

Document Retention Policy

Area of work	Retention period
Planning	6 years
Employment	7 years
Probate/Administration	15 years
Family	
Company Commercial	
Commercial property/ Residential Property	
Personal injury	
Medical negligence	
Dispute resolution	
Financial services	
Lasting Power of Attorney	
Wills	
Trusts	100 years
Original documents	Retention period
Deeds	80 years
Wills	100 years