



**Dated: January 2022**

**CARDIFF CONSULTANCY SERVICES**

**RETENTION SCHEDULE**

Reviewed: January 2022

Next Review: December 2024

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

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

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