

COMPLIANCE

# Retention Policy

CMP.

## Herrington Carmichael File Retention Periods

- All Contentious Probate files are retained for a period 12 years from date of file closure, except for Deferred Payment Scheme Files, which are retained for a period of 25 years from closure.
- All Corporate, Commercial & Regulatory, and Company Secretarial & Corporate Governance files are retained for a period of 6 years from the date of file closure, with the exception of ACSP ID Verifications, which are retained for 7 years from closure.
- All Dispute Resolution files are retained for 6 years from the date of file closure, with the exception of Fixed Fee Meetings, which are retained for 1 year from closure.
- All Employment files are retained for 6 years from the date of file closure.
- All Family files are retained for 6 years from the date of file closure, with the exception of Children Matters (Child Arrangements), which are retained for 15 years from closure, and Children Matters (Schedule 1 Financial), Enforcement, and Police Disclosure, which are each retained for 7 years from closure.
- All Private Wealth & Inheritance files are retained for a period of 12 years from the date of closure, with the exception of:
  - ID Certification, Deeds of Variation, Tax Planning, NHS Funding, Deputyship Application, and Deputy Administration, which are retained for 6 years from closure;
  - Trust Administration and Wills, which are retained for 25 years from closure; and
  - Equity Release files, which are retained for 30 years from closure.
- All Real Estate files are retained for a period of 12 years from the date of closure, with the exception of property sales, which are retained for 6 years from closure.
- All New Build residential property files are retained for a period of 12 years from the date of closure.
- All Residential Property files (other than New Build residential property files) are retained for a period of 12 years from the date of closure, with the exception of:
  - Property sales, which are retained for a period of 6 years from closure, and
  - Mortgage and remortgage files, which are retained for a period of 15 years from closure.

Subject to any legal or regulatory obligations, we will securely destroy the file following expiry of the retention period set out above.

This retention policy is subject to review and update from time to time.

**Implementation Date:** 26 May 2026

**Version:** 1.0