

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Change Programmes supporting the delivery of business change including programmes not delivered	System decommission / superseded / programme completion or decision date		Revenue	End of Financial Year		Talent Management	Date of creation		Information & data collected in support of regulatory activities, both mandatory returns and ad-hoc requests	End of Financial Year		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		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	Last Modified / Superseded / Project Closure		Procurement & Contract Management - end to end	End of the Contract		Pay & benefits including review and delivery	End of Financial Year		Regulated firms and sectors risk exposure oversight and assurance	End of Financial Year		Risk & Compliance Oversight in support of regulatory activities	Project closure or completion of review / assessment		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		Corporate view & prioritisation in support of Sector views and external policy development activities	Conclusion of the work		Register of Approved Firms and Persons, Securities and Approved Sponsors	FCA Disbanded			
FCA internal corporate policies	Last Modified Date		Unsuccessful tenders	Award of Contract		3 Years (IV)	FCA Pension plan operational activities		End of Financial Year	Independent Panel & decision-making committees, internal regulatory advisory boards minutes and supporting papers		End of Financial Year	Exceptions			
Internal Audit activities	Date of issue of report / succession of police / Last Modified		Budget & Planning	End of Financial Year		10 years (IV)	FCA Pension Plan Personal Files		After benefit is taken	Chairman, Chief Executive, Executive Directors and Directors focused on regulatory matters, including external engagement & correspondence		Date of Departure	FCA evidence in support of compliance with external regulation e.g. GDPR	FCA Disbanded	Life of FCA (V)	
Information Rights Requests including DP, FOIA, EIR and associated appeals	Case Closure		Exceptions			Exceptions			Domestic and International stakeholder and partner Engagement	End of Financial Year		Code of Conduct including development & administration	Superseded	7 Years (V)		
Cyber, Information & Privacy Management including intelligence, compliance monitoring and reporting and advice and support	Date of Creation		Recruitment - Unsuccessful Candidates	End of Recruitment	6 months (IV)	Enhanced referencing policy - serious misconduct	FCA Disbanded	Life of FCA + 25 years (IV)	Wider FCA external communications	End of Financial Year		Code of Conduct Attestation	End of Employment	7 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	Life of FCA + 25 years (IV)	MOU's and other legal agreements with regulatory stakeholders	Superseded / end of agreement		Staff Consultative committee activities	End of Financial Year	3 Years (I)		
FCA Mission, organisational performance and corporate prioritisation working documents	End of Financial Year		Exceptions			Exceptions			Legal advice & Support	End of Financial Year		Mutual Societies Public Register	FCA Disbanded	Return to HMT (IV)		
Administrative activities supporting the FCA Board, Committees, Independent Panels, Advisory Boards, and Team meetings	End of Financial Year or End of Tenure		Exceptions			Exceptions			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		Exceptions			Exceptions			Fees Policy	End of Financial Year						
Contracts, including those under Seal	End of contract		Exceptions			Exceptions			FCA corporate policies supporting regulatory activities	superseded (New Version)						
FCA insurance including professional indemnity, building insurance etc	End of Insurance Term		Exceptions			Exceptions			Operational activities supporting regulatory work	End of Financial Year						
FCA colleague Security Clearance including all supporting documentation	Start of Clearance		Exceptions			Exceptions			FCA Complaints end to end management and monitoring, including appeals	Resolution of Complaint / End of Financial Year						
Physical security supporting the protection of employees	End of Financial Year		Exceptions			Exceptions			Exceptions							
Health & Safety procedures & good practice guidance, assessments, inspections and advice	End of Financial Year		Exceptions			Exceptions			Firm & Consumer Queries (Supervision Hub)	Last Contact		6 Years (II)				
Management of FCA facilities - soft services	End of Financial Year		Exceptions			Exceptions			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 - hard services	Replaced / End of Lease		Exceptions			Exceptions			Policy & Handbook responses to consultation activities	Removal from external website		10 Years (V)				
Departmental administration, drafts and working papers supporting FCA operational matters	Last Modified Date	Exceptions			Exceptions			Enforcement cases and actions including competition cases, POCA cases and evidence obtained in support of enforcement	Case Closure	10 Years (II)						
Exceptions			Exceptions			Exceptions			Enforcement cases and actions including competition cases, evidence obtained in support of enforcement resulting in a prohibition order, permanent injunction or a freezing order.	Case Closure	Life of FCA + 25 years (V)					
Instant Message Chat Logs (MS Teams)	Date of Creation	8 days (V)	Exceptions			Exceptions			Information and evidence obtained under Market Abuse Regulation (MAR)	Date Created	10 Years (II)					
Business Continuity emergency plan including contact and next of kin lists	Superseded	6 months (I)	Exceptions			Exceptions			Enforcement intelligence gathering	Date of receipt or last modified	10 Years (V)					
Technology services in support of system / content backup solutions	Date of Creation	6 Months (I)	Exceptions			Exceptions			Information provided by or to an overseas regulatory body	End of Financial Year	10 Years (I)					
Incident Management, breaches & reporting - including H&S incidents, information security breaches, threat reports, access reports and security logs	Case Closure	3 Years (V)	Exceptions			Exceptions			Predecessor records	End of retention period	Return to HMT (V)					
Physical Security CCTV Recordings	Date of Recording	3 Months (V)	Exceptions			Exceptions			Legal Know-how	Creation Date	Life of FCA (V)					
Information published as part of our Information Publication Scheme (FOIA)	Current	Current Version (III)	Exceptions			Exceptions			Information relating to pre-application discussions that do not progress to a live application	Last contact	3 Years (V)					
FCA Employer and Public Liability Insurance	End of Insurance Term	40 Years (IV)	Exceptions			Exceptions										
Health & Safety Hazardous substances assessments and reporting	End of Financial Year	40 years (IV)	Exceptions			Exceptions										
Leavers email Accounts	End of employment	1 year (V)	Exceptions			Exceptions										
Email accounts - Legal hold	End of Employment	25 Years (V)	Exceptions			Exceptions										
Email Shared Accounts	Account Closure	1 Year (V)	Exceptions			Exceptions										

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