section shall provide for the disposal of any documents of older date than the year eighteen hundred. (4) Every rule made in pursuance of this section shall be laid before [the NI Assembly] [during the period defined by 1954 (NI) c.33) s.41(2)] after the rule has been subject to negative resolution.

Rules for management of Record Office. 9. The [Department of Culture, Arts and Leisure] shall (without prejudice to the provisions of this Act with respect to the disposal of valueless documents) have power to make rules for carrying this Act into execution, and, in particular, with respect to all or any of the following matters: (1) The management of the Public Record Office of Northern Ireland; (2) The admission of persons to the use of the Northern Ireland records, calendars, catalogues and indexes, in his custody; (3) The amounts of the fees which he shall think proper to be paid in connection with the use of the Northern Ireland records under his charge and superintendence, and the cases in which the payment of fees may be dispensed with; (4) Any other matter with

respect to which rules may be made under this Act. Every such rule shall be laid before both Houses of Parliament [or NI Assembly] within twenty-one days after it is made, if Parliament be then sitting, or, if not sitting, within twenty-one days after the then next meeting of Parliament. All fees payable in accordance with any such rule shall be paid to the credit of the [Consolidated Fund]. [Public Use of the Records (Management and Fees) Rules SR (NI) 2009/69 (replacing SR (NI) 1996/38)]

Annual Report. 10. The Deputy Keeper of the Records of Northern Ireland, under the direction of the [Department of Culture, Arts and Leisure], shall once in every year furnish a report to the the First Minister and the deputy First Minister of the proceedings taken under this Act and that report shall be laid before the Assembly.

Modification of 1875 c.59 and 1876 c.58. 11. The Public Records (Ireland) Act, 1867, Amendment Act, 1875, and the Parochial Records Act, 1876, shall, so far as they relate to Northern Ireland records belonging to parishes situate in Northern Ireland, have effect with the following modifications:- (a) Records belonging to such parishes shall, subject to the provisions of the said Acts, be under the charge and control of the [Department of Culture, Arts and Leisure] and the [Department of Culture, Arts and Leisure] shall be substituted in the said Acts for the Master of the Rolls; (b) References to the Public Record Office of Ireland shall be construed as references to the Public Record Office of Northern Ireland; (c) References to the Deputy Keeper of the Records shall be construed as references to the Deputy Keeper of the Records of Northern Ireland; and references to the Assistant Deputy Keeper of the Records shall be construed as references to such officer as may be appointed by the [Department of Culture, Arts and Leisure] under this Act for the purpose of certifying copies of Northern Ireland records; (f) References to the Public Records (Ireland) Act, 1867, shall be construed as references to this Act.

Application of Act to Imperial records. 12.- (1) If provision is made by or in pursuance of any Act of the Parliament of the United Kingdom, or by any authority of the Government thereof, for the removal to, and the reception and preservation in, the Public Record Office of Northern Ireland of any Imperial Records within the meaning of this Act, the [Secretary of State may by Order] apply the provisions of this Act, with such modifications as may be specified in the Order in Council, to the purposes of such removal, reception and preservation. (2) Without prejudice to the foregoing provisions of this section, the provisions of this Act shall have effect in relation to copies of calendars prepared as mentioned in section 27(5) of the Administration of Justice Act 1969 which have been removed to the Public Record Office in Northern Ireland, either before the commencement of that Act or in pursuance of a direction given under section 27 of that Act, as they have effect in relation to Northern Ireland records.

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Short title. 13. This Act may be cited as the Public Records Act (Northern Ireland), 1923.

Public Records (Disposal of Documents) Rules 1925, SR (NI) 1925/167 (p.277)

I, the Right Honourable Hugh MacDowell Pollock, Minister of Finance for Northern Ireland, hereinafter referred to as "the Minister of Finance" in exercise of the power conferred upon me by section eight of the Public Records Act (Northern Ireland), 1923 (NI c.20) (hereinafter referred to as "the Act") do hereby make - the rules following:-

1. The documents mentioned in sub-section (2) of section one of the Act shall be inspected by officers specially appointed by - the Minister of Finance, and holding their appointments to retain such office during his pleasure.
2. The Inspecting Officers shall be not less than three in number. One shall be the Secretary or an Assistant Secretary or the Principal Establishment Officer of the Ministry of Finance for Northern Ireland, another the Deputy Keeper of the Record of Northern Ireland, and the third an officer of the Public Record Office of Northern Ireland.
3. The Inspecting Officers shall keep minutes of their proceedings for the information, if necessary, of the Minister of Finance, and shall mention therein every document or class of document which they examine.
4. The Inspecting Officers shall, as occasion demands, prepare schedules of the documents proposed to be disposed of; showing a list of these documents and such particulars as to their character and contents as may be calculated to enable the Houses of Parliament to judge of the expediency of disposing of such documents in the proposed manner.
5. When the documents of any court, deposited in the Public Record Office of Northern Ireland, are to be taken into consideration, the Lord Chief Justice of Northern Ireland shall appoint some officer especially conversant with such documents to act with the Inspecting Officers; similarly when the documents of any department of the Government or of any public office of Northern Ireland, deposited in the Public Record Office of Northern Ireland, are to be taken into consideration, the head of that department or the principal officer of such office shall appoint an officer specially conversant with such documents to act with the Inspecting Officers.
6. When documents which can be removed to the Public Record Office of Northern Ireland existing or, in ordinary course, about to exist in any court or in any department of the Government or in any public office in Northern Ireland, are to be taken into consideration, the Lord Chief Justice of Northern Ireland, head of that department or chief official of that office, as the case may be, shall appoint some officer specially conversant with such documents to prepare a schedule of the documents proposed to be disposed of, showing a list and particulars

as aforesaid, and such officer shall submit the same to the Inspecting Officers.

7. The Officer or Officers charged with the preparation of any schedule shall be guided by the following principles:-

- (a) They shall take care to preserve the essential parts of the records of every stage of judicial and legal proceedings, act of registration, series of accounts, file of correspondence or other set of documents in such a manner that upon the removal of the existing personnel of a court, department or office, their successors would be enabled, where necessary, to carry on the suit or other business or continue the correspondence.
- (b) They shall take into account the difficulty of forecasting what, case may become precedent and the danger of leaving the decision to the persons actually handling it at the moment.
- (c) They shall be careful not to include in any Schedule any documents which give important information not to be found elsewhere,
- (d) On the other hand the following classes of documents may without hesitation be disposed of (i) (duplicates of documents, the originals of which are preserved. (ii) Unimportant legal documents: such as affidavits of service of writs and appearances, of which, a note is kept. (iii) Minor correspondents and papers, such as covering letters, acknowledgments, letters making or confirming appointments, requests for literature or forms.

8. Every schedule prepared as aforesaid shall, when settled, be signed by the Inspecting Officers and the Officer appointed to act with them in the matter.

9. Every Schedule signed as aforesaid shall be submitted for the approval of the Minister of Finance, and in addition, in the case of the documents of a court, for that of the Lord Chief Justice of Northern Ireland, and in the case of those of a Department of Government or of a public office, for that of the head of such department or the principal officer of such office.

10. Every schedule approved by the Minister of Finance and the Lord Chief Justice of Northern Ireland, or by the Minister of Finance and the head of a Department of Government or principal officer of a public office shall be laid before both Houses of Parliament, as provided in the Act.

11. When a schedule of documents existing in the Public Record Office of Northern Ireland, prepared and approved as aforesaid, shall have lain before each House of Parliament for a period of not less than ten days on which such House has sat, the Inspecting Officer shall (except in the case of the passing of such a resolution as is mentioned in sub-section (2) of section eight of the Act) take measures for the disposal of the documents mentioned therein in the proposed manner.

12. When a schedule of documents existing or in ordinary course about to exist in any court or in any department of the Government or public office, prepared and approved as aforesaid, shall have lain before each House of Parliament for a period of not less than ten days, on which such House has sat, the Chief Official of that Court

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or the Head of such Department of Government or Chief Official of such public office shall (except in the case of the passing of such a resolution as is mentioned in sub-section (2) of section eight of the Act) take measures for the disposal of the documents mentioned therein in the proposed manner.

13. The mode of disposal shall be by destruction, unless the Minister of Finance shall direct the disposal thereof by transfer to the governors of any library, association, or other body in Northern Ireland or elsewhere.. The proposed mode of disposal of the documents included in each schedule shall be specifically mentioned in the schedule. When the documents are to be destroyed, such destruction shall be effected under the direction of the Controller of His Majesty's Stationery Office.

14. The first Inspecting Officers appointed under Rule 2 shall be [updated]

Public Records (Imperial Records) Order 1925, SR (NI) 1925/170 (p.275)

[made under s.12 of the Public Records Act (NI) 1923 (NI c.20) s.12]

And Whereas the Secretary of State is satisfied that certain Imperial records, being records of the Supreme Court of Judicature of Northern Ireland or of other excepted or reserved services, may, as and when they have ceased to be required for the due administration of the court or service, properly be transferred -to the Public Record Office of Northern Ireland, and has authorised provision to be made for the removal of the same to the Public Record Office of Northern Ireland under the Act as applied thereto by this Order, subject to certain conditions which are hereinafter expressed by way of modification of the Act Now 1, James Albert Edward, Duke of Abercorn, Governor of Northern Ireland, by and with the advice of the Privy Council of Northern Ireland, do hereby order as follows

1. (1) Subject as hereinafter provided, the Act shall apply to such Imperial records as may from time to time be certified to be no longer required for the due administration of the court or other excepted or reserved service to which they belong and to be suitable for removal to and preservation in the Public Record Office of Northern Ireland (in this Order referred to as "certified Imperial records

(2) The certificate for the purpose of this Order shall in the case of a record of the Supreme Court of Judicature of Northern Ireland or of any office administering the business of that court be a certificate under the hand of the Lord Chief Justice of Northern Ireland, and in the case of a record of any other excepted or reserved service, be by certificate under the hand of the Secretary of State or such officer as may be designated by him for the purpose.

2. The Act in its application to certified Imperial records shall have effect with the following modifications:- (a) references to Northern Ireland records, other than the references in sections one and eleven, shall be construed

as including references to certified Imperial records ; and references to Government departments or offices shall be construed as including references to departments or offices of the Government of the United Kingdom; (b) the provisions of section three as to the delivery of records pursuant to a warrant of the Minister of Finance shall not apply as respects certified Imperial records, but any such records may at the request in writing of the Minister of Finance be delivered by the officer having charge thereof to the officer appointed by the Minister to receive the same in the Public Record Office of Northern Ireland, and the provisions of the Act shall apply to the records so delivered in like manner as if they had been delivered in pursuance of a warrant of the Minister of Finance; (c) section eight shall apply to such certified imperial records only as have been deposited in the Public Record Office of Northern Ireland; (d) the power of making rules under section nine shall not be exercised so as to affect any certified Imperial records which have not been deposited in the Public Record Office of Northern Ireland.