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# S&P Global Ratings

Policy: Recordkeeping & Retention  
Date: 23 May 2016

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## **Policy Statement**

S&P Global Ratings retains certain documents that it either generates or receives in connection with its Credit Rating Activities, Ancillary Services, and Other Services for specified periods of time, in a safe location, and in a manner that permits the documentation to be provided promptly to regulatory authorities upon request.

S&P Global Ratings also retains data and documents obtained for, or produced by, its business operations, including but not limited to finance, management, operating procedures, human resources, marketing and other strategic records.

S&P Global Ratings retains these documents, data, and records the periods specified in the Records Retention Schedule.

Employees are encouraged to discard promptly, in a manner which protects any sensitive or confidential content, data and documents not required to be retained.