

Surrey County Council Legal Services Retention Schedule

Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/Access
LEG1.0	General Law	-	-	-	-	-	-
LEG1.0.1	Case files relating to Criminal Injuries Compensation Authority Claims	-	Date of birth + 85 years then review	Secure Disposal	Y	Official - Sensitive	-
LEG1.0.2	Case files relating to injunction proceedings	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official	-
LEG1.0.3	Case files relating to injunctions under the Town & Country Planning Acts	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official	-
LEG1.0.4	Case files relating to Magistrate's Courts Proceedings	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official	-
LEG1.0.5	Case files resulting from prosecutions on behalf of client Directorates	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official	-
LEG1.0.6	Case files relating to the prosecution of breaches/review of community orders	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official	-
LEG1.0.7	Case files relating to debt recovery	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official	-
LEG1.0.8	Employment files	Limitation Act 1980 (Section 2)	Closure + 6 years then review - A complaint cannot be entertained unless it is presented to the Industrial Tribunal before the end of the period of 3 months beginning with the date on which the ground for the complaint arose, or other				

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LEG2.0.1	Case files relating to Deed Of Release/Rectification/Variation By Client	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official	-
LEG2.0.2	Case files relating to Legal Charges (other than charges under section 22 of the Health & Social Services & Social Security Adjudications Act 1983)	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official	-
LEG2.0.3	Conveyancing - acting for purchaser -		Permanent - retained in the Legal Registry	Secure Disposal	N	Official	-
LEG2.0.4	Conveyancing - acting for vendor on sale of the whole of the title	Limitation Act 1980 (Section 8)	Closure + 12 years	Secure Disposal	N	Official	-
LEG2.0.5	Conveyancing - acting for vendor who retains part of the title	-	Permanent - retained in the Legal Registry	Secure Disposal	N	Official	-
LEG2.0.6	Case files relating to grant of easement to the client	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official	-
LEG2.0.7	Recovery of land	Limitation Act 1980 (Section 8)	Date of case of action +12 years then review - The same period is prescribed for the recovery of money charged on land, e.g. by mortgage, or the proceeds of sale of land, e.g, under a trust for sale. Longer periods are provided for Crown Lands, the period being either 60 or 30 years. Claims by subjects to recover lands from the Crown are barred after the ordinary period of 12 years.	Secure Disposal	N	Official	-
LEG2.0.8	Case file relating to the sale of property by auction	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official	-
LEG2.0.9	Sale of property (other than by auction or Order Of Court Protection)	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official	-
LEG2.0.10	Case file relating to Right to Buy pursuant to the Housing Act 1985	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official	-
LEG2.0.11	Case files relating to the transfer of schools to governing body	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official	-
LEG2.0.12	Case files relating to the purchase of property where contracts are used	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official	-
LEG2.0.13	Case files relating to the purchase of plot for highway scheme where						

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LEG2.0.16	Case files relating to rent reviews	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official	-
LEG2.0.17	Case files relating to service of s.25 s.27 and other Notices to quit on SCC	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official	-
LEG2.0.18	Case files relating to receipt of Notices served pursuant to section 26 of the Landlord And Tenant Act 1954	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official	-
LEG2.0.19	Case files relating to service of Notices pursuant to section 26 of the Landlord and Tenant Act 1954	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official	-
LEG2.0.20	Case files relating to repossession of council properties held under an unsecured tenancy	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official	-
LEG3.0	Planning Law	-	-	-	-	-	-
LEG3.0.1	Case files relating to Section 106 agreements under the Town and Country Planning Act 1990	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official	-
LEG3.0.2	Case files relating to Section 106 agreements under the Town and Country Planning Act 1990 prepared by District Councils or developers	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official	-
LEG3.0.3	Case files relating to Planning And Compulsory Purchase Order Appeals (Public Inquiries)	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official	-
LEG3.0.4	Case files relating to planning contravention Notices	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official	-
LEG3.0.5	Case files relating to Breach Of Condition Notices	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official	-
LEG4.0	Social Welfare Law	-	-	-	-	-	-
LEG4.0.1	Case files relating to Section 22 charges under Health & Social Services & Social Security Adjudications Act 1983	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official - Sensitive	-
LEG4.0.2	Case files relating to redemption of Social Services Section 22 charges	Limitation Act 1980 (Section 2)	Close of case + 6 years then review	Secure Disposal	N	Official - Sensitive	-
LEG4.0.3	Case files relating to obtaining any legal order relating to a child [This period relates to the legal file not to the child's personal file.]	-	Date of birth + 25 years or last action + 7 years whichever is the longer	Secure Disposal	N	Official - Sensitive	-
LEG4.0.4	General legal advice	-	Last action + 3 years then review to ensure that a copy is on the ASC or CSF copy of the file	Secure Disposal	Y	Official	-
LEG4.0.5	Foster parent records [This period relates to the legal file not to the personal file.]	Foster Placement (Children) Regulations 1991	Approval terminated + 10 years then review	Secure Disposal	Y	Official - Sensitive	-

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LEG4.0.6	Legal advice given relating to requests by Police for disclosure of Social Services records	-	Last action + 3 years then review	Secure Disposal	N	Official - Sensitive	-
LEG4.0.7	Case files relating to obtaining any legal order relating to an adult [This period relate	TJ 0.007 Tw 2.04 0 04 0 04	(-)Tj EMC /P <23 ET Q BT 0.0Q BT 0.00h6.6 ( ac)-.9 (o 04 0 05i)2.6 (ol)[This S4.3ac0MCID 43 >>BDC 0 Tc 1[(25.ac)t 0 T2-. Td 0(N) ( r)-6 (ec)-2 (or)-5.9 (ds)]TJ ET EMC Q BT /P <</MCID 34 >>BDC 0 Tc 0 Tw 11.04 0 0 11.04 311.52 732.6 Tm (-)Tj E				