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**Office of Police and Crime Commissioner – Devon & Cornwall  
Policy Cover Sheet**

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# **Office of the Police and Crime Commissioner – Devon & Cornwall Information Retention and Disposal Policy**

**Version dated:** 4 December 2023

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## **2.0 Policy Statement**

- 2.1 The Office of the Police and Crime Commissioner is committed to the whole life management of records which document the principal activities of the organisation to evidence those activities, and that meet business needs, accountability requirements and stakeholder expectations. It will ensure that records are retained for as long as they are needed and then, when they are no longer needed, will destroy them in an appropriate manner or dispose of them in some other appropriate way such as by transfer to an archives service. In addition, the Office of the Police and Crime Commissioner is committed to the principles and practices set out in the whole of Government policies and best practice standards.

## **3.0 Purpose and Scope**

- 3.1 The purpose of this policy is to provide guidance and direction to the retention and disposal of information and records, and to clarify staff responsibilities.
- 3.2 It provides a corporate policy framework to govern management decisions on whether a particular record or document (or set of records and documents) should either be:
  - Retained – and if so in what format, and for what period; or
  - Disposed of - and if so when and by what method.
- 3.3 This policy is not concerned with the disposal / retention of unused materials (e.g. stocks of paper, unused forms, duplicated documents)

3.4 The policy applies to the Police and Crime Commissioner, their deputy, all staff within the Office of the Police and Crime Commissioner, and to agency, associated and affiliated workers and volunteers. It incorporates all relevant documents and records (recorded information) whatever the medium or technology used to create and store it and whether it originates from within the organisation or from outside. It also covers documents and records stored on behalf of the Office of the Police and Crime Commissioner by an external body (for example the Police Force).

3.5 In the course of carrying out its functions and activities, the Office of the Police and Crime Commissioner collects information from individuals and external organisations and creates a wide range of records and information which is recorded. These records can take many different forms e.g.

- Formal decision sheets
- Correspondence (including email communication and attachments)
- Forms (including equality monitoring forms)
- Consultation data and responses
- Briefings, agendas reports, minutes
- Policies, procedures, guidance and manuals
- Plans, strategies, frameworks, roadmaps
- Research
- Financial records
- Audit reports
- Tenders, contracts, deeds, grants, agreements
- Recruitment, training, personnel and other HR records
- Press releases, blogs, newsletters and promotional materials
- Contact lists
- Registers and logs

3.6 Retention of specific documents may be necessary to:

- Fulfil statutory or other regulatory requirements.
- Evidence events/agreements/decisions for transparency purposes, and in the case of disputes.
- Ensure the preservation of documents of historic or other value.
- for accountability and audit

The types of records likely to be selected for permanent preservation include key documents relating to:

- Corporate planning and reporting
- Strategic decisions
- Financial accounting
- Public and workforce liability
- Records management

3.7 The Freedom of Information Act and associated statutory Code of Practice on the management of records issued under Section 46 requires that the Office

of the Police and Crime Commissioner has clearly defined policies and procedures in place for disposing of records, and that these are well documented.

3.8 The untimely destruction of documents could frustrate processes, cause embarrassment to the Police and Crime Commissioner and result in failure to comply with the Freedom of Information or Data Protection Legislation.

3.9 However, the permanent retention of all documents is undesirable, and a managed disposal process has several benefits:

- it avoids unnecessary storage costs incurred by using office or server space to maintain records no longer needed by the organisation
- it supports compliance with article 5(1)(e) of the UK GDPR (this article requires organisations not to keep personal information for longer than necessary)
- finding and retrieving information is quicker and easier because there is less to search and it enables the identification of the definitive version of a document.
- responding to Freedom of Information (FOI) requests is more efficient.

3.10 The benefits of retention schedules are:

- documents and records of continuing value are identified and can be managed appropriately
- documents and records which cease to have any value to the organisation or as archives can be disposed of efficiently
- clear instructions on what happens to documents and records when they are no longer needed to support the business
- definitive periods of time for which documents and records should be kept and remain accessible
- consistency in retention of documents and records across the organisation
- evidence of compliance with legal and regulatory requirements for the retention of records
- evidence of what documents and records were created but subsequently destroyed.

3.11 The effective application of this policy will require that on the development or revision of any policy or working practice the author considers the impact of records management of the new/revised policy and associated working practices. The records generated by the application of the new/revised policy need to have relevant review/retention periods established and recorded within the attached Retention schedule.

3.12 Similarly, consideration must also be given to the implication for information management in relation to retention and disposal of records, of restructuring and other organisational changes, sponsorship of other bodies, and the procurement of services from contractors.

## **4.0 The retention / disposal protocol**

- 4.1 Public authorities must periodically assess the information they hold, know why they are keeping it, and explain why they no longer hold information if it has been archived or destroyed.
- 4.2 Any decision whether to retain or dispose of a document should be taken in accordance with the retention/disposal protocol. This protocol consists of:
  - The key disposal/retention considerations criteria checklist, set out in Appendix 1. Essentially no document should be disposed of unless all these have been considered in relation to the document (or set of records and documents).
  - The Retention Schedules contained in Appendix 2. These provide guidance on recommended and mandatory minimum retention periods for specific classes of documents/records.

## **5.0 Roles & responsibilities**

- 5.1 All OPCC staff are responsible for managing the information they create and receive as part of their normal daily business activities and are required to familiarise themselves with this Retention and Disposal Policy and Schedules.
- 5.2 Specific records management responsibilities are also allocated to individual staff members. The following roles have additional responsibilities around retention and disposal:
- 5.3 Information Asset Owners: IAOs ensure that all assets under their control are following retention schedule rules. They have ownership of assets and are therefore responsible for ensuring adherence to the Retention and Disposal Schedule. IAOs are responsible for authorising the destruction of information when required. IAOs in the OPCC are typically staff holding management roles.
- 5.4 Information Asset Manager; The IAM assists IAOs in their role and is operationally responsible for the upkeep of information assets, including adherence to the Retention and Disposal Schedule.
- 5.5 Senior Information Risk Owner; As an Executive member of the OPCC, the SIRO is responsible for managing information risk from a business, rather than technical, perspective. They provide board-level accountability and greater assurance that information risks are addressed, ensuring they are treated as a priority in relation to the delivery of OPCC objectives. The SIRO in the OPCC is the Chief Executive.

## **6.0 Disposal**

- 6.1 The disposal of information that no longer has current or potential future value can be achieved by a range of processes:

- Confidential waste' – i.e. making available for collection by a designated refuse collection service or use of the orange bag service
  - Physical destruction on site (paper records - shredding)
  - Deletion – where computer files are concerned
  - Migration of document to external body or archive
- 6.2 Disposal methods must be in line with this policy and the sensitivity or security classification of the information. Efforts to destroy information should also be proportionate to its sensitivity and security classification.
- 6.3 Special care must be taken with electronic records, which can be reconstructed from deleted information.
- 6.4 The deletion of electronic media must be organised via the Force central file store, who will ensure the removal of all data from the medium so that it cannot be reconstructed, where this is proportionate to the information's sensitivity and security classification
- 6.5 Deletion should ultimately mean the complete destruction of the electronic record. This implies rendering data non-recoverable even when using forensic data recovery techniques. In practice, deleting an instance of an electronic record in most technical environments merely removes an operating system or application link to the object and it is not actually removed when the same storage medium space has been reused several times over.
- 6.6 Data protection legislation requires that information that is no longer required should cease to be processed. The Information Commissioner has held that this means that reasonable steps should be taken to ensure the information is not retrievable by normal methods, including restoring using backup facilities. Additionally, it is important to ensure that external IT providers do not frustrate the proper implementation of OPCC disposal schedules by their own back-up routines.
- 6.7 In view of the technical issues involved in deleting electronic records, the Force Head of IT shall be responsible for administering the removal of electronic records, including back-up mechanisms.
- 6.8 Paper records containing confidential and/or personal information must be cross-cut shredded no larger than 6mm and confidentially disposed of. Under no circumstances should confidential and/or personal information be disposed of with other rubbish or general records. To do so could result in the unauthorised disclosure of such information to third parties, and render the Police and Crime Commissioner liable to prosecution or other enforcement action under Data Protection laws. Bulk shredding and confidential disposal can be arranged through the orange bag system.
- 6.9 The following should be taken into account when selecting any method of disposal:

- Migration of documents to a third party (other than for destruction or recycling) - this is unlikely to be an option in most cases, however, this method of disposal will be relevant where documents or records are of historic interest and/or have intrinsic value. The third party here could well be the Public Record Office ("PRO") or Force Museum.
- Recycling – wherever practicable disposal should favour recycling, in-line with the Police and Crime Commissioner's commitment to sustainable development.

6.10 Disposal decisions and disposal of information should be documented by keeping a record of the specified types of documents of a specified age range destroyed in accordance with the relevant provision in the disposal schedule, and should include a description, the date and method of disposal.

## **7.0 Shared data**

Shared data, for example where the OPCC works jointly with another authority, body or contactor, should be managed in accordance with an information sharing agreement, which sets out the responsibilities of the partners. A lead authority, or commissioning authority should be agreed between the partners sharing the data which will take overall responsibility for the management of the data throughout its life, and should include:-

- The obligation to record decisions, particularly in relation to the transfer or destruction of data / information.
- Obligations under copyright, data protection legislation and the Freedom of Information Act.
- Record management controls and any special requirements for the security and handling of personal information

## **8.0 Data Protection Legislation**

8.1 Under Data Protection Legislation personal data processed for any purpose must not be kept for longer than is necessary for that purpose (storage limitation). In other words, retaining documents or records that contain personal data beyond the length of time necessary for the purpose for which that data was obtained is unlawful.

8.2 The Data Protection Legislation contains no interpretive provisions on this provision. It is a matter for reasonable judgement and common sense as to how long personal data should be retained.

8.3 Clearly, in many instances the retention of personal data will be necessary and thus justified for a very long period of time. In general provided there is adherence to this Policy few problems should arise.

## **9.0 Communication and Training**

9.1 This policy will be communicated to all staff, contractors, agency, associated and affiliated workers as appropriate, and training will be provided to relevant

workgroups on aspects of the policy. The training will be up to date, regular, and tailored to workgroups as appropriate.

## **10.0 Supporting documents**

- 10.1 This policy is supported by key disposal / retention considerations and information retention and disposal schedules which are appended.

## **11.0 Monitoring and review**

- 11.1 This policy will be reviewed every 3 years. It will be updated as needed if there are any changes in the business or regulatory environment.
- 11.2 The Chief Executive, line managers and individuals each have responsibility in ensuring the successful and consistent delivery of this policy, and supporting standards, procedures and guidelines.
- 11.3 Compliance with this policy will be monitored by the Accountability and Standards Officer (with the support of workplace Managers). Levels of compliance will be reported at least annually to senior management.

## **12.0 Audit Compliance**

- 12.1 This policy has been drafted and audited to comply with the principles of the Human Rights Act. Equality and diversity issues have also been considered to ensure compliance with equality legislation and policies. In addition Data Protection, Freedom of Information, and Health and Safety issues have been considered. Adherence to this policy will therefore ensure compliance with relevant legislation and internal policies. Under the Freedom of Information Act 2000, the document is classified as 'OPEN'.

## **13.0 Ownership**

- 13.1 This policy is owned by the Office of the Police & Crime Commissioner.

## **14. Definitions**

- 14.1 **Retention schedule** -a set of rules identifying classes of records and specifying their retention periods and what should happen to them at the end of that period.
- 14.2 **Documents** - a document can be defined as information stored as a single entity on some medium e.g. paper or computer drive.
- 14.3 **Records** - a record can be defined as a document which has content, context and structure and contains information '*created received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business*'. [International Standards Organisation ISO 15489 Information and documentation: Records management, two volumes 2016]

14.4 Records derive from documents, all records will be documents, but not all documents will be records.

## **15.0 Useful Links**

[Code of Practice on the management of records issued under section 46 of the Freedom of Information Act 2000](#)  
[Information management policy](#)  
[Information security policy](#)  
[Information sharing policy](#)  
[Guide to the corporate filing system](#)

## **16.0 Appendices**

### **Appendix 1 - Key Disposal/Retention Considerations**

#### **Documents for regular disposal**

Some records and documents will contain information that is not useful for retention. Such documentation should be disposed of when its business requirement is complete. Documents of this nature might include:

- Out of date distribution lists
- Working papers
- Duplicated or superseded material such as guidance, manuals, drafts
- Telephone messaging slips
- Catalogues and journals
- Non-acceptance of invitations
- Requests for standard information provided by the OPCC including routine email traffic
- External documentation owned by other bodies e.g. external meeting papers.
- Templates and forms

#### **Retention periods**

All other records and document types must have an allocated retention period and should be maintained and disposed of in accordance with this policy. Disposal of records applies to both electronic and paper documents.

#### **Considerations**

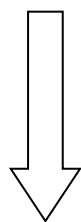
No documents should be earmarked for disposal unless due regard has first been given to

- (i) the six Key Disposal/Retention considerations detailed in Appendix 1, and
- (ii) the Retention Schedules contained in Appendix 2.

### **Appendix 1**

## 1. HAS THE DOCUMENT BEEN APPRAISED?

The value of information changes over time.



Immediate value -when first created

Operational value – as working information over time.

Evidentiary value – for audit, accountability or regulatory purposes

Potential value – if it can be used to create new knowledge

Permanent historic value – a contribution to the long-term memory of society & corporate memory of organisations.

Public authorities must manage information in such a way that they can assess its current and future value. No document(s) should be earmarked or designated for disposal unless it has been physically inspected and appraised to determine the nature/contents.

For existing documents this can only be achieved by the carrying out of a physical inspection and appraisal. Depending on the complexity of the document concerned, this is a skilled task and therefore should only be undertaken by officers who possess sufficient knowledge to enable them to identify the document concerned and its function.

Any decision to the effect that *future documents* of a specified description be disposed of on expiry of a specified retention period should be taken with a full appreciation and understanding of the nature and function of such document.

## 2. IS RETENTION REQUIRED TO FULFIL STATUTORY OR OTHER REGULATORY REQUIREMENTS?

The OPCC must be able to provide a clear and accurate account of its activity in accordance with its legal and other obligations.

The pieces of legislation which do, either directly or indirectly, impose minimum retention periods include:

- **Tax legislation:** Minimum retention period for certain financial records are imposed by statute.
- **Statutory Registers:** Various local government statutes require registers to be kept of certain events, notifications, or transactions. It is implicit within such legislative requirement that these records be maintained on a permanent basis, unless the legislation concerned stipulates otherwise.
- **Local Audit and Accountability legislation** – the duty to provide documents and information to the auditors, which it appears necessary to enable them to discharge their functions under the relevant Acts.
- **Health and Safety Acts and Regulations:** There is a raft of legislation under Health and Safety that requires the retention of records which include accident records, risk assessments, working time opt out forms, RIDDOR reports, training, staff consultation etc.
- **Financial Acts and Regulations:** Various legislation require the retention of financial information including accounts, financial statements, audit reports.

- **Limitation Act 1980:** Prescribes time limits for the commencement of different categories of legal actions, and hence encompasses contracts including employment contracts, training records, particulars of employment, changes to terms and conditions.
- **Personnel/Human Resource legislation:** various legislation requires the retention of records including working time records, statutory maternity pay records, retirement benefits records, statutory sick pay records, calculations, certificates and self-certificates.

Other relevant legislation includes:

- **UK GDPR and the Data Protection Act 2018** which states that **personal data shall be** 'kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed'
- **Public records Act 1958 (as amended)** imposes a duty on public bodies to make proper arrangements for the identification, safeguarding and transfer of records of historical interest to the National Archives.

For some documents and records there is national guidance indicating a retention period, including:

- **CIPD Retention of personnel and other related records:** Specifies retention periods for job application forms, /CVs, references, job interview notes, etc.
- **Lord Chancellor's Code of Practice** on the Management of Records under Freedom of Information
- **The National Archives: provides** best practice in records management and transfer, and information re-use.

This list is not exhaustive but represents legislation that most often applies.

### 3 IS RETENTION REQUIRED TO EVIDENCE EVENTS IN THE CASE OF DISPUTE?

Where a dispute arises, or litigation has been commenced it is important that the Police and Crime Commissioner has access to all correspondence and other documentation that is relevant to the matter.

**The Limitations Act 1980** specifies time limits for commencing litigation. The starting point therefore, is that the retention period is the length of time that has to elapse before a claim is barred.

**The six-year retention period and risk assessment:** The majority of potential legal claims are statute barred on the expiry of 6 years+1. For this reason many organisations consider it prudent to retain files/records for a period of 6 years+1 from the date when the subject matter was completed.

Many documents will relate to completed matters where the risk of subsequent litigation or other dispute is minimal or non-existent. Long-term retention of such

documents is counterproductive. In such cases a risk analysis should be undertaken with a view to disposal of such documents within a shorter period than the 6 years +1 time frame.

**Documents or records known to be the subject of a complaint or appeal :** The fact that records are known to be the subject of a complaint or appeal does not mean that the records must be kept indefinitely. Both the Information Commissioner and the Information Rights Tribunal set deadlines for submitting complaints or appeals which can be taken into account when deciding when the records can safely be destroyed (the deadlines are two months and 28 days respectively). However, both bodies reserve the right to accept late complaints or appeals and it would be advisable to allow a margin of safety, such as an additional six months, before destruction. Remember that if records are destroyed despite it being known that they are still relevant to a live case, it may be an offence under section 77 of the Freedom of Information Act (FOIA).

#### **4 IS RETENTION REQUIRED TO MEET THE OPERATIONAL NEEDS OF THE PCC?**

In some cases retention may be desirable (whether permanent or otherwise) even though no minimum retention period applies or has expired. Decisions should be taken that are open to the danger of discarding documents or records that might be useful for future reference purposes (e.g. training), as precedents, or for performance management (performance indicators, benchmarking and comparison exercises). Information that the OPCC identifies as having future value to improve services or generate income should also be considered.

#### **5 IS RETENTION REQUIRED BECAUSE THE DOCUMENT OR RECORD IS OF HISTORIC INTEREST OR INTRINSIC VALUE?**

The value of information changes over time, ranging from immediate value, operational value, evidential value, and potential value. Finally, it may have permanent historic value. Where it is suspected that the document falls within this description appropriate enquires should always be made before taking any further action. The Chief Executive should be consulted in the first instance. Consideration should be given to disposal in the form of transfer to an appropriate third party such as the National Archives, Public Record Office ("PRO") or Force Museum.

#### **6. DOES THE INFORMATION HAVE INTEGRITY?**

The OPCC and all of its stakeholders must be able to rely upon and trust the information that it holds. When decisions are taken to archive data, (available and secure), information about the quality should be stored with the data<sup>1</sup>.

### **Appendix 2 - Document Retention Schedule**

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<sup>1</sup> The Government data quality framework - published 3 December 2020  
<https://www.gov.uk/government/publications/the-government-data-quality-framework/the-government-data-quality-framework#the-data-lifecycle>

## **Introduction**

The following schedule provides guidance on the retention periods applicable to records and documents created by the Police and Crime Commissioner and his / her Office .

Retention / disposal decisions in respect of documents and records not specifically covered by the following schedules should be considered against the guidelines contained in the policy and in the retention schedule, and with full regard to the key disposal / retention considerations set out in Appendix 1. Decisions made to dispose of records that are not covered by the following schedules must be recorded.

Some records are created and managed by the Police Force on behalf of the Police and Crime Commissioner, for example financial and management accounting records, pension and payroll records, tenders and contracts, buildings and estates records. For many of these records, retention periods are specified in legislation. Where legislation is silent on retention periods, it is the OPCCs policy to adhere to the retention periods detailed in the Police Force retention schedules, which is based on the Association of Chief Police Officers National Guidance on The Minimum Standards for the Retention and Disposal of Police records. The Force retention policy and schedules can be accessed through the Force Intranet.

## Retention schedules

Where there is no regulatory requirement for retention / disposal, retention periods have been selected with reference to the following as examples of best practice, and with regards to business need:

- NPCC National guidance on the minimum standards for the retention and disposal of police records 2016
- ICO Retention and Disposal Policy 2022
- Legal Ombudsman Information and Disposal Policy 2022
- National Archives guidance
- CIPD

Where the action is 'review', using the key disposal/retention considerations criteria checklist (appendix 1) a decision will be taken to retain longer, destroy or send to archive for permanent preservation.

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# 1. OFFICE OF THE POLICE AND CRIME COMMISSIONER BUSINESS, PLANNING AND STRATEGY

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
Appointment / dismissal of and complaints against Chief Constable	See relevant documentation under HR, Performance and Standards, etc.				
Corporate planning and reporting	Police and Crime Plans Strategic Plans Annual Reports Annual Governance Statements Annual Audit letters	Permanent	Archive (electronic)	Historical value	n/a
	Records documenting the development and establishment of strategy	Superseded + 3 years	Review	n/a	ICO
	Records documenting the formulation of plans for implementing strategy, (business plans) including EIA assessments	Superseded + 3 years	Review	n/a	LO
	Data protection impact assessments	Length of processing + 2 years	Destroy	n/a	NPCC
	PCC Briefing documents and requests for direction	Created + 1 year	Review	Business need	n/a
Business continuity planning	Records documenting identified risks to the organisation,	Superseded / revoked + 1 year.	Destroy	n/a	LO

<b>Description</b>	<b>Record</b>	<b>Retention Period</b>	<b>Action</b>	<b>Legal, regulatory or other reason for retention / disposal</b>	<b>Reference</b>
	assessment of those risks, contingency, business continuity and recovery plans.				
<b>Policy and procedural development</b>	Policy development working papers, including EIA assessments (see also consultation – records documenting consultation on development of policies)	Superseded + 2 years	Review	n/a	LO
	Approved policy	Superseded + 10 years	Review	n/a	LO
	Procedure development working papers	Superseded + 1 year	Review	n/a	LO
	Approved procedure	Superseded + 5 years	Review	n/a	LO
<b>Collaboration</b>	Records documenting the development and establishment of collaboration / partnership initiatives.	End of collaboration / partnership	Review	n/a	
	Collaboration / Partnership agreements (Section 22 Agreements)	End of collaboration/ partnership + 10 years	Review	n/a	
<b>Regional PCC meetings</b>	Agendas, reports, minutes / notes	Created + 6 years (only if information	Destroy		n/a

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
		created in-house, otherwise end of business requirement)			
<b>PCC Decisions</b>	Records documenting formal decisions taken by the PCC (including background papers)	Life of organisation + 6 years	Archive (electronic)	Limitations Act 1980 c.58 s 2 and 5  Historical value	n/a
<b>PCC Scrutiny by Police and Crime Panel</b>	Reports to the PCP	Life of organisation + 6 years	Archive (electronic)		n/a
<b>Board / Committee / SMT &amp; Senior partnership meetings</b>	TORs, rules, procedures and records documenting the development and establishment of the terms of reference, and the rules and procedures for a Board / Committee.	Life of committee + 6 years	Destroy	Limitations Act 1980 c.58 s2 and 5	LO
	Records documenting the appointment of members of a Board / Committee.	Termination of membership + 6 years	Destroy	Limitations Act 1980 c.58 s5	LO
	Records documenting the provision of training and development of Board / Committee members including training undertaken by individual	Termination of membership + 6 years	Destroy	Limitations Act 1980 c.58 s5	LO

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	members of a Board / committee.				
	Records documenting the arrangements for meetings of a board / committee (administration)	End of business requirement	Destroy	n/a	
	Records documenting the conduct of the business of a board/committee: agenda, minutes and supporting papers.	Permanent	n/a	Historical	NPCC
	Records documenting the conduct of the business of a board/ committee: correspondence and other records relating to the preparation of committee business or to actions to be taken (or not taken) as a result of committee decisions	Current year + 5 years	Destroy	n/a	LO
<b>Project management</b>	Project initiation documents and supporting documentation (including business cases, scoping and planning documents.)	Approved Projects: 5 years after completion.  Rejected/deferred projects: 2 years after completion.	Destroy	n/a	
	Records documenting the management of projects - e.g.	5 years after project	Review (consider final	n/a	NPCC

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	project reports (such as stage assessments, quality reviews, highlight reports, briefings, minutes, GANTT charts), delivery plans, and workstreams.		report of major projects for permanent retention in local archives.)		
	Miscellaneous records such as: Copies of documentation from other projects, information on products, equipment; training courses; correspondence	End of business requirement	Destroy	n/a	
	Project lessons learnt	Life of organisation to support future projects and continued business development	n/a	n/a	LO
<b>Independent Custody Visiting Scheme and Police Dog Welfare Scheme</b>	Records documenting the findings of inspections (visit reports) and actions taken.	Last action + 3 years	Destroy	n/a	
	Panel minutes, agendas, reports	Current year + 1	Destroy	n/a	
	Policies, procedures, guidance	Superseded + 6 years	Destroy	n/a	
	Volunteer records – See relevant documentation types under HR, Training, Finance, Performance				

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	and Standards etc.				
<b>Police Appeals Tribunals</b>	Administration & Case files (complete)	Closure of file + 6 years	Destroy	Limitations Act 1980 c.58 s2	
<b>Statutory Inspections (HMICFRS, HMRC etc)</b>	Reports	Last action of audit + 1 year	Review	n/a	NPCC

## 2. MANAGEMENT AND ADMINISTRATION

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
Diaries and calendars	Electronic and manual diaries and calendars	3 years	Destroy	n/a	
Departmental and team meetings	Agendas, minutes / notes	3 years from last action	Destroy	n/a	
General enquiries and correspondence	Routine responses to enquiries	Minimum - 1 month  –Final communication + 2 years	Review  Destroy	n/a	NPCC
Unstructured records	Records that do not support a business process, ie there is not an existing place for them in a	End of business requirement.	Destroy	n/a	

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	filing structure and non will be created. This applies to filing structures for paper and electronic formats including e-mails.				

### 3. INFORMATION MANAGEMENT

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
Data Protection - Subject Access	Subject Access Request disclosures	6 Years from disclosure or from completion of any appeal, local or ICO. Child up to 18yo, + 6 years.	Destroy	n/a	NPCC
Data breach records / investigations		6 years	Destroy (Consider further retention if Civil claim may exist).		NPCC
Data Processing Agreements / contracts	Data processing agreements with external organisations	Life of contract or end of agreement + 6 years	Destroy	n/a	NPCC

<b>Description</b>	<b>Record</b>	<b>Retention Period</b>	<b>Action</b>	<b>Legal, regulatory or other reason for retention / disposal</b>	<b>Reference</b>
Data protection impact assessments	Data protection impact assessments	Length of processing + 2 years	Destroy		NPCC
Information Sharing Agreements, Protocols, Memoranda of Understanding	Copies of Information sharing protocols & Memoranda of Understanding	End of contract / agreement + 6 years	Destroy	n/a	NPCC
Record keeping	Records relating to the control of record keeping systems	Superseded	Destroy	n/a	National Archives
	Documentation of record series (filing logs)	Until all records in the series have been destroyed	Destroy	n/a	National Archives
	Information surveys, record audits	Maximum – creation + 5 years.	Destroy	n/a	National Archives
	Internal publications (see also Corporate planning and reporting)	Superseded	Destroy	n/a	National Archives
	Schedules of records loaned to other organisations	Until disposal of the records covered	Destroy	n/a	National Archives
	FOI disclosures	2 years from disclosure or from completion of any appeal, local or ICO.	Review	n/a	NPCC

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	<p>FOI /EIR requests - name, address, other contact information, and personal details of the applicant or correspondent</p> <p>Actions and decisions and a record of all information withheld and what exemptions/exceptions were applied</p> <p>Records of correspondence with the UK Information Commissioner</p> <p>a) For documents already open</p> <p>b) For documents which are subsequently open</p>	<p>Creation + 1 year unless further retention justified e.g. (a) the applicant has made a complaint about the handling of his/her FOI, and/or (b) the case resulted in an investigation by the UK Information Commissioner</p> <p>Creation + 1 year</p> <p>Creation + 1 year</p> <p>Creation + 1 year</p> <p>Creation + 2 years</p>	Destroy	n/a	National Archives

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	c) For documents which remain closed	Creation + 10 years			
	FOI appeals, reviews and ICO rulings	Closure + 5 years	Review	n/a	
Disposal	Disposal schedules	Permanent	Archive (electronic)	n/a	National Archives
	Correspondence and papers relating to the compilation of disposal schedules	Minimum creation +1 year.  End of business requirement	Destroy	n/a	
	Review records (records of reviews undertaken in accordance with these retention schedules)	Maximum – creation + 5 years	Destroy	n/a	National Archives
	Register of records destroyed (outside of this retention schedule)	Permanent	Archive (electronic)	n/a	National Archives
	Lists of records transferred to the National Archives or place of deposit (outside of this retention schedule)	Permanent	Archive (electronic)	n/a	
Storage	Records relating to the security of records	Until disposal of the records covered	Destroy	n/a	
	Records of tracking and location systems	When system is superseded	Destroy	n/a	National Archives
General Management	Information policies	Superseded + 10 years	Destroy	n/a	

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	Records relating to the development, implementation and review of information management policy	Superseded + 2 years	Destroy	n/a	
	Guides, manuals and instructions on the management of records	Superseded + 6	Destroy	n/a	National Archives
	General administrative records including routine correspondence relating to the provision of information management services	Creation + 2 years	Destroy	n/a	National Archives

#### 4. AUDIT

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
Internal Audit Reports	Audit reports (including interim) where these have included the examination of long-term contracts.	Minimum – completion +1 year  Maximum – completion +6 years	Review  Destroy	n/a	HM Treasury
	Report papers used in the course	Minimum –	Review	n/a	HM Treasury

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	of a fraud investigation	completion of legal proceedings + 1 year Maximum – completion of legal proceedings + 6 years	Destroy		
	Annual reports and information supporting the SIC / Governance statement	Minimum – completion + 1 year  Maximum – completion + 3 years	Review  Destroy	n/a	HM Treasury
	Other audit reports (including interim)	Minimum – completion + 1 year Maximum – completion + 3 years	Review  Destroy	n/a	HM Treasury
Internal Audit Undertakings	Terms of reference	Minimum – on completion of reviews (ie when all agreed actions have been	Review	n/a	HM Treasury

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
		implemented Maximum – 3 years	Destroy		
	Programmes / plans / strategies	Minimum – when superseded  Maximum – 1 year after last date of plan	Destroy  Destroy	n/a	HM Treasury
	Correspondence	Minimum – 6 months or at the same time as other working papers (see below) Maximum – 3 years	Review  Destroy	n/a	HM Treasury
	Minutes of meetings and related papers	Minimum – 1 year Maximum – 3 years	Review  Destroy	n/a	HM Treasury
	Working papers	Minimum – on completion of reviews (ie when all agreed actions have been implemented)	Review	n/a	HM Treasury

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
		Maximum – 3 years	Destroy		
Internal Audit Other information	Internal audit guides	Superseded	Destroy	n/a	HM Treasury
	Manuals and guides relating to procedures	Superseded	Destroy	n/a	HM Treasury
	Local auditing standards	Superseded	Destroy	n/a	HM Treasury
Financial Audit	Records documenting the conduct and results of financial audits, and action taken to address	Last action of audit + 6 years	Destroy	Limitation Act 1980 c. 58 HMRC Auditors policy	LO NPCC
	Records documenting the Audit of accounts: correspondence, audit notices.	Current financial year + 1 year	Destroy	n/a	

## 5. FINANCE AND PROCUREMENT

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
<b>Finance Strategy</b>	Medium term financial strategy	Superseded + 6 years	Review	n/a	
	Records documenting the development and establishment of financial strategy	Superseded + 6 years	Review	n/a	
<b>Budget setting and</b>	Annual budget preparation working	Current financial	Destroy	n/a	Legal

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
<b>management</b>	papers	year + 1 year			Ombudsman
	Final budget	Permanent	Archive (electronic)	Auditors HMRC	NPCC
	Revenue estimates and summaries	6 years	Destroy	HMRC	NPCC
	Revenue outturn	6 years	Destroy	HMRC	NPCC
	Records documenting Grant provision	Current financial year + 6 years	Destroy	n/a	National Archives
	Records monitoring expenditure against budget and action taken to deal with variances	Current financial year + 1	Destroy	n/a	Legal Ombudsman
	Control year-end tabulations; End of year summaries; quarterly summaries.	Current year + 6 years	Destroy	Auditor Policy HMRC	Force
	Chartered Institute of Public Accountancy, estimates and actuals	Permanent	Archive (electronic)	Auditor Policy HMRC	Force
<b>Financial and management accounting (including OPCC records created and managed by the Police Force)</b>	Annual statement of accounts	Permanent	Archive	Auditor Policy	Force
	Accounts – receivable accounts	Current year + 6 years	Destroy	Auditor Policy HMRC	NPCC
	Accounts- statements of accounts rendered and payable; accounts	Current year + 6 years	Destroy	HMRC	NPCC

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	outstanding and outstanding orders				
	Banking records.	Current year + 6 years	Destroy	Financial Services Act 1986, Companies Acts 1985 and 1989 Limitation Act 1980 c58 Taxes management Act 1970 c9	NPCC LO National Archives
	Cash books and sheets	3 years	n/a	Auditor policy	NPCC
	Creditor history, lists and reports.	Current financial year + 6 years	n/a	Limitations Act 1980 HMRC	NPCCC
	Debtors records, invoices, debit notes	4 years	Destroy	HMRC	NPCC
	Purchase orders – official	6 years	Destroy	HMRC	NPCC
	Invoices	Current year + 6 years	n/a		NPCC
	Ledger records	Current year + 6 years	n/a	HMRC	NPCC
	Petty cash records	Current financial year + 6 years	Destroy	Taxes management Act 1970 c9	NPCC Force
<b>Funding agreements</b>	Funding agreements, and records	Current year + 6	Destroy	n/a	

<b>Description</b>	<b>Record</b>	<b>Retention Period</b>	<b>Action</b>	<b>Legal, regulatory or other reason for retention / disposal</b>	<b>Reference</b>
<b>(pooled funding)</b>	documenting the development and establishment of shared funding agreements	years			
<b>Grants (received)</b>	Records documenting the expenditure funded partly or wholly by the Grant, invoices, receipts, minutes from meetings, accounts, deeds, and any other relevant documentation.	Current year + 6 years	Destroy	Home Office Grant conditions	
<b>Grants (awarded)</b>	Records documenting the awarding of grants, invoices, receipts, minutes from meetings, accounts, deeds, and any other relevant documentation.	Current year + 6 years	Destroy	Home Office Grant conditions	
<b>Insurance policy management</b>	Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations: Employers' liability insurance	Commencement of policy + 40 years or Renewal of policy + 40 years	Destroy	Employers' Liability (Compulsory Insurance) Regs 1998  Limitation Act 1980 c 58	LO NPCC
	Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations:	Expiry of policy + 10 years	Destroy	n/a	NPCC

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	all other insurance				
	Records documenting claims made under insurance policies: property and other claims	Settlement of claim + 6 years or withdrawal of claim + 6 years	Destroy	Limitation Act 1980 c 58	LO
	Records documenting claims made under insurance policies: liability / personal injury claims	Settlement of claim + 6 years or withdrawal of claim + 6 years	Destroy	CLA, H&S Executive Limitations Act 1980	NPCC
<b>Payroll administration (including records relating to the PCC)</b>	Calculation and payment of payroll payments to employees (including PCC)	Current tax year + 6 years	Destroy	Taxes Management Act 1970 c9 Limitation Act 1980 c58 Income Tax (Employments) Regulations (SI)1993/744 National Minimum Wage Regulations (SI) 1999/584	LO CIPD
	Employees authorisation for non-statutory payroll deductions e.g. nursery vouchers etc	Current tax year + 6 years	Destroy	Limitation Act 1980 c58	LO CIPD
	Records documenting the operation of the statutory sick pay	Current tax year + 3 years	Destroy	Statutory Sick Pay (General)	LO CIPD

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	scheme			Regulations (SI)1982 / 894	
	Records documenting the operation of the statutory maternity pay scheme	Current tax year + 3 years	Destroy	Statutory Maternity Pay (General) Regulations (SI) 1986/1960	LO CIPD
	Records documenting the payment and / or reimbursement of expenses and allowances	Current financial year + 6 years	Destroy	Taxes Management Act 1970 c9 Limitation Act 1980 c58 HMRC	LO CIPD NPCC
	Payroll reconciliation	Current financial year + 6 years	Destroy	n/a	Force
	Overtime forms	Current financial year + 6 years	Destroy	n/a	NPCC
<b>Pension administration</b>	Actuarial valuation reports	Permanent	Archive (electronic)	n/a	CIPD
	Records documenting payments of the organisation's employers' contributions to pension schemes for its employees.	Until age 100	Review	n/a	NPCC
	Records of payments of employees contributions to pension schemes	Until age 100	Review	n/a	NPCC
	Records documenting pension	Until age 100	Review	n/a	NPCC

<b>Description</b>	<b>Record</b>	<b>Retention Period</b>	<b>Action</b>	<b>Legal, regulatory or other reason for retention / disposal</b>	<b>Reference</b>
	appeals and complaints (case files)				
	Pension scheme investment policies	End of benefit payable under the policy + 12 years	Destroy	n/a	CIPD
	Records relating to events notifiable under the Retirement Benefits Schemes (Information Powers Regulations 1995, records concerning decisions to allow retirement due to incapacity, pension accounts and associated documents)	6 years from the end of the scheme year in which the event took place, or the date upon which the accounts / reports were signed / completed	Destroy	The Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103)	CIPD
<b>Precept (council tax)</b>	Precept charges	Current financial year + 6 years	Destroy	n/a	NPCC
<b>Tax management</b>	Records documenting the preparation and filing of the organisation's tax returns	Current tax year + 6 years	Destroy	Value Added Tax Act 1994 c23 sch 11	LO
	Assessment of tax liabilities	Current tax year + 6 years	Destroy	Value Added Tax Act 1994 c23 sch 11	LO
	VAT account, quarterly VAT tabulations	Current tax year + 6 years	Destroy	Value Added Tax Act 1994 c23 sch 11	NPCC

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	PAYE / NI / Returns on subcontractors, income tax records and correspondence with the Inland Revenue.	Current tax year + 3 years	Destroy	Taxes Management Act 1970 c9 The Income Tax (Employments) Regulations 1993 (SI 1993/744)	LO CIPD

## 6. CONSULTATION, ENGAGEMENT, MEDIA AND PUBLIC RELATIONS

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	
<b>Consultation and Engagement</b>	Records documenting consultation on development of significant policies / strategies / plans / decisions	Current year + 5 years	Destroy	n/a	
	Records documenting consultation on development of minor policies/ strategies / plans	Current year + 2 years	Destroy	n/a	
	Miscellaneous records such as consultation / engagement planning, briefings, publicity, meeting notes and actions, correspondence, supporting	Current year + 2 years	Destroy	n/a	

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	
	papers.				
	Completed consultation forms	On entering into database	Destroy	n/a	
<b>Media and public relations</b>	Press releases	Minimum - 3 years	Review (consider historical archive)	n/a	
		Maximum - 6 years	Destroy		
	Press cuttings	1 month	Destroy	n/a	National Archives
	Operational notes (notes to press about forthcoming events or conferences)	3 months	Destroy	n/a	National Archives
	Press conference reports / reviews	3 years	Destroy	n/a	National Archives
	Press reports digests	7 years	Destroy	n/a	National Archives
	Newsletters and blogs	1 year	Destroy	n/a	
<b>Media and public relations - Internal records</b>	Correspondence with branches of the media	Minimum - 1 year	Review	n/a	
		Maximum - 7 years	Destroy		
	Policy	Superseded + 10 years	Destroy	n/a	

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	
	Handbooks and guides to media/public	Superseded	Destroy	n/a	National Archives
	Reports on media/public relations	Minimum - 3 years Maximum - 7 years	Review Destroy	n/a	
	Image library records	End of business need	Destroy	n/a	National Archives
<b>Media and public relations - Special events</b>	Correspondence and papers	Minimum – 3 years Maximum - 7 years	Review Destroy	n/a	
	Reports	Minimum –3 years Maximum 7 years	Review Destroy	n/a	
	Visitor books , Calendars, Brochures and guides	Minimum - 1 year Maximum - 3 years	Review Destroy	n/a	

## 7. PERFORMANCE AND STANDARDS

Description	Record	Retention	Action	Legal,	Reference
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		Period		regulatory or other reason for retention / disposal	
<b>Complaints against the Chief Constable</b>	Complaint case file	Closure/ last contact + 6 years	Destroy	n/a	
<b>Dismissal of the Chief Constable</b>	See relevant documentation descriptions under HR			n/a	
<b>Complaints against the PCC</b>	Complaint case file	Closure/ last contact + 6 years	Destroy	n/a	
	Register of complaints	Current year + 6 years	Destroy	n/a	
	Statistical reports	Current year + 3 years	Destroy	n/a	
	Reports on particular complaints or on categories of complaints	Current year + 3 years	Destroy	n/a	National Archives
	Reviews / Appeals	Closure + 6 years	Destroy	n/a	
<b>Other complaints received by the OPCC</b>	Correspondence, reports, investigation details, outcomes.	Closure + 6 years	Destroy	n/a	
<b>Police complaint reviews</b>	Correspondence, reports, investigation details, outcomes	Closure + 6 years	Destroy	n/a	
	Equality monitoring forms	Immediately on entering into database	Destroy	GDPR	
	Equality monitoring database information (for equality of access analysis)	Closure + 6 years	Destroy	n/a	
<b>Performance</b>	Performance reporting	Current year + 3	Review	n/a	

<b>Management (OPCC)</b>		years			
	Performance monitoring data and analysis	Current year + 3 years	Destroy	n/a	
	Audit reviews, results and responses	Current year + 5 years	Review	n/a	
	Annual report	Permanent	Archive (electronic)	n/a	Historical value
<b>Standards</b>	Registers of Interests (PCC)	Leaving date + 6 years.	Destroy	n/a	
	Register of gifts and hospitality (PCC)	leaving date + 6 years.	Destroy	n/a	

## 8. GOVERNANCE

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
Governance Framework	Policy and Procedural records: Scheme of consent Delegation of functions Rules of procedure Financial Regulations Contract Standing Orders Policies Terms of Reference	Superseded + 6 years	Review	n/a	
	Complaints procedure Human resources procedures	Superseded + 3 years	Review	n/a	
	Equality Statement Staff Code of Conduct Code of Conduct for Members and	Superseded + 1 year	Review	n/a	

	Special Advisers Scheme of Allowances and Expenditure for the Police and Crime Commissioner and Special Advisers				
	OPCC Communications Plan	Superseded + 3 years	Review	n/a	
Governance reporting	Annual governance statement	Permanent	Archive (electronic)	n/a	
	Annual audit letter	Permanent	Archive (electronic)	n/a	
Public Interest Disclosure (whistle blowing investigations)	Records documenting the investigation, determination and resolution of an allegation made by a member of staff under the Public Interest Disclosure Act 1998.	Closure of case + 6 years	Destroy	Limitations Act 1980 c.58 s2 and s5	LO
Risk management, identification and assessment	Records documenting identified risks to the organisation, and assessments of those risks.	Superseded + 1 year	Destroy	n/a	LO

## 9. HUMAN RESOURCES

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
<b>Policies and Procedures</b>	HR Policies	Superseded +10 years	Review	n/a	
	HR Policy working papers	Superseded + 2 years	Review	n/a	

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	HR Procedures and guidance	Superseded + 5 years	Review	n/a	LO
	HR procedures and guidance: working papers	Superseded + 1 years	Review	n/a	
<b>Workforce planning</b>	Assessment and analysis of workforce requirements and identification and evaluation of options for meeting requirements	Creation + 6 years	Destroy	Limitations Act 1980 c58 s2	LO
	Records documenting restructuring plans.	Superseded + 6 years	Review	n/a	LO
	Records documenting the internal analysis and discussion for the creation of a new post	Appointment to post + 6 years	Destroy	n/a	LO
<b>Recruitment</b>	Individual job descriptions and person specification	Termination + 6 years	Destroy	n/a	
	Grading of individual jobs: outcomes	Superseded + 6 years	Destroy	n/a	
	Correspondence and working papers	Upon advertisement of post			
	Advertisement of vacancies – working papers	Appointment + 6 months	Destroy	n/a	LO
	Advertisement text	Termination of employment in role + 6 years	Destroy	n/a	
	Enquiries about vacancies and	Immediately on	Destroy	n/a	LO

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	requests for application forms	responding.			
	Application forms and interview notes (for unsuccessful candidates)	Completion of appointment + 6 months	Review	n/a	CIPD
	Application forms (excluding equal opportunity monitoring forms) – successful candidates	Termination of employment + 6 years	Destroy	n/a	LO
	Clearance to work documentation	Termination of employment + 6 years	Destroy	n/a	LO
	Job applications, recruitment, appointment and/or promotion board selection papers	End of process + 6 months	Destroy	n/a	LO
	Equal ops monitoring forms	Immediately on entering into database	Destroy	n/a	LO
	Equal ops database information (for recruitment analysis)	Entry + 3 years	Destroy	n/a	
	Analyses of recruitment effectiveness	Analyses + 3 years	Destroy	n/a	LO
<b>Personnel records</b>	Personnel files (including but not exclusively - contract of employment, references, probation confirmation, accelerated increments,	End of employment + 6 years	Destroy	n/a	CIPD

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	promotion, redeployment, variations to contract letters, flexible working requests and agreements, secondments, WTR opt outs, flexible retirement, declarations –, security of information, official secrets Act. )				
	Redundancy details, calculations of payments, refunds, notification to the Secretary of State	Date of redundancy + 6 years	Destroy	n/a	CIPD
	Suspension notices	Duration of suspension	Destroy	n/a	Force
	Compromise agreements and agreed forms of reference	Termination of employment + 40 years	Destroy	n/a	LO
	Senior Executive records (ie those on senior management teams or equivalents)	Permanent (historical value)	Archive (electronic)	n/a	CIPD
<b>Remuneration and reward</b>	Records documenting the development of the organisations remuneration structure and strategy	Superseded + 6 years	Review	n/a	
	Records documenting pay reviews	Creation + 6 years	Review	n/a	
	Records documenting reward and progression schemes	Creation + 6 years	Review	Limitation Act 1980 c. 58 S2	LO
	Records documenting individual	Creation + 6	Review	Limitation Act	LO

<b>Description</b>	<b>Record</b>	<b>Retention Period</b>	<b>Action</b>	<b>Legal, regulatory or other reason for retention / disposal</b>	<b>Reference</b>
	wage / salary records	years		1980 c58 s2	
	Job evaluation exercises – working papers	Completion + 1 year	Destroy	n/a	
	Job evaluation exercises – results	Completion + 10 years	Destroy	n/a	
	Personnel records relating to Job evaluation and subsequent appeal	Termination of employment + 6 years	Destroy	n/a	
<b>Training, development, induction, performance</b>	Induction checklist (personnel file)	Termination of employment + 6 years	Destroy	n/a	Force
	Records documenting the development of induction or other training programmes.	Superseded + 1 years	Destroy	n/a	
	Records documenting the administration of induction or other training sessions, including feedback forms and analysis	Current year + 1 year	Destroy	n/a	
	Training records – training courses delivered and attendance	Termination of employment + 6 years	Destroy	n/a	LO
	Identification of staff development needs delivery plans	Creation + 6 years	Destroy	n/a	
	Appraisal documents	Current year + 6 years	Destroy	n/a	LO
	Interim performance	Current year + 2	Destroy	n/a	

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	documentation (121 meeting notes)	years			
	Probation review / reports	Current year + 2 years	Destroy	n/a	
	Capability documentation	Termination of employment + 6 years	Destroy	n/a	Force
	Documents recording attendance management: Attendance Support Meeting documentation, action plans, outcome letters and line manager summaries.	Termination of employment + 6 years	Destroy	n/a	Force
	Grievances where allegations are unsubstantiated	Conclusion of investigation + 6 months (a note may be retained showing an investigation took place but allegation was unsubstantiated)	Destroy	n/a	
	Grievances – record of investigation and outcome	Last action of investigation + 6 years	Destroy	Limitation Act 1980 c.58 S2	
	Grievances – Equal opportunities, sexual, racial harassment	2 years (min)	Review	The Employment Tribunals (constitution and	NPCC

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
				Rules procedure) Regulations 2013, Regulation 14	
	Disciplinary – record of investigation where allegations are unsubstantiated	Conclusion of investigation + 6 months (a note may be retained showing an investigation took place but allegation was unsubstantiated)	Destroy	n/a	
	Disciplinary – oral warning	Date of issue + 1 year	Destroy	Limitation Act 1980 c.58 S2	
	Disciplinary – written and other formal warnings	Retain for period stipulated (usually date of issue + 1 year)	Destroy	Limitation Act 1980 c.58 S2	
	Employment Tribunals case files	Last action + 6 years	Destroy	The Employment Tribunals (constitution and Rules of Procedure) Regulations 2013 Regulation 14 Limitation Act	NPCC

<b>Description</b>	<b>Record</b>	<b>Retention Period</b>	<b>Action</b>	<b>Legal, regulatory or other reason for retention / disposal</b>	<b>Reference</b>
				1980 c.58 S2	
<b>Absence and leave (see also performance for attendance management records)</b>	Sickness forms, Doctor's certificates / Statement of fitness for work (unrelated to industrial injury)	Current financial year + 3	Destroy	n/a	
	Time cards and annual leave records	Audit + 2 years	Destroy	Working Time Regulations 1998	CIPD NPCC
	Other leave records: compassionate, dependants, parental, special paid, unpaid, career break, fertility, TA and Rescue services, correspondence relating to excess carryover of annual leave)	Termination of employment + 6 years	Destroy	n/a	Force
<b>Official external representation (the activities involved in representing the organisation officially on external bodies)</b>	Records documenting the appointment / designation of staff to officially represent the organisation	Termination of representation	Destroy		LO

## 10. HEALTH AND SAFETY

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	Assessments under Health and Safety Regulations and records of consultations with safety representatives and committees.	Permanent	Archive (electronic)	n/a	CIPD
	Accident, assault and injury reports	6 years	Destroy	RIDOR	NPCC
	Employers liability claims	6 years	Destroy	CLAS, H&S Executive limitations Act 1980	NPCC
	Major injuries arising from workplace accidents, exposure to hazardous substances, disease	Termination of employment + 40 years	Destroy	n/a	LO
	Medical records and details of biological tests under the Control of Lead at Work Regulations 1998 and as specified by the Control of Substances Hazardous to Health Regulations 1999, and under the Control of Asbestos at Work Regulations 1987 and 1998. Medical examination certificates	Last entry + 40 years  Date of issue + 4 years	Destroy	The Control of Lead at Work Regulations 1998 (SI 1998/543) The Control of Substances Hazardous to Health Regulations 1999 (COSHH) (SI 1999/437) The Control of Asbestos at Work	CIPD

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
				Regulations (SI 1987/2115, SI 1992/3068 and SI 1998/3235)	
	Records of tests and examinations of control systems and protective equipment under the Control of Substances Hazardous to Health Regulations 1999	Date of tests + 5 years	Destroy	The Control of Substances Hazardous to Health Regulations 1999 (COSHH) (SI 1999/437)	CIPD
	Risk assessments including those for expectant mothers	Termination of employment + 6 years	Destroy	n/a	Force
	VDU assessments	Termination of employment + 6 years	Destroy	n/a	Force
	Health and Safety induction training package certificate	Termination of employment + 6 years	Destroy	n/a	Force
	Development of welfare schemes and services	Current year + 3 years	Review	n/a	
	Referrals to occupational health provider by self or manager	Last treatment + 10 years	Destroy	n/a	
	Records of safeguarding and welfare concerns about possible	Six years from time referral	Destroy	Limitation Act	

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	abuse or neglect which resulted in referral to CST being made (including copy of written information transferred).	made			

## 11.LEGAL AND CONTRACTS

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
<b>Tenders and Contracts</b>	Awarded contracts, records documenting contract management: variations, performance, disputes, termination notices, extensions.	Termination of contract + 6 years unless it's a deed where 12 years is necessary	Destroy	OJEU regulations	NPCC
	ITTs, original tender, evaluation reports, (PQQs),	7 years	Destroy	OJEU Regulations	NPCC
	Pre-Tender Documentation i.e. adverts and notices, expressions of interest, references, shortlist, market engagement documentation,	Award of contract + 3 years	Review (retention may be considered for informing future procurement exercises)	The Public Contract regulations 2015 The Utilities Contract Regulations 2006 OJEU regulations	NPCC

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
			Destroy		
	Contract reports and contact reviews	Termination of contract + 7 years	Destroy	OJEU regulations	Force
<b>Agreements</b>	Service level agreements with the OPCC (public bodies)	Termination of agreement + 7 years	Destroy	n/a	
<b>Asset acquisition / disposal</b>	Documents/information relating to the ownership of buildings and land property plans and records of work etc.	Until the sale of the property. Update land registry when necessary.	Review (Some police house / station documents are of historic interest and may be retained)	n/a	NPCC Deeds of Arrangement Act 1914, Section 10
	Leases - Buildings not owned by Police and Crime Commissioner	End or expiry of contract + 16 years	Destroy	n/a	NPCC
	Leases - sub-letting of Police and Crime Commissioner buildings -	End or expiry of contract + 16 year	Destroy	n/a	NPCC
	Other legal documents relating to the purchase / sale of assets	6 years (under £50,000)  12 years (over £50,000)	Destroy	n/a	

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
Register of Seals	Log of every sealing of a document (where the Common Seal of the PCC has been affixed to a document)	Permanent	Archive (electronic)	n/a	
Legal advice	Correspondence and fees	6 years	Review	Limitation Act 1980	ICO

## 12 COMMISSIONING

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
Commissioning strategy	Strategy document	Superseded + 3 yrs	Dispose	n/a	n/a
	Records documenting the development and establishment of commissioning strategy	Superseded + 3 yrs	Dispose	n/a	n/a
Commissioning intentions plan	Commissioning intentions plan working documents	7 years	Dispose	n/a	n/a
	Budget planning documents	7 years	Dispose	Financial Audit	n/a
	Annual commissioning intentions plan (final)	7 years	Dispose	Financial Audit	n/a
Needs assessments	Evidential information, internal & external data, external consultant reports, analyses, assessments, survey data,	Termination of contract +1yr	Dispose	Methodology informative for future planning	n/a
Contract management	See section on Tenders and				

<b>Description</b>	<b>Record</b>	<b>Retention Period</b>	<b>Action</b>	<b>Legal, regulatory or other reason for retention / disposal</b>	<b>Reference</b>
	Contracts.				
Meetings	See section on Tenders and Contracts – contract management				
Compliance returns	MOJ return	7 years	Dispose	Audit purposes	
	Home office returns (e.g. safer streets, SVP)	7 years	Dispose	Audit purposes	
Audit	MOJ return audit	7 years	Dispose	Audit purposes	