

Document Retention Policy

Area of work	Retention period
Planning	7 years
Employment	
Probate/Administration	15 years
Family	
Corporate	
Commercial Property/Residential Property	
Personal injury	
Medical negligence	
Dispute resolution	
Lasting Power of Attorney	
Childcare	21
Wills	100 years
Trusts	131 years

Original documents	Retention period
Deeds	80 years
Wills	100 years