



**NORFOLK**  
CONSTABULARY



**SUFFOLK**  
CONSTABULARY

# **Review, Retention and Disposal of Crime and Non- Crime Related Information Schedule**

This schedule accompanies the following joint policies:

- **Review, Retention and Disposal of Crime Related Information**
- **Review, Retention and Disposal of Non-Crime Related Information**

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# **ASSETS and PRODUCTS**

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
Alarms	Burglary Alarm installations (non-police locations)	End of subscription			
Asset Register	List of assets e.g., hardware	when superseded or 6 years	Force Policy		
Breath Testing	Evidential breath procedures; breathalyser machine log etc; calibration /certification of the station Intoximeter machine by a qualified engineer	Life of machine + 1 Year			
Breath Testing	Local test records for hand held road side breath test machines. Usually done weekly by a clerk.	6 Months			
CS / PAVA Gas Records	Issue / disposal	Life of canister + 6 Months			
CS / PAVA Gas Records	Discharge	6 Years			
Dogs - Police Dogs	Individual Police dogs files (includes bites records / register)	Service of the dog + 6 Years			
Equipment and Supplies	Personal protective equipment supplied, maintenance logs etc.	6 Years (inspections – Until superseded,	<a href="#">The Provision and Use of Work Equipment Regulations 1998, Regulation 6 (3)</a>		

		maintenance log kept up to date)	<a href="#">The Provision and Use of Work Equipment Regulations 1992, Schedule 6</a>		
<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	Daily tapes – minimum 7 days; Weekly tapes – minimum 4 weeks; Monthly tapes – minimum 12 months			
<b>Photographs: Negatives of photographs produced for the force</b>	Photographs: Negatives of photographs produced for the force (not crime related)	6 years/review as per nominal file	Force Policy / Historical		
<b>Police Authority/ Office of the Police and Crime Commissioner</b>	Deeds	Until the sale of the property	Force Policy <a href="#">Deeds of Arrangement Act 1914, Section 10</a>		

<b>Buildings and Land - Deeds</b>		Update land registry when necessary			
<b>Police Authority/ Office of the Police and 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 will be kept permanently		Look at further retention for historic purposes/public interest
<b>Property - Buildings not owned by Police Authority/Office of the Police and Crime Commissioner</b>	Leases	16 years after expiry	Force Policy		
<b>Property - sub-letting of police authority/ Office of the Police and 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 <a href="#">Limitation Act 1980</a>		
<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		

# **CRIME AND CASE FILES**



Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
Crime File	MoPI Group 3 Offence	Minimum of 6 Years.	<u>APP MoPI</u>	Incident report, crime report, case file etc.	Clear period to be taken into consideration. Consider public interest before disposal.
Crime File	MoPI Group 2 Offence	10 Years (Then Review) Retain again if necessary	<u>APP MoPI</u>	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.
Crime File	MoPI Group 1 Offence	100 Years (age) (Review every 10 years)	<u>APP MoPI</u>	Incident report, crime report, case file etc.	Review every 10 years to ensure adequacy and necessity. Consider public interest before disposal.
Collisions	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
Collisions	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, speeding, 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
Abnormal loads		6 Months after transport.	Force Policy		
Air Operations / Support Unit - Videos	Surveillance, Operations etc.	31 days or review as per nominal file if evidential			
ARV Mobilisation		25 Years	Force Policy		
Calls for Police Assistance / Call Management Records		6 Years	CLA		
CCTV (Police Investigation Centres)	Closed Circuit Television Tapes. Video tapes produced by any CCTV system used by a force e.g. custody	60 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 Groups 1-3	Force Policy /Civil Litigation / MoPI if appropriate	
CCTV	Closed Circuit Television Tapes. Video tapes produced by any CCTV system used by a force (excluding 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 Groups 1-3 CPIA	Force Policy /Civil Litigation / MoPI if appropriate	
CCTV	Closed Circuit Television Tapes. Video tapes not owned by a force but	Minimum of 6 years / review	MoPI Groups 1- 3 CPIA		

	needed for evidential purposes	as per nominal file			
<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>Covert Human Intelligence Source (CHIS) Data</b>		Until CHIS reaches 100 years of age; review every 10 years following deactivation / death to identify any risks to CHIS/CHIS' family or operational requirements to retain			DSU unit to undertake a necessity review of data held at the point of CHIS deactivation or the death of an active CHIS.
<b>Custody Records</b>		Minimum of 6 Years / review as per nominal file	MoPI Groups 1- 3	It is recommended that any crime, process or custody records held locally relating to a Nominal holding 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	<u>APP MoPI</u>		

Custody Medical Records	Medical Records of custody detainees	6 Years	CLA		
DNA		<p>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).</p> <p>Profile – 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></p>	<u>Protection of Freedoms Act 2012</u>		

		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 <u>MoPI Group 3 - Other Offences</u>		
<b>Dogs - Dangerous</b>	Dangerous Dogs/Worrying livestock investigation records/complaints	6 Years	<u>MoPI Group 3 - Other Offences</u>	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 not charged (a single search is permitted before destruction).	<u>Protection of Freedoms Act 2012</u>		

		<p>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</p> <p>Prints in relation to fixed penalties are retained for 2 years.</p>			
<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 <u>The Police Regulations 2003, Regulation 18</u>		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	<p>PACE</p> <p><u>Police and Criminal Evidence Act 1984, Regulation 64</u></p> <p><u>Protection of Freedoms Act 2012</u></p>		



<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	<u>APP MoPI Group 1</u>	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	<u>APP MoPI</u>		
<b>Missing Persons</b>	Outstanding	Until found or 100 Years from report	<u>APP MoPI</u>		
<b>Mobile Phone &amp; Other Digital Device Data Extraction</b>	Requests	Minimum of 6 years then review	<u>APP MoPI</u> / CPIA		
	Extraction Data	Case dependent	Police Property Act / CPIA		
<b>Operational Partnership Team (OPT) Data</b>	Intelligence and product lists received from HM Prison establishments (re content of prisoner mail, PIN Phone calls)	Minimum of 6 years	For business purposes		
<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	<u>APP MoPI Groups 1- 3</u>		Consider further retention for historic purposes/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	<u>Police and Criminal Evidence Act 1984, Regulation 3</u>		
<b>SOCO/CSI Files</b>	Details of examinations	Minimum of 6 Years, retain Case / Crime	<u>APP MoPI Groups 1- 3</u>		
<b>Telecommunication (CDIU) / Surveillance (CAB)</b>	Requests	Minimum of 6 Years, (Review)	RIPA		
<b>Telecommunication (CDIU) / Surveillance (CAB)</b>	Results	Retain Case / Crime / Intel At least 6 years	<u>APP MoPI</u> / RIPA		
<b>Technical Support Units (TSU Files)</b>	Requests for Technical Support	6 Years	RIPA, <u>APP MoPI</u>		
<b>Unused material</b>	Material not provided to CPS for prosecution	Minimum of 6 Years, retain Case / Crime	<u>APP MoPI Groups 1- 3</u>		
<b>Video Interviews (Child / vulnerable adult)</b>		Minimum of 6 Years, retain Case / Crime	<u>APP MoPI Groups 1- 3</u>		
<b>Wildlife files</b>		6 Years	<u>APP MoPI Groups 1 - 3</u> Force Policy		

# FINANCE

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
Accounts	Receivable accounts	6 Years	Auditors <u>HMRC</u>		
Accounts	Final accounts tabulations	6 years	Auditors <u>HMRC</u>		
Accounts	Statements of accounts rendered and payable; accounts outstanding and outstanding orders	6 Years	<u>HMRC</u>		
Audits	Finance – internal and external	6 Years	Force Policy, Auditors <u>HMRC</u>		
Banking Records	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 <u>HMRC</u>		
Banking Records	Fresh cheques; record of cheques paid/presented	6 Years	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986 <u>HMRC</u>		

<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 <u>HMRC</u>		
<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 <u>HMRC</u>		
<b>Banking Records</b>	Bank statements, periodic reconciliation's Bank certificates of balance	6 Years	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986 <u>HMRC</u>		
<b>Banking Records</b>	Electronic records, audit trails	4 years	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986 <u>HMRC</u>		
<b>Budgets</b>	Control year-end tabulations; End of year summaries; quarterly summaries.	6 Years	<u>HMRC</u>		
<b>Budgets</b>	Chartered Institute of Public Accountancy, estimates and actuals	Permanently	Auditors <u>HMRC</u>		
<b>Cash Books/Sheets</b>	Expenditure sheets; Cash books/sheets; Monies book	3 Years	Force Policy, Auditors, Disputes, Claims <u>HMRC</u>		
<b>Central Stores Requisitions</b>	Purchase orders	6 Years	Force Policy, Auditors, Disputes, Claims		

			<u>HMRC</u>		
<b>Creditors</b>	Creditors history records, lists and reports	6 Years	<u>HMRC</u>		
<b>Debtors</b>	Debtors records and invoices, debit notes, invoices paid or unpaid etc.	4 years	<u>HMRC</u>		
<b>Duty Records</b>	Record of hours worked	2 Years	<u>Working Time Regulations 1998, Regulation 9</u>		
<b>Employment Cost</b>	Cost of employment	6 Years	Force Policy <u>HMRC</u>		
<b>Expenditure Records</b>	Creditors' history records; lists/reports	6 Years	VAT implications <u>HMRC</u>		
<b>Expenditure Records</b>	Statements of accounts outstanding; outstanding orders; statements of accounts - rendered payable	6 Years	Force Policy <u>HMRC</u>		
<b>Expenses</b>	Mileage/travel and subsistence - claims and authorisation; Credit Card statements and receipts	6 Years	<u>Taxes Management Act 1970, Regulation 34</u> <u>HMRC</u>		
<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 <u>HMRC</u>		
<b>Income Generation</b>	Income generation, sponsorship	6 Years	<u>HMRC</u>		

<b>Invoices</b>	Paid invoices (except utility invoices)	6 Years	VAT implications <u>HMRC</u>		
<b>Invoices</b>	Utility invoices	6 Years	Force Policy <u>HMRC</u>		
<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 <u>HMRC</u>		
<b>Ledger Records</b>	Audit sheets - ledger postings	6 Years	Force Policy <u>HMRC</u>		
<b>Ledger Records</b>	Journals - prime records for the raising of charges	6 Years	Force Policy <u>HMRC</u>		
<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 <u>HMRC</u>		
<b>Postage</b>	Postage expenditure records / franking machine records	6 Years	Force Policy <u>HMRC</u>		
<b>Precept Notification</b>	Precept charges	6 Years			
<b>Purchase Orders - Official</b>	Certified copies of official orders	6 Years	Force Policy <u>HMRC</u>		
<b>Revenue</b>	Revenue Estimates, summaries	6 Years	Force Policy <u>HMRC</u>		
<b>Revenue Outturn</b>	Revenue outturn	6 Years	Force Policy <u>HMRC</u>		
<b>Time sheets</b>	Time sheet registers	2 Years	Force Policy <u>The Working Time Regulations 1998, Regulation 9</u>		
<b>Travel and Subsistence</b>	Claims	6 Years	Force Policy <u>HMRC</u>		
<b>Value Added Tax (VAT)</b>	Quarterly VAT tabulations	6 Years	VAT implications <u>HMRC</u>		



# INFORMATION

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
ACRO	Police Certificates	2 years			
ACRO	International Child Protection Certificate (ICPC)	10 years			
<b>Criminal Injuries Compensation Authority Claims (see also <i>Litigation against the force</i>)</b>	Claims by persons injured	6 Years from time dealt with. Involving a child retain until age 18 + 6 years	CLA <u>Criminal Injuries Compensation Act 1995</u>		
<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	<u>APP Information Management – Data Protection</u>		
<b>Data Protection Impact Assessments</b>	Data Protection Impact Assessments	Length of processing + 2 years	<u>APP Information Management – Data Protection</u>		
<b>Disclosures</b>	Subject Access Requests	6 years. Child 18 years of age + 6 years	<u>APP Information Management – Data Protection</u>		
<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	<u>APP Information Management – Data Protection</u>		
<b>Disclosures</b>	S3 Mental Health Act Requests	6 years. Child 18 years of age + 6 years	<u>APP Information Management – Data Protection</u>		
<b>Disclosures</b>	Social Services, local authority, DP registers and ad hoc	6 years. Child 18 years of age + 6 years	<u>APP Information Management – Data Protection</u>		
<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.	<u>APP Information Management – Data Protection</u>		
<b>Information Sharing Agreements, Protocols, Memoranda of Understanding</b>	Copies of Information sharing protocols and Memoranda of Understanding	End of contract/agreement + 6 years			

<b>Identity Access Management Records</b>	Records of the supporting evidence and methods used to verify and validate identity	7 Years from the end of the business relationship	<u>HMG Minimum Requirements for the Verification of the Identity of Individuals, Section 2.3</u>		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.
<b>MoPI Review</b>	NRAC and working notes	1 year from completion	For audit purposes		

# **ORGANISATION, PROGRAMMES AND PROJECTS**

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Air Operations / Support Unit - Flight Records</b>	Flight records; helicopter records	6 Years			
<b>Annual Reports</b>	Chief Constable's	Permanently	<u>Police Reform and Social Responsibility Act 2011, Section 12</u>		
<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) and Senior Partnership Meetings (SPM)</b>	Agendas, minutes, conferences	6 Years	Force Policy <u>Companies Act 2006, Section 248</u>	All senior management and senior partnership meetings	Consider further retention for historic purposes/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	<u>Health and Safety at Work Act 1974, Section 2</u>	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	<u>The Public Contracts Regulations 2006, Regulation 8</u> <u>The Utilities Contract Regulations 2006, Regulation 37</u> <u>OJEU Regulations</u>		
<b>Contracts</b>	Pre-Tender Documentation i.e. evaluation reports (PQQ's)	7 Years	<u>OJEU Regulations</u>		
<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 (including web-site form submissions)	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	<u>Employers' Liability (Compulsory Insurance) Regs 1998</u>		
<b>Local Tasking and Briefing</b>	Reports, Team Meetings, Supervisory Meetings	1 year + current			
<b>Museum and Force Archives</b>	Documents, photographs, artefacts	Permanently	<u>Museums and Galleries Act 1992 - Not specific</u>		
<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 and 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	Force Policy		

		retention (in local archives office)			
<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 and 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
Accidents at work	Accident report forms – Accident books	6 Years	<u>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7</u>		
Accidents at work	Employers Liability Claims	6 Years	CLA, Health & Safety Executive <u>Limitations Act 1980</u>		
Accidents at work	Reportable injuries, diseases and dangerous occurrence	6 Years	CLA, Health & Safety Executive <u>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7</u>		
Annual Leave Records		2 Years	Force Policy		
Business Interests	Records relating to the business interests for officers and staff	6 Years	Force Policy		
Conduct Records	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.	
Complaints Records	Records relating to an expression of dissatisfaction by a member of the public	6 Years from end of sanction/closure of investigation		At the discretion of PSD records can be retained beyond 6 years where the officer/staff member has	

	about the conduct of a serving member of the police	(whichever is longest). If a crime allegation results – keep in line with the MoPI offence		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	<u>The Employment Tribunals (Constitution and Rules of Procedure) Regulations 2013, Regulation 14</u>		
<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	<u>The Management of Health and Safety at Work Regulations 1992, Regulation 5</u> 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)	<u>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7</u>		
<b>Health &amp; Safety Records</b>	Records where exposure may lead to disease many years later	40 Years	<u>The Control of Substances Hazardous to Health Regulations 2002, Regulation 10</u>		
<b>Health &amp; Safety Records - Air Monitoring</b>	Air monitoring - lead	5 Years	<u>The Control of Lead at Work Regulations 2002, Regulation 9</u>		

<b>Health &amp; Safety Records - Asbestos</b>	Asbestos Records of those exposed to asbestos	40 Years (from the date of last record entry)	<u>The Control of Asbestos Regulations 2012, Regulation 22</u>		
<b>Health &amp; Safety Records - Asbestos</b>	Asbestos inspections and building records	Removal of asbestos + 5 Years or subsequent inspection + 5 Years	<u>Control of Asbestos Regulations 2012, Regulation 13</u>		
<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	<u>Control of Substances Hazardous to Health Regulations 2002, Schedule 3 The Section 4</u>		
<b>Health &amp; Safety Records - Buildings</b>	Buildings	Lifetime of building (plus 3 Years)	<u>The Construction (Design and Management) Regulations 1994, Regulation 12</u>		
<b>Health &amp; Safety Records - Compressed Air</b>	Compressed Air	40 Years from last exposure	<u>The Construction (Design and Management) Regulations 1994, Regulation 12</u>		
<b>Health &amp; Safety Records - Exposure to Lead</b>	Exposure to Lead	40 Years from last exposure	<u>The Control of Lead at Work Regulations 2002, Regulation 10</u>		
<b>Health &amp; Safety Records - Exposure to Lead</b>	Maintenance control measures	5 Years from date of entry	<u>The Control of Lead at Work Regulations 2002, Regulation 8</u>		
<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	Force Policy		

		Retain until superseded			
<b>Health &amp; Safety Records - Incident Reports</b>	Incident Reports	See accident reports	<u>The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7</u>		
<b>Health &amp; Safety Records - Inspections Reports</b>	Inspections Reports	5 Years	<u>The Control of Substances Hazardous to Health Regulations 2002, Section 9</u>		
<b>Health &amp; Safety Records - Ionising Radiation equipment</b>	Examination of respiratory protective equipment and passbook	5 Years after last use	<u>The Ionising Radiations Regulations 1999, Regulation 10</u> <u>The Ionising Radiations Regulations 1999, Regulation 21</u>		
<b>Health &amp; Safety Records - Ionising Radiations</b>	Ionising radiations health records	50 Years from date of last entry	<u>The Ionising Radiations Regulations 1999, Regulation 21.3 (a)</u>		
<b>Health &amp; Safety Records - Medical Reports</b>	Medical Reports	40 Years	<u>The Control of Substances Hazardous to Health Regulations 2002, Section 10</u>		
<b>Health &amp; Safety Records - Portable Appliance Testing</b>	Records of tests	Lifetime of equipment	<u>The Electricity at Work Regulations 1989, Regulation 4</u>		
<b>Health &amp; Safety Records - Risk Assessments</b>	Risk Assessments	10 Years Until superseded	<u>The Management of Health and Safety at Work Regulations 1992, Section 3</u>		
<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 <u>The Police Regulations 2003, Section 17</u>		

<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	Until age 100	Home Office Retention & Disposal Standards		
<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		



Warrant Cards & ID cards		Destroy on end of service			
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# PREVENTING

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
Chief Constable's Log	Overnight summary sheet	1 Year	Force Policy		Consider retention for historical purposes
Child Abuse Warning Notice	CAWN Documentation	Until child age 18 + 6 years			
Explosive Certificate		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		
Firearm Licensing Local Records	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	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.

		crime/offence related records.			
	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>Firearms 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	<u>Nationality, Immigration and Asylum Act 2002, Section 126</u>		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	<u>The Gaming Licence Duty Regulations 1991</u>		
<b>Liquor Licensing</b>	N/A	10 Years then review	<u>Licensing Act 2003, Section 115</u>		
<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	<u>APP MoPI Groups 2 and 3</u>		
<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 <u>HMRC</u>		
<b>Lost and Found Property</b>	Handed in weapons (not used in crime)	Dispose of ASAP if no reason to retain.	Force Policy <u>Police and Criminal Evidence Act 1984, Section 22</u>		
<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>Lost and Found Property</b>	Lost and Found Property Registers	6 Years			
<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 <u>The Police (Retention and Disposal of Items Seized) Regulations 2002, Regulation 5</u>		
<b>Seized Property (Crime Exhibits)</b>	Records of Seized property - non-crimed	Current year + 6	Financial regulations; Limitation Act <u>Police (Property) Act 1997, 86E</u>		
<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	See Police Property Act 1997 s 86e; see also Powers of Criminal Courts Act s 143; PACE 1984 s 22 provides alternative solutions for	Will also need to pay due regards to health and safety issues, environmental concerns when storing and retaining



			<u>Police and Criminal Evidence Act 1984, Section 22</u>	storage / investigation if there is a risk to personnel	
<b>Seized Property (Crime exhibits)</b>	Seized property - non crimed	Minimum 6 Months	Powers of Criminal Courts Act s143 <u>Powers of Criminal Courts (Sentencing) Act 2000, Section 144 and 2</u>		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
ANPR	Reads	1 Year	Chief Constables Council	Retain for 12 months from the date of capture with automatic deletion thereafter from 01/04/2018.	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			
	Pilot Scheme	2 Years			Details of non-compliance and associated police activity to be stored by Suffolk to allow for the identification of trends
	Vehicle record of work	2 years after finalisation			
Bodycam / Headcam/Webcam	Non-Evidential	31 days	MoPI CPIA		
	Crime	Minimum of 6 Years, retain Case / Crime			
Breath Testing	NFA	6 Years			
	Charge	6 Years			
Cannabis Warnings	Offender Details (All details)	3.5 Years	Management Information	Cannabis Warnings do not have a legislative validity period. Offender should only receive one Cannabis Warning	Pentip retention only
Cautions	Custody related cautions	Case by Case			

<b>Civil Injunctions and Criminal Behaviour Order (formerly ASBO)</b>	All Civil Injunction and Criminal Behaviour Records	6 years			
<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	<u>APP MoPI Group 3</u>	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>Drug Testing on Arrival (DToA)</b>	NFA	6 Years			
	Charge	6 Years			
<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 Periods
	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	6 years (or if crime related apply MoPI)	Civil Litigation (Limitation Act 1980)	

		relation to Employers Liability Claims, Litigation against the force, CICA claims			
<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 Outstanding	Until withdrawn / executed		Documents originally Issued by the Courts/ Local Records	



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

<b>Review Group</b>	<b>Examples of Offence / Record Type</b>	<b>Action</b>	<b>Rationale</b>
<b>GROUP 1</b>			
Serious offences and public protection matters	<ul style="list-style-type: none"> <li>▪ MAPPA managed offenders</li> <li>▪ Serious offences as specified in CJA 2003</li> <li>▪ Potentially dangerous persons</li> </ul>	<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>	This category poses the highest possible risk of harm to the public
<b>GROUP 2</b>			
Other Sexual and Violent offences	<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>	National Retention Assessment Criteria
<b>GROUP 3</b>			
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 or carry out time-based disposal depending on Constabulary policy.</p>	<p>Lower risk of harm.</p> <p>Constabularies must balance the risk posed by this group with the burden of reviewing.</p>