

Breach Report referred by ESC (SCS Decision – Hold Hearing)				
File reference	Content			Retention
LEVEL 1: Case Folder	LEVEL 2: Folders	Sub Folders	Content of folder	See below
Naming protocol: Case Number only (S14 letter) Add Date to name when ESC report received	CASE ADMIN	Admin	Accommodation Venue & Travel	End of the month 1 year after the date of the Decision or following the outcome from an appeal.
		Int. Corres	Members and staff s16 Decision Chair Opening Remarks	
		Ext. Corres	Notification Letters (Initial, Venue and Decision) Cover letters / emails ESC & Respondent Legal Advice Productions Post-Hearing Correspondence with Council	
	PRODUCTIONS		Production list ESC Report and Appendices Statement of Case Case Law Mitigation Submissions Character References	End of the month 1 year after the date of the Decision or following the outcome from an appeal.
	PRESS		Press Release Correspondence Articles	End of the month following 5 years from date of decision Remove Press Release from Cases Table on website.
	DECISION		Verbal Decision Final Written Decision	End of the month following 5 years from date of decision Remove decision from Cases Table on website.
	APPEAL		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)				
File reference	Content			Retention
LEVEL 1: Case Folder	LEVEL 2: Folders	Sub Folders	Content of folder	
Naming protocol: Case Number only (S14 letter) Add Date to name when ESC report received	CASE ADMIN	Int. Corres	Members and staff s16 Decision	End of the month 1 year after the date of the Decision or outcome from an appeal.
		Ext. Corres	Notification Letters (Decision) Cover letters / emails ESC & Respondent Legal Advice Productions Post-Decision Correspondence with Council	
	PRODUCTIONS		ESC Report and Appendices	End of the month 1 year after the date of the Decision or outcome from an appeal.
	PRESS		Press Release Correspondence Articles	End of month after the date of decision
	DECISION		Verbal Decision Final Written Decision	Destroy 5 years from date of decision Remove decision from Cases Table on website.

No Breach referred by ESC		
SCS Meeting Folder	Admin	Retention
Naming protocol: Not required	Report: Add Report to the Agenda of the next available meeting. Copy report and add to meeting papers. Following review by Standards Commission remove and destroy CES 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 <i>(for example corrected typos – whole document; updated para. 1 – revised, reformatted, Corporate Branding)</i>
07/12/18	EM	V1	N/A	File Retention Policy Case Report
28/01/19	EM	V1	V2	Review – procedure updated to meeting business requirements
06/02/19	EM	V2	V2.1	Update reference to Commissioner for Ethical Standards (ESC)