

Breach Report referred by CESPLS (SCS Decision – Hold Hearing)				
LEVEL 1: Case Folder	Content			Retention
	Pdf page numbered version of case file Production list			End of Month after submission date of an appeal
	LEVEL 2: Folders	Sub Folders	Content of folder	
<b>Naming protocol:</b> Case Number only (S14 letter) Add Date to name when CESPLS report received	<b>CASE ADMIN</b>	Admin	Accommodation Venue & Travel	End of month after the submission date of an appeal
		Int. Corres	Members and staff s16 Decision	
		Ext. Corres	Notification Letters (Initial, Venue and Decision) Cover letters / emails CESPLS & Respondent Legal Advice Productions Post-Hearing Correspondence with Council	
		Pre-Hearing	Pre-Hearing arrangements	
	<b>PRODUCTIONS</b>		Production list CESPLS Report and Appendices Statement of Case Case Law Mitigation Submissions Character References	6 months after the date for submission of an appeal
	<b>PRESS</b>		Press Release Correspondence Articles	End of month after the date for submission of an appeal
	<b>DECISION</b>		Verbal Decision Final Written Decision	Destroy 5 years from date of decision  Remove decision from Cases Table on website.
	<b>APPEAL</b>		Appeal Submission / relevant Case Papers Appeal Correspondence (Int & Ext) Legal Advice	End of month after the date of final judgement

Breach Report referred by CESPLS (SCS Decision: Take no action or Further investigation)				
LEVEL 1: Case Folder	Content			Retention
	Pdf page numbered version of case file Production list			End of Month after SCS date of decision
	LEVEL 2: Folders	Sub Folders	Content of folder	
<b>Naming protocol:</b> Case Number only (S14 letter) Add Date to name when CESPLS report received	<b>CASE ADMIN</b>	Int. Corres	Members and staff s16 Decision	End of month after the decision issued.
		Ext. Corres	Notification Letters (Decision) Cover letters / emails CESPLS & Respondent Legal Advice Productions Post-Decision Correspondence with Council	
	<b>PRODUCTIONS</b>		CESPLS Report and Appendices	6 months after the date of decision
	<b>PRESS</b>		Press Release Correspondence Articles	End of month after the date of decision
	<b>DECISION</b>		Verbal Decision Final Written Decision	Destroy 5 years from date of decision  Remove decision from Cases Table on website.

No Breach referred by CESPLS		
SCS Meeting Folder	Admin	Retention
<b>Naming protocol:</b> Not required	<b>Report:</b> Add Report to the Agenda of the next available meeting. Copy report and add to meeting papers. Following review by Standards Commission withdraw report from meeting papers	Delete report from meeting papers and destroy.

Summary of changes made to the document				
Date	Action by (initials)	Version Updated	New Version number	Brief Description (for example corrected typos – whole document; updated para. 1 – revised, reformatted, Corporate Branding)
07/12/18	EM	V!	N/A	File Retention Policy Case Report