

# THURSFIELDS

## FILE RETENTION POLICY (2023)

File Type	Retention Period – a minimum of:
Litigation	7 years
Property sale of whole	16 years
Property sale of part	DO NOT DESTROY
Property purchases	16 years
Transfer of equity	16 years
Property leases	Lifetime of lease or 5 years whichever longer
Family (not children)	7 years
Family – children issues	Until youngest child is 21
Estate admin	7 years
Wills and codicils	110 years from date of birth
Trusts	Lifetime of trust plus 7 years
Employment	7 years
Corporate and commercial	7 years
General non contentious matters	7 years