

Record retention schedules

15 March 2024

Our records retention schedule is based on our statutory and discretionary business functions, activities and processes and is designed to tell us how long we need to keep our records for and what should happen to them when they reach the end of their life.

The retention policies contained in the schedule apply to all records irrespective of location or format and we are working to apply this schedule to our records.

[Read the records retention schedule \(PDF 18 Pages, 270KB\)](https://higher-rights.sra.org.uk/globalassets/documents/sra/records/record-retention-schedule.pdf?version=4ab3be) [https://higher-rights.sra.org.uk/globalassets/documents/sra/records/record-retention-schedule.pdf?version=4ab3be]

Destruction of records will be suspended if it becomes apparent that there is any possibility of anticipated litigation or regulatory investigation.

Please use **www.sra.org.uk/recordsman** to link to this page.