

Operational									Regulatory			Corporate			
Definition: Information required to evidence how the FCA operates on a day to day basis, this will include processes, procedures and evidence of operational decisions taken. Retention requirements are driven by multiple pieces of legislation.									Definition: Information that is created or received in the course of the FCA discharging its regulatory duties. Retention requirements are driven predominantly by FSMA.			Definition: Information that is required by the FCA to demonstrate it is functioning in accordance with internal and external rules and regulations. Retention requirements are driven predominantly by the Companies Act.			
General Operations			Finance			HR			Record Description	Trigger	Default retention period	Records Description	Trigger	Default Retention Period	
Records Description	Trigger	Default Retention Period	Records Description	Trigger	Default Retention Period	Records Description	Trigger	Default Retention Period							
Business continuity planning, auditing and risk scenarios	End of Financial Year	7 Years	FCA expenditure	End of Financial Year	7 Years	HR operational activities including all records relating to colleagues from recruitment to exit.	End of Employment	7 Years	Authorisation, Supervision & Market Oversight activities	End of the financial year	25 years	FCA Board and their committees including minutes and supporting papers	FCA Disbanded	Life of FCA + 25 Years	
Change Programmes supporting the delivery of business change including programmes not delivered	System decommission / superseded / programme completion or decision date		Revenue	End of Financial Year		Talent Management	End of Employment		Information & data collected in support of regulatory activities, both mandatory returns and ad-hoc requests	End of Financial Year		Corporate records as required by the Companies Act including articles of association and annual accounts	FCA Disbanded		
Management of technology services including architecture designs, Operating manuals, configurations, DR planning & testing, performance, capacity & availability monitoring	Date of creation / Decommission		Financial control	End of Financial Year		Training materials	Date of creation		Sector, market and competition studies	Conclusion of study		FCA Publications including published corporate reports, FCA Mission, planning & prioritisation and business performance monitoring	FCA Disbanded		
Oversight of risk assurance, framework, Register, tolerance and project compliance	Superseded / Project Closure		Procurement & Contract Management - end to end	End of the Contract		Pay & benefits including review and delivery	End of Employment		Regulated firms and sectors risk exposure oversight and assurance	End of Financial Year		Policy & Handbook including consultation papers	FCA Disbanded		
Testing & Scope of Policy Controls for suppliers & systems	Life of System / End of Relationship		Exceptions			Payroll	End of Financial Year		Risk & Compliance Oversight in support of regulatory activities	Project closure or completion of review / assessment		Register of Approved Firms and Persons, Securities and Approved Sponsors	FCA Disbanded		
FCA internal corporate policies	Superseded		Unsuccessful tenders	Award of Contract		3 Years (IV)	FCA Pension plan operational activities		End of Financial Year	Corporate view & prioritisation in support of Sector views and external policy development activities		Conclusion of the work	Exceptions		
Internal Audit activities	Date or issue of report or succession of policy		Budget & Planning	End of Financial Year		10 Years (IV)	FCA Pension Plan Personal Files		After benefit is taken	Independent Panel & decision-making committees, internal regulatory advisory boards minutes and supporting papers		End of Financial Year	FCA evidence in support of compliance with external regulation e.g. GDPR	FCA Disbanded	Life of FCA (V)
FCA Complaints end to end management and monitoring, including appeals	Resolution of Complaint / End of Financial Year		Exceptions			Exceptions			Chairman, Chief Executive, Executive Directors and Directors focused on regulatory matters, including external engagement & correspondence	Date of Departure		Code of Conduct including development & administration	Superseded	7 Years (V)	
Information Rights Requests including appeals	Case Closure		Recruitment - Unsuccessful Candidates	End of Recruitment	6 months (IV)	Enhanced referencing policy - serious misconduct	FCA Disbanded	Domestic and International stakeholder and partner Engagement	End of Financial Year	Code of Conduct Attestation		End of Employment	7 Years (I)		
Cyber, Information & Privacy Management including intelligence, compliance monitoring and reporting and advice and support	Date of Creation		Enhanced referencing policy - serious misconduct	FCA Disbanded	Life of FCA + 25 years (IV)	Learning & Development Feedback forms	End of Financial Year	Wider FCA external communications	End of Financial Year	Staff Consultative committee activities		End of Financial Year	3 Years (I)		
Executive Directors and Directors external engagement & correspondence focussed on operational matters	End of Financial Year		Learning & Development Feedback forms	End of Financial Year	3 years (V)	Pension Plan Trustee Board and Pension Plan communications	FCA Disbanded	MOU's and other legal agreements with regulatory stakeholders	Superseded / end of agreement						
FCA Mission, organisational performance and corporate prioritisation working documents	End of Financial Year		Pension Plan Trustee Board and Pension Plan communications	FCA Disbanded	Life of FCA + 25 years (IV)			Legal advice & Support	End of Financial Year						
Administrative activities supporting the FCA Board, Committees, Independent Panels, Advisory Boards, and Team meetings	End of Financial Year or End of Tenure							Witness Statements	End of Financial Year						
Communications including campaigns, events, internal comms, press & media, and support given to staff on comms matters	End of financial year / Event or Campaign							Fees Policy	End of Financial Year						
Contracts, including those under Seal	End of contract							FCA corporate policies supporting regulatory activities	superseded (New Version)						
FCA insurance including professional indemnity, building insurance etc	End of Insurance Term							Operational activities supporting regulatory work	End of Financial Year						
FCA colleague Security Clearance including all supporting documentation	Start of Clearance							Exceptions							
Physical security supporting the protection of employees	End of Financial Year							Firm & Consumer Queries (Supervision Hub)	Last Contact	3 Years (II)					
Health & Safety procedures & good practice guidance, assessments, inspections and advice	End of Financial Year							All personal customer data of a firm collected during supervisory activity, unless it is required for Enforcement purposes	Last Contact	3 Years (I)					
Management of FCA facilities - soft services	End of Financial Year							Policy & Handbook responses to consultation activities	Removal from external website	10 Years (V)					
Management of FCA facilities - hard services	Replaced / End of Lease							Enforcement cases and actions including competition cases, evidence seized in support of enforcement (other than that seized under MAR)	Case Closure	10 Years (II)					
Departmental administration, drafts and working papers supporting FCA operational matters	End of Financial Year							Information and evidence seized under Market Abuse Regulation	Case Closure	5 Years (II)					
Exceptions							Enforcement intelligence gathering	Date of receipt or last modified	10 Years (V)						
Business Continuity emergency plan including contact and next of kin lists	Superseded		6 months (I)					Information provided by or to an overseas regulatory body	End of Financial Year	10 Years (I)					
Technology services in support of system / content backup solutions	Date of Creation		6 Months (I)					Predecessor records	End of retention period	Return to HMT					
Incident Management, breaches & reporting - including H&S incidents, information security breaches, threat reports, access reports and security logs	Case Closure	3 Years (V)													
Physical Security CCTV Recordings	Date of Recording	3 Months (V)													
Information published as part of our Information Publication Scheme (FOIA)	Current	Current Version (III)													
FCA Employer and Public Liability Insurance	End of Insurance Term	40 Years (IV)													
Health & Safety Hazardous substances assessments and reporting	End of Financial Year	40 years (IV)													
Leavers email Accounts	End of employment	1 year (V)													
Email accounts - Legal hold	End of Employment	25 Years (V)													
Email Shared Accounts	Account Closure	1 Year (V)													

Key Retention Exception Drivers	
GDPR / ICO Guidance	I
MAR / FSMA	II
FOIA	III
Other legislation	IV
Business Requirement / best practice	V