

Northumbria Police Record Retention Guidance

Content

Section		Page
1	Background	3
2	Benefits of Retention Schedule	3
3	Disposal Management	3
4	Management of Police Information (MoPI)	3
5	Glossary	4
6	Records Retention Tables <ul style="list-style-type: none"> • Assets and Products • Crime and Case Files • Detecting • Finance • Information • Organisation, Programmes & Projects • People • Preventing • Property • Prosecution 	5 6 10 13 20 26 29 34 39 43 46
Appendix A	Table of Retention Periods	52

1. Background

- 1.1 A particular record may exist in several formats such as both paper and electronic. At the point of retention / storage consideration should be given to storing a record in a single form at such as electronic and deleting the duplicated information. When records are stored for long periods due consideration needs to be given to protect and preserve the record against accidental loss, deterioration and obsolescence.
- 1.2 The guidance refers to all information, regardless of the medium in which it is stored.

2. Benefits of a Retention and Disposal Schedule

- 2.1 There are a number of benefits which arise from the use of a retention schedule:
 - Allows the management of information to be consistent and compliant.
 - The Force can be confident about disposal information at the appropriate time.
 - The Force is not maintaining and storing information unnecessarily.

3. Disposal

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

4. Management of Police Information (MoPI)

- 4.1 In addition to legislative requirements the Northumbria Police pays due regard to MoPI. This retention and disposal schedule has where necessary made reference to MoPI / Groups 1-4. See Appendix B for a copy of the current Review Schedule from the APP (Authorised Professional Practice) site under Information Management.

Glossary

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

Records Retention Tables

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

- Assets and Products
- Crime & Case Files
- Detecting
- Finance
- Information
- Organisation, Programmes and Projects
- People
- Preventing
- Property
- Prosecution

ASSETS & PRODUCTS

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
Alarms	Burglary Alarm installations (non-police locations)	End of subscription			
Asset Register	List of assets e.g., hardware	when superseded or 6 years	National Archives Page 11		
Breath Testing	Evidential breath procedures; breathalyser machine log etc; calibration /certification of the station Intoximeter machine by a qualified engineer	Life of machine + 1 Year			
	Local test records for hand held road side breath test machines. Usually done weekly by a clerk.	6 Months			
CS / PAVA Gas Records	Issue / disposal	Life of canister + 6 Months			
CS / PAVA Gas Records	Discharge	6 Years			
Dogs - Police Dogs	Individual Police dogs files (includes bites records / register)	Service of the dog + 6 Years			
Driving License - HO/RT Books	Record driving license details of members of the public.	3 year retention			
Equipment and Supplies	Personal protective equipment supplied, maintenance logs etc.	6 Years (inspections – Until superseded, maintenance log kept up to date)	The Provision and Use of Work Equipment Regulations 1998, Regulation 6 (3) The Provision and Use of Work Equipment Regulations 1992, Schedule 6		
Fire Tests	Monthly fire tests at Force buildings	7 Years	Fire Precautions Act 1971 as amended by the Fire Precautions (Workplace) (Amendment) Regulations 1999, SI 1999 No 1877		

Records of Firearms issued and returns	Records of firearms issued and returned	6 Years	Force Policy Directive 2008/51/EC Control of the Acquisition and Possession of Weapons The Firearms Regulations 2015 (amendment to the Firearms (Amendment) Act 1997)	From last entry	
Police Horses	Individual Police horse files (includes incident records / register)	Service of the Horse + 6 Years			
Information Technology - Back Up Tapes	Back-up tapes	Local Force requirements			
Photographs: Negatives of photographs produced for the force	Photographs: Negatives of photographs produced for the force (not crime related)	Force Policy	Force Policy / Historical		
Police Authority/Police & Crime Commissioner Buildings and Land - Deeds	Deeds	Until the sale of the property Update land registry when necessary	Force Policy Deeds of Arrangement Act 1914, Section 10		
Police Authority/Police & Crime Commissioner Buildings and Land - Police Houses / Stations	Documents/information relating to the ownership of buildings and land property plans and records of work etc.	Until the sale of the property	Some police house / station documents are of historic interest and will be kept permanently		
Property - Buildings not owned by Police Authority/Police & Crime Commissioner	Leases	16 years after expiry	Force Policy National Archives		
Property - sub- letting of police authority/Police & Crime Commissioner buildings	Leases	16 years after expiry	National Archives		
Stock taking	Stores inventory etc.	3 Years	HMRC CHI 5400		
Vehicles (Police) Defects	Vehicles defect reporting, registers	Disposal of vehicle + 3 Years	Force Policy		

Vehicles (Police) Equipment Specifications	Vehicle Equipment Specification Sheets	Disposal date + 3 Years	Force Policy		
Vehicles (Police) Log Book	Log books; mileage records etc	Disposal of vehicle + 3 Years	Force Policy The Provision and Use of Work Equipment Regulations 1998, Section 5 and 35		
Vehicles (Police) Maintenance Records	Vehicle history; Maintenance records register; Job cards; Parts records	Disposal of vehicle +3 years +6 years for accident files	Force Policy The Provision and Use of Work Equipment Regulations 1998, Section 5 and 35 Limitation Act 1980		
Vehicles (Police) New Vehicle Check Form	Check list for vehicles prior to being accepted and commissioned into fleet	Disposal date + 3 Years	Force Policy, CLA		
Vehicles on demonstration	Test log for vehicles trialed by the Force; Appraisal forms	3 Years	Force Policy		
Vehicles on Hire	Request to Hire etc.	End of financial year + 6 Years	Force Policy		
Waste Management - Special Waste / controlled	Consignment notes	3 Years	Special Waste Regulations 1996, Environment Protection (Duty of Care) Regs 1991		

CRIME AND CASE FILES

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
Crime File	MoPI Group 3 Offence	Minimum of 6 Years.	APP MoPI	Incident report, crime report, case file etc.	<p>Clear period to be taken into consideration.</p> <p>It is recommended that any crime, process or custody records held locally relating to a Nominal holding a current firearm/shotgun license must be retained.</p> <p>This means that the firearm/shotgun license re- sets the clear period and the nominal record must be retained for the length of the certification period.</p>
Crime File	MoPI Group 2 Offence	10 Years (Then Review) Retain again if necessary	APP MoPI	Incident report, crime report, case file etc.	<p>If undetected follow MoPI guidance / Force Policy</p> <p>It is recommended that any crime, process or custody records held locally relating to a Nominal holding a current firearm/shotgun license must be retained.</p> <p>This means that the firearm/shotgun license re- sets the clear period and the nominal record must be retained for the length of the certification period.</p>

Crime File	MoPI Group I Offence	100 Years (age) (Review every 10) (Child Sexual Abuse must be kept for a minimum of 25 years even where this exceeds the age of 100 years.)	<u>APP MoPI</u>	Incident report, crime report, case file etc.	Review every 10 years to ensure adequacy and necessity. It is recommended that any crime, process or custody records held locally relating to a Nominal holding a current firearm/shotgun license must be retained. This means that the firearm/shotgun license re- sets the clear period and the nominal record must be retained for the length of the certification period.
Collisions	Road Traffic Collisions - Non Fatal, Non-Serious and Damage only	Minimum of 6 Years or until the injured party is 21 years old whichever is the longest	CLA / RTA 1988		Includes minor injury and damage only
	Fatal and Serious	Minimum of 6 Years.	RTA / CLA / CPIA / MoPI	Review as per Nominal / injured party	MoPI Gp1 – e.g. Causing death by dangerous driving. MoPI Gp2 – e.g. Causing danger to road users, MoPI Gp3 – fatalities or accidents where non-violent crimes involved, Others
Collisions – Police Accidents	Road Traffic Collisions – 3 rd Party/injury to officer	6 Years unless injury to child then age 18 + 3 years			
Community Resolution	Community Resolution forms	6 years (none serious category crime)	<u>APP MOPI</u>		
Traffic	Minor Traffic offences – No injuries, collision books	3 Years from Dealt with date	CLA		

	Minor motoring offences e.g. Defective tyre, lights etc.	1 Year NFA, 3 Years from dealt with date. (if charged)	RTA 1988		
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DETECTING

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
Abnormal loads		6 Months after transport.	Force Policy		
Air Operations / Support Unit -	Surveillance, Operations etc.	31 days or review as per			
Videos		nominal file if evidential			
ARV Mobilisation		25 Years	Force Policy		
Calls for Police Assistance / Call Management Records		6 Years	CLA		
CCTV	Closed Circuit Television Tapes. Video tapes produced by any CCTV system used by a force e.g. custody	31 days or relevant parts copied and retained as per MoPI rules or if the whole tape is evidential retain as per MoPI.	N/A or MoPI Groups 1-3	Force Policy / Civil Litigation / MoPI if appropriate	
	Closed Circuit Television Tapes. Video tapes not owned by a force but needed for evidential purposes	Minimum of 6 years / review as per nominal file	MoPI Groups 1- 4		
Command & Control Logs	Command & Control Logs	5 Years or relevant parts copied and retained as per MoPI rules or if the whole tape is evidential retain as per MoPI.	CLA, MoPI Groups 1-4		

Custody Paper Records		Retain for 10 years	Although paper custody records will relate to MoPI 1 – 4 offences, all records are being treated as MoPI 2		
Custody Images		Please see Custody Images guidance within APP MoPI	APP MoPI		
Custody Visitor Forms	Visitor Consent Forms	1 year	Force Policy		
	Visitor Report Form	10 years	Force Policy		
Custody Medical Records	Medical Records of custody detainees	6 Years	CLA		
DNA		<p>Profile - for adults is retained indefinitely where there is a conviction, retained for 3 years where there was a charge but no conviction (and no previous convictions recorded) and deleted immediately if not charged (a single search is permitted before destruction).</p> <p>Profile – for under 18s is retained indefinitely where there is a conviction for qualifying offence, 1st recordable minor offence conviction 5</p>	<p>Current ACPO guidance</p> <p>Protection of Freedoms Act 2012</p>		

		years (plus length of prison sentence) or indefinite if prison sentence is 5 years or more, 2 nd recordable minor offence conviction indefinite DNA in relation to fixed penalties are retained for 2 years.			
Dog Bites		6 Years unless injury to child (age 17 or under) then age 18 + 3 years	CLA MoPI Group 3 - Other Offences		
Dogs - Dangerous	Dangerous Dogs/Worrying livestock investigation records/complaints	6 Years	MoPI Group 3 - Other Offences	Force Policy	
Fingerprint and Palm Prints Arrested / Attendees		For adults is retained indefinitely where there is a conviction, retained for 3 years where there was a charge but no conviction (and no previous convictions recorded) and deleted immediately if not charged (a single search is permitted before destruction). For under 18s is	Protection of Freedoms Act 2012		

		retained indefinitely where there is a conviction for qualifying offence, 1 st recordable minor offence conviction 5 years (plus length of prison sentence) or indefinite if prison sentence is 5 years or more, 2 nd recordable minor offence conviction indefinite Prints in relation to fixed penalties are retained for 2 years.			
Fingerprint Evidence Files		Minimum of 6 Years (Review)	CPIA / CLA / MoPI / RIPA	Review as per Nominal / Crime	
Fingerprint Files - Serving Officers and staff		Duration of service + 6 Months	Force Policy / HO Regulations The Police Regulations 2003, Regulation 18		If used for elimination purposes in court additional retention may need to be evaluated.
Fingerprints - Elimination Prints	Elimination prints (victims, witnesses)	Until no longer needed	PACE Police and Criminal Evidence Act 1984, Regulation 64 Protection of Freedoms Act 2012		
Footprints - Exhibits		Undetected Serious Crime: retain for 50 years			

		All other undetected crime: destroy after 1 year if unused			
Footprints	Print Scans	<u>Undetected Crime (non-serious):</u> destroy after 3 months			
	Custody Print Scans	Retain for 1 year			
ID Parades	Video, Pictures, records audit trails	Retain Case / Crime			
Intelligence		Case by Case at least 6 years	MoPI / RIPA / NIM		
Major Incidents	Multi agency investigation e.g. Rail crash, public enquiry	Review when finalised / Case by Case	APP MoPI Group 1	Consider public / historical interest test, refer to lead agency.	
Missing Persons	Found	6 clear years minimum dispose if no further indicators of risk	APP MoPI Group 4		
	Outstanding	Until found or 100 Years from report	APP MoPI Group 4		
Photographs: Scenes of crimes	Photographs taken at scenes of crimes; DVDs, Videos, CDs etc.	Minimum of 6 Years / review as per nominal file	APP MoPI Groups 1- 4		
Premises Searched Logs		Minimum of 6 Years, retain case/ crime			
Road Search	Vehicles stopped at road checks authorisation	12 months	Police and Criminal Evidence Act 1984, Regulation 3		
SOCO/CSI Files	Details of examinations	Minimum of 6 Years, retain Case / Crime	APP MoPI Groups 1- 4		
Telecommunication / Surveillance	Requests	Minimum of 6 Years, (Review)	RIPA		

(RIPA)					
Telecommunication / Surveillance (RIPA)	Results	Retain Case / Crime / Intel At least 6 years	APP MoPI / RIPA		
Technical Support Units (TSU Files)	Requests for Technical Support	6 Years	RIPA, APP MoPI		
Unused material	Material not provided to CPS for prosecution	Minimum of 6 Years, retain Case / Crime	APP MoPI Groups 1- 4		
Video Interviews (Child / vulnerable adult)		Minimum of 6 Years, retain Case / Crime (Child Sexual Abuse must be kept for a minimum of 25 years even where this exceeds the age of 100 years.)	APP MoPI Groups 1- 4		
Wildlife files		6 Years	Force Policy		

FINANCE

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
Accounts	Receivable accounts	6 Years + EoFY	Auditors HMRC Companies Act 2006, Regulation 388		
	Final accounts tabulations	6 years + EoFY	Auditors Companies Act 2006, Regulation 388 HMRC		
	Statements of accounts rendered and payable; accounts outstanding and outstanding orders	6 Years + EoFY	Companies Act 2006, Regulation 388 HMRC		
Audits	Finance – internal and external	6 Years + EoFY	Force Policy, Auditors HMRC		
Banking Records	Cheque book/stubs for all accounts; Dishonoured cheques; Stoppage of cheque payment notices; Record of cheques opened books; Cheque registers	6 Years + EoFY	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989 Companies Act 2006, Regulation 388 HMRC		
Banking Records	Fresh cheques; record of cheques paid/presented	6 Years + EoFY	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989 Companies Act 2006, Regulation 388 HMRC		

Banking Records	Bank deposit books/slips/stubs; Bank deposit summary sheets; Summaries of daily banking; Cheque schedules; Register of cheques lodged for collection	6 Years + EoFY	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989 HMRC Companies Act 2006, Regulation 388		
Banking Records	Reconciliation files/sheets; Daily list of paid cheques; Unpaid cheque records	6 Years + EoFY	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989 HMRC Companies Act 2006, Regulation 388		
Banking Records	Bank statements, periodic reconciliation's Bank certificates of balance	6 Years + EoFY	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989 Companies Act 2006, Regulation 388 HMRC		
Banking Records	Electronic records, audit trails	4 years + EoFY	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989 HMRC HMRC		
Budgets	Control year-end tabulations; End of year summaries; quarterly summaries.	6 Years + EoFY	HMRC HMRC		
	Chartered Institute of Public Accountancy, estimates and actuals	Permanently	Auditors HMRC		
Cash Books/Sheets	Expenditure sheets; Cash books/sheets; Monies book	3 Years + EoFY	Force Policy, Auditors, Disputes, Claims HMRC		
Central Stores Requisitions	Purchase orders	6 Years + EoFY	Force Policy, Auditors, Disputes, Claims		

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

Ledger Records	General and subsidiary ledgers produced for the purposes of preparing certified financial statements or published information; Creditors' ledgers	6 Years + EoFY	Force Policy HMRC		
	Audit sheets - ledger postings	6 Years + EoFY	Force Policy HMRC		
	Journals - prime records for the raising of charges	6 Years + EoFY	Force Policy HMRC		
Overtime Forms	Overtime forms	6 Years + EoFY	Force Policy		
Payroll	Payroll records/personal record cards	6 Years + EoFY	Force Policy National Archives Page 13		
	External Payroll records/personal record cards	6 Years + EoFY	Force Policy National Archives Page 13		
	Pay ledger	6 Years + EoFY	Force Policy National Archives		
Payroll - external	Government forms etc. Required for tax.	6 Years + EoFY	National Archives Page 13		
Payroll - internal	Not required for tax	6 Years + EoFY	National Archives Page 13		
Pension files	Police pension files (including Widows)	Until age 100	National Archives Page 12		
Petty Cash	Petty cash records/books/sheets; Petty cash receipts	6 Years + EoFY	VAT implications HMRC		
Postage	Postage expenditure records / franking machine records	6 Years + EoFY	Force Policy HMRC		
Precept Notification	Precept charges	6 Years + EoFY			
Purchase Orders - Official	Certified copies of official orders	6 Years + EoFY	Force Policy HMRC National Archives Page 11		
Revenue	Revenue Estimates, summaries	6 Years + EoFY	Force Policy HMRC		
Revenue Outturn	Revenue outturn	6 Years + EoFY	Force Policy HMRC		
Time sheets	Time sheet registers	6 Years + EoFY	Force Policy The Working Time Regulations 1998, Regulation 9		

Travel and Subsistence	Claims	6 Years + EoFY	Force Policy National Archives Page 9 HMRC		
Value Added Tax (VAT)	Quarterly VAT tabulations	6 Years + EoFY	VAT implications HMRC		
Note on charging for services, including disclosures	Section 18 of the Police Act 1996 allows goods and services to be provided by the police and an appropriate charge can then be made to customers		NPCC produced Guidance on Charging for Police Services in 2005, which is used as the basis for charging external bodies and individuals for policing services	The provision of goods and services under Section 18 applies to the provision of information from police databases, and whilst NPCC guidance does say pricing policy is at the discretion of the individual Force, standard charges are laid down in Appendix 3	For information only

INFORMATION

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
ACRO	Police Certificates	2 Years			
	International Child Protection Certificate (ICPC)	10 years			
Criminal Injuries Compensation Authority Claims (see also Litigation against the force)	Claims by persons injured	6 Years from time dealt with	CLA Criminal Injuries Compensation Act 1995		
Data Breach Records/Investigations	Non-crime	2 Years			Consider further retention if Civil claim may exist.
Data Processing Agreements	Data processing agreements with external organisations	Life of contract or end of agreement	APP Information Management – Data Protection		
Disclosures	Subject Access Requests	2 Years from disclosure or from completion of any appeal, local or ICO. Then review.	APP Information Management – Data Protection		
Disclosure	DBS	Retain for 10 Years from date of request			
Disclosures	s29(3) requests	2 Years from date of disclosure	APP Information Management – Data Protection		
Disclosures	S3 Mental Health Act Requests	2 Years from date of disclosure	APP Information Management – Data Protection		
Disclosures	Social Services, local authority, DP registers and ad hoc	2 Years from date of disclosure	APP Information Management – Data Protection		
Disclosures	Cafcass checks	2 Years from date of disclosure	Guidance on Assessment of Children in Need, and ACPC Child Protection Procedures p203, 5.7		

Disclosures	Court Orders	Retain for 2 Years from date of request			
Disclosures	Freedom of Information	2 Years from disclosure or from completion of any appeal, local or ICO.	APP Information Management – Data Protection		
Information Sharing Agreements, Protocols, Memoranda of Understanding	Copies of Information sharing protocols & Memoranda of Understanding	Until superseded or revoked			
Identity Access Management Records	Records of the supporting evidence and methods used to verify and validate identity	7 Years from the end of the business relationship	HMG Minimum Requirements for the Verification of the Identity of Individuals, Section 2.3		Following discussion with the PND Project Team there is a requirement to retain records validating the identity of individuals in accordance with HMG's Minimum Requirements for the verification of the identity of individuals for the purposes of Scheme accreditation.

ORGANISATION, PROGRAMMES AND PROJECTS

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

Contracts	Pre-Tender Documentation i.e. adverts and notices, expressions of interest, references, shortlist	3 years from date of award of the contract	The Public Contracts Regulations 2015, Regulation 84(9) The Utilities Contract Regulations 2006, Regulation 37 OJEU Regulations OJEU Regulations		
	Pre-Tender Documentation i.e. evaluation reports (PQQ's)	7 Years	OJEU Regulations OJEU Regulations		
	Contract Documents i.e. original tender, signed acceptance plus any variations to contract, performance notices, records of complaints, termination notices, extensions to contract	6 years from end of contract unless it's a Deed where 12 years is necessary	National Archives		
Correspondence - General	Correspondence from members of the public or Organisations	2 Years from final communication on topic	Force Policy National Archives		
Correspondence - Internal	Correspondence between stations, departments, staff etc.	If connected to a criminal case, HR or project retain in line with other paperwork, all other retain for 12 Months	The Date Retention Regulations 2009 National Archives		
Crime Statistics	Various; see also Crimsec, Scorecards, Breath test Statistical returns - depersonalised information provided to Home Office on a regular basis.	Retain for 2 Years (Min)			Consider Operational need, Public interest/ Historical records.
Crimsec Reports	All annual, monthly and quarterly returns - either paper based or electronic HMIC annual statistical returns.	2 Years			
Evaluation	Training courses	2 Years			

Questionnaires					
HMIC Inspection & Audit Reports	Inspection Reports; Thematic Inspection Reports; HMIC Audit reports	1 Year after actions completed		HMIC owned	
Insurance Policy Documents	Fidelity Guarantee, Liability and Aviation, Motor, Personal Accident and travel, Professional Indemnity, Property and Engineering	Until superseded or cancelled + 10 Years	Force Policy		
Insurance Policy Documents	Employers' Liability Insurance Certificates	40 Years	Employers' Liability (Compulsory Insurance) Regs 1998		
Museum and Force Archives	Documents, photographs, artefacts	Permanently	Museums and Galleries Act 1992 - Not specific		
Policy - Force	Policy documents relating to the introduction of new legislation, and its documents/information interpretation and the formation of policy regarding major incident planning	Retain until superseded and then for 10 years		Retention of final policy / procedure itself, not supporting developmental paperwork	Consider Operational need, Public interest/ Historical records.
Policy & Procedure	Policy documents/information relating to the formation of policy	1 Year after subsequent revision		Retention of policy / procedure itself, not supporting developmental paperwork	
Press Releases	Press Office Press Releases	6 Years consider historical archive	National Archives Page 4		
Press Releases – Unused Press Releases	Draft Contingency Press Releases	6 Months			
Projects	Reports, Plans, Briefings etc.	5 Years following completion of project & consider final report of major projects for permanent retention (in local archives	National Archives Page 4		

		office)			
Publications - Printed	Printed Publications; force newspapers; etc.	6 Years consider historical archive			
Re-organisation	Amalgamations, boundary issues, establishment, inspection reports	25 Years & consider historical			
Surveys	Public surveys, research reports	2 Years			Look at further retention for historic purpose
Training Course content - Non Operational		6 Years from when training ceases/course content changes			
Training Course content - Operational		10 Years from when training ceases/course content changes		Retain all versions whilst training course in existence + 10 years.	Look at public interest / historic value

PEOPLE

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
Accidents at work	Accident report forms – Accident books	6 Years	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7		
	Employers Liability Claims	6 Years	CLA, Health & Safety Executive Limitations Act 1980		
	Reportable injuries, diseases and dangerous occurrence	6 Years	CLA, Health & Safety Executive The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7		
Annual Leave Records		2 Years	National Archives Page 10		
Conduct Records	Records relating to the investigation of personnel who may have committed a criminal offence or behaved in a manner which would justify disciplinary proceedings	Minimum of 6 years and review in line with MoPI	MoPI	Conduct incidents should be MoPI graded 1-3 based on the offence which is being investigated (regardless of whether the incident is officially crimed) and reviewed and retained in line with MoPI. This means that the officer/staff member's record will be retained subject to their overall clear period.	
Complaints Records	Records relating to an expression of dissatisfaction by a member of the public about the conduct of a serving member of the police	6 years from end of sanction/closure of investigation (whichever is longest)		At the discretion of PSD records can be retained beyond 6 years where the officer/staff member has received further complaints since the last incident and this shows a pattern of behaviour.	

Employment Tribunals	Records and files	6 Years from conclusion of case	The Employment Tribunals (Constitution and Rules of Procedure) Regulations 2013, Regulation 14		
Firearms Training Certificates	Firearms Training	until age 100	Firearms Act 1968, Section 28A		
Grievances	Equal opportunities, sexual / racial harassment	2 Years (Min)			Not to be confused with discipline Internal Grievance process
Health & Safety - Audits	Audits, safety inspections	5 Years	The Management of Health and Safety at Work Regulations 1992, Regulation 5 National Archives		
Health & Safety Records	Accident Report Forms: Forms F2508 (accidents and dangerous occurrences): Form F2058A (diseases)	3 Years from date of event (or 6 years after claim)	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7		
Health & Safety Records	Records where exposure may lead to disease many years later	40 Years	The Control of Substances Hazardous to Health Regulations 2002, Regulation 10		
Health & Safety Records - Air Monitoring	Air monitoring - lead	5 Years	The Control of Lead at Work Regulations 2002, Regulation 9		
Health & Safety Records - Asbestos	Asbestos Records of those exposed to asbestos	40 Years (from the date of last record entry)	The Control of Asbestos Regulations 2012, Regulation 22		
Health & Safety Records - Asbestos	Asbestos inspections and building records	Removal of asbestos + 5 Years or subsequent inspection + 5 Years	Control of Asbestos Regulations 2012, Regulation 13		
Health & Safety Records - Awareness Records	Health and safety awareness records	100 years old	National Archives		
Health & Safety Records - Biological Agents	List of employees exposed to group 3 & 4 biological agents	40 Years from last exposure	Control of Substances Hazardous to Health Regulations 2002, Schedule 3 The Section 4		
Health & Safety Records - Buildings	Buildings	Lifetime of building (plus 3 Years)	The Construction (Design and Management) Regulations 1994, Regulation 12		
Health & Safety	Compressed Air	40 Years from			

Records - Compressed Air		last exposure	The Construction (Design and Management) Regulations 1994, Regulation 12		
Health & Safety Records - Exposure to Lead	Exposure to Lead	40 Years from last exposure	The Control of Lead at Work Regulations 2002, Regulation 10		
Health & Safety Records - Exposure to Lead	Maintenance control measures	5 Years from date of entry	The Control of Lead at Work Regulations 2002, Regulation 8		
Health & Safety Records - Fire	Fire Certificates	12 Years after expiry or until superseded Stays on site	Fire Precautions Act 1971, Section 6.8 National Archives		
	Fire precautions and services	10 Years after issue Retain until superseded	National Archives		
Health & Safety Records - Incident Reports	Incident Reports	See accident reports	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7		
Health & Safety Records - Inspections Reports	Inspections Reports	5 Years	The Control of Substances Hazardous to Health Regulations 2002, Section 9		
Health & Safety Records - Ionising Radiation equipment	Examination of respiratory protective equipment and passbook	5 Years after last use	The Ionising Radiations Regulations 1999, Regulation 10 The Ionising Radiations Regulations 1999, Regulation 21		
Health & Safety Records - Ionising Radiations	Ionising radiations health records	50 Years from date of last entry	The Ionising Radiations Regulations 1999, Regulation 21.3 (a)		
Health & Safety Records - Medical Reports	Medical Reports	40 Years	The Control of Substances Hazardous to Health Regulations 2002, Section 10		
Health & Safety Records - Portable Appliance Testing	Records of tests	Lifetime of equipment	The Electricity at Work Regulations 1989, Regulation 4		
Health & Safety Records – Risk Assessments	Risk Assessments	10 Years Until superseded	The Management of Health and Safety at Work Regulations 1992, Section 3		

Injury on Duty Forms		100 Years of age	National Archives Page 10		
Personnel Records	Relating to Individuals Service Records	Until age 100 Consider 85 years of age for non-pay/pension records	National Archives Page 9 The Police Regulations 2003, Section 17		
Promotion Board Notes		1 Year	National Archives Page 10		
Recruitment - Police Officers		1 Year			
Recruitment - Police Staff		1 Year			
References – issued by force		6 years			
Sickness Records		until age 72	National Archives Employee Personnel Records Page 13		
Training Administration Records	Records relating to admin for training, not training itself	2 Years	Force Policy		
Training Evaluation Questionnaires	Questionnaires completed after training courses	2 Years	Force Policy		
Training Records	Record of Training received by the Individual	Until age 100			
Vetting	Contractor vetting	End of contract + 1 Year	Force Policy		
	Successful vetting: Personnel vetting, local intelligence checks, references, referees checks, counter terrorist checks etc.	Police personnel - 6 years after leaving, 1 year after death	Force Policy		
Vetting - refusals	Failed vetting	6 Years	CLA		
Vetting - Temporary Staff & Contractors	Non Police Personal Vetting	End of contract + 1 Year	Force Policy		
Visitors Passes	Record of visitors to police property.	3 years	National Archives Press and Public Relations Records Page 5		
Warrant Cards & ID cards		Destroy on end of service			

PREVENTING

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
Chief Constable's Log	Overnight summary sheet	1 Year	Force Policy Police Reform and Social Responsibility Act 2011, Section 12		
Direction to Leave	Direction to leave forms – yellow slips	1 year	Data is recorded in NPICCS		
Explosive Certificate		Application form - 5 Years; Control of Explosives Regs certs - 2 Years	Explosives Act / Regulations The Control of Explosives Regulations 1991, Section 5 and 12		
Firearm Licensing	License Application Form	20 years	Directive 2008/51/EC Control of the Acquisition and possession of weapons		
	License Refused	Retain until subject has reached 100 Years of age. Review every 10 years	Firearms Act 1968, MoPI		
	License Revoked				
	Dealers Licenses	Until superseded, surrendered or until death	ACPO, Firearms Act 1968		
	Certificates, Licenses Inc. - Temp and visitors	Until surrender plus 6 Years	ACPO, Firearms Act 1968		
	Cancelled cert Rifle Club	6 Years			
Firearms Operational	issues and returns	6 Years	Force Policy Directive 2008/51/EC Control of the Acquisition and Possession of Weapons The Firearms Regulations 2015 (amendment to the Firearms (Amendment) Act 1997)		
Firearms - Police	Presented or Discharged	6 Years			Consideration

	- Police Use Form				ought to be linked to serious matters, coroners etc.
Foreign Nationals	Documentation of Foreign nationals	10 years	Nationality, Immigration and Asylum Act 2002, Section 126		
House to House	House to house questionnaires	2 Years if public surveys, 6 years for operational	Force Policy		
Licensed and Supervised Trades	Gaming licenses, pedlars certificates, betting shop files	6 Years	The Gaming Licence Duty Regulations 1991		
Liquor Licensing	N/A	10 Years	Licensing Act 2003, Section 115		
Multi Agency Risk Assessment Conferences (MARAC)	Multi Agency Risk Assessment Conference records	6 years	Force Policy		
Operations Planning	Notifiable Events Planning - Operation Orders, notifications for Royals, VIPs; Sponsored events, races, fetes, cycle races, rallies; Large public events horse racing, bonfires, parades, football matches Includes supporting / developmental documentation & notices for events	3 Years	Public Interest. Force operational need – planning for future events		Consider Public interest.
PRO 160/161 Books (Sex Offender registrations)	Paper book used to record Sex Offender registration and annual reviews and foreign travel	Dispose of once the book is complete	Force Policy	All forms are scanned and Emailed to Safeguarding MOSOVO team who upload the details onto the nation VISOR solution.	
Regulatory of Investigatory Powers (RIPA)	RIPA forms	10 years	Force Policy		
Stop and Search	Forms and electronic data	1 Year	Force Policy		

Taser - Police	Presented or Discharged - Police use Form	6 Years			Consideration ought to be linked to serious matters, coroners etc.
	Taser Wires, Probes and Paper aphids	6 Years	CLA, IPCC and Discipline Cases		A Taser contains a chip that records when it was fired and for how long but does not provide evidence of distance fired.
Warning Notices - Harassment	Harassment Forms	12 Months after notice has expired	APP MoPI Groups 2 and 3		

PROPERTY

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
Disposal of Property	Auctions – records of sales	Current year + 6	Financial regulations; Limitation Act HMRC		
Lost and Found Property	Handed in weapons (not used in crime)	Dispose of ASAP if no reason to retain.	Force Policy Police and Criminal Evidence Act 1984, Section 22		
	Lost and Found Property - non prohibited items – includes cash	Found 30 day review,	Lost, Found, Other Than Found and Detainees Property Policy 2001	No legislation covers Found Property.	These Items should be cross-check against Found property / crime exhibits and stolen property
	Lost and Found Property - Prohibited items – includes drugs and firearms	30 days	Lost, Found, Other Than Found and Detainees Property Policy 2001	Not covered by any legislation	Prohibited items are items that cannot be returned to members of the public e.g. drugs, knives, weapons
Seized Property (Crime Exhibits)	Records of Seized property - crimed - e.g. crime exhibit cards, labels etc.	min 6 Years and then review	MoPI; CPIA The Police (Retention and Disposal of Items Seized) Regulations 2002, Regulation 5		
Seized Property (Crime Exhibits)	Records of Seized property - non-crimed	Current year + 6	Financial regulations; Limitation Act Police (Property) Act 1997, 86E		
Seized Property (Crime Exhibits)	Seized property – physical crime exhibits – includes cash, drugs, firearms, frozen exhibits and vehicles	Case dependent	Police Property Act; CPIA; Powers of Criminal Courts Act; PoCA; Tissues Act Police and Criminal Evidence Act 1984, Section 22	See Police Property Act 1997 s 86e; see also Powers of Criminal Courts Act s 143; PACE 1984 s 22 provides alternative solutions for storage / investigation if there is a risk to	Will also need to pay due regards to health and safety issues, environmental concerns when storing and retaining

				personnel	
Seized Property (Crime exhibits)	Seized property - non crimed	minimum 6 Months	Powers of Criminal Courts Act s143 Powers of Criminal Courts (Sentencing) Act 2000, Section 144 and 2		Proceeds may be payable to force under Police Property Act Fund
Sudden death	Sudden death – property seized from location of deceased	Until authorised for disposal by Coroner’s Office			May be needed for inquest

PROSECUTION

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
ANPR	Reads	1 Year	Chief Constables Council	Retain for 12 months from the date of capture with automatic deletion thereafter effective from 01/04/18.	Retain for 12 months from the date of capture with automatic deletion thereafter effective from 01/04/18.
	Hits	1 Year			
ASBO	All Anti-Social Behaviour Records	6 Years			
Bodycam / Headcam/Webcam	Non Evidential	31 days	MoPI		
	Crime	Minimum of 6 Years, retain Case / Crime			
Breath Testing	NFA	6 Years			
	Charge	6 Years			
Drug Testing on Arrival (DToA)	NFA	6 Years			
	Charge	6 Years			
Cannabis Warnings	Offender Details (All details)	6 Years	Management Information	Cannabis Warnings do not have a legislative validity period. Offender should only receive one Cannabis Warning	Pentip – Retention Periods
Cautions	Custody related cautions paperwork	Minimum of 6 Years, retain Case / Crime			
Convictions/ Reprimands	Non custody related cautions i.e. Street	Minimum of 6 Years, retain Case / Crime			Review when Protection of Freedoms Act is enabled
Counterfeit Currency	Counterfeit Currency forms	Minimum 6 Years / review as per nominal file	APP MoPI Group 3	Force Policy	

Deaths	Sudden death forms, Non suspicious	1 Year		If the death becomes suspicious it is assumed that a case file will be created and managed in line with MoPI	
Endorsable FPN	Offender details (Personal Details)	3.5 Years		Period of Endorsement – To support Operational decisions in event of further offending	Pentip – Retention Periods
	Offender details (Non Personal)	6 Years	Management Information		
	Registered Keeper	3.5 Years	Part of FPN Process		
	Driver Nominations	3.5 Years	Part of FPN Process		
Endorsable FPN	Offence Details Inc. Offence Codes, Offence Location, Offence Date/ Time and Notice Number	6 Years	Management Information		Pentip – Retention Periods
	License Details (Personal Details)	3.5 Years		Period of Endorsement – To support Operational decisions in event of further offending	
	License Details (Non Personal Details)	6 Years	Management Information		
	Payment Details (Transaction Details)	6 Financial Years	Financial Transaction		
	Payment Details (Fine Registration Certificate)	6 Financial Years	Financial Transaction		
	Payment Details (Payee Details)	6 Financial Years	Financial Transaction		
HO/RTI	Satisfied (Personal Details)	6 Months (No offence)			Pentip – Retention Periods
	Satisfied (Non – Personal Details)	6 Years	Part of FPN Process		

	Partially Satisfied/ Unsatisfied (Personal Details)	3.5 Years	Part of FPN Process		
	Partially Satisfied/ Unsatisfied (Non-Personal Details)	6 Years	Management Information		
Interview Tapes	Master Copy	Case by Case	CPIA / MoPI		
	Working Copy	One Month following finalisation	CPIA / Force Policy		
Litigation against the Force	Corporate / Legal Services	Including claims for compensation, Solicitors documents, statements, letters etc. All records including advice, reports, evidence, etc. In relation to Employers Liability Claims, Litigation against the force, CICA claims	6 years (or if crime related apply MoPI)	Civil Litigation (Limitation Act 1980)	
Non-Endorsable FPN	Offender Details (Personal Details)	3.5 Years		To support Operational decisions in event of further offending	Pentip – Retention Periods
	Offender Details (Non- Personal Details)	6 Years	Management Information		
	Registered Keeper	3.5 Years	Part of FPN Process		
	Driver Nominations	3.5 Years			
	Offence Details Inc. Offence Codes, Offence Location, Offence Date/ Time and Notice Number	6 Years	Management Information		
	Payment Details (Transaction Details)	6 Financial Years	Financial Transaction		
	Payment Details (Fine Registration Certificate)	6 Financial Years	Financial Transaction		

	Payment Details (Payee Details)	6 Financial Years	Financial Transaction		
PER Form	Prisoner Escort Record	6 Months			Police Records
Penalty Notice Disorder	Offender Details (Personal Details)	3.5 Years		To prevent duplicate issue – To support Operational decisions in event of further offending	Pentip – Retention Periods
	Offender Details (Non-Personal Details)	6 Years	Management Information		
	Guardian Details (Satisfied PND)	6 Months		Guardian details are no longer required once PND has been satisfied	
	Guardian Details (Cancelled PND)	6 Months		Guardian details are no longer required once PND has been satisfied	
	Guardian Details (Fine Registered)	6 Years	Financial Transaction		
	Offence Details Inc. Offence Codes, Offence Location, Offence Date/ Time and Notice Number	6 Years	Management Information		
	Payment Details (Transaction Details)	6 Financial Years	Financial Transaction		
	Payment Details (Fine Registration Certificate)	6 Financial Years	Financial Transaction		
	Payment Details (Payee Details)	6 Financial Years	Financial Transaction		
Pocket Notebooks / CID Diaries	Officers notebooks and diaries	10 years from last entry	MoPI / Force policy		It is recommended that entries relating to crimes that require retention are copied and stored within the crime file

					and retained in line with MoPI
VDRS	Complied with (Personal Details)	6 Months (No Offence)			Pentip – Retention Periods
	Complied with (Non – Personal Details)	6 Years	Management Information		
	Partially Complied / Not Complied (Personal Details)	3.5 Years	Part of FPN Process		
	Partially Complied / Not Complied (Non – Personal Details)	6 Years	Part of FPN Process		
Warrants	Records	Until withdrawn / executed		Documents originally Issued by the Courts/ Local Records.	
	Outstanding				

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

Review Group	Offence/Record Type	Action	Rationale
Group 1			
'Certain Public Protection Matters'	<ul style="list-style-type: none"> ▪ MAPPA managed offenders ▪ Serious specified offences - CJA 2003 ▪ Potentially dangerous people 	<p>Retain until subject has reached 100 years of age</p> <p>Review every 10 years to ensure adequacy and necessity</p>	This category poses the highest possible risk of harm to the public
Group 2			
Other Sexual and Violent offences	<p>Sexual offences listed in Schedule 3 Sexual Offences Act 2003</p> <p>Violent offences specified in the Home Office Counting Rules/ National Crime Recording Standard</p>	<p>Review after an initial 10-year clear period</p> <p>If subject is deemed to pose a high risk of harm retain and review after a further 10-year clear period</p>	National Retention Assessment Criteria
Group 3			
All Other Offences	Non-sexual, non-violent	Retain for initial 6-year clear period. Either review and risk assess every 5 years or carry out time-based disposal depending on Constabulary policy	Lower risk of harm. Forces must balance the risk posed by this group with the burden of reviewing.
Group 4			
Undetected Crime	Serious specified offences	Retain records for 100 years from the date the crime	CJA 2003

	Other offences	was reported to police 6 years	Limitation Act
CRB Disclosures	Information disclosed under Part 5 of the Police Act 1997	Retain for 10 years from date of request	CRB Quality Assurance Framework
Intelligence Products	Target Profiles Association Diagrams	Review according to crime type as outlined in categories 1-3	
Missing Persons	Resolved Unresolved	Retain for a minimum of 6 years. Dispose of if this period has been 'clear' and there are no further indicators of risk Retain indefinitely	Limitation Act 1980
Victim/Witness Details		Retain for a minimum of 6 years or length of sentence if this is longer Decisions to dispose of must be made on a case by case basis Retain if victim/witness is recorded as the offender/suspect for another offence	Limitation Act 1980 CPIA 1996