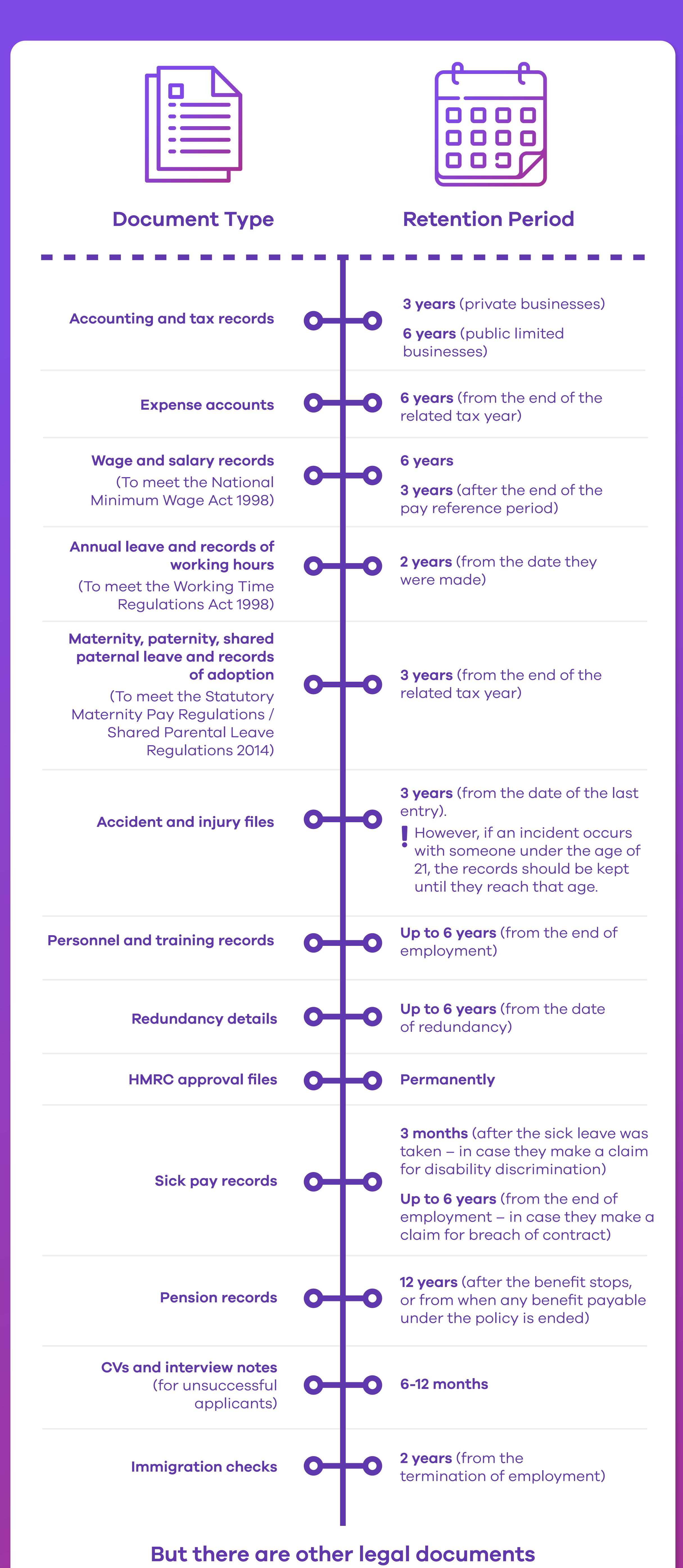
Wirtual Cabinet

Document Retention Policies

Businesses have enough files to keep track of when it comes to their operations, but retaining certain documents is vital to prevent legal implications.

What are the most important documents you need to keep hold of?



that must be kept for a certain period of time...

Legal Document Retention Policies

Up to 6 years Up to 15 years Commercial property Change of name County Court litigation Company formation Commercial transactions Debt collection Court of protection Financial services Immigration Matrimonal matters Declaration of trust Personal injury Probate Patents/intellectual Crime property matters Property sales Pension schemes Residential property Power of attorney purchases Sales of leasehold properties Wills

They differ for every industry, but there's one constant across all sectors – the need for an efficient work management system that controls it all for you.

How do you manage your document retention policies?