



# 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 & PRODUCTS

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Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<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	List of assets e.g., hardware	when superseded or 6 years	<a href="#"><u>National Archives Page 11</u></a>		
<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	Personal protective equipment supplied, maintenance logs etc.	6 Years (inspections – Until superseded, maintenance log kept up to date)	<a href="#"><u>The Provision and Use of Work Equipment Regulations 1998, Regulation 6 (3)</u></a>  <a href="#"><u>The Provision and Use of Work Equipment Regulations 1992,</u></a>		

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Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
			<a href="#">Schedule 6</a>		
<b>Fire Tests</b>	Monthly fire tests at Force buildings	7 Years	Fire Precautions Act 1971 as amended by the Fire Precautions (Workplace) (Amendment) Regulations 1999, SI 1999 No 1877		
<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		

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<b>Police Authority/ Office of the Police and Crime Commissioner Buildings and Land - Deeds</b>	Deeds	Until the sale of the property Update land registry when necessary	Force Policy <a href="#">Deeds of Arrangement Act 1914, Section 10</a>		
<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		
<b>Property - Buildings not owned by Police Authority/Office of the Police and Crime Commissioner</b>	Leases	16 years after expiry	Force Policy <a href="#">National Archives</a>		
<b>Property - sub-letting of police authority/ Office of the Police and Crime Commissioner buildings</b>	Leases	16 years after expiry	<a href="#">National Archives</a>		
<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 <a href="#">The Provision and Use of Work</a>		

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			<a href="#"><u>Equipment Regulations 1998, Section 5 and 35</u></a>		
<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="#"><u>The Provision and Use of Work Equipment Regulations 1998, Section 5 and 35</u></a>  <a href="#"><u>Limitation Act 1980</u></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		

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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.	<a href="#"><u>APP MoPI</u></a>	Incident report, crime report, case file etc.	Clear period to be taken into consideration. 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 resets the clear period and the nominal record must be retained for the length of the certification period.
<b>Crime File</b>	MoPI Group 2 Offence	10 Years (Then Review) Retain again if necessary	<a href="#"><u>APP MoPI</u></a>	Incident report, crime report, case file etc.	If undetected follow MoPI guidance / Force Policy 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 resets the clear period and the nominal record must be retained for the length of the certification period.
<b>Crime File</b>	MoPI Group 1 Offence	100 Years (age) (Review every 10)	<a href="#"><u>APP MoPI</u></a>	Incident report, crime report, case file etc.	Review every 10 years to ensure adequacy and necessity. It is recommended that any crime, process or custody records held locally relating to a Nominal holding a current firearm/shotgun licence must

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
					be retained. This means that the firearm/shotgun licence resets the clear period and the nominal record must be retained for the length of the certification period.
<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 (Police Investigation Centres)</b>	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	
<b>CCTV</b>	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	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- 4		

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<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 1-4		
<b>Custody Records</b>		Minimum of 6 Years / review as per nominal file	MoPI Groups 1- 4	Please refer to footnote **	
<b>Custody Images</b>		Please see Custody Images guidance within APP MoPI	<a href="#">APP MoPI</a>		
<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	Current ACPO guidance <a href="#">Protection of Freedoms Act 2012</a>	Please refer to footnote ***	

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
		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 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	CLA		

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
		(age 17 or under) then age 18 + 3 years	<a href="#">MoPI Group 3 - Other Offences</a>		
<b>Dogs - Dangerous</b>	Dangerous Dogs/Worrying livestock investigation records/complaints	6 Years	<a href="#">MoPI Group 3 - Other Offences</a>	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). For under 18s is retained indefinitely where there is a conviction for qualifying offence, 1 <sup>st</sup>	<a href="#">Protection of Freedoms Act 2012</a>	Please refer to footnote ***	

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
		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  <a href="#">The Police Regulations 2003, Regulation 18</a>		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 <a href="#">Police and Criminal Evidence Act 1984, Regulation 64</a>  <a href="#">Protection of Freedoms Act 2012, Regulation 2</a>	Please refer to footnote ***	



Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<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	<a href="#">APP MoPI Group 1</a>	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	<a href="#">APP MoPI Group 4</a>		
<b>Missing Persons</b>	Outstanding	Until found or 100 Years from report	<a href="#">APP MoPI Group 4</a>		
<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	<a href="#">APP MoPI Groups 1- 4</a>		
<b>Premises Searched Logs</b>		Minimum of 6 Years, retain case/ crime			
<b>Road Search</b>	Vehicles stopped at road checks authorisation	12 months	<a href="#">Police and Criminal Evidence Act 1984, Regulation 3</a>		
<b>SOCO/CSI Files</b>	Details of examinations	Minimum of 6 Years, retain Case / Crime	<a href="#">APP MoPI Groups 1- 4</a>		
<b>Telecommunication / Surveillance (RIPA)</b>	Requests	Minimum of 6 Years, (Review)	RIPA		
<b>Telecommunication / Surveillance</b>	Results	Retain Case / Crime / Intel	<a href="#">APP MoPI</a> / RIPA		

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>(RIPA)</b>		At least 6 years			
<b>Technical Support Units (TSU Files)</b>	Requests for Technical Support	6 Years	RIPA, <a href="#">APP MoPI</a>		
<b>Unused material</b>	Material not provided to CPS for prosecution	Minimum of 6 Years, retain Case / Crime	<a href="#">APP MoPI Groups 1- 4</a>		
<b>Video Interviews (Child / vulnerable adult)</b>		Minimum of 6 Years, retain Case / Crime	<a href="#">APP MoPI Groups 1- 4</a>		
<b>Wildlife files</b>		6 Years	Force Policy		

\*\* Please note s.39 of the Firearms Amendment Act 1997 states 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.

\*\*\* To be reviewed in line with Protection of Freedoms Act once commenced.

# FINANCE

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Accounts</b>	Receivable accounts	6 Years	Auditors  <a href="#">HMRC</a>  <a href="#">Companies Act 2006, Regulation 388</a>		
<b>Accounts</b>	Final accounts tabulations	6 years	Auditors  <a href="#">Companies Act 2006, Regulation 388</a>  <a href="#">HMRC</a>		
<b>Accounts</b>	Statements of accounts rendered and payable; accounts outstanding and outstanding orders	6 Years	<a href="#">Companies Act 2006, Regulation 388</a>  <a href="#">HMRC</a>		
<b>Audits</b>	Finance – internal and external	6 Years	Force Policy, Auditors  <a href="#">HMRC</a>		
<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, Companies Acts 1985 and 1989  <a href="#">Companies Act 2006, Regulation 388</a>  <a href="#">HMRC</a>		

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<b>Banking Records</b>	Fresh cheques; record of cheques paid/presented	6 Years	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989  <a href="#">Companies Act 2006, Regulation 388</a>  <a href="#">HMRC</a>		
<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, Companies Acts 1985 and 1989  <a href="#">HMRC</a>  <a href="#">Companies Act 2006, Regulation 388</a>		
<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, Companies Acts 1985 and 1989  <a href="#">HMRC</a>  <a href="#">Companies Act 2006, Regulation 388</a>		
<b>Banking Records</b>	Bank statements, periodic reconciliation's Bank certificates of balance	6 Years	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989  <a href="#">Companies Act 2006, Regulation 388</a>  <a href="#">HMRC</a>		

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Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Banking Records</b>	Electronic records, audit trails	4 years	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989  <a href="#">HMRC</a>		
<b>Budgets</b>	Control year-end tabulations; End of year summaries; quarterly summaries.	6 Years	<a href="#">HMRC</a>		
<b>Budgets</b>	Chartered Institute of Public Accountancy, estimates and actuals	Permanently	Auditors  <a href="#">HMRC</a>		
<b>Cash Books/Sheets</b>	Expenditure sheets; Cash books/sheets; Monies book	3 Years	Force Policy, Auditors, Disputes, Claims  <a href="#">HMRC</a>		
<b>Central Stores Requisitions</b>	Purchase orders	6 Years	Force Policy, Auditors, Disputes, Claims  <a href="#">HMRC</a>		
<b>Creditors</b>	Creditors history records, lists and reports	6 Years	<a href="#">HMRC</a>		
<b>Debtors</b>	Debtors records and invoices, debit notes, invoices paid or unpaid etc.	4 years	<a href="#">HMRC</a>		
<b>Duty Records</b>	Record of hours worked	2 Years	<a href="#">Working Time Regulations 1998, Regulation 9</a>		

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Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Employment Cost</b>	Cost of employment	6 Years	<a href="#">National Archives</a>  <a href="#">HMRC</a>		
<b>Expenditure Records</b>	Creditors' history records; lists/reports	6 Years	VAT implications  <a href="#">HMRC</a>		
<b>Expenditure Records</b>	Statements of accounts outstanding; outstanding orders; statements of accounts - rendered payable	6 Years	Force Policy  <a href="#">HMRC</a>		
<b>Expenses</b>	Mileage/travel and subsistence - claims and authorisation; Credit Card statements and receipts	6 Years	<a href="#">Taxes Management Act 1970, Regulation 34</a>  <a href="#">HMRC</a>  <a href="#">National Archives Page 9</a>		
<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  <a href="#">HMRC</a>		
<b>Income Generation</b>	Income generation, sponsorship	6 Years	<a href="#">HMRC</a>		
<b>Invoices</b>	Paid invoices (except utility invoices)	6 Years	VAT implications  <a href="#">HMRC</a>		
<b>Invoices</b>	Utility invoices	6 Years	Force Policy  <a href="#">HMRC</a>		

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Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<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 <a href="#">HMRC</a>		
<b>Ledger Records</b>	Audit sheets - ledger postings	6 Years	Force Policy <a href="#">HMRC</a>		
<b>Ledger Records</b>	Journals - prime records for the raising of charges	6 Years	Force Policy <a href="#">HMRC</a>		
<b>Overtime Forms</b>	Overtime forms	6 Years	Force Policy		
<b>Payroll</b>	Payroll records/personal record cards	6 Years	Force Policy <a href="#">National Archives Page 13</a>		
<b>Payroll</b>	External Payroll records/personal record cards	6 Years	Force Policy <a href="#">National Archives Page 13</a>		
<b>Payroll</b>	Pay ledger	6 Years	Force Policy <a href="#">National Archives</a>		
<b>Payroll - external</b>	Government forms etc. Required for tax.	6 Years	<a href="#">National Archives Page 13</a>		
<b>Payroll - internal</b>	Not required for tax	6 Years	<a href="#">National Archives Page 13</a>		
<b>Pension files</b>	Police pension files (including Widows)	Until age 100	<a href="#">National Archives Page 12</a>		
<b>Petty Cash</b>	Petty cash records/books/sheets; Petty cash receipts	6 Years	VAT implications <a href="#">HMRC</a>		
<b>Postage</b>	Postage expenditure records / franking machine records	6 Years	Force Policy <a href="#">HMRC</a>		



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Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Precept Notification</b>	Precept charges	6 Years			
<b>Purchase Orders - Official</b>	Certified copies of official orders	6 Years	Force Policy <a href="#">HMRC</a> <a href="#">National Archives Page 11</a>		
<b>Revenue</b>	Revenue Estimates, summaries	6 Years	Force Policy <a href="#">HMRC</a>		
<b>Revenue Outturn</b>	Revenue outturn	6 Years	Force Policy <a href="#">HMRC</a>		
<b>Time sheets</b>	Time sheet registers	2 Years	Force Policy <a href="#">The Working Time Regulations 1998, Regulation 9</a>		
<b>Travel and Subsistence</b>	Claims	6 Years	Force Policy <a href="#">National Archives Page 9</a> <a href="#">HMRC</a>		
<b>Value Added Tax (VAT)</b>	Quarterly VAT tabulations	6 Years	VAT implications <a href="#">HMRC</a>		
<b>Note on charging for services, including disclosures</b>	Section 18 of the Police Act 1996 allows goods and services to be provided by the police and an appropriate charge can then be made to customers		NPCC produced Guidance on Charging for Police Services in 2005, which is used as the basis for charging external bodies and individuals for policing services	The provision of goods and services under Section 18 applies to the provision of information from police databases, and whilst NPCC guidance does say pricing policy is at the discretion of the individual Force, standard charges are laid down in Appendix 3	For information only

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# INFORMATION

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Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Criminal Injuries Compensation Authority Claims</b> ( <i>see also Litigation against the force</i> )	Claims by persons injured	6 Years from time dealt with	CLA <a href="#">Criminal Injuries Compensation Act 1995</a>		
<b>Data Breach Records/Investigations</b>	Non-crime	2 years			
<b>Data Processing Agreements</b>	Data processing agreements with external organisations	Life of contract or end of agreement	<a href="#">APP Information Management – Data Protection</a>		
<b>Disclosures</b>	Subject Access Requests	2 Years from disclosure or from completion of any appeal, local or ICO. Then review.	<a href="#">APP Information Management – Data Protection</a>		
<b>Disclosure</b>	DBS	Retain for 10 Years from date of request			
<b>Disclosures</b>	s29(3) requests	2 Years from date of disclosure	<a href="#">APP Information Management – Data Protection</a>		

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<b>Disclosures</b>	S3 Mental Health Act Requests	2 Years from date of disclosure	<a href="#">APP Information Management – Data Protection</a>		
<b>Disclosures</b>	Social Services, local authority, DP registers and ad hoc	2 Years from date of disclosure	<a href="#">APP Information Management – Data Protection</a>		
<b>Disclosures</b>	Cafcass checks	2 Years from date of disclosure	Guidance on Assessment of Children in Need, and ACPC Child Protection Procedures p203, 5.7		
<b>Disclosures</b>	Court Orders	Retain for 2 Years from date of request			
<b>Disclosures</b>	Freedom of Information	2 Years from disclosure or from completion of any appeal, local or ICO.	<a href="#">APP Information Management – Data Protection</a>		
<b>Information Sharing Agreements, Protocols, Memoranda of Understanding</b>	Copies of Information sharing protocols & Memoranda of Understanding	Until superseded or revoked (consider retaining for historical purpose)			

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<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	<a href="#">HMG Minimum Requirements for the Verification of the Identity of Individuals, Section 2.3</a>		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.

# **ORGANISATION, PROGRAMMES AND PROJECTS**

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<b>Air Operations / Support Unit - Flight Records</b>	Flight records; helicopter records	6 Years			
<b>Annual Reports</b>	Chief Constable's	Permanently	<a href="#">Police Reform and Social Responsibility Act 2011, Section 12</a>		
<b>Audits</b>	System and internal security audits	6 Years	<a href="#">National Archives</a>		
<b>Campaigns</b>	Campaigns - plans, briefs final documents	End of campaign +1 Year	<a href="#">National Archives</a>		Look at further retention for historic purpose
<b>Ceremonial, official openings, dedications</b>	Force ceremonials, openings, events etc.	5 Years	<a href="#">National Archives</a>		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	<a href="#">National Archives Internal Audit Records Page 6</a> <a href="#">Companies Act 2006, Section 248</a>	All senior management & senior partnership meetings	
<b>Committees - Police Authority, Police and Crime Commissioner</b>	Corporate	Permanently	Main Committee agendas and minutes	Force Policy, Historical	
<b>Contingency Planning</b>	Planning and Policy matters; meetings	Until Superseded or Revoked (consider retaining for historical purpose)	<a href="#">Health and Safety at Work Act 1974, Section 2</a>	Corporate	

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Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<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 after award	<a href="#">The Public Contracts Regulations 2006, Regulation 8</a>  <a href="#">The Utilities Contract Regulations 2006, Regulation 37</a>  <a href="#">OJEU Regulations</a> <a href="#">OJEU Regulations</a>		
<b>Contracts</b>	Pre-Tender Documentation i.e. evaluation reports (PQQ's)	7 Years	<a href="#">OJEU Regulations</a> <a href="#">OJEU Regulations</a>		
<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	<a href="#">National Archives</a>		
<b>Correspondence - General</b>	Correspondence from members of the public or Organisations	2 Years from final communication on topic	Force Policy <a href="#">National Archives</a>		



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Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<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	<a href="#">The Data Retention Regulations 2009</a>  <a href="#">National Archives</a>		
<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		

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Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Insurance Policy Documents</b>	Employers' Liability Insurance Certificates	40 Years	Employers' Liability (Compulsory Insurance) Regs 1998		
<b>Local Tasking and Briefing</b>	Reports, Team Meetings, Supervisory Meetings	1 year + current			
<b>Museum and Force Archives</b>	Documents, photographs, artefacts	Permanently	<a href="#">Museums and Galleries Act 1992 - Not specific</a>		
<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	Retain until superseded and then for 10 years		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	1 Year after subsequent revision		Retention of policy / procedure itself, not supporting developmental paperwork	
<b>Press Releases</b>	Press Office Press Releases	6 Years consider historical archive	<a href="#">National Archives Page 4</a>		
<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	<a href="#">National Archives Page 4</a>		

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Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
		report of major projects for permanent 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 & 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

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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	<a href="#">The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7</a>		
<b>Accidents at work</b>	Employers Liability Claims	6 Years	CLA, Health & Safety Executive <a href="#">Limitations Act 1980</a>		
<b>Accidents at work</b>	Reportable injuries, diseases and dangerous occurrence	6 Years	CLA, Health & Safety Executive <a href="#">The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7</a>		
<b>Annual Leave Records</b>		2 Years	<a href="#">National Archives Page 10</a>		
<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 complaints lodged against the service received from the public, or an expression of dissatisfaction by a member of the public	6 Years from end of sanction/closure of investigation (whichever is longest)		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.	

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Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
	about the conduct of a serving member of the police				
<b>Employment Tribunals</b>	Records and files	6 Years from conclusion of case	<a href="#">The Employment Tribunals (Constitution and Rules of Procedure) Regulations 2013, Regulation 14</a>		
<b>Firearms Training Certificates</b>	Firearms Training	until age 100	<a href="#">Firearms Act 1968, Section 28A</a>		
<b>Grievances</b>	Equal opportunities, sexual / racial harassment	2 Years (Min)			Not to be confused with discipline Internal Grievance process
<b>Health &amp; Safety - Audits</b>	Audits, safety inspections	5 Years	<a href="#">The Management of Health and Safety at Work Regulations 1992, Regulation 5</a>  <a href="#">National Archives</a>		
<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)	<a href="#">The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7</a>		
<b>Health &amp; Safety Records</b>	Records where exposure may lead to disease many years later	40 Years	<a href="#">The Control of Substances Hazardous to Health Regulations 2002, Regulation 10</a>		
<b>Health &amp; Safety Records - Air Monitoring</b>	Air monitoring - lead	5 Years	<a href="#">The Control of Lead at Work Regulations 2002, Regulation 9</a>		
<b>Health &amp; Safety Records - Asbestos</b>	Asbestos Records of those exposed to asbestos	40 Years (from the date of last record entry)	<a href="#">The Control of Asbestos Regulations 2012, Regulation 22</a>		

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Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Health &amp; Safety Records - Asbestos</b>	Asbestos inspections and building records	Removal of asbestos + 5 Years or subsequent inspection + 5 Years	<a href="#">Control of Asbestos Regulations 2012, Regulation 13</a>		
<b>Health &amp; Safety Records - Awareness Records</b>	Health and safety awareness records	100 years old	<a href="#">National Archives</a>		
<b>Health &amp; Safety Records - Biological Agents</b>	List of employees exposed to group 3 & 4 biological agents	40 Years from last exposure	<a href="#">Control of Substances Hazardous to Health Regulations 2002, Schedule 3 The Section 4</a>		
<b>Health &amp; Safety Records - Buildings</b>	Buildings	Lifetime of building ( plus 3 Years)	<a href="#">The Construction (Design and Management) Regulations 1994, Regulation 12</a>		
<b>Health &amp; Safety Records - Compressed Air</b>	Compressed Air	40 Years from last exposure	<a href="#">The Construction (Design and Management) Regulations 1994, Regulation 12</a>		
<b>Health &amp; Safety Records - Exposure to Lead</b>	Exposure to Lead	40 Years from last exposure	<a href="#">The Control of Lead at Work Regulations 2002, Regulation 10</a>		
<b>Health &amp; Safety Records - Exposure to Lead</b>	Maintenance control measures	5 Years from date of entry	<a href="#">The Control of Lead at Work Regulations 2002, Regulation 8</a>		
<b>Health &amp; Safety Records - Fire</b>	Fire Certificates	12 Years after expiry or until superseded Stays on site	<a href="#">Fire Precautions Act 1971, Section 6.8</a>  <a href="#">National Archives</a>		
<b>Health &amp; Safety Records - Fire</b>	Fire precautions and services	10 Years after issue	<a href="#">National Archives</a>		

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Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
		Retain until superseded			
<b>Health &amp; Safety Records - Incident Reports</b>	Incident Reports	See accident reports	<a href="#">The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7</a>		
<b>Health &amp; Safety Records - Inspections Reports</b>	Inspections Reports	5 Years	<a href="#">The Control of Substances Hazardous to Health Regulations 2002, Section 9</a>		
<b>Health &amp; Safety Records - Ionising Radiation equipment</b>	Examination of respiratory protective equipment and passbook	5 Years after last use	<a href="#">The Ionising Radiations Regulations 1999, Regulation 10</a>  <a href="#">The Ionising Radiations Regulations 1999, Regulation 21</a>		
<b>Health &amp; Safety Records - Ionising Radiations</b>	Ionising radiations health records	50 Years from date of last entry	<a href="#">The Ionising Radiations Regulations 1999, Regulation 21.3 (a)</a>		
<b>Health &amp; Safety Records - Medical Reports</b>	Medical Reports	40 Years	<a href="#">The Control of Substances Hazardous to Health Regulations 2002, Section 10</a>		
<b>Health &amp; Safety Records - Portable Appliance Testing</b>	Records of tests	Lifetime of equipment	<a href="#">The Electricity at Work Regulations 1989, Regulation 4</a>		
<b>Health &amp; Safety Records - Risk Assessments</b>	Risk Assessments	10 Years Until superseded	<a href="#">The Management of Health and Safety at Work Regulations 1992, Section 3</a>		
<b>Injury on Duty Forms</b>		100 Years of age	<a href="#">National Archives Page 10</a>		
<b>Personnel Records</b>	Relating to Individuals Service Records	Until age 100 Consider 85 years of age for	<a href="#">National Archives Page 9</a>  <a href="#">The Police Regulations 2003,</a>		

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Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
		non-pay/pension records	<a href="#">Section 17</a>		
<b>Promotion Board Notes</b>		1 Year	<a href="#">National Archives Page 10</a>		
<b>Recruitment - Police Officers</b>		1 Year			
<b>Recruitment - Police Staff</b>		1 Year			
<b>Sickness Records</b>		until age 72	<a href="#">National Archives Employee Personnel Records Page 13</a>		
<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			
<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		

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Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Visitors Passes</b>	Record of visitors to police property.	3 years	<a href="#">National Archives Press and Public Relations Records Page 5</a>		
<b>Warrant Cards &amp; ID cards</b>		Destroy on end of service			

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# PREVENTING

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Chief Constable's Log</b>	Overnight summary sheet	1 Year	Force Policy <a href="#">Police Reform and Social Responsibility Act 2011, Section 12</a>		
<b>Explosive Certificate</b>		Application form - 5 Years; Control of Explosives Regs certs - 2 Years	Explosives Act / Regulations <a href="#">The Control of Explosives Regulations 1991, Section 5 and 12</a>		
<b>Firearm Licensing</b>	Licence Application Form	20 years	<a href="#">Directive 2008/51/EC Control of the Acquisition and possession of weapons</a>		
	Licence Refused	Retain until subject has reached 100 Years of age. Review every 10 years	Firearms Act 1968, MoPI		
	Licence Revoked				
	Dealers Licences	Until superseded, surrendered or until death	ACPO, Firearms Act 1968		
	Certificates, Licences Inc. - Temp and visitors	Until surrender plus 6 Years	ACPO, Firearms Act 1968		
	Cancelled cert Rifle Club	6 Years			
<b>Firearms Operational</b>	issues and returns	6 Years	Force Policy		
<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>	Documentation of Foreign nationals	10 years	<a href="#">Nationality, Immigration and Asylum Act 2002, Section 126</a>		

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Licensed and Supervised Trades</b>	Gaming licences, pedlars certificates, betting shop files	6 Years	<a href="#">The Gaming Licence Duty Regulations 1991</a>		
<b>Liquor Licensing</b>	N/A	10 Years	<a href="#">Licensing Act 2003, Section 115</a>		
<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>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.
<b>Warning Notices - Harassment</b>	Harassment Forms	12 months after notice has expired	<a href="#">APP MoPI Groups 2 and 3</a>		

# 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 <a href="#">HMRC</a>		
<b>Lost and Found Property</b>	Handed in weapons (not used in crime)	Dispose of ASAP if no reason to retain.	Force Policy <a href="#">Police and Criminal Evidence Act 1984, Section 22</a>		
<b>Lost and Found Property</b>	Lost and Found Property - non prohibited items – includes cash	Found 30 day review,	<a href="#">Lost, Found, Other Than Found and Detainees Property Policy 2001</a>	No legislation covers Found Property.	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	<a href="#">Lost, Found, Other Than Found and Detainees Property Policy 2001</a>	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 <a href="#">The Police (Retention and Disposal of Items Seized) Regulations 2002, Regulation 5</a>		
<b>Seized Property (Crime Exhibits)</b>	Records of Seized property - non-crimed	Current year + 6	Financial regulations; Limitation Act <a href="#">Police (Property) Act 1997, 86E</a>		
<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 <a href="#">Police and Criminal Evidence Act 1984, Section 22</a>	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

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Seized Property (Crime exhibits)</b>	Seized property - non crimed	minimum 6 Months	Powers of Criminal Courts Act s143 <a href="#">Powers of Criminal Courts (Sentencing) Act 2000, Section 144 and 2</a>		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	National Retention		Closed Circuit Television Tapes. Video tapes not owned by a force but needed for evidential purposes
	Hits	1 Year			
	Pilot Scheme	2 Years			
<b>ASBO</b>	All Anti Social Behaviour Records	6 Years			
<b>Bodycam / Headcam/Webcam</b>	Non Evidential	31 days	MoPI		
	Crime	Minimum of 6 Years, retain Case / Crime			
<b>Breath Testing</b>	NFA	6 Years			
	Charge	6 Years			
<b>Cannabis Warnings</b>	Offender Details (All details)	6 Years	Management Information	Cannabis Warnings do not have a legislative validity period. Offender should only receive one Cannabis Warning	Pentip – Retention Periods
<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	Only 1 to be given in 12 Months.		Review when Protection of Freedoms Act is enabled
<b>Counterfeit Currency</b>	Counterfeit Currency forms	Minimum 6 Years / review as per nominal file	<a href="#">APP MoPI Group 3</a>	Force Policy	

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<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 Periods
	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)	6 Financial Years	Financial Transaction		
	Payment Details (Fine Registration Certificate)	6 Financial Years	Financial Transaction		
Payment Details (Payee Details)	6 Financial 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	3.5 Years	Part of FPN Process		

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
	Details)				
	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 Periods
	Offender Details (Non-Personal Details)	6 Years	Management Information		
	Registered Keeper	3.5 Years	Part of FPN Process		
	Driver Nominations	3.5 Years			

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
	Offence Details Inc. Offence Codes, Offence Location, Offence Date/ Time and Notice Number	6 Years	Management Information		
	Payment Details (Transaction Details)	6 Financial Years	Financial Transaction		
	Payment Details (Fine Registration Certificate)	6 Financial Years	Financial Transaction		
	Payment Details (Payee Details)	6 Financial 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 Periods
	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)	6 Financial Years	Financial Transaction		

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
	Payment Details (Fine Registration Certificate)	6 Financial Years	Financial Transaction		
	Payment Details (Payee Details)	6 Financial 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
<b>VDRS</b>	Complied with (Personal Details)	6 Months (No Offence)			Pentip – Retention Periods
	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				

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

Review Group	Offence/Record Type	Action	Rationale
<b>Group 1</b>			
'Certain Public Protection Matters'	<ul style="list-style-type: none"> <li>▪ MAPPAs managed offenders</li> <li>▪ Serious specified offences - CJA 2003</li> <li>▪ Potentially dangerous people</li> </ul>	<p>Retain until subject has reached 100 years of age</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/ National Crime Recording Standard</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	Non-sexual, non-violent	Retain for initial 6-year clear period. Either review and risk assess every 5 years or carry out time-based disposal depending on Constabulary policy	Lower risk of harm. Constabularies must balance the risk posed by this group with the burden of reviewing.
<b>Group 4</b>			
Undetected Crime	<p>Serious specified offences</p> <p>Other offences</p>	<p>Retain records for 50 years from the date the crime was reported to police</p> <p>6 years</p>	<p>CJA 2003</p> <p>Limitation Act</p>
CRB Disclosures	Information disclosed under Part 5 of the Police Act 1997	Retain for 10 years from date of request	CRB Quality Assurance Framework

Protective Security Marking:

NOT PROTECTIVELY MARKED

Review Group	Offence/Record Type	Action	Rationale
Intelligence Products	Target Profiles Association Diagrams	Review according to crime type as outlined in categories 1-3	
Missing Persons	Resolved	Retain for a minimum of 6 years. Dispose of if this period has been 'clear' and there are no further indicators of risk	Limitation Act 1980
	Unresolved	Retain indefinitely	
Victim/Witness Details		Retain for a minimum of 6 years or length of sentence if this is longer Decisions to dispose of must be made on a case by case basis Retain if victim/witness is recorded as the offender/suspect for another offence	Limitation Act 1980 CPIA 1996

Protective Security Marking:

NOT PROTECTIVELY MARKED