

# OCPL CASEWORK RETENTION SCHEDULE

## CRIMINAL CASE FILES AND RELATED DOCUMENTS/MATERIALS

### CATEGORIES OF CASE FILES

### RETENTION PERIOD

Long term interest/public interest cases

- Indefinite (speak with DPP)

Cases resulting in indeterminate/indefinite Sentence

- 25 years and then reviewed by DPP to store for a further period or to destroy

Finalised Supreme Court case files

- 5 years or the length of the sentence if more than 5 years

Finalised Magistrates court cases

- 1 year following final court date or length of sentence if greater

Cases in which an order (e.g. SOPO) was made

- period of the Order or the minimum set out for finalised case files (as above).

Cases in which order made under POCA  
destruction

– length of the order/until recovery of assets, whichever is the greater  
- seek approval of DPP prior to

Advice cases – not caught by any of the above

- 5 years from the date of advice – speak with DPP if unsure

Civil files

- 6 years from finalisation of matter or 1 year after end of applicable limitation period

General correspondence

- 5 years from the date of the most Recent correspondence

Victim review files

- 3 years from the date of review

MLA files

- 5 years unless advised by  
requesting state to re-consider or  
as exceptionally determined by  
MLA CC or DPP