



# BOWER COTTON HAMILTON

Est. 1818

## DATA RETENTION- CLIENT GUIDELINE

**Important Note:** The tables below detail the expected retention periods for both physical and digitally stored data. Please note that the listed retention periods are provided as guidelines only, and that different timeframes may apply.

<b>Central Business Records</b>	
<b>Record</b>	<b>Retention Period</b>
Client due diligence identity documents/information and verification checks	Please see the relevant retention period in the "Client files" section below
Claims/complaints records	7 years after the conclusion of the claim/complaint (or after the client's 18th birthday/gaining of capacity)
Accident books, reports and records	4 years after the date of the last entry (if an accident relates to a child, 4 years after their 18th birthday)
Online identifiers	2 years after the collection of the data

<b>Client Files</b>	
<b>Record</b>	<b>Retention Period</b>
Conveyancing (acting for purchaser)	7 years after the retainer has concluded
Conveyancing (acting for vendor on sale of whole title)	7 years after the retainer has concluded
Conveyancing (acting for vendor who retains part of the title)	7 years after the retainer has concluded
Litigation (non-matrimonial)	7 years after the retainer has concluded
Probate and administration	7 years after whole estate is wound up and distributed
Matrimonial and family	7 years after the retainer has concluded
Matrimonial and family (where a continuing obligation exists)	7 years after the retainer have concluded or after the continuing obligation expires, whichever is the later
Pre and Post-Nuptial Agreements	18 months after the death of the first spouse
Corporate matters	7 years after the retainer has concluded
Trusts (completed)	7 years after the retainer has concluded
Trusts (continuing)	7 years after the life of the Trust
Wills (files only)	7 years after the date of death of the testator
Immigration	7 years after the retainer has concluded
Matters on behalf of clients aged under 18 (or lacking capacity)	7 years after the client's 18th birthday (or the gaining of capacity) or standard retention period if longer
Client enquiries and aborted matters	Please see the retention period for the relevant matter type
All other client matters	7 years after the retainer has concluded

*\*Copy Files are available on request and are charged at our standard rates*