

File Retention Policy

January 2020

The retention periods indicated below are the minimum time period for which client files will be retained. Files may be retained at any time after the retention period indicated.

Patents

File Type	Retention Period
Abandoned patent application files	6 years from abandonment
Granted patents (all countries)	6 years from grant
Contentious work, including oppositions	6 years from completion of work
Translation papers	6 years from instruction

Trade Marks

File Type	Retention Period
Abandoned trade mark files	6 years from abandonment
Registered trade marks (all countries)	6 years from registration
Contentious work, including oppositions	6 years from completion of work

Registered Designs

File Type	Retention Period
Registered Designs (all countries)	6 years from registration
Contentious work	6 years from completion of work