

8 Legal Services

BCS Reference – Level 2	Record Type	Retention Period	Authorised to Dispose
Litigation	Litigation Files	10 years after closure of file	Legal Adviser
Employment	Employment Files	10 years after closure of file	Legal Adviser
Contracts	Contract Files	6 years after expiry of the contract or 10 years after closure of file whichever is the latest	Legal Adviser
Property	Property files	10 years after closure of file	Legal Adviser
General Queries / Advice	Gen Files	5 years	Legal Adviser
Debt Recovery	Debt Recovery Files	5 years after closure of file	Legal Adviser
Legal Library	Library Files		
	Licenses agreement with Publishers	Permanent	
	Circulars	Permanent	