



# Leicestershire Police

## Records Management Policy

Policy Owner:

Force Records Manager

Department Responsible:

Information Management

Chief Officer Approval:

Deputy Chief Constable

Date of next review:

May 2025

Security Marking:

OFFICIAL MARKED

**This policy and procedure has been reviewed against APP and all relevant procedures.**

Moved to APP:

Partly Moved to APP

Rationale:

Local policy required

**This document has been produced in conjunction with the Leicestershire Police Legislative Compliance Pack**

### Review log

Date	Minor / Major / No change	Section	Author
05/11/2010	Live	All	Paul Hooseman, Impact Programme
17/11/2013	Minor	Change of Organisational Name of MOPI changed to APP	Paul Hooseman, Impact Programme
27/10/2015	No Change	All	Paul Hooseman, Information Manager
15/08/2017	Minor	Change in Directorship Ownership	Paul Hooseman, Information Manager
15/10/2018	Minor	GDPR Compliance	8870- Simon Adams
05/03/20	Minor	Policy Owner, Linked Documents, updated DPA, GDPR Act	7285- Amanda McKenzie
21/04/2021	Minor	Linked documents updated	7285- Amanda McKenzie
12/04/2022	Minor	Policy owner/dept responsible/CO approval / updated - National and Local links	7445 - Amanda Purdie
29/01/2024	No Change	All	7445 - Amanda Purdie
May 2024	Minor	Aligned roles and responsibilities to Digital	7445 - Amanda Purdie

		Evidential Data RRD Policy. Updated National and Local links. Added RRD MoPI NRAC	
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## **POLICY**

### **Statement**

This policy lays out the conditions for the effective management of records by the Leicestershire Police for a legitimate policing purpose, by introducing and complying with the national minimum agreed standards for the retention of records.

Leicestershire Police records are its organisational memory, providing evidence of actions and decisions, and represent a vital asset to support the Force's daily functions and operations.

This Policy will support directly the current Leicestershire Police Information Management Strategy and Information Management Policy. It will assist with compliance with relevant legislation and codes of practice.

This is an aspirational policy with the intention of development over the forthcoming years. There will be an expectation that individual business owner's will, over this period, aim to implement their elements of responsibility within local business area timeframes.

### **Aims**

The policy aims to:

- Embed the current National Record Retention Schedule as a minimum standard to which the Leicestershire Police will comply in relation to discharging its record management obligations.
- Direct staff towards information detailing the minimum agreed standards for the police service for the retention periods of records.
- Direct staff towards information detailing any locally agreed exceptions to the agreed minimum standards.

These aims will be achieved and provide organisational strategic benefits by:

- Ensuring within all force business areas information is held lawfully and is readily accessible on demand.
- Promoting consistent management of all records throughout their lifecycle.
- Ensuring all information is captured and maintained in such a way that it's evidential weight and integrity is not compromised at any time.
- Promoting auditable decision-making.
- Maintaining good practice in relation to information management
- Reducing costs of records storage and management, including retrieval and controlled disposal.

### **Scope**

Leicestershire Police champions Records Management as a corporate function and promotes the strategic, operational and tactical benefits to all staff and departments.

Leicestershire Police is committed to improving records management to support the Force by ensuring that information is managed throughout its life cycle in a systematic, cost-effective and efficient manner. In particular, it provides a means of applying controls to information to maintain its evidential weight and ensure its authenticity, availability and integrity.

Compliance with this records management policy and standards contributes towards the avoidance of significant risk to the Force by enabling and providing evidence of transactions, thereby reducing vulnerability to legal challenge.

This policy therefore applies to all members of the Leicestershire Police who are involved in the collection, collation, recording, evaluating, reviewing, or disposal of police information.

## **Roles and Responsibility**

The Chief Constable is the force Data Controller and has a legal responsibility to ensure compliance with the Data Protection Act 2018 and UK GDPR.

The Deputy Chief Constable is the force's Senior Information Risk Owner (SIRO). The Deputy Chief Constable is accountable and responsible for protecting the information held by the force, including personal data. The SIRO is supported by the Information Asset Owners (IAOs).

The Information Asset Owners (IAO) are responsible for all police information in their business area and for ensuring any information risks are managed and mitigated. Their role is to understand what information is held, what is added and what is removed, how information is managed, who has access and why. Ensuring the information is managed and processed lawfully and disposed of when no longer required. The IAO should ensure all local policies, procedures or standard operation procedures (SOP) that govern the records and data management processes within their business area, are regularly reviewed and published on the force intranet.

All Business System Owners, Departmental and Directorate Heads have a responsibility for ensuring compliance with the legislations, regulations, standards and codes of practice that govern this document, by ensuring consistent, adequate and efficient records and data management processes are routinely carried out against any types of police information that fall under their ownership or operational responsibility – **see National and Local retention links on Page 5.**

Departmental and Directorate Heads who wish to extend the minimum standards for local record retention schedules for any type of record that falls under their operational responsibility and control may do so, and will document the local retention period in local policies. These policies will be made available to all staff via the Leicestershire Police Intranet. Local policies should be produced, reviewed and amended in line with the guidance and legislative requirements outlined in the Leicestershire Police's 'Policy for Producing, Reviewing and Amending Policies and Procedures'.

All Leicestershire police officers and police staff have an obligation to ensure the police information they are operationally and non-operationally responsible for are maintained, and reviewed, retained and disposed of in accordance with the legislations, regulations, standards and codes of practice that govern this document.

## **Legal Basis**

Legal basis is derived from the Police Act 1996 which gives a Constable certain powers. Section 30(1) gives constables all the powers and privileges of a constable throughout England and Wales and Section 30(5) defines these powers as powers under any enactment whenever passed or made. These powers include the investigation and detection of crime, apprehension and prosecution of offenders, protection of life and property and maintenance of law and order.

In accordance with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR), the Data Protection principles must be adhered to.

The Human Rights Act 1998 requires public authorities, including police forces, to act in a way that is compatible with the European Convention on Human Rights. In relation to record retention this requires a proportionate approach to the personal information held about individuals.

The principles of the Code of Practice (2005) and accompanying Guidance (2010) relating to the Management of Police Information will be given due regard by Chief Officers of Police. For the purposes of this Code, policing purposes are:

- Protecting life and property;
- Preserving order;
- Preventing the commission of offences;
- Bringing offenders to justice;
- Any duty or responsibility of the police arising from common or statute law.

Requirements upon the Leicestershire Police as stipulated within the Freedom of Information Act 2000 will be adhered to.

## **Monitoring**

This policy will be monitored to ensure effective compliance. Monitoring will be the responsibility of the policy owner, who will be responsible for developing and reviewing this policy. Active monitoring will be undertaken by supervisors deployed into all relevant business areas. This monitoring will:

- Ensure this policy has been put into practice
- Check that all the elements are operating properly
- Verify that any published procedures are being applied and complied with
- Ensure the aims of the policy are being achieved

Staff engaged within business areas will also be expected to undertake personal responsibility to ensure the policy is adhered to.

Monitoring is also a way of ensuring the policy does not discriminate against certain groups (this information is contained within the Equality Impact Assessment).

The Information Management Section will be responsible for the auditing of Force records management processes.

## **Linked National Documents:**

[APP on Retention, Review and Disposal of police records.](#)

[Police Information and Records Management Code of Practice](#)

[NPCC RRD Schedule 2020 Version 4](#)