

Not protectively marked

**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: 2 July 2014

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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 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 all staff within the Office of the Police and Crime Commissioner, and to agency, associated and affiliated workers. 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 data and information which is recorded. These records can take many different forms e.g.
- Formal decision sheets
 - Correspondence (including email communication and attachments)
 - 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.

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 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 Acts.

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 the 5th data protection principle if records contain personal information (this principle 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.

4.0 The retention / disposal protocol

4.1 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 Responsibility for determining (in accordance with the Retention/Disposal protocol mentioned above) whether to retain or dispose of specific documents rests with the Chief Executive.
- 5.2 The rationale for this is that the Chief Executive is the Data Controller under the Data Protection Act 1998 and it is reasonable to both assume and expect that the Chief Executive should be broadly conversant with the types of documents received, generated and stored by the office.
- 5.3 The Chief Executive may delegate the operational aspects of this function to one or more senior officers within the office. However in so doing they should ensure that any such Officer is fully conversant with this Policy.

6.0 Disposal

- 6.1 Disposal 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
- 6.2 Special care must be taken with electronic records, which can be reconstructed from deleted information.
- 6.3 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.
- 6.3 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.
- 6.4 The Data Protection Act 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.

- 6.5 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.
- 6.6 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 the Data Protection Act. Bulk shredding and confidential disposal can be arranged through the orange bag system.
- 6.7 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.
- 6.8 Disposal 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 Data Protection Act 1998

- 7.1 Under the Data Protection Act personal data processed for any purpose must not be kept for longer than is necessary for that purpose. 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.
- 7.2 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.
- 7.3 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.

8.0 Communication and Training

- 8.1 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.

9.0 Supporting documents

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

10.0 Monitoring and review

- 10.1 This policy will be updated as needed if there are any changes in the business or regulatory environment. It is scheduled for a comprehensive review by 2016. This review will be initiated by the Chief Executive and conducted by an internal committee of senior management.
- 10.2 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.
- 10.3 Compliance with this policy will be monitored by the Office Manager (with the support of workplace Managers). Levels of compliance will be reported at least annually to senior management.

11.0 Audit Compliance

- 11.1 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 all relevant legislation and internal policies. Under the Freedom of Information Act 2000, the document is classified as 'OPEN'.

12.0 Ownership

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

13. Definitions

- 13.1 **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.
- 13.2 **Documents** - a document can be defined as information stored as a single entity on some medium e.g. paper or computer drive.

- 13.3 **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 2001]
- 13.4 Records derive from documents, all records will be documents, but not all documents will be records.

14.0 Useful Links

[Information management policy](#)

[Information security policy](#)

Information sharing agreement (pending 03/09/14)

[D32 Police Force Records Management Policy](#)

[Guide to the corporate filing system](#)

15.0 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 five 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?

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 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 statutes such as the VAT Act 1994, the Taxes Management Act 1970 and Income Tax Regulations 2003 and includes all information relevant to the tax position.
- **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 Act 2014** – the duty to provide documents and information to the auditors, which it appears necessary to enable them to discharge their functions under the Act.
- **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:

- **The Data Protection Act 1998** which states that “*personal data processed for any purpose shall not be kept for longer than necessary.*”
- **Public records Act 1958** 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. For this reason many organisations consider it prudent to retain files/records for a period of 6 years 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 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).

5 IS RETENTION REQUIRED BECAUSE THE DOCUMENT OR RECORD IS OF HISTORIC INTEREST OR INTRINSIC 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.

Appendix 2 - Document Retention Schedule

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.

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:

- Legal Ombudsman Information and Disposal Policy 2010
- HM Treasury internal audit records management 2011
- National Archives guidance
- DCP Force retention schedules 2014
- 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 + 6 years	Review	n/a	
	Records documenting the formulation of plans for implementing strategy, including EIA assessments	Superseded + 3 years	Review	n/a	LO
	PCC Briefing documents and requests for direction	Created + 1 year	Review	n/a	
Business continuity planning	Records documenting identified risks to the organisation, assessment of those risks, contingency, business continuity and recovery plans.	Superseded + 1 year.	Destroy	n/a	LO
Policy and procedural	Policy development working papers, including EIA assessments (see	Superseded + 2 years	Review	n/a	LO

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
development	also consultation – records documenting consultation on development of policies)				
	Approved policy	Superseded + 6 years	Review	n/a	
	Procedure development working papers	Superseded + 1 year	Review	n/a	LO
	Approved procedure	Superseded + 3 years	Review	n/a	
Collaboration	Records documenting the development and establishment of collaboration / partnership initiatives.	End of collaboration / partnership	Review	n/a	
	Collaboration / Partnership agreements	End of collaboration/ partnership + 6 years	Review	n/a	
Regional PCC meetings	Agendas, reports, minutes / notes	Life of organisation + 6 years	Destroy		n/a
PCC Decisions	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
PCC Scrutiny by	Reports to the PCP	Life of	Archive		n/a

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
Police and Crime Panel		organisation + 6 years	(electronic)		
Board / Committee administration	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 members of a Board / committee.	Termination of membership + 6 years	Destroy	Limitations Act 1980 c.58 s5	LO
	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.	Life of committee + 6 years	Destroy	n/a	
	Records documenting the conduct of the business of a board/ committee: correspondence and	Current year + 5 years	Destroy	n/a	LO

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	other records relating to the preparation of committee business or to actions to be taken (or not taken) as a result of committee decisions				
Project management	Project initiation documents and supporting documentation (including business cases, scoping and planning documents.)	Approved Projects: 10 years after completion. Rejected/deferred projects: 5 years after completion.	Destroy	n/a	Force
	Records documenting the management of projects - e.g. project reports (such as stage assessments, quality reviews, highlight reports, briefings, minutes, GANTT charts), delivery plans, and workstreams.	Completion of project + 6 years	Destroy	n/a	LO
	Miscellaneous records such as: Copies of documentation from other projects, information on products, equipment; training courses; correspondence	End of business requirement	Destroy	n/a	
Independent Custody Visiting	Records documenting the findings of inspections (visit reports) and	Last action + 3 years	Destroy	n/a	

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

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	Review	n/a	

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
		Maximum - Creation + 1 year	Destroy		
Unstructured records	Records that do not support a business process, ie there is not an existing place for them in a filing structure and non will be created. This applies to filing structures for paper and electronic formats including e-mails.	End of business requirement.	Destroy	n/a	

3. INFORMATION MANAGEMENT

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
Data Protection - Subject Access	Applications and Disclosures	Current year + 1 unless further retention justified	Review	Data Protection manual of guidance Oct 2006 Part 1 Standards	Force
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	Destroy	n/a	National Archives

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
		been destroyed			
	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 /EIR requests a) For documents already open b) For documents which are subsequently open c) For documents which remain closed	Creation + 1 year Creation + 2 years Creation + 10 years	Destroy	n/a	National Archives
	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	Maximum – creation + 10 years	Destroy	n/a	National Archives
	Review records (records of reviews undertaken in accordance with these retention schedules)	Maximum – creation + 5 years	Destroy	n/a	National Archives

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	Register of records destroyed	Permanent	Archive (electronic)	n/a	National Archives
	Lists of records transferred to the National Archives or place of deposit	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 + 6 years	Destroy	n/a	
	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
	Information Sharing Agreements, Protocols, Memoranda of Understanding	Superseded or revoked + 6 years	Destroy	n/a	Force

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 of a fraud investigation	Minimum – completion of legal proceedings + 1 year Maximum – completion of legal proceedings + 6 years	Review Destroy	n/a	HM Treasury
	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	Review	n/a	HM Treasury

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
		year Maximum – completion + 3 years	Destroy		
Internal Audit Undertakings	Terms of reference	Minimum – on completion of reviews (ie when all agreed actions have been implemented Maximum – 3 years	Review Destroy	n/a	HM Treasury
	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	Minimum – 1	Review	n/a	HM Treasury

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	papers	year Maximum – 3 years	Destroy		
	Working papers	Minimum – on completion of reviews (ie when all agreed actions have been implemented) Maximum – 3 years	Review Destroy	n/a	HM Treasury
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	LO
	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
Finance Strategy	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	
Budget setting and management	Annual budget preparation working papers	Current financial year + 1 year	Destroy	n/a	Legal Ombudsman
	Final budget	Permanent	Archive (electronic)	n/a	
	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	n/a	Force
	Chartered Institute of Public Accountancy, estimates and actuals	Permanent	Archive (electronic)	Auditor Policy	Force
Financial and management accounting (including OPCC	Annual statement of accounts	Permanent	Archive	Auditor Policy	Force

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
records created and managed by the Police Force)					
	Accounts – receivable accounts	Current year + 6 years	Destroy	Auditor Policy	Force
	Accounts- statements of accounts rendered and payable; accounts outstanding and outstanding orders	Current year + 6 years	Destroy	n/a	Force
	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	Force LO National Archives
	Cash books and sheets	Current year + 6 years	n/a	Auditor policy	Force
	Creditor and debtor history, lists and reports.	Current financial year + 6 years	n/a	Limitations Act 1980	Force
	Invoices	Current year + 6 years	n/a		Force
	Ledger records	Current year + 6 years	n/a		Force
	Petty cash records	Current financial	Destroy	Taxes	LO

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
		year + 6 years		management Act 1970 c9	Force
Funding agreements (pooled funding)	Funding agreements, and records documenting the development and establishment of shared funding agreements	Current year + 6 years	Destroy	n/a	
Grants (received)	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	
Grants (awarded)	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	
Insurance policy management	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	Limitation Act 1980 c 58	LO Force
	Records documenting the arrangement and renewal of insurance policies to meet defined requirements and legal obligations:	Expiry of policy + 10 years	Destroy	n/a	Force

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	Permanent	Archive (electronic)	Limitation Act 1980 c58	LO
Payroll administration (including records relating to the PCC)	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 scheme	Current tax year + 3 years	Destroy	Statutory Sick Pay (General) Regulations	LO CIPD

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
				(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	LO CIPD
	Payroll reconciliation	Current financial year + 2 years	Destroy	n/a	Force
Pension administration	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	Destroy	n/a	National Archives Force
	Records of payments of employees contributions to pension schemes	Until age 100	Destroy	n/a	National Archives Force
	Records documenting pension appeals and complaints (case files)	Until age 100	Destroy	n/a	National Archives Force
	Pension scheme investment policies	End of benefit payable under	Destroy	n/a	CIPD

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
		the policy + 12 years			
	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
Precept (council tax)	Precept charges	Current financial year + 6 years	Destroy	n/a	Force
Tax management	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	Current tax year + 6 years	Destroy	Value Added Tax Act 1994 c23 sch 11	LO
	PAYE / NI / Returns on subcontractors, income tax records and correspondence with the	Current tax year + 3 years	Destroy	Taxes Management Act 1970 c9	LO CIPD

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	Inland Revenue.			The Income Tax (Employments) Regulations 1993 (SI 1993/744)	

6. CONSULTATION, ENGAGEMENT, MEDIA AND PUBLIC RELATIONS

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	
Consultation and Engagement	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 papers.	Current year + 2 years	Destroy	n/a	
	Completed consultation forms	On entering into database	Destroy	n/a	

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	
Media and public relations	Press releases	Minimum - 3 years Maximum - 7 years	Review Destroy	n/a	
	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	
Media and public relations - Internal records	Correspondence with branches of the media	Minimum -1 year Maximum - 7 years	Review Destroy	n/a	
	Policy	Superseded + 6 years	Destroy	n/a	National Archives
	Handbooks and guides to media/public	Superseded	Destroy	n/a	National Archives
	Reports on media/public relations	Minimum - 3 years	Review	n/a	

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

7. PERFORMANCE AND STANDARDS

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
Complaints against	Complaint case file	Closure/ last	Destroy	n/a	

the Chief Constable		contact + 5 years			
Dismissal of the Chief Constable	See relevant documentation descriptions under HR			n/a	
Complaints against the PCC	Complaint case file	Closure/ last contact + 5 years	Destroy	n/a	
	Register of complaints	Current year + 5 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 + 5 years	Destroy	n/a	
Other complaints received by the OPCC	Correspondence, reports, investigation details, outcomes.	Closure + 5 years	Destroy	n/a	
Performance Management (OPCC)	Performance reporting	Current year + 3 years	Review	n/a	
	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
Standards	Registers of Interests	Termination of employment / leaving date + 6 years.	Destroy	n/a	
	Register of gifts and hospitality	Termination of employment /	Destroy	n/a	

		leaving date + 6 years.			
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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 Special Advisers Scheme of Allowances and Expenditure for the Police and Crime Commissioner and Special Advisers	Superseded + 1 year	Review	n/a	
	OPCC Communications Plan	Superseded + 3 years	Review	n/a	
Governance reporting	Annual governance statement	Permanent	Archive	n/a	

			(electronic)		
	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
Policies and Procedures	HR Policies	Superseded + 6 years	Review	n/a	
	HR Policy working papers	Superseded + 2 years	Review	n/a	
	HR Procedures and guidance	Superseded + 3 years	Review	n/a	LO
	HR procedures and guidance: working papers	Superseded + 1 years	Review	n/a	
Workforce planning	Assessment and analysis of workforce requirements and identification and evaluation of options for meeting requirements	Creation + 5 years	Destroy	Limitations Act 1980 c58 s2	LO
	Records documenting restructuring	Superseded + 5	Review	n/a	LO

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	plans.	years			
	Records documenting the internal analysis and discussion for the creation of a new post	Creation + 3 years	Destroy	n/a	LO
Recruitment	Individual job descriptions and person specification	Termination + 6 years	Destroy	n/a	LO
	Grading of individual jobs: outcomes Correspondence and working papers	Superseded + 6 years Upon advertisement of post	Destroy	n/a	
	Advertisement of vacancies – working papers	Appointment + 6 months	Destroy	n/a	LO
	Advertisement text	Termination of employment in role	Destroy	n/a	LO
	Enquiries about vacancies and requests for application forms	Completion of appointment + 6 months	Destroy	n/a	LO
	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
	Job applications, recruitment,	End of process	Destroy	n/a	National

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	appointment and/or promotion board selection papers	+ 1 year			Archives
	References (unsuccessful candidates)	Completion of appointment + 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
Personnel records	Personnel files (including but not exclusively - contract of employment, statement of particulars, role profile, vetting results, references, probation confirmation, accelerated increments, promotion, redeployment, variations to contract letters, flexible working requests and agreements, secondments, WTR opt outs, flexible retirement, declarations – code of conduct, security of information, use of warrant card.)	Cessation of employment + 6 years	Destroy	n/a	CIPD
	Redundancy details, calculations	Date of	Destroy	n/a	CIPD

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	of payments, refunds, notification to the Secretary of State	redundancy + 6 years			
	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
Remuneration and reward	Records documenting the development of the organisations remuneration structure and strategy	Superseded + 6 years	Review	n/a	LO
	Records documenting pay reviews	Creation + 6 years	Review	n/a	LO
	Records documenting reward and progression schemes	Creation + 6 years	Review	Limitation Act 1980 c. 58 S2	LO
	Records documenting individual wage / salary records	Creation + 6 years	Review	Limitation Act 1980 c58 s2	LO
	Job evaluation exercises – working papers	Completion + 1 year	Destroy	n/a	LO
	Job evaluation exercises – results	Completion + 10 years	Destroy	n/a	LO
	Personnel records relating to Job evaluation and subsequent appeal	Termination of employment + 6 years	Destroy	n/a	Force

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
Training, development, induction, performance	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	LO
	Identification of staff development needs delivery plans	Creation + 6 years	Destroy	n/a	LO
	Appraisal documents	Current year + 5 years	Destroy	n/a	LO
	Interim performance documentation (121 meeting notes)	Current year + 2 years	Destroy	n/a	
	Probation review / reports	Current year + 2 years	Destroy	n/a	LO
	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	Termination of employment + 6 years	Destroy	n/a	Force

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	manager summaries.				
	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	LO
	Grievances – record of investigation and outcome	Last action of investigation + 6 years	Destroy	Limitation Act 1980 c.58 S2	LO
	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	LO
	Disciplinary – oral warning	Date of issue + 1 year	Destroy	Limitation Act 1980 c.58 S2	LO
	Disciplinary – written and other formal warnings	Retain for period stipulated (usually date of	Destroy	Limitation Act 1980 c.58 S2	LO

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
		issue + 1 year)			
	Employment Tribunals case files	Last action + 6 years	Destroy	Limitation Act 1980 c.58 S2	
Absence and leave (see also performance for attendance management records)	Sickness forms, Doctor's certificates / Statement of fitness for work (unrelated to industrial injury)	Current financial year + 3	Destroy	n/a	Force
	Time cards and annual leave records	Audit + 2 years	Destroy	Working Time Regulations 1998	CIPD
	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
Official external representation (the activities involved in representing the organisation officially on external bodies)	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	Termination of employment + 6 years	Destroy	n/a	Force
	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 Regulations (SI	CIPD

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
				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	LO
	Referrals to occupational health provider by self or manager	Last treatment + 10 years	Destroy	n/a	LO

11.LEGAL AND CONTRACTS

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
Tenders and Contracts	ITTs, original tender, awarded contracts, records documenting contract management: variations, performance, disputes, termination notices, extensions.	Termination of contract + 7 years	Destroy	OJEU regulations	Force
	Pre-Tender Documentation i.e. adverts and notices, expressions of interest, references, shortlist	Award of contract + 3 years	Destroy	OJEU regulations	Force
Agreements	Service level agreements with the OPCC (public bodies)	Termination of agreement + 6 years	Destroy	n/a	
Asset acquisition / disposal	Documents/information relating to the ownership of buildings and land property plans and records of work etc.	Until the sale of the property	Review (Some police house / station documents are of historic interest and may be retained)	n/a	Force
	Leases - Buildings not owned by Police and Crime Commissioner	End or expiry of contract + 6 years	Destroy	n/a	Force
	Leases - sub-letting of Police and Crime Commissioner buildings -	End or expiry of contract + 1 year	Destroy	n/a	Force

Description	Record	Retention Period	Action	Legal, regulatory or other reason for retention / disposal	Reference
	Other legal documents relating to the purchase / sale of assets	6 years (under £50,000) 12 years (over £50,000)	Destroy	n/a	
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	3 years	Destroy	n/a	