



Dated: May 2020

CARDIFF CONSULTANCY SERVICES

RETENTION SCHEDULE

Reviewed: May 2020
Next Review: May 2022

ITEM	DESCRIPTION	ACTION	DISPOSAL TIME-LINE
BUSINESS OF THE SERVICE			
1.	CASE FILES	ARCHIVE (SECURELY) ONCE CASE CLOSED;ONCE DISPOSAL TIME LINE ATTAINED SHRED SECURELY	1 YEAR AFTER CASE CLOSED
FINANCIAL PAPERS			
2.	BUSINESS PAPERS	ARCHIVE (SECURELY);ONCE DISPOSAL TIME LINE ATTAINED SHRED SECURELY	6 YEARS AFTER FILE CLOSURE
OFFICE POLICIES			
1.	OFFICE POLICY FILE	ARCHIVE (SECURELY);ONCE DISPOSAL TIME LINE ATTAINED SHRED SECURELY	UPON POLICY UPDATE

Reviewed: May 2020
Next Review: May 2022

INFORMATION SYSTEMS & TECHNOLOGY			
1.	DATABASE OF FILE DISPOSAL	SHRED SECURELY	6 YEARS AFTER CASE CLOSURE
2.	CLIENT FILES	ARCHIVE (SECURELY) ONCE FILE CLOSED;ONCE DISPOSAL TIME LINE ATTAINED SHRED SECURELY	1 YEARS AFTER CASE CLOSED
3.	EMAILS	DELETE ONCE DEEMED NO LONGER NECESSARY.	1 YEAR MAXIMUM AFTER RECEIPT

Reviewed: May 2020
Next Review: May 2022