



STAFFORDSHIRE
POLICE

Disposal and Retention Schedule for Police Records

Information Governance and Assurance

2022

Version	Date	Author	Reason for Change
1.0	01/10/2020	DDPO	First version
1.1	01/12/2020	DDPO	Changes to incorporate new NPCC RRD Schedule
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Contents Page

<u>Introduction</u>	3
<u>Background</u>	3
<u>Responsibilities for Records Retention and Disposal</u>	4
<u>Risk</u>	4
<u>Independent Inquiry into Child Sexual Abuse</u>	4
<u>Benefits of a Retention and Disposal Schedule</u>	5
<u>Disposal</u>	5
<u>Management of Police Information (MoPI)</u>	5
<u>Maintenance</u>	5
<u>Glossary</u>	6
<u>Records Retention Tables</u>	7

Introduction

The Disposal and Retention Schedule for Staffordshire Police Records is based on National Police Chief's Council (NPCC) National Guidance on the minimum standards for the Retention and Disposal of Police Records Version 3 created 01/04/17. It has been produced by the Information Management for the Police Service Group (IMPS) and endorsed by NPCC Cabinet/Chief Constables' Council.

This Schedule, takes into account ongoing Public Inquiries and the requirements to retain any and all documents; correspondence; notes; emails and all other information, however held, which contain or may contain content pertaining directly or indirectly to the sexual abuse of children or to child protection and care.

It is OFFICIAL under the Government Security Classification Scheme. It is disclosable under the Freedom of Information Act 2000.

1. Background

- 1.1 The NPCC Guidance on The Minimum Standards for the Retention and Disposal of Police records has been produced by the National Police Chiefs' Council (NPCC) to assist police forces in their statutory responsibility to comply with the Data Protection Act 1998, The Code of Practice on the Management of Police Information (2005) and other legislative requirements. The Information Management – Management of Police Information section of the Authorised Professional Practice (APP) is the detailed guidance referred to in the Code of Practice and supersedes ACPO (2010) Guidance on Management of Police Information. Staffordshire Police have adopted this Guidance but have deviated from some retention periods, where this has occurred the information will be recorded in red.
- 1.2 The Guidance recognises the need for a common approach across the police service to the retention and disposal of police records following the Soham Murders, the subsequent Bichard Enquiry and recent developments in relation to the Police National Database (PND) which allows police forces to share information in a way that was not previously possible.
- 1.3 The Guidance also recognises that the police service creates a plethora of records in the course of the delivery of policing which falls outside the CPIA and other guidance. It is these records that the Guidance is primarily trying to address.
- 1.4 The Guidance sets the minimum standards for the police service which all police forces are encouraged to adopt. They are not mandatory and there will be occasions when individual police forces will deviate from them for a variety of technical, operational and organisational reasons. The ultimate responsibility for the retention and disposal of police information rests with the chief constables who are the data controllers under the Data Protection Act 1998. **Any deviation from national guidance MUST be presented to and signed off by the Information Assurance Board.**
- 1.5 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.
- 1.6 The primary target audience for the guidance is chief constables (in their capacity as data controllers), records managers and others directly involved in the management of police information. However, it has been designed to be accessible to all police officers and police staff.
- 1.7 The guidance refers to all information, regardless of the medium in which it is stored.

2. Responsibilities for Records Retention and Disposal

- 2.1 Assigning responsibility for the retention and disposal of information is down to each individual Police Force.

Staffordshire do not have a dedicated Records Manager. The responsibility for records management is shared between the Head of Information Assurance and the Review, Audit and Force Archive Manager. There is a Central Archive facility based at Leek Police Station which has responsibility for the retention and disposal of crime files. Each business area within Staffordshire Police has a Senior Information Asset Owner who has responsibility for ensuring police records are retained and disposed of in accordance with these guidelines and associated national policy.

3. Risk

- 3.1 Responsibility for the managing and use of information within Staffordshire Police rests with the Chief Constable.
- 3.2 There are inherent risks attached to the retention and disposal of police records which directly affect operational policing, public protection and public confidence.
- 3.3 This guidance provides chief police officers with a common and consistent approach to the retention and disposal of police records that seeks to balance proportionality and necessity.

4. The Independent Inquiry into Child Sexual Abuse (IICSA)

- 4.1 As part of the IICSA Inquiry we are asked to retain any and all documents, correspondence, notes, emails and all other information, however held, which contains or may contain content pertaining directly or indirectly to the sexual abuse of children or to child protection and care. The word "children" relates to any person under the age of 18. Such information may include, but is not limited to the following:
 - Any material including reports, reviews, briefings, minutes, notes and correspondence in relation to allegations (substantiated or not) of individuals, organisations, institutions, public bodies or otherwise who may have been involved in, or have knowledge of, child sexual abuse or child sexual exploitation;
 - Any material including reports, reviews, briefings, minutes, notes and correspondence in relation to allegations (substantiated or not) of individuals having engaged in sexual activity with, or having a sexual interest in children;
 - Any material including reports, reviews, briefings, minutes, notes and correspondence in relation to institutional failures to protect children from sexual abuse or other exploitation;
 - Any material relevant to statutory responsibilities for the care of children in public or private care;
 - Any material relevant to the development of policy on child protection;
 - Any material relevant to the development of legislation or child protection;
 - Any material relating to the determination of the award of Honours to persons who are now demonstrated to have had a sexual interest in children or are suspected of having had such an interest.
- 4.2 Staffordshire Police supports IICSA, and has produced force instruction by way of Messenger email and Guidance Notes for Information Asset Owners, recommending steps to adopt as part of our records management processes that will provide reassurance to the inquiry and reduce the inadvertent destruction of child sexual abuse information, as follows:
 - To review any automated weeding processes that are currently in operation to ensure that only information relating to MoPI 3 offences and offenders are weeded
 - To review any processes in place for weeding offenders that are deceased as we know from other national operations that this can make investigations into historical allegations difficult

- To use the attached National Retention Assessment Criteria (NRAC) form. This form is used for reviewing continued retention and the additional question will provide an extra check and balance. To review the current retention and disposal schedule to ensure that it mirrors the national schedule and that it is widely used, particularly for corporate records (minutes, action logs and decision-making logs).

5. Benefits of a Retention and Disposal Schedule

5.1 There are a number of benefits which arise from the use of a retention schedule:

- (a) Allows the management of information to be consistent and compliant.
- (b) The Police Service can be confident about disposal information at the appropriate time.
- (c) The Police Service is not maintaining and storing information unnecessarily.
- (d) Information which is subject to Freedom of Information and Data Protection legislation will be available when required.
- (e) Enables Staffordshire Police to identify records that can be stored off-site / in a records repository.

6. Disposal

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

7. Management of Police Information (MoPI)

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

Staffordshire Police continue to pay due regard to MoPI and this retention and disposal schedule has, where necessary, made reference to MoPI / Groups 1-4. However, where deviations from national guidance occur these are highlighted in **Bold**.

7.2 Individual forces should follow local policies and procedures in place for the review and assessment of information. See Appendix B for MoPI National Retention Assessment Criteria (NRAC) form.

8. Maintenance

8.1 This document will be reviewed and maintained every two years by the Information Management for the Police Service Group. Additions and amendments where required for legislative purposes will be updated as and when required.

9. Glossary

ACPO	– Association of Chief Police Officers
APP	– Authorised 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 1998
FPN	– Fixed Penalty Notices
HMIC	– Her Majesty's Inspectorate of Constabularies
HMG	– Her Majesty's Government
HO	– Home Office
ICO	– Information Commissioners Office
IICSA	– Independent Inquiry into Child Sexual Abuse
IPCC	– Independent Police Complaints Commission
MAPPA	– Multi Agency Public Protection Arrangements
MoPI	– Management of Police Information
NFA	– No Further Action
NIM	– National Intelligence Model
NPCC	– National Police Chiefs' Council
OJEU	– Official Journal of the European Union
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

10. Records Retention Tables

10.1 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

<p>6 MONTHS Hand held breath test machine Weekly check logs CS/PAVA issues/disposals/records</p> <p>1 YEAR Station Intoximeter machine record</p> <p>3 YEARS Store's Inventory Defect reporting equipment Specification Maintenance Test Logs for Trialled Vehicles Records & Log books for decommiss Waste Consignment Notes</p> <p>UNTIL SALE Property deeds, ownership docs & r</p>	ASSETS	<p>6 YEARS Asset Register Repair logs for decommissioned vehicles involved in accidents</p> <p>Dog & Horses discharge records Issue & Maintenance records for PPE Issue and return records of firearms CS/PAVA discharge logs Vehicles on hire</p> <p>7 YEARS Monthly fire tests</p> <p>16 YEARS Leases</p>
<p>6 MONTHS Unused/Draft contingency/press releases</p> <p>12 MONTHS Campaign documents HMIC Inspection & Audit Reports Internal correspondence Policy & Procedure</p> <p>2 YEARS Correspondence-General Surveys Crime Statistics Crimsec Reports Continuous improvement reviews Evaluation questionnaires from training courses</p> <p>3 YEARS Pre-tender notes</p> <p>5 YEARS Ceremonial events Project documentation</p> <p>PERMANENT RETENTION Chief Constable's Annual Report Committees. Police Authoritv. Museum & Force Archives</p>	ORGANISATION PROGRAMMES & PROJECTS	<p>6 YEARS Training courses-non-operational ASU Flight records Audits- system & internal security Complaints Contract Documents Press Releases Printed publications SMT & SPM minutes</p> <p>7 YEARS Pre-tender documentation</p> <p>10 YEARS Insurance policy documents (once superseded/cancelled) Operational training courses Policy documents for new legislation</p> <p>25 YEARS Re-organisation documentation</p> <p>40 YEARS Employers Liability insurance documentation</p>
<p>1 YEAR Contractor vetting Promotion Board Notes Recruitment Temp staff & Contractors</p> <p>2 YEARS Annual leave records Grievances Training admin records Training evaluation responses</p> <p>3 YEARS Accident report forms (or 6yrs after claim), Building H&S records (after disposal of property), Visitor Passes</p> <p>OTHER 100 years –operational training records</p> <p>End of service – Warrant cards & ID Cards</p> <p>Age 72 – Injury on duty reports, occupational health records, service records</p>	PEOPLE	<p>5 YEARS Firearm Training Certs, H&S audits/reports Lead exposure maintenance records</p> <p>6 YEARS Accident books/reports Conduct records (review as MoPI) Complaints Employers liability Claims/tribunals Reportable injuries Staff vetting Vetting refusals</p> <p>10 YEARS Fire precaution & services H&S risk assessments (until superseded)</p> <p>12 YEARS Fire certification (or when superseded)</p> <p>40 YEARS Asbestos & other exposure records Medical records</p>

NPCC RETENTION & DISPOSAL CATEGORIES

<p>CRIME FILES Retain as per MoPI below</p> <p>TRAFFIC Minor Traffic offences Dispose after 3 years Minor Motoring offences Dispose by 1 year for NFA or 3 years if charged</p> <p>MOPI Group 1: Retain for 100 years (review every 10 years) Group 2: Retain for 10 years then review Group 3: Retain for 6 years then dispose</p> <p><i>For any offences where you are unsure as to the MoPI grading check the offence wording ON PNLD</i></p>	CRIME/ CASE FILES	<p>COLLISIONS RTC Non-serious – retain for a minimum of 6 years RTC Serious/Fatal – as per MoPI</p> <p>POLICE ACCIDENTS Police accidents – retain for 6 years (if child is involved keep until aged 21yrs)</p>
<p>END OF FINANCIAL YEAR</p> <p>2 YEAR Duty Records</p> <p>+ 3 YEARS Cash books/sheets</p> <p>+4 YEARS Electronic records/audit trails Debtors records and invoices/debit notes paid & unpaid invoices</p> <p>AGE 100 Police pension files</p> <p>PERMANENT RETENTION Chartered Institute of Public Accountancy</p>	FINANCE	<p>6 YEARS Accounts Audits Banking records Budgets Creditors Employment cost Expenditure records Expenses Financial working docs Income generation Invoices Ledger records Overtime forms Payroll Petty cash / Postage Precept notification Purchase orders Revenue VAT</p>
<p>2 YEARS Data Breach records Disclosures Subject Access Requests</p> <p>6 YEARS CICA claims</p> <p style="text-align: center;">UNTIL SUPERCEDED/REVOKED/END OF AGREEMENT Data Protection Agreements Information Sharing Agreements</p>	INFORMATION	<p>7 YEARS Identity access management records</p> <p>10 YEARS ICPC'S DBS Disclosure</p>
<p>IMMEDIATELY Handed in weapons</p> <p>30 DAYS Lost & Found property</p> <p>6 MONTHS Seized property -non-crime</p>	PROPERTY	<p>6 YEARS – MOPI Seized property -crimed</p> <p>6 YEARS Property/auction records Records of non crimed seized property</p> <p>ON AUTHORISATION Sudden death property</p>

<p>1 YEAR Chief Constables log Stop & Search – Forms and electronic data Harassment – warning notices</p> <p>2 YEARS Explosive certificates</p> <p>3 YEARS Operations Planning</p> <p>5 YEARS Explosive certifications –application</p>	PREVENTING	<p>6 YEARS Firearm Licencing-certs/cancelled cert Operational firearms – issues, returns Presented or discharged firearm forms Licenced & Supervised Trades – files Taser licencing</p> <p>10 YEARS Liquor licencing Documentation of foreign nationals</p> <p>OTHER Age 100 review every 10 years – Firearm licencing (refused/revoked) Until superseded – Firearm dealer's licences</p>
<p>31 DAYS AOSU – non-evidential video CCTV –force systems non-evidential</p> <p>6 MONTHS Abnormal led transportation Fingerprint files- serving officers & staff after leaving</p> <p>12 MONTHS Road search</p> <p>6 YEARS Call management records Custody medical records Dog bites & Dangerous dogs Major Incidents Missing persons– Found Requests for Technical support units Wildlife files</p> <p>DNA AND FINGERPRINTS DNA profile -Adult – retain indefinitely where convicted for 3 years charged but not convicted and delete immediately in all other cases after a single search DNA profile – U18 - retain indefinitely on conviction for a qualifying offence, 1st recordable minor offence conviction 5 years (plus length of prison sentence if prison sentence is 5 years or more. 2nd recordable minor offence conviction retains indefinitely. DNA in relation to fixed penalties are retained for 2 years Fingerprint & Palm print – Arrested/Attendees – Adult – retain indefinitely where convicted for 3 yrs. where charged but not convicted and delete immediately in all cases after a single search Fingerprint & Palm print – Arrested/Attendees – U18 – retain indefinitely on conviction for a qualifying offence. 1st recordable minor offence conviction 5 years (plus length of prison sentence) or indefinite if prison sentence of 5 years or more. 2nd recordable minor offence conviction retains indefinitely. DNA in relation to fixed penalties are retained for 2 years Fingerprints – Elimination prints – dispose once no longer required Fingerprint Files – Serving Officers & Staff – dispose 6 months after service ends</p>	DETECTING	<p>MOPI AOSU – evidential video CCTV – Force systems – evidential Custody records Command and control logs Fingerprint evidence files ID Parades Intelligence Photographs scenes of crimes Premises searched logs RIPA results SOCO/CSI Files Unused material Video interviews (child/vulnerable adult)</p> <p>25 YEARS -ARV Mobilisation records</p> <p>100 YEARS -Missing persons – outstanding</p>
<p>1 MONTH BW – Non-evidential</p> <p>6 MONTHS PER Form, Guardian details, Penalty Notice Disorder</p> <p>1 YEAR Sudden death forms (non-suspicious) ANPR</p> <p>3.5 YEARS FPN nominated drivers FPN Registered keeper FPN Offender & personal licence details HO/RT1 personal details Penalty notice disorder (offender personal detail VDRS personal details</p>	PROSECUTING	<p>6 YEARS ASBO Breath & Drug testing Cannabis warnings</p> <p>FPN Offences – non-personal and offence details HO/RT1 – non-personal and offence details) Penalty Notice Disorder – non-personal and offence details</p> <p>PNB/CID diaries VDRS - non-personal details</p> <p>MOPI BW – evidence Cautions Counterfeit currency forms Interview tapes – master copies UNTIL WITHDRAWN/EXECUTED Warrants – records & outstanding</p>

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			
Breath Testing	Local test records for hand held road side breath test machines. Usually done weekly by a clerk.	6 Months			
CS / PAVA Gas Records	Issue / disposal	Life of canister + 6 Months			
CS / PAVA Gas Records	Discharge	6 Years			
Dogs - Police Dogs	Individual Police dogs files (includes bites records / register)	Service of the dog + 6 Years			
Equipment and Supplies	Personal protective equipment supplied, maintenance logs etc.	6 Years (inspections – Until superseded, 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	Regulatory Reform (Fire Safety) Order 2005/Fire Safety Order 2006		

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	
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 & 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 & 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	Leases	16 years after expiry	National Archives		
Property - sub-letting of police authority buildings	Leases	16 years after expiry	National Archives		
Stock taking	Store's inventory etc.	3 Years	HMRC CH15400		
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 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	6 Years	APP MoPI	Incident report, crime report, case file etc.	Clear period to be taken into consideration.
Crime File	MoPI Group 2 Offence	10 Years (Then Review) Retain again if necessary	APP MoPI	Incident report, crime report, case file etc.	If undetected follow MoPI guidance / Force Policy
Crime File	MoPI Group 1 Offence	100 Years (age) (Review every 10)	APP MoPI	Incident report, crime report, case file etc.	Review every 10 years to ensure adequacy and necessity.
Collisions	Road Traffic Collisions - Non-Fatal, Non-Serious and Damage only	Minimum of 6 Years or until the injured party is 21 years old whichever is the longest	CLA /RTA 1988		Includes minor injury and damage only
Collisions	Fatal and Serious	Minimum of 6 Years.	RTA / CLA / CPIA APP 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			
Traffic	Minor Traffic offences – No injuries, collision books	3 Years from Dealt with date	CLA		
Traffic	Minor motoring offences e.g. Defective tyre, lights etc.	1 Year NFA, 3 Years from dealt with date. (if charged)	RTA 1988		

DETECTING

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
Abnormal loads		6 Months after transport.	Force Policy		
Air Operations / Support Unit - Videos	Surveillance, Operations etc.	31 days or review as per nominal file if evidential			
ARV Mobilisation		25 Years	Force Policy		
Calls for Police Assistance / Call Management Records		6 Years	CLA		
CCTV	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 APP MoPI Groups 1-4	Force Policy /Civil Litigation / MoPI if appropriate	
CCTV	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	APP MoPI Groups 1-4		
<u>Command & Control Logs</u>	<u>Command & Control Logs</u>	Local Decision made at the Information Assurance Board on to 12 th March 2013 to extend retention period from 6 years to 10. However, with the now ICSSA Inquiry into child sexual abuse a decision was taken at IAB on 21 st October 2015 to adopt the previous Goddard recommendations and in November 2015 the automatic weed facility on STORM was suspended	CLA APP MoPI Groups 1-4		Recommends 10 years as cannot filter through records such as Child, sexual abuse etc. Storm isn't MoPI compliant. However, all parties happy that after 10 years it's no longer needed, as would have been diverted to the relevant channels/systems.

		until the conclusion of the ICSSA Inquiry.			
Custody Records		Minimum of 6 Years / review as per nominal file	APP MoPI Groups 1-4	It is recommended that any crime, process or custody records held 18 locally relating to a Nominal holding a current firearm/shotgun licence must be retained. This means that the firearm/shotgun licence re-sets the clear period and the nominal record must be retained for the length of the certification period.	
Custody Images		Please see Custody Images guidance within APP MoPI	APP MoPI		
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 conviction 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 years (plus length of prison sentence) or indefinite if prison sentence is 5 years or more, 2nd recordable minor offence conviction indefinite DNA in relation to fixed penalties are retained for 2 years.</p>	<p>Current ACPO guidance</p> <p>Protection of Freedoms Act 2012</p>		

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 – 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 – 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.	Protection of Freedoms Act 2012		
Fingerprint Evidence Files		Minimum of 6 Years (Review)	CPIA / CLA /RIPA APP MoPI	Review as per Nominal / Crime	
Fingerprint Files - Serving Officers and staff		Duration of service + 6 Months	Force Policy / 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		
ID Parades	Video, Pictures, records audit trails	Retain Case / Crime			
Intelligence		Case by Case at least 6 years	RIPA / NIM APP MoPI		
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 years minimum dispose if no further indicators of risk	APP MoPI Group 4		
Missing Persons	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 or associated risk if no nominal	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 (RIPA)	Requests	Minimum of 6 Years, (Review)	RIPA APP MoPI		

Telecommunication / Surveillance (RIPA)	Results	Retain Case / Crime / Intel At least 6 years	RIPA APP MoPI		
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	APP MoPI Groups 1-4		
Wildlife files		6 Years	Force Policy APP MoPI Groups 1-3		

FINANCE

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
Accounts	Receivable accounts	6 Years	Auditors HMRC		
Accounts	Final accounts tabulations	6 years	Auditors HMRC		
Accounts	Statements of accounts rendered and payable; accounts outstanding and outstanding orders	6 Years	HMRC		
Assets	Assets/equipment registers/records	When last item in register has been disposed of + 6Yrs	Force Policy, Auditors National Archives Page 11		
Audits	Finance – internal and external	6 Years	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	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989 HMRC		
Banking Records	Fresh cheques; record of cheques paid/presented	6 Years	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989 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	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986 HMRC		
Banking Records	Reconciliation files/sheets; Daily list of paid cheques; Unpaid cheque records	6 Years	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986 HMRC		
Banking Records	Bank statements, periodic reconciliation's Bank certificates of balance	6 Years	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986 HMRC		
Banking Records	Electronic records, audit trails	4 years	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986 HMRC		
Budgets	Control year-end tabulations; End of year summaries; quarterly summaries.	6 Years	HMRC		
Budgets	Chartered Institute of Public Accountancy, estimates and actuals	Permanently	Auditors HMRC		
Cash Books/Sheets	Expenditure sheets; Cash books/sheets; Monies book	3 Years	Force Policy, Auditors, Disputes, Claims HMRC		

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

Invoices	Paid invoices (except utility invoices)	6 Years	VAT implications HMRC		
Invoices	Utility invoices	6 Years	Force Policy HMRC		
Ledger Records	General and subsidiary ledgers produced for the purposes of preparing certified financial statements or published information; Creditors' ledgers	6 Years	Force Policy HMRC		
Ledger Records	Audit sheets - ledger postings	6 Years	Force Policy HMRC		
Ledger Records	Journals - prime records for the raising of charges	6 Years	Force Policy HMRC		
Overtime Forms	Overtime forms	6 Years	Force Policy		
Payroll	Payroll records/personal record cards	6 Years	Force Policy		
Payroll	External Payroll records/personal record cards	6 Years	Force Policy		
Payroll	Pay ledger	6 Years	Force Policy		
Payroll - external	Government forms etc. Required for tax.	6 Years			
Payroll - internal	Not required for tax	6 Years			

Pension files	Police pension files (including Widows)	Until age 100			
Petty Cash	Petty cash records/books/sheets; Petty cash receipts	6 Years	VAT implications HMRC		
Postage	Postage expenditure records / franking machine records	6 Years	Force Policy HMRC		
Precept Notification	Precept charges	6 Years			
Purchase Orders - Official	Certified copies of official orders	6 Years	Force Policy HMRC		
Revenue	Revenue Estimates, summaries	6 Years	Force Policy HMRC		
Revenue Outturn	Revenue outturn	6 Years	Force Policy HMRC		
Time sheets	Time sheet registers	2 Years	Force Policy The Working Time Regulations 1998, Regulation 9		
Travel and Subsistence	Claims	6 Years	Force Policy HMRC		
Value Added Tax (VAT)	Quarterly VAT tabulations	6 Years	VAT implications HMRC		

INFORMATION

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
ACRO	Police Certificates	2 Years			
ACRO	International Child Protection Certificate (ICPC)	10 years			
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	6 years from completion		Consider risk of litigation and fines.	Consider further retention if Civil Claim may exist.
Data Processing Agreements/Contract	Data processing agreements with external organisations	Life of contract or end of agreement + 6 Years	APP Information Management - Data Protection		
Data Protection Impact Assessments	Data Protection Impact Assessments	Length of processing + 2 years	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	APP Information Management - Data Protection		
Disclosures	Freedom of Information	2 Years from disclosure or from completion of any appeal, local or ICO.	APP Information Management - Data Protection		Appeals go beyond ICO to tribunal & can go on for years, it would be safe to change this to 6 years in line with other disclosures.
Information Sharing Agreements, Protocols, Memoranda of Understanding	Copies of Information sharing protocols & Memoranda of Understanding	End of contract/agreement + 6 years			
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	Force Policy		
Business Objects Reports	Reports collated by the knowledge hub for all areas	12 months			These are reviewed and deleted if not used in 12 months
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	Force Policy		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	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 the date of award of the contract	The Public Contracts Regulations 2015, Regulation 84(9) The Utilities Contract Regulations 2006, Regulation 37 OJEU Regulations		
Contracts	Pre-Tender Documentation i.e. evaluation reports (PQQ's)	7 Years	OJEU Regulations		
Contracts	Contract Documents i.e. original tender, signed acceptance plus any variations to contract, performance notices, records of complaints, termination notices, extensions to contract	6 Years from end of contract unless it's a Deed where 12 years is necessary	Force Policy		
Correspondence - General	Correspondence from members of the public or Organisations	2 Years from final communication on topic	Force Policy		
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	Force Policy		

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.
Statistics	Various; statistics returned to the ICO. Non-Crime stats.	Retain for 2 Years (Min)			
Crimsec Reports	All annual, monthly and quarterly returns - either paper based or electronic HMIC annual statistical returns.	2 Years			
Evaluation Questionnaires	Training courses	2 Years			
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 and then for 10 Years	Force Policy		Where a claim has been made consider retaining for 10 years from resolution – for insurance policy tender and renewal purposes it is required to provide underwriters claim data for the last 10 insurance policy years
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	15 years then Review	Home Office Retention and Disposal Standards	Retention of final policy / procedure itself, not supporting developmental paperwork	Consider Operational need, Public Interest/Historical records.
Policy & Procedure	Policy documents/information relating to the formation of policy	15 years then Review	Home Office Retention and Disposal Standards	Retention of policy / procedure itself, not supporting developmental paperwork	
Press Releases	Press Office Press Releases	6 Years consider historical archive			
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 office)	Force Policy		
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		
Accidents at work	Employers Liability Claims	6 Years	CLA, Health & Safety Executive Limitations Act 1980		
Accidents at work	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	Force Policy		
Conduct Records	Records relating to the investigation of personnel who may have committed a criminal offence or behaved in a manner which would justify disciplinary proceedings	Minimum of 6 years and review in line with MoPI	APP 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.	
Complaint Records	Records relating to an expression of dissatisfaction by a member of the public about the conduct of a	6 years from end of sanction/closure of investigation (whichever is longest)	MoPI	At the discretion of the PSD records can be retained beyond 6 years where the officer/staff member has received further complaints	

	serving member of the police.			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	Force Policy		
Grievances	Equal opportunities, sexual / racial harassment	2 Years (Min)	The Employment Tribunals (Constitution and Rules of Procedure) Regulations 2013, Regulation 14		Not to be confused with discipline Internal Grievance process
Health & Safety - Audits	Audits, safety inspections	5 Years	The Management of Health and Safety at Work Regulations 1992, Regulation 5		
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	Until age 100	Force policy		
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 Records - Compressed Air	Compressed Air	40 Years from 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	Risk Assessments	12 Years after expiry or until superseded Stays on site	Regulatory Reform (Fire Safety) Order 2005/Fire Safety Order 2006	Risk assessments have replaced fire certificates, retain certificates as detailed.	
Health & Safety Records - Fire	Fire precautions and services	10 Years after issue Retain until superseded	Force Policy		
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 reports	Reports relating to individuals being injured in the execution of duty	Until age 100	Force policy		
<u>Occupational Health records</u>	All records of individuals held by Occupational Health	Until age 72 (or 6 years after leaving if later)	Injury pensions reviewed up to age 72 – Force policy	Staffordshire only (can be removed before publication)	
Service records	Records of individuals' dates of service	Until age 72 (or 6 years after leaving if later)	Injury pensions reviewed up to age 72 – Force policy	Staffordshire Only (can be removed before publication)	
Personnel Records	All other records Relating to Individuals' Service	Until age 100, consider 85yrs old for non-pay/pension records	Home Office Retention & Disposal Standards The Police Regulations 2003, Section 17		
Promotion Board Notes		1 Year			
Recruitment - Police Officers		1 Year			

Recruitment - Police and Fire Staff		1 Year			
Sickness Records	All records relating to individuals' sickness other than Occupational Health records	Until age 72			
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 (not operationally relevant)	Record of Training received by the Individual	keep until age 100	Data Protection Act 2018		
Training Records (operationally relevant)	Record of operational training received by the Individual	100 Years	MOPI 1		Not in new NPCC Schedule
Vetting	Contractor vetting	End of contract + 1 Year	Force Policy		
Vetting	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	Force Policy		
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		Consider retention for historical purposes
Child Abuse Warning Notice	CAWN documentation	Until child age 18 +6years			
Explosive Certificate		Application form - 6 Years; Control of Explosives Regs certs – 6 Years	Explosives Regulations 2014 & Force Policy		
Firearm Licensing	Licence Application Form	20 years	Directive 2017/853/EC Control of The Acquisition and possession of Weapons		
	Licence Refused	Retain until subject has reached 100 Years of age or 20 years from expiry, whichever is longer. Review every 10 years	Firearms Act 1968, APP MoPI		Retain all associated documentation obtained during decision making
	Licence Revoked				Retain all associated documentation obtained during decision making
	Dealers Licences	20 years	ACPO, Directive 2017/853/EC Control of The Acquisition and possession of Weapons		
	Certificates, Licences Inc. - Temp and visitors				
Cancelled cert Rifle Club					
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 - Police Use Form	6 Years			Consideration 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		
Licensed and Supervised Trades	Gaming licences, pedlars' certificates, betting shop files	6 Years	The Gaming Licence Duty Regulations 1991		
Liquor Licensing	N/A	10 Years then review	Licensing Act 2003, Section 115		
S136 Mental Health Act Detention Forms	S136 Mental Health Act Detention Forms	Retain in line with file or reason for recording within crime information system	MoPI		
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.
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 - Police	Taser Wires, Probes and Paper aphids	6 Years	CLA, IPCC and Discipline Cases		A Taser contains a chip that records when it was fired and for how long but does not provide evidence of distance fired.

PROPERTY

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
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	Lost and Found Property - non-prohibited items – includes cash	Found 30-day review,		No legislation covers Found Property.	These Items should be cross-check against Found property / crime exhibits and stolen property
Lost and Found Property	Lost and Found Property - Prohibited items – includes drugs and firearms	30 days		Not covered by any legislation	Prohibited items are items that cannot be returned to members of the public e.g. drugs, knives, weapons
Seized Property (Crime Exhibits)	Records of Seized property - crimed - e.g. crime exhibit cards, labels etc.	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 personnel	Will also need to pay due regards to health and safety issues, environmental concerns when storing and retaining

Seized Property (Crime exhibits)	Seized property - non crimed	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.	All forces to comply with CPIA to preserve and store any ANPR data required for investigative purposes beyond the standard 12month retention period. All data currently retained beyond 12 months, if not otherwise preserved, is to be deleted by 31 March 2018.
	Hits	1 Year			
ASBO/ Civil Injunctions and Criminal Behaviour Orders	All Civil Injunction and Criminal Behaviour Order Records	6 Years			
Bodycam / Headcam/Webcam	Non-Evidential	31 days	APP 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	MoPI	Cannabis Warnings do not have a legislative validity period. Offender should only receive one Cannabis Warning	Pentip – Retention Periods
Cautions	Custody related cautions	Case by Case			

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		
	Offence Details Inc. Offence Codes, Offence Location, Offence Date/ Time and Notice Number	6 Years	Management Information		
	Licence Details (Personal Details)	3.5 Years		Period of Endorsement – To support Operational decisions in event of further offending	
Endorsable FPN	Licence Details (Non-Personal Details)	6 Years	Management Information		Pentip – Retention Periods
	Payment Details (Transaction Details)	7 Years	Financial Transaction		

	Payment Details (Fine Registration Certificate)	7 Years	Financial Transaction		
	Payment Details (Payee Details)	7 Years	Financial Transaction		
HO/RT1	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	<p>Force Decision made at IAB on 4/12/2017 that all Master Copy Discs will now be retained in accordance with MoPI, this is effective from 1st September 2017 when a revised working process between JSSU & Force Archive was established.</p> <p>This supersedes the previous local decision made at IAB on 14/12/2010 to retain MoPI Group 1 & 2 offences for 4 years and</p>	<p>CPIA</p> <p><u>APP MoPI</u></p>		

		MoPI Group 3 & 4 offences for 2 years			
	Working Copy	1 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)	7 Years	Financial Transaction		

	Payment Details (Fine Registration Certificate)	7 Years	Financial Transaction		
	Payment Details (Payee Details)	7 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)	7 Years	Financial Transaction		
	Payment Details (Fine Registration Certificate)	7 Years	Financial Transaction		

	Payment Details (Payee Details)	7 Years	Financial Transaction		
Pocket Notebooks / CID Diaries	Officers notebooks and diaries	6 years from last entry	Force policy APP MoPI		It is recommended that entries relating to crimes that require additional 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

Authorised Professional Practice & Management of Police Information

Review Group	Offence/Record Type	Action	Rationale
Group 1			
Certain public protection matters	<ol style="list-style-type: none"> 1. MAPPA managed offenders 2. Serious offence specifies in CJA 2003 3. Potentially dangerous people 	<p>Retain until subject has reached age 100.</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. Violent offences specified in the Home Office Counting Rules (HOCR) for recording crime/National Crime Recording Standard (NCRS)</p> <p>This group also includes specified offences that are not serious offences as defined in the Criminal Justice Act 2000. Other serious offences are recorded on the PNLD.</p>	Review after an initial 10-year clear period. If subject is deemed to pose a high risk of harm, retain and review after a further 10-year clear period.	National retention assessment criteria
Group 3			
All other offences	All other offences	<p>Retain for initial 6-year clear period.</p> <p>Either review and risk assess every 5 years, or carry out time-based disposal, depending on Force Policy.</p>	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 was reported to the Police	CJA 2003
	Other offences	A minimum of 6 years	Limitation Act 1980
CRB Disclosures	Information disclosed under Part 5 of the Police Act 1997	Retain for 10 years from the date of request	CRB quality assurance framework
Intelligence Products	Targets profiles	Review according to crime type as outlined in Categories 1-3.	
	Association diagrams		
Missing Persons	Resolved	Retain for a minimum of years. Dispose of if this period has been 'clear' and there are no further indicators of risk. Retain until resolved	Limitation Act 1980
	Unresolved		
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

Appendix B – National Retention Assessment Criteria Form (NRAC)

National Retention Assessment Criteria Template

For advice on completing this form, see APP on information management

Record	<input type="text"/>	Date of review	<input type="text"/>
Review type (triggered or scheduled)	<input type="text"/>	If review was triggered explain how/why	<input type="text"/>

Retention criteria

Factors – risk or harm

Yes/No

If 'Yes' provide an explanation of how/why

1 Is there evidence of a capacity to inflict serious harm, eg, threats, violence towards partner, hate-based behaviour, predatory behaviour?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
2 Are there any concerns in relation to children or vulnerable adults?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>
3 Did the behaviour involve a breach of trust?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>

4 Is there evidence of established links or associations which might increase the risk of harm, eg, gang membership, contact with known paedophiles or other established criminal groups? Yes No

5 Is there evidence of substance misuse? Yes No

6 Are there concerns about the individual's mental state, eg, symptoms of mental illness, obsessive or compulsive behaviour, morbid jealousy, paranoia, lack of self-control? Yes No

7 Any other reasons? Yes No

Is the information under review proportionate and still necessary for a policing purpose? Yes No
Is the information under review adequate and up to date? Yes No

Outcome of review

Completed by Authorised by