



# Leicestershire Police

## Records Management Review Retention & Disposal Schedules Policy

Policy Owner:	Force Records Manager
Department Responsible:	Information Management
Chief Officer Approval:	Deputy Chief Constable
Date of next review:	May 2023
Security Marking:	OFFICIAL MARKED
<b>This policy and procedure has been reviewed against APP and all relevant procedures.</b>	
Moved to APP:	No
Rationale:	

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

### Review log

Date	Minor / Major / No change	Section	Author
July 2019	No Change		Ian Ginns (7289) Still current, adopted by all Forces, pending move to APP
Jan 2020	Minor		Ian Ginns (7289)
Jan 2021	Minor		Amanda Purdie (7445) Updated link to APP MoPi NPCC version 3.2 replaced with version 3.3
May 2021	Minor	National Guidance	Amanda Purdie (7445) NPCC version 3.3 replaced with version 4 Training Records - Retention amended
April 2022	Minor		Amanda Purdie (7445) Policy title/owner /updated records management policy link

**Note: Authorised Professional Practice (APP) has been checked.**

<https://www.app.college.police.uk/app-content/information-management/management-of-police-information/>

Linked : [Records Management Policy](#)

# **POLICY**

## **Statement**

This policy is intended to provide direction and guidance on the Review, Retention and Disposal of Police Information. It is not intended to replace APP, but work to support the information available.

## **Aim**

The aim of this document is to group what information is available prior to a comprehensive move to APP.

## **Scope**

This document is only looking at the Review, Retention and Disposal of Police Information. Wider IM considerations can be found in other Policy documents or at the link to APP Information Management on Page 1.

## **Legal Basis**

Data Protection Act 2018 and Regulation (EU) 2016/679 General Data Protection Regulation (GDPR).

## **Monitoring**

Information Governance is provided by the Information Management Section. Information Management Audit provides assurance that Information Management Policies and Procedures are in place and being adhered too.

# **National Guidance on the minimum standards for the Retention and Disposal of Police Records**

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**These GUIDANCE NOTES contain information to assist policing in England,  
Wales & Northern Ireland.**

**It is OFFICIAL under the Government Security Classification Scheme. It is  
disclosable under the Freedom of Information Act 2000.**

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Author	<b>Rebekah Farrell– MoPI Supervisor</b>
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**These Guidance Notes have been produced by the Records Management Working Group on behalf of the NPCC DP, FOI and RM Portfolio Group and were endorsed by the Information Management Operational Requirements Co-ordinating Committee (IMORCC) on behalf of NPCC Cabinet/Chief Constables' Council. It will be updated according to legislative and policy changes and re-published as required.**

**Any queries relating to this document should be directed to either the author detailed above or the NPCC Programme Support Office on 020 7084 8958/8959.**

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<b>Appendix A</b>	Table of Retention Periods
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Version	Date	Author	Changes
1.0		M. Williams	-
2.0		N. Aspinall	<p><u>Page 8,</u> Asset Register &amp; Equipment and Supplies – Wording added Retention amended.</p> <p><u>Page 10,</u> Fire Tests, Police Authority Building and Lands (deeds), Property-Buildings not owned by Police Authority &amp; Property (Sub-letting of police authority buildings) – Wording added and Retention Amended</p> <p><u>Page 11,</u> Vehicle (police) log book &amp; Vehicle (Police) maintenance records – Wording added and retention amended.</p> <p><u>Page 16,</u> DNA, Fingerprints and Palm prints arrested/attendees – Wording added and retention amended</p> <p><u>Page 17,</u> Road Search &amp; Telecommunication/surveillance (RIPA) - Wording and Retention amended</p> <p><u>Page 20,</u> Accounts (Final Accounts and Tabulations) – Wording and retention amended</p> <p><u>Page 22,</u> Banking Records (Electronic record and Audit trails),Cash Books/Sheets, Central stores requisitions, Debtor &amp; Duty Records - Wording and retention amended</p> <p><u>Page 23,</u> Overtime forms - Retention amended</p> <p><u>Page 24,</u> Payroll (Records/personal record cards), Payroll (Pay ledger) – Wording and retention amended</p> <p><u>Page 27,</u> Disclosures (Cafcass) – Retention amended</p> <p><u>Page 30,</u> Audit, Ceremonial (official openings, dedications), Committee (SMT&amp;SPM) &amp; Committees (Police authority, police and crime commissioner) – Wording added and retention amended</p> <p><u>Page 31,</u> Contracts (contract Documents) &amp; Correspondence (general)– Retention Amended</p> <p><u>Page 32,</u> Correspondence (internal) - Retention amended</p> <p><u>Page 33,</u> Press Releases – Retention amended</p> <p><u>Page 37,</u> Health and safety (Awareness Records) &amp; Health and safety (Biological agents) – Retention amended</p> <p><u>Page 38,</u> Injury on duty forms – Retention amended</p> <p><u>Page 39,</u> Vetting – Retention Amended</p> <p><u>Page 41,</u> Firearms licencing (Application Forms) - Retention amended</p> <p><u>Page 42,</u> Foreign nationals, Licensed and supervised trades, Liquor Licensing &amp; Warning Notices (Harassment) – Wording Added and Retention amended</p> <p><u>Page 44,</u> Lost and Found Property (Non Prohibited items)&amp; Lost and Found Property (Prohibited Items) – Retention Amended</p>
3.0		Rebekah Farrell	<p><u>Page 6</u> Replacement of ACPO with NPCC</p>

			<p><b>Page 10</b> Records of Firearms issued and returned - Additional Rationale added</p> <p><b>Page 11</b> Stock taking – Rationale added</p> <p><b>Page 28-30</b> Rationale changed from ACPO DP manual of guidance to APP guidance.</p> <p><b>Page 29</b> Data breach records/investigations added</p> <p><b>Page 30</b> Notifiable Occupations Scheme removed as NOS has been withdrawn by Home Secretary</p> <p><b>Page 33</b> Pre-Tender Documentation – Retention amended, Legislation in rationale updated</p> <p><b>Page 36</b> Policy documents relating to the introduction of new legislation – Retention amended</p> <p><b>Appendix C</b> Changed from RMPG to IMPS members</p>
3.1		Rebekah Farrell	<p>All references to MoPI Guidance 2010 has been updated to refer to Authorised Professional Practice (APP) Management of Police Information (MoPI)</p> <p><b>Page 2</b> Wording changed from RMPG to IMPS</p> <p><b>Page 5</b> Reference to APP added to para 1.1.1</p> <p><b>Page 6</b> Para 4.1(c) and (e) removed</p> <p><b>Page 7</b> Para 7.1 Wording changed from RMPG to IMPS</p> <p><b>Page 10</b> Records of Firearms issued and returns – Retention amended</p> <p>Police Authority Buildings and Land – Deeds – information activity/task updated</p> <p>Police Authority Buildings and Land - Police Houses / Stations - information activity/task updated</p> <p>Property - Buildings not owned by Police Authority - information activity/task updated</p> <p><b>Page 12</b> Vehicles (Police) Maintenance Records – Retention amended</p> <p><b>Page 13</b> Collisions RTC – Retention amended</p> <p><b>Page 14</b> Crime File – MoPI Group 1, 2 &amp; 3 – Comments updated</p> <p>Traffic – Minor Traffic Offences – Rationale updated</p> <p><b>Page 18</b> Custody Records – Scope notes added</p> <p>Custody Images – new section added</p> <p>DNA – Retention amended</p> <p>Fingerprint and Palm Prints Arrested / Attendees – Retention amended</p> <p><b>Page 19</b> Missing Persons – Found – Retention amended</p> <p><b>Page 22</b> Assets entry removed as this is duplicated on page 9 under Asset Register</p> <p><b>Page 31</b> Data Breach Records/Investigations – Comments added</p> <p><b>Page 32</b> Complaints from the public – new section added</p> <p><b>Page 33</b> Contracts – Contract Documents – Retention and Rationale amended</p>

			<p><b>Page 37</b> Discipline Records – Information title changed to Conduct Records, Retention and rationale amended Complaints Records – new addition <b>Page 43</b> Personnel Records - Retention updated <b>Page 45</b> Firearms Operational – Issues &amp; Returns -Legislation in Rationale amended. <b>Page 46</b> Warning Notices Harassment – Harassment Forms – Retention amended <b>Page 55</b> Pocket note books/CID diaries – Comments added <b>Page 57</b> Appendix C – Contact information added and full members list removed</p>
3.2		Mark Williams	Document published
3.3		Rebekah Farrell	<p><b>Page 30</b> ACRO – Police Certificates – new addition ACRO – International Child Protection Certificates – new addition <b>Page 50</b> ANPR – Retention updated</p>
4	19/06/2020	Rebekah Farrell	<p>All reference to the National Archives as rationale for retention has been removed</p> <p>All reference to MoPI Group 4 has been removed pending agreement of the updated APP MoPI Guidance</p> <p><b>Page 8</b> Additional guidance from APP regarding evidential material added <b>Page 13</b> Fire Tests – Description and rationale updated to reflect new legislation <b>Page 17</b> Crime File MoPI Group 1, 2 &amp; 3 Offences – removal of recommendation to retain where Nominal holds a current firearm/shotgun licence. <b>Page 24</b> Mobile phone &amp; Other Digital Device Data Extraction – new addition Note on charging for services, including disclosures – removed as this is deemed not to relate to retention <b>Page 33</b> Data Processing Agreements/Contracts – retention period amended Criminal Injuries Compensation Authority Claims – retention period updated Data Breach Records/Investigations – retention period amended Data Protection Impact Assessments – new addition Disclosures – SAR – retention period increased <b>Page 34</b> Disclosures – s29(3) requests – retention period increased Disclosures – s3 Mental Health Act Requests – retention period increased Disclosures – Social Services, local authority, DP registers and ad hoc – retention period increased Disclosures – Cafcass checks – retention period increased Disclosures – Court Orders – retention period increased</p>



			<p><b>Information Sharing Agreements, Protocols, MoA – retention period increased</b>  <u>Page 39</u></p> <p><b>Insurance Policy Documents – Fidelity Guarantee etc – comment added to inform review of retention</b>  <b>Policy - Force – retention period increased</b>  <u>Page 40</u></p> <p><b>Policy &amp; Procedure– retention period increased</b>  <u>Page 43</u></p> <p><b>Complaint Records – retention period updated to reflect inclusion of rationale</b>  <u>Page 45</u></p> <p><b>Health &amp; Safety Fire - Fire Certificates (now risk assessments) – Description and Rationale updated to reflect new legislation</b>  <u>Page 49</u></p> <p><b>Child Abuse Warning Notice – new addition</b>  <b>Explosive Certificate – retention period amended</b>  <b>Firearm Licensing Local Records – Licence Application Form, Dealers Licences, Certificates, Licences inc Temp &amp; Visitors, Cancelled certificate rifle club – collated for ease of reference and retention amended</b>  <u>Page 50</u></p> <p><b>Firearm Licensing – Licence Refused &amp; Revoked – retention period amended and comments added</b>  <b>Firearm Licensing NFLMS Records – new addition</b>  <u>Page 51</u></p> <p><b>Foreign Nationals – Police Registration scheme – retention, description and comments updated.</b>  <b>s136 Mental Health Act Detention Forms – new addition</b>  <u>Page 52</u></p> <p><b>Police Information Notice (formerly Warning Notices) Harassment – information title changed to reflect operational change, retention period amended</b>  <u>Page 56</u></p> <p><b>ASBOs are now known as Civil Injunctions and Criminal Behaviour Orders.</b>  <b>Cannabis Warnings – retention period aligned with Pentip retention period</b>  <u>Page 57</u></p> <p><b>Endorsable FPN – Offender details – retention period aligned with Pentip retention period</b>  <b>Endorsable FPN – Payment details – all – retention period aligned with Pentip retention period</b>  <u>Page 58</u></p> <p><b>Non-Endorsable FPN – Payment details – all – retention period aligned with Pentip retention period</b>  <b>Penalty Notice Disorder - Payment details – all – retention period aligned with Pentip retention period</b></p>
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## **1. Preface**

### **1.1 Background**

- 1.1.1 The NPCC Guidance on The Minimum Standards for the Retention and Disposal of Police records has been produced by the Records Management Working Group on behalf of the National Police Chiefs’ Council (NPCC) to assist police forces in their statutory responsibility to comply with the Data Protection legislation (GDPR EU 2016/679 and Data Protection Act 2018), The Code of Practice on the Management of Police Information (2005) and other legislative requirements. The Information Management – Management of Police Information section of the Authorised Professional Practice (APP) is the detailed guidance referred to in the Code of Practice and supersedes ACPO (2010) Guidance on Management of Police Information.

- 1.1.2 The Guidance recognises the need for a common approach across the police service to the retention and disposal of police records following the Soham Murders, the subsequent Bichard Enquiry and recent developments in relation to the Police National Database (PND) which allows police forces to share information in a way that was not previously possible.
- 1.1.3 The Guidance also recognises that the police service creates a plethora of records in the course of the delivery of policing which falls outside the CPIA and other guidance. It is these records that the Guidance is primarily trying to address.
- 1.1.4 The Guidance sets the minimum standards for the police service which all police forces are encouraged to adopt. They are not mandatory and there will be occasions when individual police forces will deviate from them for a variety of technical, operational and organisational reasons. The ultimate responsibility for the retention and disposal of police information rests with the chief constables who are the data controllers under the Data Protection Act 2018.
- 1.1.5 A particular record may exist in several formats such as both paper and electronic. At the point of retention / storage consideration should be given to storing a record in a single form at such as electronic and deleting the duplicated information. When records are stored for long periods due consideration needs to be given to protect and preserve the record against accidental loss, deterioration and obsolescence.
- 1.1.6 The primary target audience for the guidance is chief constables (in their capacity as data controllers), records managers and others directly involved in the management of police information. However it has been designed to be accessible to all police officers and police staff.
- 1.1.7 The guidance refers to all information, regardless of the medium in which it is stored.

## **1.2 Evidential Material**

1.2.1 The APP on MoPI provides the following specific guidance in relation to the retention of evidential material, "There is a subset of policing information and records that relates to evidential material. This refers to any physical property, digital data or media that is downloaded or recovered, could form part of the evidence of a criminal offence and may become a court exhibit in any judicial proceedings. This could include downloads from mobile phones, body-worn video footage and CCTV. This definition applies to both digital and physical evidence. Any unused evidential material should be examined as part of a robust post-case review and consideration should be given to the need for retention or disposal under the Criminal Procedure and Investigations Act (CPIA) 1996. Other evidential material should be retained in line with this APP. However, forces should work towards systems and processes that will allow the efficient deletion of evidential material within the CPIA 1996 timescales, in line with the National Police Chiefs' Council (NPCC) advice (currently under development). Metadata relating to digital material should be retained under MoPI as part of the record."

## **2. Responsibilities for Records Retention and Disposal**

2.1 Assigning responsibility for the retention and disposal of information is down to each individual Police Force.

## **3. Risk**

- 3.1 Responsibility for the managing and use of information within the police service rests with the chief officer of the police force that owns the information.
- 3.2 There are inherent risks attached to the retention and disposal of police records which directly affect operational policing, public protection and public confidence.
- 3.3 This guidance provides chief police officers with a common and consistent approach to the retention and disposal of police records that seeks to balance proportionality and necessity.

## **4. Benefits of a Retention and Disposal Schedule**

- 4.1 There are a number of benefits which arise from the use of a retention schedule:
  - (a) Allows the management of information to be consistent and compliant.

- (b) The Police Service can be confident about disposal information at the appropriate time.
- (c) The Police Service is not maintaining and storing information unnecessarily.

## 5 Disposal

5.1 Disposal means deleting or destroying a record to the extent that it cannot be retrieved.

## 6. Management of Police Information (MoPI)

6.1 In addition to legislative requirements the chief constables have to pay due regard to issued APP Information Management MoPI. This retention and disposal schedule has where necessary made reference to MoPI / Groups 1-3. See Appendix A for a copy of the current Review Schedule from the APP (Authorised Professional Practice) site under Information Management.

6.2 Individual forces should follow local policies and procedures in place for the review and assessment of information. See Appendix B for MoPI National Retention Assessment Criteria (NRAC) form.

## 7. Maintenance

7.1 This document will be reviewed and maintained every two years by the NPCC Records Management Working Group. Additions and amendments where required for legislative purposes will be updated as and when required.

## 8. Glossary

APP – Approved Professional Practice  
ARV – Armed Response Vehicle  
CAFCASS – Children and Family Court Advisory and Support Services  
CLA – Civil Litigation Act (official title is Limitation Act 1980)  
CPIA – Criminal Procedures and Investigations Act 1996  
CPS – Crown Prosecution Service  
DBS – Disclosure and Barring Service  
DP / DPA – Data Protection Act 2018  
FPN – Fixed Penalty Notices  
HMIC – Her Majesty's Inspectorate of Constabularies  
HMG – Her Majesty's Government  
HO – Home Office  
ICO – Information Commissioners Office  
OJEU – Official Journal of the European Union  
IPCC – Independent Police Complaints Commission  
MAPP – Multi Agency Public Protection Arrangements  
MoPI – Management of Police Information  
NFA – No Further Action  
NIM – National Intelligence Model  
NPCC – National Police Chiefs' Council  
PACE – Police and Criminal Evidence Act 1984  
PND – Police National Database  
POCA – Proceeds of Crime Act 2002  
RIPA – Regulation of Investigatory Powers Act 2000  
RTA – Road Traffic Act 1988  
VDRS – Vehicle Defect Rectification Scheme

## 9. Records Retention Tables

9.1 Tables below set out the retention and disposal timescales for the following areas:

- Assets and Products
- Crime & Case Files
- Detecting
- Finance

- Information
- Organisation, Programmes and Projects
- People
- Preventing
- Property
- Prosecution

# **ASSETS & PRODUCTS**

<b>Information Activity / Task</b>	<b>Description / Example of Record</b>	<b>Retention (Minimum Period)</b>	<b>Rationale</b>	<b>Scope Notes</b>	<b>Comments</b>
<b>Alarms</b>	Burglary Alarm installations (non-police locations)	End of subscription			
<b>Asset Register</b>	List of assets e.g., hardware	when superseded or 6 years	Force Policy		
<b>Breath Testing</b>	Evidential breath procedures; breathalyser machine log etc; calibration /certification of the station Intoximeter machine by a qualified engineer	Life of machine + 1 Year			
<b>Breath Testing</b>	Local test records for hand held road side breath test machines. Usually done weekly by a clerk.	6 Months			
<b>CS / PAVA Gas Records</b>	Issue / disposal	Life of canister + 6 Months			
<b>CS / PAVA Gas Records</b>	Discharge	6 Years			
<b>Dogs - Police Dogs</b>	Individual Police dogs files (includes bites records / register)	Service of the dog + 6 Years			

<b>Equipment and Supplies</b>	Personal protective equipment supplied, maintenance logs etc.	6 Years (inspections – Until superseded, maintenance log kept up to date)	The Provision and Use of Work Equipment Regulations 1998, Regulation 6 (3)  The Provision and Use of Work Equipment Regulations 1992, Schedule 6		
<b>Fire Tests</b>	Fire detection and equipment tests Force buildings	7 Years	Regulatory Reform (Fire Safety) Order 2005/Fire Safety Order 2006		
<b>Records of Firearms issued and returns</b>	Records of firearms issued and returned	6 Years	Force Policy  Directive 2008/51/EC Control of the Acquisition and Possession of Weapons  The Firearms Regulations 2015 (amendment to the Firearms (Amendment) Act 1997)	From last entry	

<b>Police Horses</b>	Individual Police horse files (includes incident records / register)	Service of the Horse + 6 Years			
<b>Information Technology - Back Up Tapes</b>	Back-up tapes	Local Force requirements			
<b>Photographs: Negatives of photographs produced for the force</b>	Photographs: Negatives of photographs produced for the force (not crime related)	Force Policy	Force Policy / Historical		
<b>Police Authority/Police &amp; Crime Commissioner Buildings and Land - Deeds</b>	Deeds	Until the sale of the property Update land registry when necessary	Force Policy  Deeds of Arrangement Act 1914, Section 10		

<b>Police Authority/Police &amp; Crime Commissioner Buildings and Land - Police Houses / Stations</b>	Documents/information relating to the ownership of buildings and land property plans and records of work etc.	Until the sale of the property	Some police house / station documents are of historic interest and may be kept permanently		Look at further retention for historic purpose/public interest
<b>Property - Buildings not owned by Police Authority/Police &amp; Crime Commissioner</b>	Leases	16 years after expiry	Force Policy		
<b>Property - sub-letting of police authority/Police &amp; Crime Commissioner buildings</b>	Leases	16 years after expiry	Force Policy		
<b>Stock taking</b>	Stores inventory etc.	3 Years	HMRC CH15400		
<b>Vehicles (Police) Defects</b>	Vehicles defect reporting, registers	Disposal of vehicle + 3 Years	Force Policy		
<b>Vehicles (Police) Equipment Specifications</b>	Vehicle Equipment Specification Sheets	Disposal date + 3 Years	Force Policy		
<b>Vehicles (Police) Log Book</b>	Log books; mileage records etc	Disposal of vehicle + 3 Years	Force Policy		
<b>Vehicles (Police) Maintenance Records</b>	Vehicle history; Maintenance records register; Job cards; Parts records	Disposal of vehicle +3 years +6 years for accident files	Force Policy Limitation Act 1980		
<b>Vehicles (Police) New Vehicle Check Form</b>	Check list for vehicles prior to being accepted and commissioned into fleet	Disposal date + 3 Years	Force Policy, CLA		
<b>Vehicles on demonstration</b>	Test log for vehicles trialled by the Force; Appraisal forms	3 Years	Force Policy		
<b>Vehicles on Hire</b>	Request to Hire etc.	End of financial year + 6 Years	Force Policy		



<b>Waste Management - Special Waste / controlled</b>	Consignment notes	3 Years	Special Waste Regulations 1996, Environment Protection (Duty of Care) Regs 1991		
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# **CRIME AND CASE FILES**

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Crime File</b>	MoPI Group 3 Offence	Minimum of 6 Years.	APP MoPI	Incident report, crime report, case file etc.	Clear period to be taken into consideration.  Consider public interest before disposal.
<b>Crime File</b>	MoPI Group 2 Offence	10 Years (Then Review) Retain again if necessary	APP MoPI	Incident report, crime report, case file etc.	Clear period to be taken into consideration.  If undetected follow MoPI guidance / Force Policy  Consider public interest before disposal.
<b>Crime File</b>	MoPI Group 1 Offence	100 Years (age) (Review every 10 years)	APP MoPI	Incident report, crime report, case file etc.	Review every 10 years to ensure adequacy and necessity.  Consider public interest before disposal.
<b>Collisions</b>	Road Traffic Collisions - Non Fatal, Non-Serious and Damage only	Minimum of 6 Years or until the injured party is 21 years old whichever is the longest	CLA /RTA 1988		Includes minor injury and damage only
<b>Collisions</b>	Fatal and Serious	Minimum of 6 Years.	RTA / CLA / CPIA / MoPI	Review as per Nominal / injured party	MoPI Gp1 – e.g. Causing death by dangerous driving. MoPI Gp2 – e.g. Causing danger to road users, MoPI Gp3 – fatalities or accidents where non-violent crimes involved, Others
<b>Collisions – Police Accidents</b>	Road Traffic Collisions – 3 <sup>rd</sup> Party/injury to officer	6 Years unless injury to child then age 18 + 3 years			

<b>Traffic</b>	Minor Traffic offences – No injuries, collision books	3 Years from Dealt with date	CLA		
<b>Traffic</b>	Minor motoring offences e.g. Defective tyre, lights etc.	1 Year NFA, 3 Years from dealt with date. (if charged)	RTA 1988		

**DETECTING**

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Abnormal loads</b>		6 Months after transport.	Force Policy		
<b>Air Operations / Support Unit - Videos</b>	Surveillance, Operations etc.	31 days or review as per nominal file if evidential			
<b>ARV Mobilisation</b>		25 Years	Force Policy		
<b>Calls for Police Assistance / Call Management Records</b>		6 Years	CLA		
<b>CCTV</b>	Closed Circuit Television Tapes. Video tapes produced by any CCTV system used by a force e.g. custody	31 days or relevant parts copied and retained as per MoPI rules or if the whole tape is evidential retain as per MoPI.	N/A or MoPI Groups 1-3  CPIA	Force Policy /Civil Litigation / MoPI if appropriate	
<b>CCTV</b>	Closed Circuit Television Tapes. Video tapes not owned by a force but needed for evidential purposes	Minimum of 6 years / review as per nominal file	MoPI Groups 1- 3 CPIA		
<b>Command &amp; Control Logs</b>	Command & Control Logs	6 Years or relevant parts copied and retained as per MoPI rules or if the whole tape is evidential retain as per MoPI.	CLA, MoPI Groups 1-3		
<b>Custody Records</b>		Minimum of 6 Years / review	MoPI Groups 1- 3	It is recommended that any crime, process or custody records held locally relating to a Nominal holding	

		as per nominal file		a current firearm/shotgun licence must be retained. This means that the firearm/shotgun licence re-sets the clear period and the nominal record must be retained for the length of the certification period.	
<b>Custody Images</b>		Please see Custody Images guidance within APP MoPI	APP MoPI		
<b>Custody Medical Records</b>	Medical Records of custody detainees	6 Years	CLA		
<b>DNA</b>		Profile - for adults is retained indefinitely where there is a conviction, retained for 3 years where there was a charge but no conviction (and no previous convictions recorded) and deleted immediately if not charged (a single search is permitted before destruction). Profile – for under 18s is retained indefinitely where there is a conviction for qualifying offence, 1 <sup>st</sup> recordable	Protection of Freedoms Act 2012		

		minor offence conviction 5 years (plus length of prison sentence) or indefinite if prison sentence is 5 years or more, 2 <sup>nd</sup> recordable minor offence conviction indefinite DNA in relation to fixed penalties are retained for 2 years.			
<b>Dog Bites</b>		6 Years unless injury to child (age 17 or under) then age 18 + 3 years	CLA MoPI Group 3 - Other Offences		
<b>Dogs - Dangerous</b>	Dangerous Dogs/Worrying livestock investigation records/complaints	6 Years	MoPI Group 1-3	Force Policy	
<b>Fingerprint and Palm Prints Arrested / Attendees</b>		For adults is retained indefinitely where there is a conviction, retained for 3 years where there was a charge but no conviction (and no previous convictions recorded) and deleted immediately if	Protection of Freedoms Act 2012		



		not charged (a single search is permitted before destruction). For under 18s is retained indefinitely where there is a conviction for qualifying offence, 1 <sup>st</sup> recordable minor offence conviction 5 years (plus length of prison sentence) or indefinite if prison sentence is 5 years or more, 2 <sup>nd</sup> recordable minor offence conviction indefinite Prints in relation to fixed penalties are retained for 2 years.			
<b>Fingerprint Evidence Files</b>		Minimum of 6 Years (Review)	CPIA / CLA / MoPI / RIPA	Review as per Nominal / Crime	
<b>Fingerprint Files - Serving Officers and staff</b>		Duration of service + 6 Months	Force Policy / HO Regulations The Police Regulations 2003, Regulation 18		If used for elimination purposes in court additional retention may need to be evaluated.
<b>Fingerprints - Elimination Prints</b>	Elimination prints (victims, witnesses)	Until no longer needed	PACE Police and Criminal Evidence Act 1984, Regulation 64 Protection of Freedoms Act 2012		

<b>ID Parades</b>	Video, Pictures, records audit trails	Retain Case / Crime			
<b>Intelligence</b>		Case by Case at least 6 years	MoPI / RIPA / NIM		
<b>Major Incidents</b>	Multi agency investigation e.g. Rail crash, public enquiry	Review when finalised / Case by Case	APP MoPI Group 1	Consider public / historical interest test, refer to lead agency.	
<b>Missing Persons</b>	Found	6 clear years minimum dispose if no further indicators of risk	APP MoPI		
<b>Missing Persons</b>	Outstanding	Until found or 100 Years from report	APP MoPI		
<b>Mobile Phone &amp; Other Digital Device Data Extraction</b>	Requests	Minimum of 6 years then review	APP MoPI / CPIA		
	Extraction data	Case dependent	Police Property Act / CPIA		
<b>Photographs: Scenes of crimes</b>	Photographs taken at scenes of crimes; DVDs, Videos, CDs etc.	Minimum of 6 Years / review as per nominal file or associated risk if no nominal	APP MoPI Groups 1- 3		Consider further retention for historic purpose/public interest.
<b>Premises Searched Logs</b>		Minimum of 6 Years, retain case/ crime			
<b>Road Search</b>	Vehicles stopped at road checks authorisation	12 months	Police and Criminal Evidence Act 1984, Regulation 3		
<b>SOCO/CSI Files</b>	Details of examinations	Minimum of 6 Years, retain Case / Crime	APP MoPI Groups 1- 3		
<b>Telecommunication / Surveillance (RIPA)</b>	Requests	Minimum of 6 Years, (Review)	RIPA		
<b>Telecommunication / Surveillance (RIPA)</b>	Results	Retain Case / Crime / Intel	APP MoPI / RIPA		

		At least 6 years			
<b>Technical Support Units (TSU Files)</b>	Requests for Technical Support	6 Years	RIPA, APP MoPI		
<b>Unused material</b>	Material not provided to CPS for prosecution	Minimum of 6 Years, retain Case / Crime	APP MoPI Groups 1- 3		
<b>Video Interviews (Child / vulnerable adult)</b>		Minimum of 6 Years, retain Case / Crime	APP MoPI Groups 1- 3		
<b>Wildlife files</b>		6 Years	APP MoPI Groups 1-3 Force Policy		

# FINANCE

<b>Information Activity / Task</b>	<b>Description / Example of Record</b>	<b>Retention (Minimum Period)</b>	<b>Rationale</b>	<b>Scope Notes</b>	<b>Comments</b>
<b>Accounts</b>	Receivable accounts	6 Years	Auditors HMRC		
<b>Accounts</b>	Final accounts tabulations	6 years	Auditors HMRC		
<b>Accounts</b>	Statements of accounts rendered and payable; accounts outstanding and outstanding orders	6 Years	HMRC		
<b>Audits</b>	Finance – internal and external	6 Years	Force Policy, Auditors HMRC		
<b>Banking Records</b>	Cheque book/stubs for all accounts; Dishonoured cheques; Stoppage of cheque payment notices; Record of cheques opened books; Cheque registers	6 Years	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986 HMRC		
<b>Banking Records</b>	Fresh cheques; record of cheques paid/presented	6 Years	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986 HMRC		

<b>Banking Records</b>	Bank deposit books/slips/stubs; Bank deposit summary sheets; Summaries of daily banking; Cheque schedules; Register of cheques lodged for collection	6 Years	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986  HMRC		
<b>Banking Records</b>	Reconciliation files/sheets; Daily list of paid cheques; Unpaid cheque records	6 Years	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986  HMRC		
<b>Banking Records</b>	Bank statements, periodic reconciliation's Bank certificates of balance	6 Years	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986  HMRC		
<b>Banking Records</b>	Electronic records, audit trails	4 years	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986  HMRC		
<b>Budgets</b>	Control year-end tabulations; End of year summaries; quarterly summaries.	6 Years	HMRC		
<b>Budgets</b>	Chartered Institute of Public Accountancy, estimates and actuals	Permanently	Auditors  HMRC		
<b>Cash Books/Sheets</b>	Expenditure sheets; Cash books/sheets; Monies book	3 Years	Force Policy, Auditors, Disputes, Claims		

			HMRC		
<b>Central Stores Requisitions</b>	Purchase orders	6 Years	Force Policy, Auditors, Disputes, Claims		
<b>Creditors</b>	Creditors history records, lists and reports	6 Years	HMRC HMRC		
<b>Debtors</b>	Debtors records and invoices, debit notes, invoices paid or unpaid etc.	4 years	HMRC		
<b>Duty Records</b>	Record of hours worked	2 Years	Working Time Regulations 1998, Regulation 9		
<b>Employment Cost</b>	Cost of employment	6 Years	Force Policy		
<b>Expenditure Records</b>	Creditors' history records; lists/reports	6 Years	HMRC VAT implications		
<b>Expenditure Records</b>	Statements of accounts outstanding; outstanding orders; statements of accounts - rendered payable	6 Years	HMRC Force Policy HMRC		
<b>Expenses</b>	Mileage/travel and subsistence - claims and authorisation; Credit Card statements and receipts	6 Years	Taxes Management Act 1970, Regulation 34 HMRC		
<b>Financial Working Papers</b>	Closing Papers; estimates working papers (including spreadsheets); grants working papers (or until completion of audit)	6 Years	Force Policy, Auditors HMRC		
<b>Income Generation</b>	Income generation, sponsorship	6 Years	HMRC		

<b>Invoices</b>	Paid invoices (except utility invoices)	6 Years	VAT implications HMRC		
<b>Invoices</b>	Utility invoices	6 Years	Force Policy HMRC		
<b>Ledger Records</b>	General and subsidiary ledgers produced for the purposes of preparing certified financial statements or published information; Creditors' ledgers	6 Years	Force Policy HMRC		
<b>Ledger Records</b>	Audit sheets - ledger postings	6 Years	Force Policy HMRC		
<b>Ledger Records</b>	Journals - prime records for the raising of charges	6 Years	Force Policy HMRC		
<b>Overtime Forms</b>	Overtime forms	6 Years	Force Policy		
<b>Payroll</b>	Payroll records/personal record cards	6 Years	Force Policy		
<b>Payroll</b>	External Payroll records/personal record cards	6 Years	Force Policy		
<b>Payroll</b>	Pay ledger	6 Years	Force Policy		
<b>Payroll - external</b>	Government forms etc. Required for tax.	6 Years	Force Policy		
<b>Payroll - internal</b>	Not required for tax	6 Years	Force Policy		
<b>Pension files</b>	Police pension files (including Widows)	Until age 100 then review	Force Policy		
<b>Petty Cash</b>	Petty cash records/books/sheets; Petty cash receipts	6 Years	VAT implications HMRC		
<b>Postage</b>	Postage expenditure records / franking machine records	6 Years	Force Policy HMRC		
<b>Precept Notification</b>	Precept charges	6 Years			



<b>Purchase Orders - Official</b>	Certified copies of official orders	6 Years	Force Policy HMRC		
<b>Revenue</b>	Revenue Estimates, summaries	6 Years	Force Policy HMRC		
<b>Revenue Outturn</b>	Revenue outturn	6 Years	Force Policy HMRC		
<b>Time sheets</b>	Time sheet registers	2 Years	Force Policy The Working Time Regulations 1998, Regulation 9		
<b>Travel and Subsistence</b>	Claims	6 Years	Force Policy HMRC		
<b>Value Added Tax (VAT)</b>	Quarterly VAT tabulations	6 Years	VAT implications HMRC		

# **INFORMATION**

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>ACRO</b>	Police Certificates	2 Years			
<b>ACRO</b>	International Child Protection Certificate (ICPC)	10 Years			
<b>Criminal Injuries Compensation Authority Claims (see also Litigation against the force)</b>	Claims by persons injured	6 Years from time dealt with. Involving a child retain until age 18 + 6 years	CLA Criminal Injuries Compensation Act 1995		
<b>Data Breach Records/Investigations</b>	Non-crime	6 years from completion		Consider risk of litigation and fines.	Consider further retention if Civil claim may exist.
<b>Data Processing Agreements/Contracts</b>	Data processing agreements with external organisations	Life of contract or end of agreement + 6 Years	APP Information Management – Data Protection		
<b>Data Protection Impact Assessments</b>	Data Protection Impact Assessments	Length of processing + 2 years	APP Information Management – Data Protection		
<b>Disclosures</b>	Subject Access Requests	6 years. Child 18 years of age + 6 years	APP Information Management – Data Protection		

<b>Disclosure</b>	DBS	Retain for 10 Years from date of request			
<b>Disclosures</b>	s29(3) requests	6 years. Child 18 years of age + 6 years	APP Information Management – Data Protection		
<b>Disclosures</b>	s3 Mental Health Act Requests	6 years. Child 18 years of age + 6 years	APP Information Management – Data Protection		
<b>Disclosures</b>	Social Services, local authority, DP registers and ad hoc	6 years. Child 18 years of age + 6 years	APP Information Management – Data Protection		
<b>Disclosures</b>	Cafcass checks	6 years. Child 18 years of age + 6 years	Guidance on Assessment of Children in Need, and ACPC Child Protection Procedures p203, 5.7		
<b>Disclosures</b>	Court Orders	6 years. Child 18 years of age + 6 years			
<b>Disclosures</b>	Freedom of Information	2 Years from disclosure or from completion of any appeal, local or ICO.	APP Information Management – Data Protection		
<b>Information Sharing Agreements, Protocols, Memoranda of Understanding</b>	Copies of Information sharing protocols & Memoranda of Understanding	End of contract/agreement + 6 years			

<p><b>Identity Access Management Records</b></p>	<p>Records of the supporting evidence and methods used to verify and validate identity</p>	<p>7 Years from the end of the business relationship</p>	<p>HMG Minimum Requirements for the Verification of the Identity of Individuals, Section 2.3</p>		<p>Following discussion with the PND Project Team there is a requirement to retain records validating the identity of individuals in accordance with HMG's Minimum Requirements for the verification of the identity of individuals for the purposes of Scheme accreditation.</p>
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# **ORGANISATION, PROGRAMMES AND PROJECTS**

<b>Information Activity / Task</b>	<b>Description / Example of Record</b>	<b>Retention (Minimum Period)</b>	<b>Rationale</b>	<b>Scope Notes</b>	<b>Comments</b>
<b>Air Operations / Support Unit - Flight Records</b>	Flight records; helicopter records	6 Years			
<b>Annual Reports</b>	Chief Constable's	Permanently	Police Reform and Social Responsibility Act 2011, Section 12		
<b>Audits</b>	System and internal security audits	6 Years	Force Policy		
<b>Campaigns</b>	Campaigns - plans, briefs final documents	End of campaign +1 Year	Force Policy		Look at further retention for historic purpose
<b>Ceremonial, official openings, dedications</b>	Force ceremonials, openings, events etc.	5 Years	Force Policy		Look at possibilities to transfer to local archive after 20 Yrs. NB Recommendation of Hillsborough Panel.
<b>Committee – Senior Management Team (SMT) &amp; Senior Partnership Meetings (SPM)</b>	Agendas, minutes, conferences	6 Years	Force Policy Companies Act 2006, Section 248	All senior management & senior partnership meetings	Consider further retention for historic purpose/public interest
<b>Committees - Police Authority, Police and Crime Commissioner</b>	Corporate	Permanently	Main Committee agendas and minutes	Force Policy, Historical	Consider further retention for historic purpose/public interest
<b>Complaints from the Public</b>	Complaints lodged against the Service received from the public	6 Years from closure of the complaint			
<b>Contingency Planning</b>	Planning and Policy matters; meetings	Until Superseded or Revoked	Health and Safety at Work Act 1974, Section 2	Corporate	

<b>Continuous Improvement Reviews</b>	Performance indicators & all associated spreadsheets and statistics relating to their production. Best Value Reviews	2 Years			
<b>Contracts</b>	Pre-Tender Documentation i.e. adverts and notices, expressions of interest, references, shortlist	3 years from date of award of the contract	The Public Contracts Regulations 2015, Regulation 84(9) The Utilities Contract Regulations 2006, Regulation 37  OJEU Regulations		
<b>Contracts</b>	Pre-Tender Documentation i.e. evaluation reports (PQQ's)	7 Years	OJEU Regulations		
<b>Contracts</b>	Contract Documents i.e. original tender, signed acceptance plus any variations to contract, performance notices, records of complaints, termination notices, extensions to contract	6 years from end of contract unless it's a Deed where 12 years is necessary	Force Policy		
<b>Correspondence - General</b>	Correspondence from members of the public or Organisations	2 Years from final communication on topic	Force Policy		



<b>Correspondence - Internal</b>	Correspondence between stations, departments, staff etc.	If connected to a criminal case, HR or project retain in line with other paperwork, all other retain for 12 Months	Force Policy		
<b>Crime Statistics</b>	Various; see also Crimsec, Scorecards, Breath test Statistical returns - depersonalised information provided to Home Office on a regular basis.	Retain for 2 Years (Min)			Consider Operational need, Public interest/ Historical records.
<b>Crimsec Reports</b>	All annual, monthly and quarterly returns - either paper based or electronic HMIC annual statistical returns.	2 Years			
<b>Evaluation Questionnaires</b>	Training courses	2 Years			
<b>HMIC Inspection &amp; Audit Reports</b>	Inspection Reports; Thematic Inspection Reports; HMIC Audit reports	1 Year after actions completed		HMIC owned	
<b>Insurance Policy Documents</b>	Fidelity Guarantee, Liability and Aviation, Motor, Personal Accident and travel, Professional Indemnity, Property and Engineering	Until superseded or cancelled + 10 Years	Force Policy		Where a claim has been made consider retaining related documentation for 10 years from resolution – for insurance policy tender and renewal purposes it is required to provide underwriters claim data for the last 10 insurance policy years
<b>Insurance Policy Documents</b>	Employers' Liability Insurance Certificates	40 Years	Employers' Liability (Compulsory Insurance) Regs 1998		

<b>Museum and Force Archives</b>	Documents, photographs, artefacts	Permanently	Museums and Galleries Act 1992 - Not specific		
<b>Policy - Force</b>	Policy documents relating to the introduction of new legislation, and its documents/information interpretation and the formation of policy regarding major incident planning	15 years then review	Home Office Retention and Disposal Standards	Retention of final policy / procedure itself, not supporting developmental paperwork	Consider Operational need, Public interest/ Historical records.
<b>Policy &amp; Procedure</b>	Policy documents/information relating to the formation of policy	15 years then review	Home Office Retention and Disposal Standards	Retention of policy / procedure itself, not supporting developmental paperwork	
<b>Press Releases</b>	Press Office Press Releases	6 years consider historical archive			
<b>Press Releases – Unused Press Releases</b>	Draft Contingency Press Releases	6 Months			
<b>Projects</b>	Reports, Plans, Briefings etc.	5 Years following completion of project & consider final report of major projects for permanent retention (in local archives office)	Force Policy		
<b>Publications - Printed</b>	Printed Publications; force newspapers; etc.	6 Years consider historical archive			
<b>Re-organisation</b>	Amalgamations, boundary issues, establishment, inspection reports	25 Years & consider historical			

<b>Surveys</b>	Public surveys, research reports	2 Years			Look at further retention for historic purpose
<b>Training Course content - Non Operational</b>		6 Years from when training ceases/course content changes			
<b>Training Course content - Operational</b>		10 Years from when training ceases/course content changes		Retain all versions whilst training course in existence + 10 years.	Look at public interest / historic value

**PEOPLE**

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Accidents at work</b>	Accident report forms – Accident books	6 Years	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7		
<b>Accidents at work</b>	Employers Liability Claims	6 Years	CLA, Health & Safety Executive Limitations Act 1980		
<b>Accidents at work</b>	Reportable injuries, diseases and dangerous occurrence	6 Years	CLA, Health & Safety Executive The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7		
<b>Annual Leave Records</b>		2 Years	Force Policy		
<b>Conduct Records</b>	Records relating to the investigation of personnel who may have committed a criminal offence or behaved in a manner which would justify disciplinary proceedings	Minimum of 6 years and review in line with MoPI	MoPI	Conduct incidents should be MoPI graded 1-3 based on the offence which is being investigated (regardless of whether the incident is officially crimed) and reviewed and retained in line with MoPI. This means that the officer/staff member's record will be retained subject to their overall clear period.	
<b>Complaints Records</b>	Records relating to an expression of dissatisfaction by a member of the public about the conduct of a serving member of the police	6 years from end of sanction/closure of investigation (whichever is longest)  If a crime allegation results – keep in line with the MoPI offence	MoPI	At the discretion of PSD records can be retained beyond 6 years where the officer/staff member has received further complaints since the last incident and this shows a pattern of behaviour.	

<b>Employment Tribunals</b>	Records and files	6 Years from conclusion of case	The Employment Tribunals (Constitution and Rules of Procedure) Regulations 2013, Regulation 14		
<b>Firearms Training Certificates</b>	Firearms Training	until age 100	Force Policy		
<b>Grievances</b>	Equal opportunities, sexual / racial harassment	2 Years (Min)	The Employment Tribunals (Constitution and Rules of Procedure) Regulations 2013, Regulation 14		Not to be confused with discipline Internal Grievance process
<b>Health &amp; Safety - Audits</b>	Audits, safety inspections	5 Years	The Management of Health and Safety at Work Regulations 1992, Regulation 5  Force Policy		
<b>Health &amp; Safety Records</b>	Accident Report Forms: Forms F2508 (accidents and dangerous occurrences): Form F2058A (diseases)	3 Years from date of event (or 6 years after claim)	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7		
<b>Health &amp; Safety Records</b>	Records where exposure may lead to disease many years later	40 Years	The Control of Substances Hazardous to Health Regulations 2002, Regulation 10		
<b>Health &amp; Safety Records - Air Monitoring</b>	Air monitoring - lead	5 Years	The Control of Lead at Work Regulations 2002, Regulation 9		
<b>Health &amp; Safety Records - Asbestos</b>	Asbestos Records of those exposed to asbestos	40 Years (from the date of last record entry)	The Control of Asbestos Regulations 2012, Regulation 22		
<b>Health &amp; Safety Records - Asbestos</b>	Asbestos inspections and building records	Removal of asbestos + 5 Years or subsequent inspection + 5 Years	Control of Asbestos Regulations 2012, Regulation 13		
<b>Health &amp; Safety Records - Awareness Records</b>	Health and safety awareness records	100 years old	Force Policy		

<b>Health &amp; Safety Records - Biological Agents</b>	List of employees exposed to group 3 & 4 biological agents	40 Years from last exposure	Control of Substances Hazardous to Health Regulations 2002, Schedule 3 The Section 4		
<b>Health &amp; Safety Records - Buildings</b>	Buildings	Lifetime of building ( plus 3 Years)	The Construction (Design and Management) Regulations 1994, Regulation 12		
<b>Health &amp; Safety Records - Compressed Air</b>	Compressed Air	40 Years from last exposure	The Construction (Design and Management) Regulations 1994, Regulation 12		
<b>Health &amp; Safety Records - Exposure to Lead</b>	Exposure to Lead	40 Years from last exposure	The Control of Lead at Work Regulations 2002, Regulation 10		
<b>Health &amp; Safety Records - Exposure to Lead</b>	Maintenance control measures	5 Years from date of entry	The Control of Lead at Work Regulations 2002, Regulation 8		
<b>Health &amp; Safety Records - Fire</b>	Risk Assessments (which replaced Fire Certificates)	12 Years after expiry or until superseded Stays on site	Regulatory Reform (Fire Safety) Order 2005/Fire Safety Order 2006	Risk assessments have replaced fire certificates, retain certificates as detailed.	
<b>Health &amp; Safety Records - Fire</b>	Fire precautions and services	10 Years after issue  Retain until superseded	Force Policy		
<b>Health &amp; Safety Records - Incident Reports</b>	Incident Reports	See accident reports	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7		
<b>Health &amp; Safety Records - Inspections Reports</b>	Inspections Reports	5 Years	The Control of Substances Hazardous to Health Regulations 2002, Section 9		
<b>Health &amp; Safety Records - Ionising Radiation equipment</b>	Examination of respiratory protective equipment and passbook	5 Years after last use	The Ionising Radiations Regulations 1999, Regulation 10  The Ionising Radiations Regulations 1999, Regulation 21		

<b>Health &amp; Safety Records - Ionising Radiations</b>	Ionising radiations health records	50 Years from date of last entry	The Ionising Radiations Regulations 1999, Regulation 21.3 (a)		
<b>Health &amp; Safety Records - Medical Reports</b>	Medical Reports	40 Years	The Control of Substances Hazardous to Health Regulations 2002, Section 10		
<b>Health &amp; Safety Records - Portable Appliance Testing</b>	Records of tests	Lifetime of equipment	The Electricity at Work Regulations 1989, Regulation 4		
<b>Health &amp; Safety Records - Risk Assessments</b>	Risk Assessments	10 Years Until superseded	The Management of Health and Safety at Work Regulations 1992, Section 3		
<b>Injury on Duty Forms</b>		100 Years of age	Force Policy		
<b>Personnel Records</b>	Relating to Individuals Service Records	Until age 100 Consider 85 years of age for non-pay/pension records	Home Office Retention & Disposal Standards  The Police Regulations 2003, Section 17		
<b>Promotion Board Notes</b>		1 Year	Force Policy		
<b>Recruitment - Police Officers</b>		1 Year			
<b>Recruitment - Police Staff</b>		1 Year			
<b>Sickness Records</b>		until age 72	Force Policy		
<b>Training Administration Records</b>	Records relating to admin for training, not training itself	2 Years	Force Policy		
<b>Training Evaluation Questionnaires</b>	Questionnaires completed after training courses	2 Years	Force Policy		
<b>Training Records</b>	Record of Training received by the Individual	Length of service plus an additional 6 years	Force Policy		
<b>Vetting</b>	Contractor vetting	End of contract + 1 Year	Force Policy		



<b>Vetting</b>	Successful vetting: Personnel vetting, local intelligence checks, references, referees checks, counter terrorist checks etc.	Police personnel - 6 years after leaving, 1 year after death	Force Policy		
<b>Vetting - refusals</b>	Failed vetting	6 Years	CLA		
<b>Vetting - Temporary Staff &amp; Contractors</b>	Non Police Personal Vetting	End of contract + 1 Year	Force Policy		
<b>Visitors Passes</b>	Record of visitors to police property.	3 years	Force Policy		
<b>Warrant Cards &amp; ID cards</b>		Destroy on end of service			

# **PREVENTING**

<b>Information Activity / Task</b>	<b>Description / Example of Record</b>	<b>Retention (Minimum Period)</b>	<b>Rationale</b>	<b>Scope Notes</b>	<b>Comments</b>
<b>Chief Constable's Log</b>	Overnight summary sheet	1 Year	Force Policy		Consider retention for historical purposes
<b>Child Abuse Warning Notice</b>	CAWN documentation	Until child age 18 +6 years			
<b>Explosive Certificate</b>		End of certificate period or last contact with applicant + 6 years (dispute/Civil Litigation) or in line with MoPI where there is a policing purpose to retain for longer in connection with crime/offence related records.	Civil Litigation/MoPI		
<b>Firearm Licensing Local Records</b>	Licence Application Form, Dealers Licences, Certificates, Licences Inc. - Temp and visitors, Cancelled cert Rifle Club	End of licence period or last contact with applicant + 6 years (dispute/Civil Litigation) or in line with MoPI where there is a policing purpose to retain for longer in connection with crime/offence related records.	Civil Litigation/MoPI		local disposal is contingent on forces meeting the statutory retention requirements via their NFLMS record-keeping, and if forces have a business need and lawful purpose for retaining longer this is a matter for force policy.

	Licence Refused	Retain until subject has reached 100 years of age or in line with the relevant NFLMS/local record retention period if this is longer. Review every 10 years.	EU Directive 2017/853, MoPI		Retain all associated documentation obtained during decision making
	Licence Revoked				Retain all associated documentation obtained during decision making
<b>Firearm Licensing NFLMS Records</b>	Weapons	30 years from date of destruction of weapon or essential components	EU Directive 2017/853		
	Person Records	until disposal of last linked weapons record (ie 30 years from destruction of all weapons held). Where subject to a refusal or revocation, retain to age 100, if longer.	EU Directive 2017/853		
<b>Firearms Operational</b>	issues and returns	6 Years	Force Policy  Directive 2008/51/EC Control of the Acquisition and Possession of Weapons  The Firearms Regulations 2015 (amendment to the Firearms (Amendment) Act 1997)		
<b>Firearms - Police</b>	Presented or Discharged - Police Use Form	6 Years			Consideration ought to be linked to serious matters, coroners etc.

<b>Foreign Nationals</b>	Police Registration Scheme	6 Years + current year	Nationality, Immigration and Asylum Act 2002, Section 126		It is recommended that prior to the destruction of a record or removal from a system, there is a review of the record for disposal rather than deleting a record based on an automatic disposal which was not set against the last update on the FN or the visa expiry date.
<b>Licensed and Supervised Trades</b>	Gaming licences, pedlars certificates, betting shop files	6 Years	The Gaming Licence Duty Regulations 1991		
<b>Liquor Licensing</b>	N/A	10 Years then review	Licensing Act 2003, Section 115		
<b>s136 Mental Health Act Detention Forms</b>	S136 Mental Health Act Detention Forms	Retain in line with file or reason for recording within crime information system	MoPI		
<b>Operations Planning</b>	Notifiable Events Planning - Operation Orders, notifications for Royals, VIPs; Sponsored events, races, fetes, cycle races, rallies; Large public events horse racing, bonfires, parades, football matches Includes supporting / developmental documentation & notices for events	3 Years	Public Interest. Force operational need – planning for future events		Consider Public interest.

<b>Police Information Notices (PIN) (formerly Warning Notices) - Harassment</b>	Harassment Forms	12 Months from issue date	APP MoPI Groups 2 and 3		
<b>Stop and Search</b>	Forms and electronic data	1 Year	Force Policy		
<b>Taser - Police</b>	Presented or Discharged - Police use Form	6 Years			Consideration ought to be linked to serious matters, coroners etc.
<b>Taser - Police</b>	Taser Wires, Probes and Paper aphids	6 Years	CLA, IPCC and Discipline Cases		A Taser contains a chip that records when it was fired and for how long but does not provide evidence of distance fired.

# PROPERTY

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Disposal of Property</b>	Auctions – records of sales	Current year + 6	Financial regulations; Limitation Act HMRC		
<b>Lost and Found Property</b>	Handed in weapons (not used in crime)	Dispose of ASAP if no reason to retain.	Force Policy Police and Criminal Evidence Act 1984, Section 22		
<b>Lost and Found Property</b>	Lost and Found Property - non prohibited items – includes cash	Found 30 day review,		Not covered by any legislation	These Items should be cross-check against Found property / crime exhibits and stolen property
<b>Lost and Found Property</b>	Lost and Found Property - Prohibited items – includes drugs and firearms	30 days		Not covered by any legislation	Prohibited items are items that cannot be returned to members of the public e.g. drugs, knives, weapons
<b>Seized Property (Crime Exhibits)</b>	Records of Seized property - crimed - e.g. crime exhibit cards, labels etc.	min 6 Years and then review	MoPI; CPIA  The Police (Retention and Disposal of Items Seized) Regulations 2002, Regulation 5		
<b>Seized Property (Crime Exhibits)</b>	Records of Seized property - non-crimed	Current year + 6	Financial regulations; Limitation Act Police (Property) Act 1997, 86E		
<b>Seized Property (Crime Exhibits)</b>	Seized property – physical crime exhibits – includes cash, drugs, firearms, frozen exhibits and vehicles	Case dependent	Police Property Act; CPIA; Powers of Criminal Courts Act; PoCA; Tissues Act Police and Criminal Evidence Act 1984, Section 22	See Police Property Act 1997 s 86e; see also Powers of Criminal Courts Act s 143; PACE 1984 s 22 provides alternative solutions for storage / investigation if there is a risk to personnel	Will also need to pay due regards to health and safety issues, environmental concerns when storing and retaining
<b>Seized Property (Crime exhibits)</b>	Seized property - non crimed	minimum 6 Months	Powers of Criminal Courts Act s143 Powers of Criminal Courts (Sentencing) Act 2000, Section 144 and 2		Proceeds may be payable to force under Police Property Act Fund
<b>Sudden death</b>	Sudden death – property seized from location of deceased	Until authorised for disposal by Coroner's Office			May be needed for inquest



# **PROSECUTION**

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>ANPR</b>	Reads	1 Year	Chief Constables Council	Retain for 12 months from the date of capture with automatic deletion thereafter effective from 01/04/18.	All forces to comply with CPIA to preserve and store any ANPR data required for investigative purposes beyond the standard 12 month retention period. All data currently retained beyond 12 months, if not otherwise preserved, is to be deleted by 31 March 2018.
	Hits	1 Year			
<b>Civil Injunctions and Criminal Behaviour Orders (formerly ASBO)</b>	All Civil Injunction and Criminal Behaviour Order Records	6 Years			
<b>Bodycam / Headcam/Webcam</b>	Non Evidential	30 days	MoPI CPIA		
	Crime	Minimum of 6 Years, retain Case / Crime			
<b>Breath Testing</b>	NFA	6 Years			
	Charge	6 Years			
<b>Drug Testing on Arrival (DToA)</b>	NFA	6 Years			
	Charge	6 Years			
<b>Cannabis Warnings</b>	Offender Details (All details)	3.5 Years	Management Information	Cannabis Warnings don not have a legislative validity period. Offender should only receive one Cannabis Warning	Pentip retention only
<b>Cautions</b>	Custody related cautions	Case by Case			
<b>Convictions/ Reprimands</b>	Non custody related cautions i.e. Street	Minimum of 6 Years, retain Case / Crime			Review when Protection of Freedoms Act is enabled
<b>Counterfeit Currency</b>	Counterfeit Currency forms	Minimum 6 Years / review as per nominal file	APP MoPI Group 3	Force Policy	

<b>Deaths</b>	Sudden death forms, Non suspicious	1 Year		If the death becomes suspicious it is assumed that a case file will be created and managed in line with MoPI	
<b>Endorsable FPN</b>	Offender details (Personal Details)	3.5 Years		Period of Endorsement – To support Operational decisions in event of further offending	Pentip retention only
	Offender details (Non Personal)	6 Years	Management Information		
	Registered Keeper	3.5 Years	Part of FPN Process		
	Driver Nominations	3.5 Years	Part of FPN Process		
	Offence Details Inc. Offence Codes, Offence Location, Offence Date/ Time and Notice Number	6 Years	Management Information		
	Licence Details (Personal Details)	3.5 Years		Period of Endorsement – To support Operational decisions in event of further offending	
	Licence Details (Non Personal Details)	6 Years	Management Information		
	Payment Details (Transaction Details)	7 Years	Financial Transaction		
	Payment Details (Fine Registration Certificate)	7 Years	Financial Transaction		
	Payment Details (Payee Details)	7 Years	Financial Transaction		
<b>HO/RT1</b>	Satisfied (Personal Details)	6 Months (No offence)			Pentip retention only
	Satisfied (Non – Personal Details)	6 Years	Part of FPN Process		
	Partially Satisfied/ Unsatisfied (Personal Details)	3.5 Years	Part of FPN Process		
	Partially Satisfied/ Unsatisfied (Non-Personal Details)	6 Years	Management Information		
<b>Interview Tapes</b>	Master Copy	Case by Case	CPIA / MoPI		
	Working Copy	One Month following finalisation	CPIA / Force Policy		

<b>Litigation against the Force</b>	Corporate / Legal Services	Including claims for compensation, Solicitors documents, statements, letters etc. All records including advice, reports, evidence, etc. In relation to Employers Liability Claims, Litigation against the force, CICA claims	6 years (or if crime related apply MoPI)	Civil Litigation (Limitation Act 1980)	
<b>Non-Endorsable FPN</b>	Offender Details (Personal Details)	3.5 Years		To support Operational decisions in event of further offending	Pentip retention only
	Offender Details (Non-Personal Details)	6 Years	Management Information		
	Registered Keeper	3.5 Years	Part of FPN Process		
	Driver Nominations	3.5 Years			
	Offence Details Inc. Offence Codes, Offence Location, Offence Date/ Time and Notice Number	6 Years	Management Information		
	Payment Details (Transaction Details)	7 Years	Financial Transaction		
	Payment Details (Fine Registration Certificate)	7 Years	Financial Transaction		
	Payment Details (Payee Details)	7 Years	Financial Transaction		
<b>PER Form</b>	Prisoner Escort Record	6 Months			Police Records
<b>Penalty Notice Disorder</b>	Offender Details (Personal Details)	3.5 Years		To prevent duplicate issue – To support Operational decisions in event of further offending	Pentip retention only
	Offender Details (Non-Personal Details)	6 Years	Management Information		

	Guardian Details (Satisfied PND)	6 Months		Guardian details are no longer required once PND has been satisfied	
	Guardian Details (Cancelled PND)	6 Months		Guardian details are no longer required once PND has been satisfied	
	Guardian Details (Fine Registered)	6 Years	Financial Transaction		
	Offence Details Inc. Offence Codes, Offence Location, Offence Date/ Time and Notice Number	6 Years	Management Information		
	Payment Details (Transaction Details)	7 Years	Financial Transaction		
	Payment Details (Fine Registration Certificate)	7 Years	Financial Transaction		
Payment Details (Payee Details)	7 Years	Financial Transaction			
<b>Pocket Notebooks / CID Diaries</b>	Officers notebooks and diaries	6 years from last entry	MoPI / Force policy		It is recommended that entries relating to crimes that require retention are copied and stored within the crime file and retained in line with MoPI. The original entry may be required for ongoing court proceedings consider further retention where required.
<b>VDRS</b>	Complied with (Personal Details)	6 Months (No Offence)			Pentip retention only
	Complied with (Non – Personal Details)	6 Years	Management Information		
	Partially Complied / Not Complied (Personal Details)	3.5 Years	Part of FPN Process		
	Partially Complied / Not Complied (Non – Personal Details)	6 Years	Part of FPN Process		
<b>Warrants</b>	Records	Until withdrawn / executed		Documents originally Issued by the Courts/ Local Records.	
	Outstanding				

**Appendix A - Review Schedule from the Authorised Professional Practice Information Management – Management of Police Information**

Review group	Examples of offence/ record type	Action	Rationale
<b>GROUP 1</b>			
<p>Serious offences and public protection matters.</p>	<ol style="list-style-type: none"> <li>1. MAPPA managed offenders</li> <li>2. Serious offences as specified in CJA 2003</li> <li>3. Potentially dangerous persons</li> </ol>	<p>Retain until subject has reached 100 years of age then manual review.</p> <p>Review every 10 years to ensure adequacy and necessity.</p>	<p>This category poses the highest possible risk of harm to the public.</p>
<b>GROUP 2</b>			
<p>Other sexual and violent offences.</p>	<p>Sexual offences listed in Schedule 3 Sexual Offences Act 2003.</p> <p>Violent offences specified in the Home Office counting rules for recorded crime/National Crime Recording Standard.</p> <p>This group also includes specified offences that are not serious offences as defined in the Criminal Justice Act 2003 Other serious offences are recorded as such on the PNLD.</p>	<p>Review after an initial 10 year clear period.</p> <p>If subject is deemed to pose a high risk of harm, retain and review after a further 10 year clear period.</p>	<p>National Retention Assessment Criteria.</p>

**GROUP 3**

All other offences.	All other offences	<p>Retain for initial 6 year clear period followed by subsequent 5 year clear period reviews.</p> <p>Either review and risk assess after 6 years clear period or carry out time based disposal depending on force policy.</p>	<p>Lower risk of harm.</p> <p>Forces must balance the risk posed by this group with the burden of reviewing.</p>

## Appendix B - MoPI National Retention Assessment Criteria (NRAC) Form

For guidance on completion of this form see section 5 of the APP Management of Police Information

Record:	
Date of Review:	
Review Type (Triggered or Scheduled):	

If review was 'triggered' explain how/why:

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### Retention Criteria

Factors - Risk of Harm	Yes /No	If 'Yes' provide an explanation of how/why
1. Is there evidence of a capacity to inflict serious harm, e.g. threats, violence towards partner, hate-based behaviour, predatory behaviour?		
2. Are there any concerns in relation to children or vulnerable adults?		
3. Did the behaviour involve a breach of trust?		
4. Is there evidence of established links or associations, which might increase the risk of harm, e.g. gang membership, contact with known paedophiles or other established criminal groups?		
5. Is there evidence of substance misuse?		
6. Are there concerns about the individual's mental state, e.g. symptoms of mental illness, obsessive or compulsive behaviour, morbid jealousy, paranoia, lack of self-control?		
7. Any other reasons		

Is the information under review proportionate and still necessary for a policing purpose?	<b>Yes / No</b>
Is the information under review adequate and up to date?	<b>Yes / No</b>

### Outcome of Review:

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Completed by:

Authorised by: