

**FOI Release**  
***Information released under the Freedom of Information Act***

**Title:** Disposal schedule for trade mark and design records

**Date of release:** 5 January 2016

**Information request:**  
Processes in place for the destruction of records of expired designs.

**Information released:**  
We have a rolling programme in place to produce database lists of files due for disposal at two years following expiry of registrations, but in each case the actual date of destruction will at any given time depend upon variables such as staff numbers and work priorities. We do however at all times aim to follow the attached disposal schedule as closely as possible.