



# Retention and Disposal Policy

## Criminal Cases Review Commission CCRC

### Record Retention and Disposition schedule (RRDS)

#### Case Files

Paper files held by the CCRC for casework purposes are destroyed three months after case closure and electronic files are retained as follows:

TYPE	DESCRIPTION	ACTION
<b>Stage 1 Unallocated Cases</b>		
	Ineligible applications, no exceptional circumstances, refused reapplications – all file parts with the exception of case record and Statement of Reasons file parts.	Retain for five years after completion, then dispose.
<b>Stage 2 Review Cases</b>		
	Applications sent for review (Stage 2 review, including Stage 2 Screen and NRG; Stage 3 review) – all file parts with the exception of case record and Statement of Reasons file parts.	Destroy five years after the final decision on the application except where the applicant is still in custody / on licence which must be retained for ten years from the date of final decision before they are destroyed.
<b>Referred Cases and other selected LTI</b>	<p>Cases referred to the Court for a further appeal.</p> <p>Long term interest cases (LTI) are cases with significant legal precedent or significant public interest.</p>	Retain perpetually for eventual transfer to TNA.

*Please note that for the purposes of the ongoing Independent Inquiry into Child Sexual Abuse, government departments, agencies, and all other public sector bodies are instructed to retain any and all documents, correspondence, notes, emails and all other information – however held – which contain or may contain content pertaining directly or indirectly to the sexual abuse of children or to child protection and care. For the purposes of this instruction, the word “children” relates to any person under the age of 18.*