

West Midlands Police

Retention Schedule
v.1.4 May 2010



Notes

This schedule applies to physical and electronic records and should be followed by all staff.

Records within corporate systems however, (such as Crimes, ICIS, Crimescan, etc) will be managed centrally in agreement with system owners and business areas.

Wherever reference is made to MoPI retention periods or crime file retention - please refer to the Force Records Management Policy for an explanation of these retention periods and how to apply them.

RETENTION & DISPOSAL SCHEDULES: EVIDENTIAL AND OPERATIONAL RECORDS						
						EoCY=End of Calendar Year
URN	INFORMATION	CATEGORY	DESCRIPTION	RETENTION PERIOD	RATIONALE / LEGISLATION	Comments & Queries
E100	Abnormal loads	Operations Support	Movement notifications	12 months (unless required as a result of an incident, in which case retain as long as required)	Civil Litigation (Limitation Act 1980)	
E110	Air Operations / Support Unit - Flight Records	Operations Support	Flight records; helicopter records	6 years	Force Policy	
E120	Air Operations / Support Unit - Videos	Operations Support	Surveillance, jobs etc	31 days or if evidential retain in line with crime file	Force Policy	
E130	Alarms	Operations Support	Burglary Alarm installations (non-police locations)	Until alarm removed plus 6 months	ACPO Policy, Civil Litigation (Limitation Act 1980)	
E140	ANPR - Hits	Operations Support	ANPR	Text data = 5 years Overview image = 2 years	NPIA ACPO ANPR standards	
E150	ANPR - Reads	Operations Support	ANPR data	Text data = 2 years Overview image = 90 days	NPIA ACPO ANPR standards	
E170	ASBOs	Local Policing	Anti social behaviour orders	6 years from expiry of order	Force Policy	
E180	Attendance at Police Stations	Custody & Criminal Justice	Records of attendance (registers, lists?)	1 month after attendance		
E190	Bail Forms	Custody & Criminal Justice	Bail forms generated from ICIS & conditional bail forms from court	6 years	Force Policy	
E195	Bodycam records	Operations Support	Recordings from bodyworn cameras	If material identified as evidential then retain in line with crime file. 31 days for all other recordings,	CPIA	
E200	Breath Testing	Operations Support	Evidential breath procedures; breath machine log etc; calibration /certification of the station Intoximeter machine by a qualified engineer	life of machine being calibrated + 1 year	Force Policy	
E210	Breath Testing	Operations Support	Local test records for hand held road side breath test machines. Usually done weekly by a clerk.	6 months	Non-evidential	
E220	Breath Testing	Operations Support	Statistical returns - depersonalised information provided to Home Office on a regular basis.	6 months	Long enough to fulfil the return, then dispose	
E230	Breath Testing	Operations Support	Breathalyser tests / evidential breath test printouts / part of prosecution file	6 years	Force Policy, Civil Litigation	
E250	Calls for Police Assistance / Call Management Records	Operations Support	Decision logs, incidents logs etc	Dependant on MoPI group of incident or in line with crime file. 6 years if no offence has taken place	MoPI, Civil Litigation	
E260	Caution paperwork	Custody & Criminal Justice	ICIS generated forms signed by PIC & Inspector for caution, reprimand, final warning	6 years	ACPO DPCP; ACPO Retention Guidance on PNC 2006	
E270	CCTV	Custody & Criminal Justice	Closed Circuit Television Tapes . Video tapes/DVDs produced by any CCTV system used by a force e.g. custody	31 days or if required evidentially relevant parts burned to DVD and retained as per MoPI	Force Policy /Civil Litigation / MoPI if appropriate	
E280	CCTV	Crime	Closed Circuit Television Tapes . Video tapes not owned by a force but needed for evidential purposes	Retain in line with crime file	Should be copied if possible and a suggestion made to the owner of the tape to keep it in case of a civil claim	

				NOT PROTECTIVELY MARKED		EoCY=End of Calendar Year
URN	INFORMATION	CATEGORY	DESCRIPTION	RETENTION PERIOD	RATIONALE / LEGISLATION	Comments & Queries
E300	CID Diaries	Crime	CID Diaries	6 years	CPIA, MoPI	
E330	Collisions	Operations Support	Road Traffic Collisions - Injury and/or damage and/or police vehicles involved	6 years	Road Traffic Act 1988	
E340	Collisions	Operations Support	Road Traffic Collisions - Fatal (no criminal offences involved)	6 years or end of actioned process plus 6 years	Road Traffic Act 1988	
E350	Collisions	Operations Support	Criminal offences involved - i.e. dangerous driving, causing death by dangerous driving, careless driving, etc	Retain in line with crime file	Road Traffic Act 1988	
E360	Collisions	Operations Support	Road Traffic Collisions - children involved (under the age of 18)	Until child reaches 21 years of age	Force Policy	
E400	Command & Control Logs	Operations Support	Command & Control Logs	Dependant on MoPI group of incident or in line with crime file. 6 years if no offence has taken place	Civil Litigation Limitation Act 1980)	
E410	<i>Coroner see Deaths</i>					
E420	Counterfeit Currency	Crime	Counterfeit Currency forms	6 years	Force Policy	
E430	Court Files	Custody & Criminal Justice	Court Files / Prosecution Files. Info provided to CPS for purpose of prosecution. Note that this is a subset of Crime Files	Retain in line with crime file	CPIA / MoPI	
E440	Court Files	Custody & Criminal Justice	Non-crime court files	3 years or length of sentence - whichever is longer		
E445	Court Orders	Custody & Criminal Justice	Court orders for alcohol reduction, disqualified drivers, etc	12 months following expiry of order	Force Policy	
E450	Court Results	Custody & Criminal Justice	Court results listings from Magistrates' Courts	1 year		
E460	Crime Records/Case Papers	Crime	Crime reports, statement etc	As per MoPI Group - see Records Management Policy	CPIA, RIPA, Civil Litigation, MoPI	
E480	CS Gas Records	Operations Support	Issue / disposal / discharge	6 years	Force Policy	
E490	Custody Records - paper	Custody & Criminal Justice	Paper custody records - completed when ICIS goes down	Retain in line with crime file, 6 years if no crime file	CPIA, MoPI	
E495	Daily Tasking	Local Policing	Printouts of daily tasking sheets	12 months	Force Policy	
E500	Deaths	Crime	Sudden death - coroners' reports, inquests (Police papers only)	6 years	Force Policy/Historical	
E530	Doctors Visits Records	Custody & Criminal Justice	Doctors visits and examination records (police forms as completed by doctor, not doctor's own notes)	6 years	Force Policy	
E540	Dog Bites	Operations Support	Dog bites register	6 Years NOT PROTECTIVELY MARKED	Force Policy, Civil Litigation (Limitation Act 1980)	

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URN	INFORMATION	CATEGORY	DESCRIPTION	RETENTION PERIOD	RATIONALE / LEGISLATION	Comments & Queries
E550	Dogs - Dangerous	Crime	Dangerous Dogs/Worrying livestock investigation records/complaints	6 years	Civil Litigation	
E570	Dogs - Police Dogs	Operations Support	Individual Police dogs files (includes bites records / register)	6 years after dog no longer in service	Force Policy, Civil Litigation (Limitation Act 1980)	
E590	<i>Drink Driving - see Breath Testing</i>					
E600	Driving Licence	Crime	Driving Licence production register	1 year from last entry		
E610	Drug Files	Crime	Files relating to drug seizures	6 years	CPIA, Civil Litigation	
E611	Drying Cabinet Logbooks (FSI's)	Crime	Description of exhibits and action taken regarding drying cabinet	30 years	CPIA	
E612	DSS information	Local Policing	Information received from the DSS regarding address details etc	Information must be inputted into the appropriate system and the original paperwork retained for 12 months	Force Policy	
E615	Encounters forms	Operations Support	Paper copies of encounter (stop and search) forms	2 months	Force Policy (48/2006)	
E630	Exhibits	Crime	Physical exhibits	Convicted = length of sentence or 12 months (whichever is longer) Unconvicted MoPI group 1 = 50 years All others = when the SIO has confirmed there are no further lines of enquiry and the investigation is closed	MoPI	
E640	Explosive Certificates	Operations Support	Explosive certificate records (including cancelled certificates)	Application form - 6 years; Control of Explosives Regs certs - 3 years from date of expiry	Force Policy	Certificates valid for 3 years
E635	Fingerprint files	Crime	Files for court detailing fingerprint evidence	Convicted = length of sentence or 12 months (whichever is longer) Unconvicted MoPI group 1 = 50 years Unconvicted group 2 = 5 years Unconvicted group 3 = when the SIO has confirmed there are no further lines of enquiry and the investigation is closed		
E650	Fingerprint and Palm Prints	Crime	Offenders fingerprints, palm prints	Until Person reaches age 100	ACPO, Criminal Records Policy	
E670	Fingerprint Files - Serving Officers and staff	Crime	Prints of serving officers and staff	Retain for duration of service	Home Office Regs, MoPI	
E700	Firearms Register	Operations Support	Issue / disposal / discharge / return	No incidents - 2 years after last entry If firearm involved in incident - copy & retain relevant parts for 6 years	Force Policy	
E710	Firearms Licensing	Operations Support	Licence application forms	6 years		
E720	Firearms Licensing	Operations Support	Dealers licences / certificates	Until superseded, surrendered or until death	ACPO, Firearms Act 1968	

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URN	INFORMATION	CATEGORY	DESCRIPTION	RETENTION PERIOD	RATIONALE / LEGISLATION	Comments & Queries
E730	Firearms Licensing	Operations Support	Firearms / shotgun certificates / licences / rifle club certificates. Including temporary / visitors	Until surrendered / cancelled plus 6 years	ACPO, Firearms Act 1968	
E740	Firearms Licensing	Operations Support	Refused or revoked certificates	Retain until subject has reached 100 years of age.	Firearms Act 1968, MoPI	
E750	Firearms Operations Records	Operations Support	Recce packages, Gold /Silver / Tactical Advisors documents and briefing records (tape, DVD, OHP sheets)	Recce Packages - length of conviction or 12 months from end of investigation (whichever is longer), Gold / Silver / Tactical Advisor docs = length of conviction or 6 years from conclusion (whichever is longer), Briefing DVDs / tapes = 1 year from date of operation or if there is a likelihood of civil action (i.e. weapons discharged, damage caused, injuries sustained), retain for 6 years	CPIA	
E800	Firearms/Weapons - used in a crime	Operations Support	Any weapons used in a crime	Retain in line with crime file	CPIA	
E810	Fixed Penalty Tickets - Disorder	Crime	Public order offences	6 years	Civil Litigation (Limitation Act 1980), Force Policy	
E820	Fixed Penalty Tickets - Endorsable	Crime	Endorsable fixed penalty tickets	6 years (if scanned into a Force system - can dispose of paper copy after 1 year)		
E830	Fixed Penalty Tickets - Non Endorsable	Crime	HO/RT1s and VDRS	6 years (if scanned into a Force system - can dispose of paper copy after 1 year)	Civil Litigation (Limitation Act 1980), Force Policy	
E840	Fixed Penalty Tickets - Camera detected Offences	Crime	Films, videos, DVDs and associated papers	6 years	Force Policy	
E845	Flints Packages	Crime	Details of forensic matches & printouts from Flints	3 years	Force Policy	
E850	Foreign Nationals	Crime	Foreign Nationals Registration; Register or change of details; Landing cards. Asylum seekers, naturalisation enquirers, temporary workers etc	6 years	Immigration Act. Force Policy	
E855	Forensic Scene Investigator files	Crime	Records of forensic evidence recovered at scene, case paperwork etc	Retain in line with crime file	CPIA, MoPI	
E890	ID Parades - DVD / Video & associated paperwork	Custody & Criminal Justice	Identification Parades, vidoes, DVDs, associated paperwork	Retain in line with crime file	CPIA, Civil Litigation, Appeals	
E895	Intelligence - 391 forms (historical - pre-IMS)	Intelligence	Paper intelligence logs completed prior to IMS	If these have already been sifted through and inputted on IMS where appropriate they may be destroyed. If not, consider inputting information relating to MoPI group 1 offences & individuals.	Force Policy	
E900	Intelligence - general	Intelligence	General intelligence not linked to any nominal	6 years	CPIA, MoPI	
E910	Intelligence profiles	Intelligence	Target profiles, subject profiles, problem profiles	3 years		
E920	Interview Tapes	Custody & Criminal Justice	Suspect taped interviews (Master Copy)		CPIA	
E930	Interview Tapes	Custody & Criminal Justice	Suspect taped interviews (Working Copy)	After conclusion of criminal proceedings/investigation	Force Policy	

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URN	INFORMATION	CATEGORY	DESCRIPTION	RETENTION PERIOD	RATIONALE / LEGISLATION	Comments & Queries
E960	Licensed & Supervised Trades	Operations Support	Gaming licences, pedlars certificates, betting shop files	3 years from expiry of license/certificate	Force Policy, Licence objections	
E970	<i>Licensing see Firearms, Liquor, Licensed and supervised trades</i>					
E980	Liquor Licensing	Operations Support	Liquor licences; reports; premises files	3 years from expiry of license/certificate	Force Policy, Licence objections	
E1000	Major Incidents	Operations Support	Major Incidents: train or air crashes etc	25 years then review for historic retention	Judicial Inquiry, Civil Litigation (Limitation Act 1980)	
E1005	Major Incident Planning	Operations Support	Operational orders, plans, contingency plans, business continuity plans (see also Major Incidents). Includes supporting / developmental documentation	25 years and review. Events of historical interest to be transferred to Police Museum for permanent retention	Force Policy	
E1010	Missing Persons	Crime	Found Cases	Retain for 6 years from date located, destroy if no relevant concerns have been raised in this period and there are no further risks	Civil Litigation (Limitation Act 1980), ACPO Guidance on Missing Persons, MoPI	
E1020	Missing Persons	Crime	Outstanding Cases	Retain indefinitely	MoPI	
E1025	Non-crime files	Crime	Files relating to non crime incidents	Minor road traffic offences = 3 years Drunk and disorderly = 3 years Prostitution = 6 years Anti-social behaviour = 6 years Harassment = 6 years Hate incident non-crime = 6 years Non-crime domestic violence = 10 years Vulnerable adult incidents = 10 years Non-crime child abuse = 50 years	Force policy - 3 years for supposed 'victimless' incidents, 6 years where there are victims, 10 years for domestic non crime incidents, 50 years for all child abuse related incidents due to the potential for future serious incidents	
E1030	Notable Events (<i>see also Major Incidents</i>)	Operations Support	Historical Events e.g. Industrial Actions/ National Strikes / major incidents	25 years and review. Events of historical interest to be transferred to Police Museum for permanent retention	Force Policy	
E1040	Operational Orders	Operations Support	Operational Orders - not for major incidents	6 years from date of operation (if enquiry or civil / criminal action ongoing as a result of operation - retain for 6 years from conclusion)	Force Policy	
E1050	Photographs: Negatives of photographs produced for the force	Crime	Photographs: Negatives of photographs produced for the force	Murders, rapes, section 18 woundings = retain for 50 years Suspicious Deaths - 6 years Everything else - 4 years	CPIA	
E1060	Photographs: Scenes of crimes	Crime	Photographs taken at scenes of crimes; DVDs, Videos, CDs etc	As per crime file	CPIA	
E1065	PIC sheets	Custody & Criminal Justice	ICIS generated forms signed by PIC at various intervals	6 years	Civil Litigation	
E1070	Pocket Note Books	Crime	Pocket Note Books	7 years after latest entry (evidential material should either be retained with the relevant crime papers for the same amount of time or photocopies made)	CPIA, MoPI	Any information relevant to an investigation should be recorded elsewhere in the crime papers. If a pocket book is lodged as a production it must be regarded as such until the conclusion of proceedings and retained for the same length of time as the crime file
E1080	Professional Standards Investigations	Professional Standards	Case papers	Retain for min 6 years then review, if still deemed relevant retain for another 5	Force Policy	
E1090	Public Protection Unit records	Crime	392's, vulnerable adult files, Domestic Abuse & Child Abuse referrals etc	Domestic violence = 10 years Vulnerable adults = 10 years Child abuse = 50 years	MoPI, CPIA, Force Policy	
E1100	Premises Searched Logs	Crime	Premises Searched Records	As per crime file or in line with MoPI group for suspected offence where no crime file exists	RIPA, Civil Litigation	

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URN	INFORMATION	CATEGORY	DESCRIPTION	RETENTION PERIOD	RATIONALE / LEGISLATION	Comments & Queries
E1115	Problem profiles	Intelligence	Profiles for problem individuals, locations or offending	3 years	Force Policy	
E1120	Property - Auction	Operations Support	Auction records	6 years	Force Policy	
E1130	Property - Detained	Crime	Detained property records / seized property	Dependant on MoPI group & whether offender has been convicted - see Records Management Policy	CPIA, P17 Policy & Procedure Manual	
E1135	Property - disposal of drugs forms	Crime	Forms used to confirm drugs handed over to Corporate Services for destruction	12 months	Force Policy	
E1140	Property - form WG586	Crime	Forms for use where an individual confirms they have received an item of property back from the force	6 years	Force Policy	
E1150	Property - Lost and Found Items	Crime	Found Property	4 weeks, then 2 weeks where finder can claim - dispose of after 6 weeks	P18 Policy & Procedure Manual	
E1190	<i>Prosecution Files / see Court Files</i>					
E1210	Road Search	Operations Support	Road check authority and records. Vehicles stopped at road checks	2 years		
E1230	Royal Visits	Operations Support	Operation Orders, notifications for Royals, VIPs etc. Includes supporting / developmental documentation	10 years and review. Events of historical interest to be considered for permanent retention	Force policy	
E1240	<i>RTC see Collisions</i>					
E1280	<i>SOCO Files see Forensic Scene Investigator files</i>					
E1290	<i>Stop and Search see Encounters forms</i>					
E1295	Subject Profiles	Intelligence	Printouts and summaries of information about known offenders	3 years	Force Policy	Although this provides a very useful summary of what is known about an individual, it may go out of date very quickly if further information comes to light, so should be used with caution if over 3 years old
E1300	Subscriber Check Records	Intelligence	Subscriber requests	Retain in line with crime file or 6 years if no crime file	RIPA	
E1310	Surveillance	Crime	Test Purchases - Covert Surveillance; Authorities, video/DVD evidence, surveillance forms etc	Retain in line with crime file or in accordance with MoPI group of suspected offence	RIPA, CPIA, DPA, MoPI	
E1311	Tactical Assessments	Intelligence	Intelligence assessments	3 years		
E1315	Target Profiles	Intelligence	Information about target individuals	3 years	Force Policy	Although this provides a very useful summary of what is known about an individual, it may go out of date very quickly if further information comes to light, so should be used with caution if over 3 years old
E1320	Traffic Orders	Operations Support	Speed Limit Orders; Width/Weight Restriction Orders; Waiting Restriction Orders	Permanently	Civil Litigation, Appeals, Force Policy	
E1330	Vulnerable Adults	Crime	Vulnerable Adult paperwork	10 years minimum (retain longer if individual still at risk) NOT PROTECTIVELY MARKED	Force Policy	

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URN	INFORMATION	CATEGORY	DESCRIPTION	RETENTION PERIOD	RATIONALE / LEGISLATION	Comments & Queries
E1370	Video Interviews (Child / vulnerable adult)	Custody & Criminal Justice	Could be victim, witness, suspect, offender	Retain in line with crime file (6 years if no crime file)	CPIA, DPA, MoPI, Civil Litigation	
E1375	WA165 & information sharing requests	Local Policing	Requests for information from other agencies & details of what was shared	6 years. If all the details are recorded electronically (l.e. details of what was shared with who, why & who authorised it) retain for 12 months	Force Policy	
E1380	Warrants - executed	Custody & Criminal Justice	All warrant records and associated documents	6 years	Force Policy	Outstanding warrants must be retained until they are executed or withdrawn, and then for the relevant time period
E1390	Warrants - withdrawn	Custody & Criminal Justice	All warrant records and associated documents	3 years	CPIA	Outstanding warrants must be retained until they are executed or withdrawn, and then for the relevant time period
E1400	Webcam	Crime	Tapes, DVDs etc	If material identified as evidential then retain in line with crime file. 31 days for all other recordings,	Force Policy /Civil Litigation / ACPO Guidnace / MoPI if appropriate	

HR records

URN	INFORMATION	CATEGORY	DESCRIPTION	RETENTION PERIOD	RATIONALE / LEGISLATION	Comments & Queries
H100	Occupational Health	Personnel	Medical records, appointments, doctors reports etc	Until individual reaches 100 years of age	HSE guidelines recommend age 100 as people are living longer	
H200	Personnel	Personnel	Personal Files all records, PDRs, career history, training records, personnel data as relate to pay and pension; etc	Until individual reaches 100 years of age	Force Policy	
H300	Vetting	Personnel	Successful Applicants	6 years after individual leaves the Force	ACPO Vetting policy	Retain vetting records for 1 year following death
H301	Vetting	Personnel	Unsuccessful Applicants	6 years	ACPO Vetting policy	
H302	Vetting	Personnel	Non-police Personnel	1 year following completion of contract	ACPO Vetting policy	

RETENTION & DISPOSAL SCHEDULES: CORPORATE RECORDS

URN	INFORMATION	CATEGORY	DESCRIPTION	MINIMUM <i>RECOMMENDED</i> RETENTION (from closure)	RATIONALE / LEGISLATION	Comments	SMART Category Index
C100	Accidents at work	Human Resources	Accident report forms	6 yrs	Civil Litigation (Limitation Act 1980), Health & Safety Executive		160
C110	Accidents at work	Human Resources	Employers Liability Claims	6 yrs	Civil Litigation (Limitation Act 1980), Health & Safety Executive		160
C120	Accidents at work	Human Resources	Reportable injuries, diseases and dangerous occurrence	6 yrs	Civil Litigation (Limitation Act 1980), Health & Safety Executive		160
C130	Accounts	Finance	Receivable accounts	6 years	Auditors		150
C140	Accounts	Finance	Final accounts tabulations	Permanently	Auditors		150
C150	Accounts	Finance	Statements of accounts rendered and payable; accounts outstanding and outstanding orders	EoFY + 3			
C160	Animals - Lost and Found Forms	Corporate	Lost and Found Animal Forms / registers	2 years	Force Policy		
C170	Animals & Agriculture	Corporate	Diseases of animals, Protection of animals, Veterinary issues	3 years	Force Policy		
C180	Animals & Agriculture	Corporate	Fox Hunting	6 years	Force Policy		
C190	Annual Leave Records	Human Resources	Annual leave records	2 yrs	ACPO		160
C200	Annual Reports	Corporate	Chief Constable's	Permanently	Historical/Public interest	Further Guidance on Historic Records being developed.	
C210	Armed Forces	Corporate	Correspondence, documentation relating to Military Forces	3 years	Force Policy		
C220	Assets	Finance	Assets/equipment registers/records	When last item in register has been disposed of + 6yrs	Force Policy, Auditors		150
C230	Audits	Finance / Corporate	Audit reports - HMIC, Finance - internal and external; security; H&S ...	EoCY + 1	Force Policy, Auditors		130

RETENTION & DISPOSAL SCHEDULES: CORPORATE RECORDS

URN	INFORMATION	CATEGORY	DESCRIPTION	MINIMUM <i>RECOMMENDED</i> RETENTION (from closure)	RATIONALE / LEGISLATION	Comments	SMART Category Index
C240	Audits - HMIC	Corporate	Audit reports by HMIC	EoCY + 1 (once AFIs are complete)	Force Policy	HMIC owned	
C250	Awards	Corporate	Documentation re Honours, gallantry, commendations, long service, MBE citations etc	Permanently	Historical/Public interest	Further Guidance on Historic Records being developed.	
C260	Banking Records	Finance	Cheque book/butts for all accounts; Dishonoured cheques; Stoppage of cheque payment notices; Record of cheques opened books; Cheque registers	EoFY + 3	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989		150
C270	Banking Records	Finance	Fresh cheques; record of cheques paid/presented	EoFY + 3	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989		150
C280	Banking Records	Finance	Bank deposit books/slips/butts; Bank deposit summary sheets; Summaries of daily banking; Cheque schedules; Register of cheques lodged for collection	EoFY + 3	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989		150
C290	Banking Records	Finance	Reconciliation files/sheets; Daily list of paid cheques; Unpaid cheque records	EoFY + 3	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989		150
C300	Banking Records	Finance	Bank statements, periodic reconciliation's Bank certificates of balance	EoFY + 6	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989		150
C310	Banking Records	Finance	Electronic records, audit trails	Dispose in line with paper records unless stated	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989		150
C320	Budgets	Finance	Control year-end tabulations; End of year summaries; quarterly summaries.	EoFY + 6			150
C330	Budgets	Finance	Chartered Institute of Public Accountancy, estimates and actuals	Permanently	Auditors		150
C340	Buildings	Estates	H&S files; H&S plans	30 years or until disposal of property			
C350	Campaigns	Corporate	Campaigns - plans, briefs final documents	6 yrs then review	Force Policy		
C360	Cash Books/Sheets	Finance	Expenditure sheets; Cash books/sheets; Monies book	EoFY + 6	Force Policy, Auditors, Disputes, Claims		150
C370	Central Stores Requisitions	Finance	Purchase orders	EoFY + 3	Force Policy, Auditors, Disputes, Claims		150

RETENTION & DISPOSAL SCHEDULES: CORPORATE RECORDS

URN	INFORMATION	CATEGORY	DESCRIPTION	MINIMUM <i>RECOMMENDED</i> RETENTION (from closure)	RATIONALE / LEGISLATION	Comments	SMART Category Index
C380	Ceremonial, official openings, dedications	Corporate	Force ceremonials, openings, events etc	Permanently	Force Policy, Historical	Further Guidance on Historic Records being developed.	
C390	<i>Claims against the force see Litigation against the force</i>						
C400	Committee - ACPO	Corporate	ACPO conferences, minutes and agendas	5 yrs	Force Policy/Administrative need		130
C410	Committees - Police Authority	Corporate	Others	5 yrs	Force Policy/Administrative need		130
C420	Committees - County Council	Corporate	Agendas and Minutes for Committees other than Major Incident Planning Committees/Groups	5 years	Force Policy/Administrative need		130
C430	Committees - Force	Corporate	Chief Officer meetings: agendas and minutes	5 yrs	Force Policy, Historical	Further Guidance on Historic Records being developed.	130
C440	Committees - Force	Corporate	Senior Management Meetings: agendas and minutes	5 years	Force Policy/Administrative need		130
C450	Committees - Others	Corporate	Agendas & minutes from outside agencies	5 years	Force Policy/Administrative need		130
C460	Committees - Police Authority	Corporate	Main Committee agendas and minutes	Permanently	Force Policy, Historical	Further Guidance on Historic Records being developed.	130
C470	Committees - Staff Associations and Clubs	Corporate	Agendas & minutes	5 yrs	Force Policy/Administrative need		130
C480	Complaints against Police and Police Staff	Corporate	Misconduct and complaint files (all documents)	6 yrs	Force Policy, Civil Litigation (Limitation Act 1980)		120 & 130
C490	Contingency Planning	Corporate	Planning and Policy matters; meetings	25 years then review	Force Policy, Health & Safety Executive, Civil Litigation		100
C500	Continuous Improvement Reviews	Corporate	Performance indicators & all associated spreadsheets and statistics relating to their production. Best Value Reviews	6 yrs	Force Policy		130
C510	Contractors	Corporate	Approved list of contractors	Update as approved or removed from list			

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C520	<i>Contracts (see Procurement)</i>	Corporate					
C530	<i>Copyright See Photocopying</i>						
C540	Correspondence - General	Corporate	Correspondence from members of the public	2yrs unless civil litigation a possibility, then 6 yrs	Force Policy		
C550	Correspondence - Internal	Corporate	Between stations, depts, staff etc.	7 years			
C560	Creditors	Finance	Creditors history records, lists and reports	EoFY + 3			
C570	Crime Statistics	Corporate	Various; see also Crimsec, Scorecards	Key official summary stats = permanent. Calculations, scorecards, local internal management stats = EoCY + 1			
C580	Criminal Injuries Compensation Authority Claims (<i>see also Litigation against the force</i>)	Corporate	Claims by persons injured	6 yrs	Civil Litigation (Limitation Act 1980)		
C590	Crimsec Reports	Corporate	All annual, monthly and quarterly returns - either paper bases or electronic HMIC annual statistical returns. See also Crime Stats, Scorecards	EoCY + 1	Force Policy, Historical	Further Guidance on Historic Records being developed.	170
C600	Debtors	Finance	Debtors records and invoices, debit notes, invoices paid or unpaid etc	3 years			
C610	Discipline Records	Human Resources	Misconduct and complaints - Police Officers	6 yrs	Police Regulations 2003 (sect 15); Force Policy; Civil Litigation (Limitation Act 1980); MoPI		160
C620	Discipline Records	Human Resources	Misconduct and complaints - Police Officers	6 yrs	Police Regulations 2003 (sect 15); Force Policy; MoPI		160
C630	Discipline Records	Human Resources	Misconduct and complaints - Police Staff	6 yrs	Force Policy; MoPI		160
C640	<i>Disclosures see also Freedom of Information; Data Protection Subject Access; Information Sharing</i>						
C650	Duty Records	Finance	Duty records/registers	6 years	Civil Litigation (Limitation Act 1980)		160

RETENTION & DISPOSAL SCHEDULES: CORPORATE RECORDS

URN	INFORMATION	CATEGORY	DESCRIPTION	MINIMUM <i>RECOMMENDED</i> RETENTION (from closure)	RATIONALE / LEGISLATION	Comments	SMART Category Index
C660	Employment Cost	Finance	Cost of employment	6 years			
C670	Employment Tribunals	Human Resources	Employment Tribunal records and files	6 years	Civil Litigation (Limitation Act 1980)		160
C680	Enquiries - General	Corporate	Correspondence from members of the public		Force Policy		
C690	Equipment and Supplies	Corporate	Correspondence relating to uniform, stationery, computer equipment, Airwave, phones, maintenance logs etc	6 years	Force Policy		160
C700	Equipment and Supplies	Corporate	Personal protective equipment supplied, maintenance logs etc	6 years			
C710	Evaluation Questionnaires	Human Resources	Training Course evaluation questionnaires	2 years	Force Policy		160
C720	Events - see Public Events						
C730	Expenditure Records	Finance	Creditors' history records; lists/reports	6 years	VAT implications		150
C740	Expenditure Records	Finance	Statements of accounts outstanding; outstanding orders; statements of accounts - rendered payable	EoFY + 6	Force Policy		150
C750	Expenses	Finance	Mileage/travel and subsistence - claims and authorisation; Credit Card statements and receipts	EoFY + 6	Taxes Management Act 1970		
C760	Financial Working Papers	Finance	Closing Papers; estimates working papers (including spreadsheets); grants working papers (or until completion of audit)	EoFY + 6	Force Policy, Auditors		150
C770	Fire Certificates	Corporate	Fire certificates relating to police buildings	Life of the building	Fire Precautions Act 1971 as amended by the Fire Precautions (Workplace) (Amendment) Regulations 1999, SI 1999 No 1877		180
C780	Fire Tests	Corporate	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		180
C790	Force Newspaper	Corporate	Force newspaper	Permanent	Force Policy, Historical	Further Guidance on Historic Records being developed.	130

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URN	INFORMATION	CATEGORY	DESCRIPTION	MINIMUM <i>RECOMMENDED</i> RETENTION (from closure)	RATIONALE / LEGISLATION	Comments	SMART Category Index
C800	Grievances	Human Resources	Equal opportunities & Sexual/racial harassment etc reports and statements. Not just about people). Not to be confused with Discipline.	2 years	Force Policy		160
C810	Health & Safety - Audits	Corporate / Estates	Audits, safety inspections	5 years	No legal requirement to keep audit reports but the Management of Health & Safety at Work Regs 1999 refer to monitoring, review and risk assessments which are likely to	HSE Guidance: L21 Management of health and safety at work ISBN 978071762489	
C820	Health & Safety Records	Human Resources	Accidents Book (form BI 510)	3 years from date of last entry	Social Security (Claims and Payments) Regs 1979	HSE Guidance: Info supplied by Industrial Injuries Unit for DWP	
C830	Health & Safety Records	Human Resources	Accident Report Forms: Forms F2508 (accidents and dangerous occurrences): Form F2058A (diseases)	3 years from date of event	RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regs 1995, Regulations 3 and 5	HSE Guidance: L73 A Guide to RIDDOR ISBN 9780717662906	160
C840	Health & Safety Records	Human Resources	Records where exposure may lead to disease many years later	40 years	Approved Code of Practice to the Control of Substances Hazardous to Health Regs 2002 - Regulation 11(3)Schedule 9 - Special provision relating to biological agents	It is good practice to offer individual employees a copy of their health records when they leave the Force. The health record should not contain confidential clinical data. Employers must keep these health records for at least 40 years. They may be kept in any format e.g. on paper or electronically. Where records are kept electronically, the Force should ensure that they have a suitable back-up system that allows access to copies of the records in the event of serious computer failure	160
C850	Health & Safety Records - Air Monitoring	Human Resources	Air monitoring - lead	5 years	ACPO, Force Policy, Control of Lead at Work Regulations 1980 Reg 9(5)	Copy of report to be placed on Personal file of staff exposed	160
C860	Health & Safety Records - Asbestos	Human Resources	Asbestos Records of those exposed to asbestos	40 years	Control of Asbestos at Work (Amendment) Regulations 1992, SI 1999 No 3068	Personal files to be kept until death	160
C870	Health & Safety Records - Asbestos	Estates	Asbestos inspections and building records	Removal of asbestos + 5 years or subsequent inspection + 5 years	Control of Asbestos at Work (Amendment) Regulations 1992, SI 1999 No 3068 / Approved Code of Practice for the Control of Asbestos at Work regulations 2002		
C880	Health & Safety Records - Awareness Records	Human Resources	Health and safety awareness records	5 years	No legal requirements to keep such records		160
C890	Health & Safety Records - Biological Agents	Human Resources	List of employees exposed to group 3 & 4 biological agents	10 years from last exposure	Control of Substances Hazardous to Health Regulations 2002 – Reg 7(10) – Special provision relating to biological agents	See note under C76	160
C900	Health & Safety Records - Buildings	Human Resources / Estates	Buildings	Lifetime of building	The Construction (Design and Management Regs) 1994	Refers specifically to the health and safety file for the building	160
C910	Health & Safety Records - Compressed Air	Human Resources	Compressed Air	40 years	Compressed Air Regulations 1996		160
C920	Health & Safety Records - Exposure to Lead	Human Resources	Exposure to Lead	40 years	ACPO, Force Policy, Control of Lead at Work Regulations 1980		160

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URN	INFORMATION	CATEGORY	DESCRIPTION	MINIMUM <i>RECOMMENDED</i> RETENTION (from closure)	RATIONALE / LEGISLATION	Comments	SMART Category Index
C930	Health & Safety Records - Exposure to Lead	Human Resources	Maintenance control measures	5 years from date of entry	Control of Lead at Work Regulations 1980 Reg 8(4)		
C940	Health & Safety Records - Fire	Estates	Fire Certificates	Until superseded	Fire Precautions Act 1971 as amended by the Fire Precautions (Workplace) (Amendment) Regulations 1999, SI 1999 No 1877		
C950	Health & Safety Records - Fire	Estates	Fire precautions and services	10 yrs after issue	Fire Precautions Act 1971 as amended by SI 1999 No 1877		
C960	Health & Safety Records - Incident Reports	Human Resources	Incident Reports	6 years after incident or if claim is made, 6 years after claim is settled	Provision and Use of Work Equipment Regs 1992, Civil Litigation		160
C970	Health & Safety Records - Inspections Reports	Human Resources	Inspections Reports	5 Years	Regulation 4 of the Management of Health and Safety at Work Regulations 1992		160
C980	Health & Safety Records - Ionising Radiation equipment	Human Resources	Examination of respiratory protective equipment and passbook	5 years after last use	The Ionising Radiations Regulations 1985		
C990	Health & Safety Records - Ionising Radiations	Human Resources	Ionising radiations health records	50 years from date of last entry	The Ionising Radiations Regulations 1985		160
C1000	Health & Safety Records - Medical Reports	Human Resources	Medical Reports	40 years	Control of Substances Hazardous to Health Regulations 2002 – Reg 11 – Health surveillance of employees who are, or are liable to be, exposed to a substance	See note under C76	160
C1010	Health & Safety Records - Portable Appliance Testing	Estates	Records of tests	Lifetime of equipment	Ne legal requirement	HSE suggest that keeping records is helpful if there is a lot of electrical equipment to keep track of and also helps when reviewing maintenance procedures	
C1020	Health & Safety Records - Risk Assessments	Human Resources	Risk Assessments	Current + 10 years	Regulation 3 of the Management of Health and Safety at Work Regulations 1992 (EC Directive 89/381/EEC) SI 1992 No 2051		160
C1030	Historic Files	Corporate	Historic files identified from any other records. See notes	Permanently	Force Policy, Historical	Further Guidance on Historic Records being developed.	
C1040	HMIC Annual Reports	Corporate	HMI Annual Reports	Permanently	Force Police, Historical		130
C1050	HMIC Inspection Reports	Corporate	Inspection Reports; Thematic Inspection Reports; HMIC Audit reports	6 years	Force Police, Historical		130
C1060	Home Office Circulars	Corporate	Home Office Circulars, reports, related documentation	Permanently	Force Policy, Historical	Circulars for 2003 onwards are available on HomeOffice.gov.uk	170

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C1070	Income Generation	Corporate	Income generation, sponsorship	6 years	Force Policy		
C1080	Information Sharing Agreements, Protocols, Memoranda of Understanding	Corporate	Copies of Information sharing protocols & Memoranda of Understanding	All versions retained until 10 years after agreement ceases.	Force Policy	Similar to a Procedure	
C1090	Information Technology	Information Communications & Technology	Computers, hardware, software licences etc	6 years	Force Policy		180
C1100	Information Technology - Back Up Tapes	Information Communications & Technology	Back up tapes	TBA	Force Policy	Further Guidance being developed	
C1110	Injury on Duty Forms	Human Resources	Details of all injuries on duty	6 years	Force Policy		160
C1120	Insurance Policy Documents	Corporate	Fidelity Guarantee	10 years; superseded + 10 years	Force Policy		150
C1130	Insurance Policy Documents	Corporate	Liability and Aviation	10 years; superseded + 10 years	Force Policy		150
C1140	Insurance Policy Documents	Corporate	Motor	10 years; superseded + 10 years	Force Policy		150
C1150	Insurance Policy Documents	Corporate	Personal Accident and travel	10 years; superseded + 10 years	Force Policy		150
C1160	Insurance Policy Documents	Corporate	Professional Indemnity	10 years; superseded + 10 years	Force Policy		150
C1170	Insurance Policy Documents	Corporate	Property and Engineering	10 years; superseded + 10 years	Force Policy		150
C1180	Insurance Policy Documents	Corporate	Employers' Liability Insurance Certificates	40 years	Employers' Liability (Compulsory Insurance) Regs 1998		
C1190	Internal Inspection Reports	Corporate	Force Self Assessments / Internal Improvement Inspections	6 years			
C1200	Interviews with police officers	Corporate	Statements taken by solicitors etc	6 years			

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URN	INFORMATION	CATEGORY	DESCRIPTION	MINIMUM <i>RECOMMENDED</i> RETENTION (from closure)	RATIONALE / LEGISLATION	Comments	SMART Category Index
C1210	Invoices	Finance	Paid invoices (except utility invoices)	EoFY + 6 years	VAT implications		150
C1220	Invoices	Finance	Utility invoices	EoFY + 3 years	Force Policy		150
C1230	Ledger Records	Finance	General and subsidiary ledgers produced for the purposes of preparing certified financial statements or published information; Creditors' ledgers	6 years	Force Policy		150
C1240	Ledger Records	Finance	Audit sheets - ledger postings	EoFY + 3 years	Force Policy		150
C1250	Ledger Records	Finance	Journals - prime records for the raising of charges	6 years	Force Policy		150
C1260	Legislation	Corporate	Acts, Bills, Statutory Instruments	10 years	Force Policy		
C1270	Letters of Appreciation	Corporate	Letters of appreciation from members of the public, others forces etc	2 years	Force Policy / Home Office Annual Returns	SP Copies placed on Personal Files	130
C1280	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	6 years (or if crime related apply MoPI)	Civil Litigation (Limitation Act 1980)		120
C1290	Museum and Force Archives	Corporate	Documents, photographs, artefacts	Permanently	Force Policy, Historical	Further Guidance on Historic Records being developed.	
C1300	NVQ Documents	Human Resources	Documents relating to NVQ courses	3 years	NVQ Code of Practice		
C1310	Organisation	Corporate	Amalgamations, boundary issues, establishment, inspection reports	25 years then review	Force Policy, Historical	Further Guidance on Historic Records being developed.	130
C1320	Overtime Forms	Finance	Overtime forms	EoFY + 3 years	Force Policy		
C1330	Payroll	Finance	Payroll records/personal record cards	6 years	Force Policy		160
C1340	Payroll	Finance	External Payroll records/personal record cards	6 years	Force Policy		
C1350	Payroll	Finance	Pay ledger	6 years	Force Policy		160

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URN	INFORMATION	CATEGORY	DESCRIPTION	MINIMUM <i>RECOMMENDED</i> RETENTION (from closure)	RATIONALE / LEGISLATION	Comments	SMART Category Index
C1360	Payroll - external	Finance	Government forms etc. Required for tax.	EoFY + 6			
C1370	Payroll - internal	Finance	Not required for tax				
C1380	Pension files	Finance	Police pension files (including Widows)	Death + 8 years	ACPO	MP Pension records kept indefinitely by pension provider. Hampshire do not keep widow files	
C1390	Personnel	Human Resources	Personal Files all records, career history, health, Occ Health records; personnel data as relate to pay and pension; etc	Until age 100	Force Policy, Historical	SP -Front sheets are kept permanently for historical reasons. Age limit of 72 should be extended as people live longer these days. Further	160
C1400	Petty Cash	Finance	Petty cash records/books/sheets; Petty cash receipts	EoFY + 6 years	VAT implications		150
C1410	Photocopying Authorisation Forms / Copyright	Corporate	Authorisation forms for articles that are photocopied for research purposes	EoCY + 6 years	Copyright Act		
C1420	Police Authority Buildings and Land - Deeds	Corporate	Deeds	Until the sale of the property	Force Policy		180
C1430	Police Authority Buildings and Land - Police Houses	Corporate	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 documents are of historic interest and will be kept permanently	A&S have a very detailed set of RDS for Buildings	180
C1440	Police Authority Buildings and Land - Police Stations	Corporate	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 station documents are of historic interest and will be kept permanently	A&S have a very detailed set of RDS for Buildings	180
C1450	Police Authority Buildings and Land - Sale of Police Houses and Stations	Corporate	Documents/information relating to the ownership of buildings and land property plans and records of work and sale papers etc	Until the sale of the property	Some police house documents are of historic interest and will be kept permanently	A&S have a very detailed set of RDS for Buildings	
C1460	Police Regulations	Corporate	Regulations; associated documentation	Indefinitely			
C1470	Policy - Force	Corporate	Policy documents relating to the introduction of new legislation, and its documents/information interpretation	25 years then review / archive	Force Policy	Retention of policy / procedure itself, not supporting developmental paperwork	130
C1480	Policy - Force	Corporate	Policy documents/information relating to the formation of policy	1 year after subsequent revision	Force Policy		130
C1490	Policy - Force	Corporate	Policy documents/information relating to the formation of policy regarding major incident planning	25 years then review / archive	Force Policy	Retention of policy / procedure itself, not supporting developmental paperwork	130

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C1500	Policy & Procedure	Corporate	Policy & Procedures (electronic) manual	25 years then review / archive	Force Policy/Historical	Retention of policy / procedure itself, not supporting developmental paperwork	130
C1510	Postage	Finance	Postage expenditure records / franking machine records	25 years then review / archive	Force Policy		150
C1520	Precept Notification	Finance	Precept charges	10 years	Force Policy		
C1530	Press Cuttings	Corporate	Press cuttings	Permanently	Force Policy/Historical		
C1540	Press Releases	Corporate	Press Office Press Releases	7 years or permanent if historical	Force Policy/Historical		130
C1550	Procurement	Corporate	Contracts under seal (after the completion of the contract)	12 years	Force Policy, Disputes		150
C1560	Procurement	Corporate	Other contracts (after the completion of the contract)	7 years	Force Policy, Disputes		150
C1570	Procurement	Corporate	Register of tenders	3yrs after date of last entry			
C1580	Procurement	Corporate	Unsuccessful tenders (after the award of the contract)	2 years	Force Policy, Disputes		150
C1590	Procurement	Corporate	Expression of interest	2 years	Force Policy, Disputes		150
C1600	Projects	Corporate	Project reports, plans, briefs etc	5 years after sign-off of project; consider final report of major projects for permanent retention	Force Policy		140
C1610	Promotion Board Notes	Human Resources	Promotion Board notes etc	Until age 72	Force Policy		160
C1620	Property - Buildings not owned by Police Authority	Corporate	Leases	End or expiry of contract + 6 years	Force Policy		180
C1630	Property - Buildings owned by the force (see also Police Authority Buildings)	Corporate / Estates	Plans, files	Duration of ownership			

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C1640	Property - Buildings owned by the force (see also Police Authority Buildings)	Corporate / Estates	Maintenance logs etc	6 years			
C1650	Property - Lost and Found Items	<i>Admin / Operational</i>	Lost and found property	2 months	N/A		100
C1660	Property - Lost and Found Records	<i>Admin / Operational</i>	Lost and found property forms / records / register	2 years	N/A		100
C1670	Property - sub-letting of police authority buildings	Finance	Leases	End or expiry of contract + 1 year			
C1680	Public Events	Corporate	Info relating to Sponsored events, races, fetes, cycle races, rallies etc; NOT the Op Orders. Includes notices for events.	2 years	Force Policy	Many events are annual, so need to retain to at least past the next annual event.	
C1690	Public Events	Corporate	Info relating to Large public events horse racing, bonfires, parades, football matches etc; NOT the Op Orders. Includes notices for events.	7 years 6 years	Force Policy		
C1700	Public Relations	Corporate	Requests for talks and visits	2 years	Force Policy		
C1710	Publications - Printed	Corporate	Printed Publications; force newspapers; annual reports etc	Permanently	Force Policy/Historical	Further Guidance on Historic Records being developed.	130
C1720	Purchase Orders - Official	Finance	Certified copies of official orders	EoFY + 6years	Force Policy		150
C1730	Recruitment - Police Officers	Human Resources	Reasons for selection or rejection	Completion of recruitment + 1 year	Force Policy	A&S held in case of potential litigation	160
C1740	Recruitment - Police Officers	Human Resources	Successful applications	Until age 72 (as per personnel files)	Force Policy		160
C1750	Recruitment - Police Staff	Human Resources	Unsuccessful application forms	Completion of recruitment + 1 year	Force Policy		160
C1760	Recruitment - Police Staff	Human Resources	Successful applications	Until age 72 (as per personnel files)	Force Policy		160
C1770	Revenue	Finance	Revenue Estimates, summaries	EoFY + 6 years	Force Policy		150

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C1780	Revenue Outturn	Finance	Revenue outturn	4 years	Force Policy		150
C1790	Risks	Corporate	Risk records; risk register	7 years after risk resolved			
C1800	Routine Orders	Corporate	Used to be called General Orders	25 years then review / archive	Force Policy, Historical	Further Guidance on Historic Records being developed.	
C1810	Scorecards	Corporate	Strategic Board, Police Authority and balance scorecards and all spreadsheets and statistical data relating to their production. See also Crime Stats,	EoCY + 1	Force Policy		
C1820	Sickness Records	Human Resources	Sickness forms	Until age 72	Force Policy	Unless personnel files are weeded at regular intervals, chances are that for practical purposes, all personnel file content should be managed in the same way with same retention period. Further Guidance on Personnel Files being developed.	160
C1830	Stocktaking	Finance	Inventories, stock or store records	EoFY + 3 years	Force Policy		
C1840	Surveys	Corporate	Public surveys, research reports	2 years			170
C1850	Time sheets	Finance / Human Resources	Time sheet registers	EoFY + 2 years	Force Policy		
C1860	Training Administration Records	Training	Records relating to admin for training, not training itself	2 years	Force Policy		160
C1870	Training Course Content - non operational	Training	Lesson plans, course notes, handouts, presentations etc	6 years			
C1880	Training Course Content - operational	Training	Lesson plans, course notes, handouts, presentations etc	25 years			
C1890	Training Evaluation Questionnaires	Training	Questionnaires completed after training courses	2 years	Force Policy		160
C1900	Training Records	Human Resources	Staff training records	Until age 72	Force Policy		160

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C1910	Travel and Subsistence	Finance	Claims	EoFY + 6 years	Force Policy		150
C1920	Travel Warrants	Finance	Travel warrants	EoFY + 6 years	Force Policy		150
C1930	Value Added Tax (VAT)	Finance	Quarterly VAT tabulations	6 years	VAT implications		
C1940	Vehicles (Police) Defects	Finance	Vehicles defect reporting, registers	Disposal of vehicle + 3 years	Force Policy		180
C1950	Vehicles (Police) Equipment Specifications	Finance	Vehicle Equipment Specification Sheets	Disposal date + 3 years	Force Policy		180
C1960	Vehicles (Police) Log Book	Finance	Log books; mileage records etc	Disposal of vehicle + 3 years	Force Policy		180
C1970	Vehicles (Police) Maintenance Records	Finance	Vehicle history; Maintenance records register; Job cards; Parts records	Disposal of vehicle + 3 years (+ 7 years if vehicle involved in POLAC)	Force Policy, Civil Litigation (Limitation Act) 1980		180
C1980	Vehicles (Police) New Vehicle Check Form	Finance	Check list for vehicles prior to being accepted and commissioned into fleet	Disposal date + 3 years	Force Policy, Civil Litigation (Limitation Act) 1980		180
C1990	Vehicles on demonstration	Finance	Test log for vehicles trialled by the Force; Appraisal forms	3 years	Force Policy		180
C2000	Vehicles on Hire	Finance	Request to Hire etc	EoFY + 6 years	Force Policy		180
C2010	Vetting	Professional Standards	Contractor vetting	End of contract + 1 year	Force Policy		160
C2020	Vetting	Professional Standards	Successful vetting: Personnel vetting, local intelligence checks, references, referees checks, counter terrorist checks etc	Length of employment plus 12 months	Force Policy		160
C2030	Vetting - refusals	Professional Standards	Failed vetting	6 years	Limitation Act		
C2040	Vetting - Temporary Staff & Contractors	Professional Standards	Developed vetting	End of contract + 1 year	Force Policy		160

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C2050	Visitors Passes	Corporate	Passes handed out to people visiting police property, visitors books	1 year	Force Policy		
C2060	Warrant Cards & ID cards	Human Resources	Warrant cards; other identity cards, markers etc	Destroy on leaving service	Force Policy		160
C2070	Waste Management - Controlled	Finance	Records for the handling of controlled waste	EoCY + 2	Special Waste Regulations 1996, Environment Protection (Duty of Care) Regs 1991		
C2080	Waste Management - Special Waste	Finance	Consignment notes	3 years	Special Waste Regulations 1996, Environment Protection (Duty of Care) Regs 1991		180

Definitions:

CPIA	Criminal Procedures & Investigations Act
DPA	Data Protection Act
EoCY	End of Calendar Year
EoFY	End of Financial Year
HSE	Health & Safety Executive
MoPI	Management of Police Information
PACE	Police & Criminal Evidence Act
RIPA	Regulation of Investigatory Powers