



## **Force Policy**

**Document title: Review, Retention and Disposal**

**Document Reference: 10/291**

**Owner: Head of Department, Information Services**

**Review date: July 2020**

***This Force policy is suitable for public disclosure under the  
Freedom of Information Act 2000***

This document sets out principles to help guide decision making and in some parts may be quite prescriptive. However, it is vital that officers and staff have the freedom to innovate, exercise discretion and take risk based decisions centred on the needs of the victim and the merits of each case.

There may be occasions when a member of staff is considered to have acted outside of the content of this document but if they have done so with honesty, integrity and professionalism, to make the best decision for the community we serve, they will be trusted and supported. On the occasions when this is the case, the rationale for it must be properly recorded.

***This document should be read in conjunction with the Force Policy Statement.***

## Introduction

The Bichard enquiry into the tragic events in Soham resulted in Sir Michael Bichard stating, "Weaknesses in the recording, evaluation, reviewing, retention, disposal and sharing of information all contributed to a situation that allowed Huntley to commit his crimes." Recommendations 8-11 then specifically referred to expected principles, standards and procedures on how Police Forces should handle information coming into their possession in the future. In July 2005 a Code of Practice on the Management of Police Information was produced and the Association of Chief Police Officers (ACPO) published Guidance on the Code in 2006. This was revised in 2010.

Derbyshire Constabulary holds and manages records for a legitimate policing purpose. A 'policing purpose' is defined as:

- Protecting life and property
- Preserving order
- Preventing the commission of offences
- Bringing offenders to justice
- Any duty or responsibility arising from common or statute law

BS ISO 15489:2016 defines a 'record' as:

"information created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business". (BS ISO 15489:2001).

That standard also defines 'records management':

"The field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including the processes for capturing and maintaining evidence of and information about business activities and transactions in the form of records."

## Legislation and Authorised Professional Practice

Derbyshire Constabulary recognises that a high standard of information management is essential to the operational efficiency of the Force and is therefore committed to managing its information by having in place organisational structures which will ensure compliance with legislation. The Management of Police Information Code of Practice and Guidance 2010, as further updated and revised by APP, is the mechanism Derbyshire uses to ensure compliance.

This is further supported by the NPCC National Guidance on the minimum standards for the Retention and Disposal of Police Records Version 3.2 (1 April 2017), which is now incorporated into this policy as Appendix 6.

## Why review, retain or dispose?

The primary purpose of review, retention and disposal procedures (RRD) is to protect the public and help manage the risk posed by known offenders and other potentially dangerous people. Records will be reviewed according to a specified Review Schedule, and a decision to retain or dispose of records will be made following such a review.

The Constabulary recognises the importance of effective maintenance, review, retention and disposal of records held for a policing purpose and has procedures in place to reflect this. To provide public reassurance and confidence in the Police Service, in addition to a documented audit programme, quality assurance monitoring processes are implemented and documented by business owners.

Reviewing information to determine its adequacy and continuing necessity for a policing purpose ensures that information held by the Force is: -

- a) held lawfully
- b) authentic and reliable
- c) accurate and up to date
- d) adequate for their purpose
- e) relevant and limited to what is necessary
- f) not destroyed prematurely nor kept for longer than is necessary
- g) retrievable, arranged and described in a manner that facilitates fast, accurate and comprehensive retrieval.
- h) stored safely in secure physical and electronic environments
- i) stored cost effectively
- j) created in the best possible format for the purpose which they are created, and the length of time for which they will be retained
- k) contain the information that is necessary to support the relevant business activities and the regulatory and evidential requirements
- l) accessible to those who require to use them and held in a medium that will provide reliable access over the anticipated retention period of the record
- m) indexed appropriately at creation or capture with the metadata necessary to ensure the authenticity and reliability of records incorporated into all records keeping systems and procedures
- n) destroyed consistently and in accordance with guidelines set out in the relevant RRD Policy (Derbyshire or Regional), when the record's time has expired

Regular and systematic (if not automated) reviewing is therefore a reliable means of meeting the requirements of the Data Protection Act 2018 and any subsequent regulations made thereunder.

## **The 6 year minimum**

As a general principle records will be retained for a minimum of 6 years in line with the latest APP Guidance which updates the earlier ACPO (2010) Guidance on the Management of Police Information.

This document applies to all Force held records regardless of their storage media or location, including hard copy as well as electronic and digital formats on magnetic, digital, photographic and optical media. Accordingly, the document also incorporates the relevant provisions of the East Midlands Regional RRD Policy focused on Niche related systems and processes.

Systems that are managed and contain information on a national basis are currently outside the remit of RRD and are being dealt with according to national protocols, for example VISOR, PNC.

Where this document does not specifically address an RRD issue, reference should be made to the East Midlands Regional RRD Policy (Appendix C of Lincolnshire's RRD Policy PD 54 and that policy itself) and the NPCC National Retention Tables in Appendix 6.

## Key RRD principles

Regardless of their storage media or location (email, cloud, social media, network or thumb drives, paper records), the key principles of the Review, Retention and Disposal (RRD) policy are:

- a) Records will be reviewed in line with this policy in order to ensure that they are lawful, fair and transparent, remain necessary for a policing purpose, and are accurate, adequate, relevant, up to date and processed without undue delay.
- b) The type and amount of information held on an individual must not be excessive and will be proportionate to the risk they pose.
- c) The review process will be documented for audit purposes.
- d) The review of police information is central to risk-based decision making and public protection.
- e) Records will be disposed of when there is no longer a policing purpose for retaining them.

A failure to review and retain information appropriately may constitute a breach of legislation and, ultimately undermine public confidence in the police service.

Definitions contained within this policy are explained in Appendix 4.

Specific roles and responsibilities are covered in Appendix 5.

Certain records are categorised by MoPI Grades, which are described more fully in Appendix 2 (Derbyshire Retention Policy).

Review of certain records will use National Retention Assessment Criteria (NRAC), the Form for which is reproduced in Appendix 1.

## Procedures

Regardless of their storage media or location (email, cloud, social media, network or thumb drives, paper records), these procedures govern all types of force record. Records stored outside of Niche, in other functional systems (such as Finance, HR, Assets and Estates, etc.), are subject to schedules that are agreed with the relevant Business Heads These schedules are subject to frequent review.

## Reviews

The Regional RRD Team conducts all relevant reviews required under this policy. Regional RRD staff handle Exception Reviews triggered by Niche/GENIE Search (via the "Physical Disposals Notification" mechanism). Derbyshire conduct Ad Hoc Reviews triggered within the Force.

The RRD functionality within Niche will automatically apply the appropriate MoPI Grade and review dates to nominal records at source, based on the Regional RRD Policy (Appendix C of Lincolnshire Policy PD54). Reviews will be forwarded to the Record Reviewer on the date allocated.

Any ungraded information discovered by Regional RRD (using GENIE search) will be graded for RRD purposes at that point, within Niche.

Currently: -

- o) Crimes are MoPI graded by Regional RRD using GENIE and the Clearcore data matching tool
- p) Intelligence is MoPI graded by the Intelligence Research Officers in Derbyshire.
- q) Non-crimes are allocated a MoPI 3 Grade if they do not have an occurrence type by the Derbyshire Public Protection Team

Regional RRD Reviewing Officers will have access to all key information systems, or consult the relevant Derbyshire staff for any other system where access is not readily available.

Where further information is not accessible during the review process the Police National Computer (PNC) and the Police National Database (PND) will be consulted to establish sound reasons for retaining information beyond its retention period, where this is justified for a policing purpose.

Any records, or part records, that are found to be no longer necessary or disproportionate to the risk posed by the individual to which they relate will be disposed of.

Any records that are found to be inaccurate or inadequate will be updated. In the event that a record is inaccurate beyond alteration it will not be retained any further.

In the course of any review, if information relating to a person is found to be duplicated within the same system, the details should be matched and merged following consultation with the relevant Decision Maker.

In the course of any review by Regional RRD, a "Physical Disposals Notification" will be sent to Derbyshire RRD staff to check for any historical records held in an unstructured or paper-based format. If any are found, the RRD staff will dispose of accordingly, and if necessary, link this information and action to the nominal in Niche.

All reviews and their outcome will be recorded within Niche/GENIE Search, which logs the date of review, the reviewer's name, the outcome and the reason for the decision taken.

All decisions to retain or dispose must be authorised by the Reviewing Officer's line manager.

All departments during the course of their business will review individuals' records. Although this will not be classed as a MoPI triggered review, if as a result of the review there are concerns relating to risk of harm a review will be triggered to Derbyshire RRD staff. This will be done via the Ad-Hoc review process and will allow a full review to be completed using the NRAC form.

There are four types of MoPI review:

1. Initial review see [Initial Review/Evaluation](#) below
2. Exception review see [Exception Reviews \(Ad-hoc review\)](#) below
3. Triggered review see [Triggered Reviews](#) below
4. Scheduled review see [Scheduled Review](#) below

## **National Retention Assessment Criteria (NRAC) – see Appendix 1**

The National Retention Assessment Criteria (NRAC) is outlined in the template form in Appendix 1.

Following the specified clear period, the continued retention of Group 2 and Group 3 records is only justified if it is established that they remain necessary for a policing purpose.

Where any of the risk factors in the National Retention Assessment Criteria (NRAC Form) is identified, the record being reviewed will be retained and reviewed after the further relevant clear period.

To ensure any records of significant legal or historical interest or records relating to individuals who cause concern for reasons not listed in the NRAC can still be retained at Force discretion, an 'any other reason' text field has been added to the NRAC Form. The 'any other reason' text field will also be utilised to ensure that MoPI Group 3 records that are still the subject of enquiries are

retained and are not automatically disposed/deleted.

Following a designated clear period, if a review based on NRAC does not indicate a risk of harm, the record should usually be disposed/deleted. However, if the record falls into the 'any other reason' category on the NRAC form, the reasons for its continued retention should be recorded and the future review date set according to the Review Schedules in Appendices 2 and 6.

## **Initial Review/Evaluation**

This process is critical to the implementation of an effective Review, Retention and Disposal Policy.

The evaluation process and initial reviews will be conducted at the point of input. This will be done in the normal course of work within the existing core systems. It will be the responsibility of the system users and supervisors to ensure that all information entered into the Force's records is of the highest quality and: -

- a) recorded for a policing purpose
- b) recorded in the appropriate format for the business area in which held
- c) compliant with the data quality principles of the Data Protection Act 2018 which specify that a record must be adequate, relevant and limited to what is necessary, and is accurate and kept up to date.
- d) not duplicated
- e) applies the correct Government Security Classification (GSC)

All Regional RRD staff responsible for evaluating information or conducting initial reviews will receive training in the modules of Initial Review and Evaluation as outlined in any relevant Regional Training Strategy for the Management of Police Information.

Prior to the creation of a new person record on any system within this Force a search will be made of that system to determine whether a record for that person already exists.

Where there is no person record already in existence, a new person record will be created.

Where a person record already exists it will be updated with the new information at hand. For the purposes of maintaining an audit trail all up-dates are recorded via the Niche/GENIE Search Audit function.

Regional RRD Line managers will be responsible for providing feedback on the quality of records created. Derbyshire Data Quality staff may also conduct random periodic dip sampling.

## **Exception Reviews (Ad-hoc review)**

An ad-hoc review will be requested in the following situations and the cause for concern should be documented within the ad-hoc review process: -

- a) information contained within a MoPI Group 3 event suggests that a nominal may pose a risk of harm to others. This is designed to capture such as a simple theft of underwear from a washing line.
- b) when processing subject access requests, statutory disclosures and requests from other law enforcement agencies, the section concerned request an ad-hoc review (see triggered reviews).

- c) ensuring that any records of significant legal or historical interest or records relating to individuals who cause concern for reasons not listed in the NRAC can still be retained at Force discretion. Reviewers should complete the 'any other reason' box on the NRAC with the reason for retaining the record.
- d) in cases of long running enquiries (particularly fraud) where the event needs to be held longer than six years, to remove the event from the automated disposal process.

A NRAC form will be completed for all ad-hoc reviews. If, using the National Retention Assessment Criteria, the subject is deemed to pose a high risk of harm or the 'any other reason' box is completed, the record will be retained and reviewed again as per the Review Schedule in Appendix 2.

The effect of an ad-hoc review will be to take the record out of the automated disposal process.

### **Triggered Reviews**

Regional RRD will conduct a triggered review when a person's risk rating is elevated due to a new event. Reviews will automatically be triggered by Niche/GENIE searches.

An NRAC form will be completed for all triggered reviews. This will be stored electronically within Niche/GENIE. If, using the National Retention Assessment Criteria, the subject is deemed to pose a high risk of harm or the 'any other reason' box is completed, the record will be retained and reviewed again as per the Review Schedule in Appendix 2.

### **Scheduled Review**

This is a time-based review, which varies according to the MoPI group categories. Regional RRD will review all person records relating to:

- a) All Group 1 offences, according to the Review Schedules in Appendices 2 and 6
- b) All Group 2 offences, according to the Review Schedules in Appendices 2 and 6
- c) Any Group 3 offences submitted for Ad-hoc review (see Exception review) or a triggered review (see triggered reviews).

The remaining Group 3 records will be automatically disposed of after a 6 year clear period.

Person records relating to Group 1 offences will be reviewed every 10 years as specified in the Review Schedules in Appendices 2 and 6, to ensure that they remain adequate, up to date, not excessive for their purpose and otherwise DPA compliant.

Person records relating to Group 2 offences will be reviewed after an initial ten year clear period. If, using the National Retention Assessment Criteria, the subject is deemed to pose a high risk of harm or the any other reason box is completed, the record will be retained and reviewed again as per the Review Schedules in Appendices 2 and 6.

Any retained Group 3 records will be subject to a further review after 5 years as per the Review Schedules in Appendices 2 and 6.

Any other miscellaneous records including records relating to undetected crime should be retained in accordance with the Review Schedule in Appendix 2.

An NRAC form will be completed for all scheduled reviews and will be stored electronically within Niche.

## **Retention**

### **Authorising a decision to retain**

- a) Where the review process and application of the National Retention Assessment Criteria results in a decision to retain information, the review will be authorised by the Regional RRD Supervisor. This authority may be delegated at the Force Records Manager's discretion.
- b) In the event that the outcome of a review process using NRAC criteria suggests that a record should not be retained, but the reviewer has other reasons for believing that the record continues to be necessary for a policing purpose the decision to retain this record will be authorised by Regional RRD Supervisor and thereafter be subject to review as per Appendices 2 and 6.

### **Storage of retained records**

- a) The Force Records Manager has responsibility for ensuring that all records marked for retention following a review are stored in accordance with the Force Information Security Policy and in a manner that ensures only authorised staff are granted access.
- b) The Force Records Manager has responsibility for ensuring that all records marked for retention following the review process are stored in a format that allows them to be searched and retrieved by authorised individuals, for as long as they are needed by the Force.
- c) The Force Records Manager has responsibility for ensuring that an electronic record of the review process is linked to any relevant records retained.
- d) In certain circumstances a paper record will be stored outside the guidelines of the Review Schedule. Examples of this include Section 39 and 47 Offences Against the Person Act 1861 and Section 4 and 5 Public Order Act 1986. In such cases the paper record will be stored as per MoPI 3 offences (6 years) but the electronic crime record as per the Review Schedule (10 years).
- e) The retention requirements set out in the CPIA 1996 are not affected by the above.

### **Authorising a decision to dispose**

- a) Where a review process and application of the National Retention Assessment Criteria results in a decision to dispose of information, the decision will be authorised by the Records Review Team Supervisor, or Force Records Manager if appropriate.
- b) In the event that the outcome of a review process suggests that a record should be retained, but there are exceptional circumstances that mean the decision to retain would be disproportionately injurious to the subject, the decision to dispose of this record will be authorised by the Records Review Team Supervisor, or Force Records Manager if appropriate.

### **Secure disposal**

- a) The Force Records Manager has responsibility for ensuring that all person records marked for disposal following the review process are disposed of in accordance with the Force's Information Security Policy.
- b) Records documenting a decision to dispose of information must never hold personal information.
- c) The Force Records Manager has responsibility for ensuring that all records marked for

disposal following the review process are removed from all systems to the extent that they cannot be restored.

## **Monitoring and Review**

This policy will be reviewed at least every two years (biennially) with more frequent reviews as changes warrant.

Where an internal Force audit or quality assurance (QA) review is conducted, compliance with the Force RRD policy and working practices will be included as an integral part of the review process. The Force Data Protection Section will have responsibility for auditing and ensuring compliance.

Information Asset Owners are responsible for records held in their business area in order to ensure that the RRD process outlined in this policy is being adhered to.

Audit trails of changes to records are of critical importance to the organisation, to support claims of compliance, which may be discredited if the audit trail is not managed correctly and cannot be interpreted unambiguously.

Audit trails are contained within Niche/GENIE and will be secure. Audit records which can be maliciously or inadvertently altered discredit the whole audit process.

Audit trails will include a record of all relevant occurrences. If any significant occurrence is not audited, then the whole audit trail can be discredited and as a direct result, all or any information held within the system will also become capable of being discredited. For all audit trail data, it should be possible to identify the processes, enabling technology and individuals involved, and the time and date of the event.

The Data Protection Unit are responsible for conducting a dip sample as set out in the Force audit programme. This will include the quality of reviews as well as the quantity.

All MoPI functions will be subjected to both internal and external inspection regimes.

## **Appendices**

Appendix 1 – NRAC form

Appendix 2 – Derbyshire Review and Retention Schedule

Appendix 3 – Key Principles governing the Management of Police Information

Appendix 4 – Key Definitions and Glossary

Appendix 5 – Roles and responsibilities

Appendix 6 – Records Retention Tables from the NPCC National Guidance on the minimum standards for the Retention and Disposal of Police Records Version 3.2 (1 April 2017)

# Appendix 1

## National Retention Assessment Criteria (NRAC)

Record:	
Date of Review:	
Review Type (Triggered or Scheduled):	

If review was 'triggered', please briefly explain the reasons:

--

### Retention Criteria

Factors - Risk of Harm	Yes /No	If 'Yes' briefly provide an explanation of how/why
1. Is there evidence of a capacity to inflict serious harm, e.g., threats, violence towards partner, hate-based behaviour, predatory behaviour?		
2. Are there any concerns in relation to children or vulnerable adults?		
3. Did the behaviour involve a breach of trust?		
4. Is there evidence of established links or associations which might increase the risk of harm, e.g., gang membership, contact with known paedophiles or other established criminal groups?		
5. Is there evidence of substance misuse?		
6. Are there concerns about the individual's mental state, e.g., symptoms of mental illness, obsessive or compulsive behaviour, morbid jealousy, paranoia, lack of self-control?		
7. Any other reasons		

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:

## Appendix 2

### Review Retention and Disposal Schedule

Review Group	Offence/Record Type	Action	Rationale
<b>Group 1</b>			
<b>'Certain Public Protection Matters'</b>	1. MAPPA managed offenders 2. Serious specified offences - CJA 2003 3. Potentially dangerous people	Retain until subject has reached 100 years of age Review every 10 years to ensure adequacy and necessity	This category poses the highest possible risk of harm to the public
<b>Group 2</b>			
<b>Other Sexual and Violent offences</b>	Sexual offences listed in Schedule 3 Sexual Offences Act 2003  Violent offences specified in the Home Office Counting Rules/ National Crime Recording Standard	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
<b>Group 3</b>			
<b>All Other Offences</b>	Non-sexual, non-violent	Retain for initial 6 year clear period. Either review and risk assess every 5 years or carry out time-based disposal depending on Force policy	Lower risk of harm. Forces must balance the risk posed by this group with the burden of reviewing.
<b>Group 4</b>			
<b>Undetected Crime</b>	Serious specified offences  Other offences	Retain records for 100 years from the date the crime was reported to police  6 years	CJA 2003  Limitation Act
<b>DBS Disclosures</b>	Information disclosed under Part 5 of the Police Act 1997	Retain for 10 years from date of request	DBS Quality Assurance Framework (QAF)
<b>Intelligence Products</b>	Target Profiles Association Diagrams	Review according to crime type as outlined in categories 1-3	

Review Group	Offence/Record Type	Action	Rationale
<b>Missing Persons</b>	Resolved	Retain for a minimum of 6 years. Dispose of if this period has been 'clear' and there are no further indicators of risk	Limitation Act 1980
	Unresolved	Retain indefinitely	
<b>Victim/Witness Details</b>		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
<b>Custody 15 sec ID Parade Videos (retained on S drive)</b>	Various	3 years to allow for completion of Court processes etc (subject to approval that policing purpose has ceased at the investigative outcome stage)	MoPI and Data Protection Act 2018
<b>Vetting</b>	See separate table below and compare National Retention Tables (Appendix 6)	See separate table below and compare National Retention Tables (Appendix 6)	See separate table below and compare National Retention Tables (Appendix 6)

**Vetting Retention/Disposal Table (FOIA ss 45 and 46 plus requirements re personal info)**

Nature of Vetting Activity	Date Retention Period Commences	Review and Retention Schedule	Exception Rules
<b>National Security Vetting</b>	Date of Vetting Decision	Passed Vetting and Employed: Six years after leaving the organisation. One year after death.  Failed Vetting: Six years	None – unless linked to Internal Review or Appeal
<b>Recruitment</b>	Date of Vetting Decision	Passed Vetting and	None – unless linked to Internal Review or

<b>Vetting</b>		Employed: Six years after leaving the organisation. One year after death.  Failed Vetting: Six years	Appeal
<b>Non-Police Personnel Vetting</b>	Date of Vetting Decision	Passed Vetting and Employed: Employment ceases or Vetting Expiry + 1 year.  Failed Vetting: Six years	None – unless linked to Internal Review or Appeal
<b>Management Vetting</b>	Date of Vetting Decision	Passed Vetting and Employed: Six years after leaving the organisation. One year after death.  Failed Vetting: Six years	None – unless linked to Internal Review or Appeal
<b>Review of Vetting Decisions</b>	Date of Review Decision	Initial Decision Upheld: Six years  Reversed Decision and Passed Vetting: As for National Security, Recruitment and Non Police Personnel Vetting	None
<b>Appeals to Independent Security Vetting Appeals Panel (National Security Vetting Only)</b>	Date of Appeals Panel Decision	Initial Decision Upheld: Six years  Reversed Decision and Passed Vetting: As for National Security, Recruitment and Non Police Personnel Vetting	Where Vetting Panel decision results in Employment Tribunal – as advised

## **Appendix 2 continued**

### **Other material retention considerations**

#### **Retention of Information for National Inquiries**

(Excerpted from the East Midlands RRD Policy Document)

As part of the RRD process there is a requirement to cater for the retention of specific categories of information relating to national inquiries. The centralisation of the RRD function to cover six forces greatly assists the retention process for such inquiries. By doing so it reduces the number of individuals authorised to dispose of policing purpose information to a small number of specialist individuals who are fully aware of the requirements of each inquiry. Information is further protected by these individuals having to have any deletion authorised by an equally trained supervisor before it is removed from a system or the corporate knowledge.

#### **Independent Inquiry into Child Sexual Abuse (IICSA)**

The Independent Inquiry into Child Sexual Abuse was announced in March of 2015 to investigate whether public bodies had taken seriously their duty of care to protect children from sexual abuse.

To avoid the loss of material relevant to the inquiry:

All information relating to sexual offences against children will be retained beyond its suggested retention periods and until the inquiry has concluded. The Regional RRD staff and Supervisors are all fully aware of the requirements of the inquiry and the need to retain ALL information relating to such offences, with the NRAC form being used to justify its retention. The retention of information for the inquiry also includes records that link to child abuse investigations such as a witness or a victim as well as offenders involved in offences against children.

Where a person is deceased but information is being kept under the inquiry rules the NRAC form will be used to justify its retention.

As well as a supervisor check completed on these reviews, an appropriate number (5%) of reviews will be audited for quality and accuracy by the Regional RRD Manager.

#### **Undercover Policing Inquiry (UCPI)**

The Undercover Policing Inquiry was announced in March of 2015 in order to establish the motivation, scope and impact of undercover police activities.

To avoid the loss of material relevant to the inquiry, each force covert operations team (or equivalent) has highlighted all of the Nominal records potentially involved in undercover policing and marked their Niche records with a covert 'UCPI Flag', viewable in the Genie application by the Regional RRD team. Any Nominal records involved in new or continuing undercover policing operations will also have a covert 'UCPI Flag' added to their Niche record to prevent deletion.

Consequently all historic, ongoing or new information that may be relevant to the undercover policing inquiry (linked to the Genie application) will be marked with a covert flag and retained until the inquiry has concluded. Where a Nominal is deceased but has been involved in undercover policing the information will be retained for the purpose of the inquiry.

Any retention will be justified using the NRAC form.

## **Custody Images**

In 2012 the High court ruled that the retention of custody images from un-convicted individuals was unlawful. As a result of the ruling, national guidelines were created relating to the retention of Custody Images (including convicted and non-convicted offences).

When completing an RRD review, custody images in a system linked to the Genie application will be considered for deletion in line with APP MoPI guidance and retention rules.

Where it is felt necessary for a policing purpose (and proportionate to the level and type of risk an individual poses) to keep an additional image because it shows a distinctly different appearance, then justification should be recorded on the NRAC form.

The Regional RRD team will always look for a reason to retain a custody image where it is necessary for a policing purpose and proportionate to the level and type of risk an individual poses.

*At the conclusion of a Scheduled, Triggered or Exception review the Regional Review, Retention and Disposal team conducting such reviews will ensure that any information or risk that the subject of the review poses, is available to the corporate knowledge. Such information may include the subject being involved in a series of incidents as a suspect, the identification of a pattern of offending or any other risk, particularly to vulnerable groups, that has not already been identified. The Regional RRD Team will ensure that appropriate regional business area is aware of the risk identified. The business area will be contacted and the updating of the corporate knowledge either personally or by the submission of an intelligence report.*

## **Record Deletion Process – procedure for removal of DNA, Fingerprints and PNC Records**

The Data Protection Unit manages enquiries regarding requests for the deletion of records from police systems on behalf of the Chief Officer. There are limited circumstances in which an individual can request the deletion of information from police systems. Applications can be made under the Record Deletion Process.

## Appendix 3

### ***Key Principles governing the Management of Police Information***

#### **Security of Police Information**

This aspect of MoPI relates to the principles contained within the following Force documents:

- Data Protection Policy
- Vetting Policy

#### **Duty to obtain and manage information**

This aspect of MoPI relates to the principles contained within the following Force documents:

- Data Protection Policy
- National Intelligence Model
- Information Security Policy

The Force has a duty to obtain and manage information needed for any of the police purposes described above.

The Force must ensure that arrangements within the organisation for the management of police information complies with the principles set out the in the following paragraphs and with the MoPI Guidance.

#### **Requirement for police information**

This aspect of MoPI relates to the principles contained within the following Force documents:

- National Intelligence Model
- Data Protection Policy

The Force must ensure that arrangements to gather police information comply with the principles of the National Intelligence Model (NIM).

#### **Grading and recording of police information**

This aspect of MoPI relates to the principles contained within the following Force documents:

- National Intelligence Model
- Data Protection Policy
- Information Security Policy

## **Ownership of Police Information**

This aspect of MoPI relates to the principles contained within the following Force documents:

- Data Protection Policy

The Chief Constable is responsible for information originally recorded for police purposes by the Force. The Chief Constable retains responsibility for subsequent reviews and decisions to retain or delete that information. The related responsibilities of those who may share that information are set out below.

## **Review of Police Information**

This aspect of MoPI relates to the principles contained within the following Force documents:

- Data Protection Policy
- Review Retention and Disposal Schedule
- National Intelligence Model
- Vetting Policy

Information originally recorded for police purposes must be reviewed at intervals as prescribed in the MoPI Guidance, which prescribes different intervals for different categories of information.

At each review, the likelihood that the information will be used for police purposes should be taken into account. The Chief Constable should ensure that this process is audited.

## **Retention and Deletion of Police Information**

This aspect of MoPI relates to the principles contained within the following Force documents:

- Data Protection Policy
- Review Retention and Disposal Schedule
- National Intelligence Model
- Information Security Policy

Information originally recorded for police purposes must be reviewed at intervals to be prescribed in guidance under this code, which may prescribe different intervals for different categories of information.

At each review, the likelihood that the information will be used for police purposes should be taken into account. Chief Officers should ensure that this process is audited.

## **Audit of Police Information**

This aspect of MoPI relates to the principles contained within the following Force documents:

- Audit Policy
- Data Protection Policy
- Information Security Policy

## **Sharing of Police Information within the UK Police Service**

This aspect of MoPI relates to the principles contained within the following force documents:

- Data Protection Policy
- Information Security Policy
- National Intelligence Model

Subject to any constraints arising from this policy, the content and the assessment of the reliability of information recorded for police purposes by Derbyshire Police should be made available to any other police force in England and Wales which requires the information for police purposes.

Police information made available in response to such a request should be used only for the purpose for which the request was made. If other information available, at the time or later, to the person or body requesting Police information tends to suggest that police information is inaccurate or incomplete, they should at the earliest possible moment inform the Chief Constable of such inaccuracy or incompleteness, either directly or by reporting the details to the managers of the central police system through which the information was provided.

Subject to any constraints arising from this policy, the same degree of access to information recorded for police purposes by the Derbyshire Constabulary should be afforded to other police forces in the United Kingdom provided that the Chief Constable of Derbyshire is satisfied that the police force seeking access to the information applies the principles set out in this policy.

The Chief Constable may arrange for the sharing of information with other police forces in the UK, in accordance with the two preceding paragraphs, to be carried out either:

- a) By response to bilateral or multilateral requests for information to police forces, or;
- b) By holding such information on IT systems to which police forces referred to above maybe given direct access.

## **Sharing of Police Information outside the UK Police Service**

This aspect of MoPI relates to the principles contained within the following Force documents:

- Data Protection Policy
- Information Sharing Policy
- National Intelligence Model

### **Guidance for Policy Writers/Reviewers**

The first step is to ascertain whether the subject area of the policy/guidance document being written or under review, encompasses one of the five policing purposes of protecting life and property; preserving order; preventing the commission of offences; bringing offenders to justice or any duty or responsibility arising from common or statute law, that provide the legal basis for collecting, recording, evaluating, sharing and retaining police information. If it does not, no further action is required.

The second step is to identify how many of the following MoPI compliant sub-policies/ documents of Force Information Security, Freedom of Information, Data Protection,

Audit, Information Sharing, Review, Retention and Disposal or NIM appertain to the subject area of the policy/guidance document that is being written/under review.

Once identified, the MoPI information contained within the above sub-policies should be complied with. This may be done by making reference to the content of the sub policy, or by linking that relevant material to the new/reviewed policy/guidance document in order to make that document MoPI compliant.

## Appendix 4

### ***Key Definitions and Glossary***

Review	To examine a person record and all associated records to ensure: <ul style="list-style-type: none"><li>• There is a continuing policing purpose for holding the record</li><li>• The record is adequate, up to date and not excessive</li><li>• That all personal records are compliant with the DPA principles.</li></ul>
Evaluation	To determine the provenance, accuracy, continuing relevance to a policing purpose of all information and action to be taken. It involves searching and making connections between records and systems.
Retention	The continued storage of and controlled access to information held for a policing purpose, which has been justified through the evaluation and review process.
Disposal	The removal of information from all police systems, justified through the evaluation and review process, to the extent that the information cannot be restored.
Clear Period	The length of time since a person last came to the attention of police as an offender or suspected offender for behaviour that can be considered a relevant risk factor. <ol style="list-style-type: none"><li>a) Further behaviour brought to the attention of police, which indicates a relevant risk of harm is used to reset the period of time that must elapse before records relating to the individual have to be reviewed again.</li><li>b) Behaviour, which can lead to a clear period being reset, does not necessarily have to be a new offence or suspected offence, but there must be evidence of a risk of harm to others. The relevance of such behaviour must be determined on a case-by-case basis.</li><li>c) If a subject last came to the attention of police through an intelligence report that did not lead to any police action, the clear period will begin on the date the report was submitted.</li><li>d) Where the relevant behaviour led to police action, such as an arrest, questioning or any further inquiries, the clear period will begin on the date of last action.</li><li>e) In cases where a fixed penalty notice or caution was issued the individual's clear period will begin on the date of issue.</li><li>f) Where a person is charged with an offence but the case is either not proceeded with or a court acquits them, the clear period will begin on the date the decision was taken or handed down.</li><li>g) In the individuals last relevant contact with the criminal justice system was by way of a court ordered sentence, the clear period will begin when that sentence has expired completely.</li><li>h) In the case of custodial sentences this includes any period served on licence in the community, following the custodial element of the sentence.</li><li>i) An individual's clear period is also reset by a request for information made by other law enforcement agencies and by requests for CRB disclosure.</li><li>j) Clear periods are not reset by FOIA requests and subject access requests.</li></ol>

## Appendix 4 continued

### ***Key Definitions and Glossary***

Niche/GENIE Niche RMS™ is the Region and Force Records Management System and the Crime and Intelligence System into which most information feeds. It is monitored (e.g. from mobile crime recording). It is “incident-centric” and is used by police forces globally. Deployed in Derbyshire 2016, it replaced and combined both Guardian (2006) and GEM Custody and Case systems, which in turn replaced CIS (1993). Niche also replaced Fusion (2016) and incorporated its content.

These were core policing systems. Niche also links Derbyshire with the other four East Midlands forces: Leicestershire, Lincolnshire, Northamptonshire and Nottinghamshire. By sharing a single platform across the East Midlands region, Niche provides a single view of offenders, intelligence and victims immediately accessible across the East Midlands forces means that we have a far richer intelligence picture. Niche also interfaces with ANPR BOF, PNC, PND, PentiP and ControlWorks. Niche Technology is a Canadian company.

GENIE not only undertakes the RRD review of policing purpose information/records but also serves as the search engine of choice across all linked Force systems. GENIE works in conjunction with the Clearcore data matching tool. As with other Force systems, it has an audit facility. Currently, as the single search facility, GENIE searches the following:

- PACE Stop/Search
- VP/FPO
- COMPACT Missing Persons
- Drugs Reception Database
- CARE - legacy information prior to the Guardian Module
- Operation Liberal (vehicles only)

By searching GENIE, users will be able to VIEW basic names and addresses if information is held in any of the above systems. It does not allow a user to open up the systems and add/edit. To be able to have full view profiles or add/edit profiles, an application should be made to the relevant Systems Administrator by completing a Form 806.

As at August 2019, GENIE is currently still only available to Lincolnshire staff for the RRD function.

# Appendix 5

## *Specific Roles and responsibilities*

- Force Records Manager** Responsible for delivering an effective and efficient, integrated records management strategy throughout the Force in accordance with the MoPI Code and Guidance, legislative requirements and best practice. The post holder will also ensure that the Force RRD staff liaise when required with the Regional RRD Team. The Force Records Manager is also responsible for the maintenance of the Force Retention Schedule.
- Regional Records Review (RRD) Supervisor**
- Responsible for the direct line management of the reviewers and will authorise the retention and deletion of events based on the reviewers recommendations.
- Regional Records (RRD) Reviewers**
- Responsible for making informed recommendations surrounding the retention and disposal of records held within the Niche/GENIE database. Reviewers will conduct the reviews using MoPI RRD functionality using the NRAC template to show their decision making rationale.
- Force Intelligence Officers** Evaluate the information supplied (via the 3x5x2 system) and make the appropriate links within the Niche system. The initial report must be quality assured by Derbyshire FIMU (Force Intelligence Management Unit), checking for completeness and accuracy. In some cases, the automated MoPI grading will not accurately reflect the gravity of the intelligence. In these instances, the LIO (Lead Intelligence Officer) is responsible for adding the correct MoPI grading in the Source. Where necessary, feedback should be given to the inputting officer on the quality of the report submitted. Reports should be sanitised before onward transmission.
- Business Leads** Ensure that their staff are aware of the Force Retention Schedule and adhere to it. If any changes to the schedule are required they must be brought to the attention of the Records Manager.

## Appendix 6

# Index of sections in National Retention Guidelines

<b>Name of Section</b>	<b>Page</b>
<b>Assets and Products</b>	<b>27</b>
<b>Crime and Case Files</b>	<b>31</b>
<b>Detecting</b>	<b>36</b>
<b>Finance</b>	<b>43</b>
<b>Information</b>	<b>49</b>
<b>Organisation, Programmes &amp; Projects</b>	<b>51</b>
<b>People</b>	<b>56</b>
<b>Preventing</b>	<b>61</b>
<b>Property</b>	<b>64</b>
<b>Prosecution</b>	<b>66</b>

# Assets and products

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Alarms</b>	Burglary Alarm installations (non-police locations)	End of subscription			
<b>Asset Register</b>	List of assets e.g., hardware	when superseded or 6 years	<a href="#">National Archives Page 11</a>		
<b>Breath Testing</b>	Evidential breath procedures; breathalyser machine log etc; calibration /certification of the station Intoximeter machine by a qualified engineer	Life of machine + 1 Year			
<b>Breath Testing</b>	Local test records for hand held road side breath test machines. Usually done weekly by a clerk.	6 Months			
<b>CS / PAVA Gas Records</b>	Issue / disposal	Life of canister + 6 Months			
<b>CS / PAVA Gas Records</b>	Discharge	6 Years			
<b>Dogs - Police Dogs</b>	Individual Police dogs files (includes bites records / register)	Service of the dog + 6 Years			

# Assets and products

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Equipment and Supplies</b>	Personal protective equipment supplied, maintenance logs etc.	6 Years (inspections –Until superseded, maintenance log kept up to date)	<a href="#">The Provision and Use of Work Equipment Regulations 1998, Regulation 6 (3)</a> <a href="#">The Provision and Use of Work Equipment Regulations 1992, Schedule 6</a>		
<b>Fire Tests</b>	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		
<b>Records of Firearms issued and returns</b>	Records of firearms issued and returned	6 Years	Force Policy	From last entry	
			Directive 2008/51/EC Control of the Acquisition and Possession of Weapons  The Firearms Regulations 2015 (amendment to the Firearms (Amendment) Act 1997)		
<b>Police Horses</b>	Individual Police horse files (includes incident records / register)	Service of the Horse + 6 Years			
<b>Information Technology - Back Up Tapes</b>	Back-up tapes	Local Force requirements			
<b>Photographs: Negatives of photographs produced for the force</b>	Photographs: Negatives of photographs produced for the force (not crimelated)	Force Policy	Force Policy / Historical		

# Assets and products

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Police Authority/Police &amp; Crime Commissioner Buildings and Land - Deeds</b>	Deeds	Until the sale of the property Update land registry when necessary	Force Policy <a href="#">Deeds of Arrangement Act 1914, Section 10</a>		
<b>Police Authority/Police &amp; Crime Commissioner Buildings and Land - Police Houses / Stations</b>	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		
<b>Property - Buildings not owned by Police Authority/Police &amp; Crime Commissioner</b>	Leases	16 years after expiry	Force Policy <a href="#">National Archives</a>		
<b>Property - sub- letting of police authority/Police &amp; Crime Commissioner buildings</b>	Leases	16 years after expiry	<a href="#">National Archives</a>		
<b>Stock taking</b>	Stores inventory etc.	3 Years	HMRC CH15400		
<b>Vehicles (Police) Defects</b>	Vehicles defect reporting, registers	Disposal of vehicle + 3 Years	Force Policy		
<b>Vehicles (Police) Equipment Specifications</b>	Vehicle Equipment Specification Sheets	Disposal date + 3 Years	Force Policy		
<b>Vehicles (Police) Log Book</b>	Log books; mileage records etc	Disposal of vehicle + 3 Years	Force Policy <a href="#">The Provision and Use of Work Equipment Regulations 1998, Section 5 and 35</a>		

# Assets and products

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Vehicles (Police) Maintenance Records</b>	Vehicle history; Maintenance records register; Job cards; Parts records	Disposal of vehicle +3 years +6 years for accident files	Force Policy  <a href="#">The Provision and Use of Work Equipment Regulations 1998, Section 5 and 35</a>  <a href="#">Limitation Act 1980</a>		
<b>Vehicles (Police) New Vehicle Check Form</b>	Check list for vehicles prior to being accepted and commissioned into fleet	Disposal date + 3 Years	Force Policy, CLA		
<b>Vehicles on demonstration</b>	Test log for vehicles trialled by the Force; Appraisal forms	3 Years	Force Policy		
<b>Vehicles on Hire</b>	Request to Hire etc.	End of financial year + 6 Years	Force Policy		
<b>Waste Management - Special Waste / controlled</b>	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
<p><b>Crime File</b></p>	<p>MoPI Group 3 Offence</p>	<p>Minimum of 6 Years.</p>	<p><a href="#">APP MoPI</a></p>	<p>Incident report, crime report, case file etc.</p>	<p>Clear period to be taken into consideration.</p> <p>It is recommended that any crime, process or custody records held locally relating to a Nominal holding a current firearm/shotgun 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.</p> <p>Derbyshire Policy - MoPI 3 Paper case files disposed of at 3 years unless partitioned due to outstanding issues. GEM digital case files 2012 onwards.</p> <p>June 2016 Regional Niche RMS &amp; MoPI review methodology</p>

# Crime and Case Files

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<p><b>Crime File</b></p>	<p>MoPI Group 2 Offence</p>	<p>10 Years (Then Review) Retain again if necessary</p>	<p><a href="#">APP MoPI</a></p>	<p>Incident report, crime report, case file etc.</p>	<p>If undetected follow MoPI guidance / Force Policy</p> <p>It is recommended that any crime, process or custody records held locally relating to a Nominal holding a current firearm/shotgun 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. If undetected follow MoPI guidance / Force Policy</p> <p>GEM digital case files 2012 onwards.</p> <p>June 2016 Regional Niche RMS &amp; MoPI review methodology</p>

# Crime and Case Files

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<p><b>Crime File</b></p>	<p>MoPI Group 1 Offence</p>	<p>100 Years (age) (Review every 10)</p>	<p><a href="#">APP MoPI</a></p>	<p>Incident report, crime report, case file etc.</p>	<p>Review every 10 years to ensure adequacy and necessity.</p> <p>It is recommended that any crime, process or custody records held 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. Review every 10 years to ensure adequacy and necessity.</p> <p>GEM digital case files 2012 onwards.</p>
<p><b>Collisions</b></p>	<p>Road Traffic Collisions - Non Fatal, Non-Serious and Damage only</p>	<p>Minimum of 6 Years or until the injured party is 21 years old whichever is the longest</p>	<p>CLA / RTA 1988</p>		<p>Includes minor injury and damage only.</p> <p>Derbyshire policy GEM digital case files Nov 2014 onwards.</p> <p>June 2016 Regional Niche RMS &amp; MoPI review methodology</p>

# Crime and Case Files

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<p><b>Collisions</b></p>	<p>Fatal and Serious</p>	<p>Minimum of 6 Years.</p>	<p>RTA / CLA / CPIA / MoPI</p>	<p>Review as per Nominal / injured party</p>	<p>MoPI Gp1 – e.g. Causing death by dangerous driving</p> <p>MoPI Gp2 – e.g. Causing danger to road users</p> <p>MoPI Gp3 – fatalities or accidents where non-violent crimes involved</p> <p>Others</p> <p>MoPI Gp1 - e.g. Causing death by dangerous driving.</p> <p>MoPI Gp2 - e.g. Causing danger to road users</p> <p>MoPI Gp3 - fatalities or accidents where non-violent crimes involved, Others</p> <p>GEM digital case files Nov 2012 onwards.</p> <p>June 2016 Regional Niche RMS &amp; MoPI review methodology</p>

# Crime and Case Files

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Collisions – Police Accidents</b>	Road Traffic Collisions – 3 <sup>rd</sup> Party/injury to officer	6 Years unless injury to child then age 18 + 3 years			GEM digital case files Nov 2012 onwards.  June 2016 Regional Niche RMS & MoPI review methodology
<b>Traffic</b>	Minor Traffic offences – No injuries, collision books	3 Years from Dealt with date	CLA		GEM digital case files Nov 2012 onwards. 3 years from Dealt with date. 1 year if not court.  June 2016 Regional Niche RMS & MoPI review methodology
<b>Traffic</b>	Minor motoring offences e.g. Defective tyre, lights etc.	1 Year NFA, 3 Years from dealt with date (if charged)	RTA 1988		GEM digital case files Nov 2012 onwards. 3 years from Dealt with date. 1 year if not court.  June 2016 Regional Niche RMS & MoPI review methodology

# Detecting

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
Abnormal loads		6 Months after transport.	Force Policy		
Air Operations / Support Unit -	Surveillance, Operations etc.	31 days or review as per			
Videos		nominal file if evidential			
ARV Mobilisation		25 Years	Force Policy		
Calls for Police Assistance / Call Management Records		6 Years	CLA		
CCTV	Closed Circuit Television Tapes. Video tapes produced by any CCTV system used by a force e.g. custody	31 days or relevant parts copied and retained as per MoPI rules or if the whole tape is evidential retain as per MoPI.	N/A or MoPI Groups 1-3	Force Policy / Civil Litigation / MoPI if appropriate	
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	MoPI Groups 1- 4		
Command & Control Logs	Command & Control Logs	6 Years or relevant parts copied and retained as per MoPI rules or if the whole tape is evidential retain as per MoPI.	CLA, MoPI Groups 1-4		

# Detecting

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Custody Records</b>		Minimum of 6 Years / review as per nominal file	MoPI Groups 1- 4	It is recommended that any crime, process or custody records held 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.	
<b>Custody Images</b>		Please see Custody Images guidance within APP MoPI	APP MoPI		
<b>Custody Medical Records</b>	Medical Records of custody detainees	6 Years	CLA		

# Detecting

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
DNA		<p>Profile - for adults is retained indefinitely where there is a conviction, retained for 3 years where there was a charge but no conviction (and no previous convictions recorded) and deleted immediately if not charged (a single search is permitted before destruction). Profile – for under 18s is retained indefinitely where there is a conviction for qualifying offence, 1<sup>st</sup> recordable minor offence conviction 5 years (plus length of prison sentence) or indefinite if prison sentence is 5 years or more, 2<sup>nd</sup> recordable minor offence conviction indefinite                      DNA in relation to fixed penalties are retained for 2years.</p>	<p>Current ACPO guidance                      Protection of Freedoms Act 2012</p>		

# Detecting

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Dog Bites</b>		6 Years unless injury to child (age 17 or under) then age 18 + 3 years	CLA <a href="#">MoPI Group 3 - Other Offences</a>		
<b>Dogs - Dangerous</b>	Dangerous Dogs/Worrying livestock investigation records/complaints	6 Years	<a href="#">MoPI Group 3 - Other Offences</a>	Force Policy	

# Detecting

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<p><b>Fingerprint and Palm Prints Arrested / Attendees</b></p>		<p>For adults is retained indefinitely where there is a conviction, retained for 3 years where there was a charge but no conviction (and no previous convictions recorded) and deleted immediately if not charged (a single search is permitted before destruction).            For under 18s is retained indefinitely where there is a conviction for qualifying offence, 1<sup>st</sup> recordable minor offence conviction 5 years (plus length of prison sentence) or indefinite if prison sentence is 5 years or more, 2<sup>nd</sup> recordable minor offence conviction indefinite            Prints in relation to fixed penalties are retained for 2 years</p>	<p><a href="#">Protection of Freedoms Act 2012</a></p>		

# Detecting

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Fingerprint Evidence Files</b>		Minimum of 6 Years (Review)	CPIA / CLA / MoPI / RIPA	Review as per Nominal / Crime	
<b>Fingerprint Files - Serving Officers and staff</b>		Duration of service + 6 Months	Force Policy / HO Regulations <a href="#">The Police Regulations 2003, Regulation 18</a>		If used for elimination purposes in court additional retention may need to be evaluated.
<b>Fingerprints - Elimination Prints</b>	Elimination prints (victims, witnesses)	Until no longer needed	<a href="#">PACE Police and Criminal Evidence Act 1984, Regulation 64</a> <a href="#">Protection of Freedoms Act 2012</a>		
<b>ID Parades</b>	Video, Pictures, records audit trails	Retain Case / Crime			
<b>Intelligence</b>		Case by Case at least 6 years	MoPI / RIPA / NIM		
<b>Major Incidents</b>	Multi agency investigation e.g. Rail crash, public enquiry	Review when finalised / Case by Case	<a href="#">APP MoPI Group 1</a>	Consider public / historical interesttest, refer to lead agency.	
<b>Missing Persons</b>	Found	6 clear years minimum dispose if no further indicators of risk	<a href="#">APP MoPI Group 4</a>		
<b>Missing Persons</b>	Outstanding	Until found or 100 Years from report	<a href="#">APP MoPI Group 4</a>		
<b>Photographs: Scenes of crimes</b>	Photographs taken at scenes of crimes; DVDs, Videos, CDs etc.	Minimum of 6 Years / review as per nominal file	APP MoPI Groups 1- 4		

# Detecting

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
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, <u>Regulation 3</u>		
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		
Telecommunication / Surveillance (RIPA)	Results	Retain Case / Crime / Intel  At least 6 years	APP MoPI / RIPA		
Technical Support Units (TSU Files)	Requests for Technical Support	6 Years	RIPA, APP MoPI		
Unused material	Material not provided to CPS for prosecution	Minimum of 6 Years, retain Case / Crime	APP MoPI Groups 1- 4		
Video Interviews (Child / vulnerable adult)		Minimum of 6 Years, retain Case / Crime	APP MoPI Groups 1- 4		
Wildlife files		6 Years	Force Policy		

# Finance

Information Activity/Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Accounts</b>	Receivable accounts	6 Years	Auditors <a href="#">HMRC</a> <a href="#">Companies Act 2006, Regulation 388</a>		
<b>Accounts</b>	Final accounts tabulations	6 years	Auditors <a href="#">HMRC</a> <a href="#">Companies Act 2006, Regulation 388</a>		
<b>Accounts</b>	Statements of accounts rendered and payable; accounts outstanding and outstanding orders	6 Years	<a href="#">Companies Act 2006, Regulation 388</a> <a href="#">HMRC</a>		
<b>Audits</b>	Finance – internal and external	6 Years	Force Policy, Auditors <a href="#">HMRC</a>		
<b>Banking Records</b>	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 <a href="#">Companies Act 2006, Regulation 388</a> <a href="#">HMRC</a>		
<b>Banking Records</b>	Fresh cheques; record of cheques paid/presented	6 Years	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989 <a href="#">Companies Act 2006, Regulation 388</a> <a href="#">HMRC</a>		

# Finance

Information Activity/Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Banking Records</b>	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, Companies Acts 1985 and 1989  <a href="#">HMRC</a>  <a href="#">Companies Act 2006, Regulation 388</a>		
<b>Banking Records</b>	Reconciliation files/sheets; Daily list of paid cheques; Unpaid cheque records	6 Years	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989  <a href="#">HMRC</a>  <a href="#">Companies Act 2006, Regulation 388</a>		
<b>Banking Records</b>	Bank statements, periodic reconciliation's Bank certificates of balance	6 Years	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989  <a href="#">Companies Act 2006, Regulation 388</a>  <a href="#">HMRC</a>		
<b>Banking Records</b>	Electronic records, audit trails	4 years	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989  <a href="#">HMRC</a>		
<b>Budgets</b>	Control year-end tabulations; End of year summaries; quarterly summaries.	6 Years	<a href="#">HMRC</a>		

# Finance

Information Activity/Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Budgets</b>	Chartered Institute of Public Accountancy, estimates and actuals	Permanently	Auditors <a href="#">HMRC</a>		
<b>Cash Books/Sheets</b>	Expenditure sheets; Cash books/sheets; Monies book	3 Years	Force Policy, Auditors, Disputes, Claims <a href="#">HMRC</a>		
<b>Central Stores Requisitions</b>	Purchase orders	6 Years	Force Policy, Auditors, Disputes, Claims <a href="#">HMRC</a>		
<b>Creditors</b>	Creditors history records, lists and reports	6 Years	<a href="#">HMRC</a>		
<b>Debtors</b>	Debtors records and invoices, debit notes, invoices paid or unpaid etc.	4 years	<a href="#">HMRC</a>		
<b>Duty Records</b>	Record of hours worked	2 Years	<a href="#">Working Time Regulations 1998, Regulation 9</a>		Derbyshire DMS controlled. Derbyshire - 1 Year for Flexi records. Rationale - review by managers is every 28 days
<b>Employment Cost</b>	Cost of employment	6 Years	<a href="#">National Archives</a> <a href="#">HMRC</a>		
<b>Expenditure Records</b>	Creditors' history records; lists/reports	6 Years	VAT implications <a href="#">HMRC</a>		
<b>Expenditure Records</b>	Statements of accounts outstanding; outstanding orders; statements of accounts - rendered payable	6 Years	Force Policy <a href="#">HMRC</a>		

# Finance

Information Activity/Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
Expenses	Mileage/travel and subsistence - claims and authorisation; CreditCard statements and receipts	6 Years	<a href="#">Taxes Management Act 1970, Regulation 34</a> <a href="#">HMRC</a> <a href="#">National Archives Page 9</a>		
Financial Working Papers	Closing Papers; estimates working papers (including spreadsheets); grants working papers (or until completion of audit)	6 Years	Force Policy, Auditors <a href="#">HMRC</a>		
Income Generation	Income generation, sponsorship	6 Years	<a href="#">HMRC</a>		
Invoices	Paid invoices (except utility invoices)	6 Years	VAT implications <a href="#">HMRC</a>		
Invoices	Utility invoices	6 Years	Force Policy <a href="#">HMRC</a>		
Ledger Records	General and subsidiary ledgers produced for the purposes of preparing certified financial statements or published information; Creditors' ledgers	6 Years	Force Policy <a href="#">HMRC</a>		
Ledger Records	Audit sheets - ledger postings	6 Years	Force Policy <a href="#">HMRC</a>		
Ledger Records	Journals - prime records for the raising of charges	6 Years	Force Policy <a href="#">HMRC</a>		
Overtime Forms	Overtime forms	6 Years	Force Policy		

# Finance

Information Activity/Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Payroll</b>	Payroll records/personal record cards	6 Years	Force Policy <a href="#">National Archives Page 13</a>		
<b>Payroll</b>	External Payroll records/personal record cards	6 Years	Force Policy <a href="#">National Archives Page 13</a>		
<b>Payroll</b>	Pay ledger	6 Years	Force Policy <a href="#">National Archives</a>		
<b>Payroll - external</b>	Government forms etc. Required for tax.	6 Years	<a href="#">National Archives Page 13</a>		
<b>Payroll - internal</b>	Not required for tax	6 Years	<a href="#">National Archives Page 13</a>		
<b>Pension files</b>	Police pension files (including Widows)	Until age 100	<a href="#">National Archives Page 12</a>		
<b>Petty Cash</b>	Petty cash records/books/sheets; Petty cash receipts	6 Years	VAT implications <a href="#">HMRC</a>		
<b>Postage</b>	Postage expenditure records / franking machine records	6 Years	Force Policy <a href="#">HMRC</a>		
<b>Precept Notification</b>	Precept charges	6 Years			
<b>Purchase Orders - Official</b>	Certified copies of official orders	6 Years	Force Policy <a href="#">HMRC</a> <a href="#">National Archives Page 11</a>		
<b>Revenue</b>	Revenue Estimates, summaries	6 Years	Force Policy <a href="#">HMRC</a>		
<b>Revenue Outturn</b>	Revenue outturn	6 Years	Force Policy <a href="#">HMRC</a>		
<b>Time sheets</b>	Time sheet registers	2 Years	Force Policy <a href="#">The Working Time Regulations 1998, Regulation 9</a>		

# Finance

Information Activity/Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Travel and Subsistence</b>	Claims	6 Years	Force Policy <a href="#">National Archives Page 9 HMRC</a>		
<b>Value Added Tax (VAT)</b>	Quarterly VAT tabulations	6 Years	VAT implications <a href="#">HMRC</a>		
<b>Note on charging for services, including disclosures</b>	Section 18 of the Police Act 1996 allows goods and services to be provided by the police and an appropriate charge can then be made to customers		NPCC produced Guidance on Charging for Police Services in 2005, which is used as the basis for charging external bodies and individuals for policing services	The provision of goods and services under Section 18 applies to the provision of information from police databases, and whilst NPCC guidance does say pricing policy is at the discretion of the individual Force, standard charges are laid down in Appendix 3	For information only

# Information

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

# Information

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Disclosures</b>	Court Orders	Retain for 2 Years from date of request			
<b>Disclosures</b>	Freedom of Information	2 Years from disclosure or from completion of any appeal, local or ICO.	<a href="#">APP Information Management – Data Protection</a>		
<b>Information Sharing Agreements, Protocols, Memoranda of Understanding</b>	Copies of Information sharing protocols & Memoranda of Understanding	Until superseded or revoked			
<b>Identity Access Management Records</b>	Records of the supporting evidence and methods used to verify and validate identity	7 Years from the end of the business relationship	<a href="#">HMG Minimum Requirements for the Verification of the Identity of Individuals, Section 2.3</a>		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 & Projects

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Air Operations / Support Unit - Flight Records</b>	Flight records; helicopter records	6 Years			These records are owned by the National Service (since 2013)
<b>Annual Reports</b>	Chief Constable's	Permanently	<a href="#">Police Reform and Social Responsibility Act 2011, Section 12</a>		
<b>Audits</b>	System and internal security audits	6 Years	<a href="#">National Archives</a>		
<b>Campaigns</b>	Campaigns - plans, briefs final documents	End of campaign +1 Year	<a href="#">National Archives</a>		Look at further retention for historic purpose
<b>Ceremonial, official openings, dedications</b>	Force ceremonials, openings, events etc.	5 Years	<a href="#">National Archives</a>		Look at possibilities to transfer to local archive after 20 Yrs. NB Recommendation of Hillsborough Panel.
<b>Committee – Senior Management Team (SMT) &amp; Senior Partnership Meetings (SPM)</b>	Agendas, minutes, conferences	6 Years	<a href="#">National Archives Internal Audit Records Page 6</a> <a href="#">Companies Act 2006, Section 248</a>	All senior management & senior partnership meetings	
<b>Committees - Police Authority, Police and Crime Commissioner</b>	Corporate	Permanently	Main Committee agendas and minutes	Force Policy, Historical	
<b>Complaints from the Public</b>	Complaints lodged against the Service received from the public	6 Years from closure of the complaint			
<b>Contingency Planning</b>	Planning and Policy matters meetings	Until Superseded or Revoked	<a href="#">Health and Safety at Work Act 1974, Section 2</a>	Corporate	

# Organisation, Programmes & Projects

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Continuous Improvement Reviews</b>	Performance indicators & all associated spreadsheets and statistics relating to their production. Best Value Reviews	2 Years			
<b>Contracts</b>	Pre-Tender Documentation i.e. adverts and notices, expressions of interest, references, shortlist	3 years from date of award of the contract	<a href="#">The Public Contracts Regulations 2015, Regulation 84(9)</a> <a href="#">The Utilities Contract Regulations 2006, Regulation 37</a> <a href="#">OJEU Regulations</a>		
<b>Contracts</b>	Pre-Tender Documentation i.e. evaluation reports (PQQ's)	7 Years	<a href="#">OJEU Regulations</a>		
<b>Contracts</b>	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	<a href="#">National Archives</a>		
<b>Correspondence - General</b>	Correspondence from members of the public or organisations	2 Years from final communication on topic	Force Policy <a href="#">National Archives</a>		

# Organisation, Programmes & Projects

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Correspondence - Internal</b>	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	<a href="#">The Date Retention Regulations 2009</a>  <a href="#">National Archives</a>		Email data is backed up in Information Services archive – 13 months retained
<b>Crime Statistics</b>	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.
<b>Crimsec Reports</b>	All annual, monthly and quarterly returns - either paper based or electronic HMIC annual statistical returns.	2 Years			
<b>Evaluation Questionnaires</b>	Training courses	2 Years			
<b>HMIC Inspection &amp; Audit Reports</b>	Inspection Reports; Thematic Inspection Reports; HMIC Audit reports	1 Year after actions completed		HMIC owned	
<b>Insurance Policy Documents</b>	Fidelity Guarantee, Liability and Aviation, Motor, Personal Accident and travel, Professional Indemnity, Property and Engineering	Until superseded or cancelled + 10 Years	Force Policy		

# Organisation, Programmes & Projects

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Insurance Policy Documents</b>	Employers' Liability Insurance Certificates	40 Years	Employers' Liability (Compulsory Insurance) Regs 1998		
<b>Museum and Force Archives</b>	Documents, photographs, artefacts	Permanently	<a href="#">Museums and Galleries Act 1992 - Not specific</a>		
<b>Policy - Force</b>	Policy documents relating to the introduction of new legislation, and its documents/information interpretation and the formation of policy regarding major incident planning	Retain until superseded and then for 10 years		Retention of final policy /procedure itself, not supporting developmental paperwork	Consider Operational need, Public interest/ Historical records.
<b>Policy &amp; Procedure</b>	Policy documents/information relating to the formation of policy	1 Year after subsequent revision		Retention of policy / procedure itself, not supporting developmental paperwork	
<b>Press Releases</b>	Press Office Press Releases	6 Years consider historical archive	<a href="#">National Archives Page 4</a>		
<b>Press Releases – Unused Press Releases</b>	Draft Contingency Press Releases	6 Months			
<b>Projects</b>	Reports, Plans, Briefings etc.	5 Years following completion of project & consider final report of major projects for permanent retention (in local archives office)	<a href="#">National Archives Page 4</a>		

# Organisation, Programmes & Projects

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Publications - Printed</b>	Printed Publications; force newspapers; etc.	6 Years consider historical archive			
<b>Re-organisation</b>	Amalgamations, boundary issues, establishment, inspection reports	25 Years & consider historical			
<b>Surveys</b>	Public surveys, research reports	2 Years			Look at further retention for historic purpose
<b>Training Course content - Non Operational</b>		6 Years from when training ceases/course content changes			
<b>Training Course content - Operational</b>		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	<a href="#">The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7</a>		
Accidents at work	Employers Liability Claims	6 Years	CLA, Health & Safety Executive <a href="#">Limitations Act 1980</a>		
Accidents at work	Reportable injuries, diseases and dangerous occurrences	6 Years	CLA, Health & Safety Executive <a href="#">The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7</a>		
Annual Leave Records		2 Years	<a href="#">National Archives Page 10</a>		
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	<a href="#">MoPI</a>	Conduct incidents should be MoPI graded 1-3 based on the offence which is being investigated (regardless of whether the incident is officially crimed) and reviewed and retained in line with MoPI. This means that the officer/staff member's record will be retained subject to their overall clear period.	
Complaints Records	Records relating to an expression of dissatisfaction by a member of the public about the conduct of a serving member of the police	6 years from end of sanction/closure of investigation (whichever is longest)		At the discretion of PSD, records can be retained beyond 6 years where the officer/staff member has received further complaints since the last incident and this shows a pattern of behavior.	
Employment Tribunals	Records and files	6 Years from conclusion of case	<a href="#">The Employment Tribunals (Constitution and Rules of Procedure) Regulations 2013, Regulation 14</a>		After conclusion

# People

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Firearms Training Certificates</b>	Firearms Training	until age 100	<a href="#">Firearms Act 1968, Section 28A</a>		In line with personnel file
<b>Grievances</b>	Equal opportunities, sexual / racial harassment	2 Years (Min)			Not to be confused with discipline Internal Grievance process
<b>Health &amp; Safety - Audits</b>	Audits, safety inspections	5 Years	<a href="#">The Management of Health and Safety at Work Regulations 1992, Regulation 5</a>  <a href="#">National Archives</a>		
<b>Health &amp; Safety Records</b>	Accident Report Forms: Forms F2508 (accidents and dangerous occurrences): Form F2058A (diseases)	3 Years from date of event (or 6 years after claim)	<a href="#">The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7</a>		
<b>Health &amp; Safety Records</b>	Records where exposure may lead to disease many years later	40 Years	<a href="#">The Control of Substances Hazardous to Health Regulations 2002, Regulation 10</a>		
<b>Health &amp; Safety Records - Air Monitoring</b>	Air monitoring - lead	5 Years	<a href="#">The Control of Lead at Work Regulations 2002, Regulation 9</a>		
<b>Health &amp; Safety Records - Asbestos</b>	Asbestos Records of those exposed to asbestos	40 Years (from the date of last record entry)	<a href="#">The Control of Asbestos Regulations 2012, Regulation 22</a>		
<b>Health &amp; Safety Records - Asbestos</b>	Asbestos inspections and building records	Removal of asbestos + 5 Years or subsequent inspection + 5 Years	<a href="#">Control of Asbestos Regulations 2012, Regulation 13</a>		
<b>Health &amp; Safety Records - Awareness Records</b>	Health and safety awareness records	100 years old	<a href="#">National Archives</a>		

# People

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
Health & Safety Records - Biological Agents	List of employees exposed to group 3 & 4 biological agents	40 Years from last exposure	<a href="#">Control of Substances Hazardous to Health Regulations 2002, Schedule 3 The Section 4</a>		
Health & Safety Records - Buildings	Buildings	Lifetime of building ( plus 3 Years)	<a href="#">The Construction (Design and Management) Regulations 1994, Regulation 12</a>		
Health & Safety Records - Compressed Air	Compressed Air	40 Years from last exposure	<a href="#">The Construction (Design and Management) Regulations 1994, Regulation 12</a>		
Health & Safety Records - Exposure to Lead	Exposure to Lead	40 Years from last exposure	<a href="#">The Control of Lead at Work Regulations 2002, Regulation 10</a>		
Health & Safety Records - Exposure to Lead	Maintenance control measures	5 Years from date of entry	<a href="#">The Control of Lead at Work Regulations 2002, Regulation 8</a>		
Health & Safety Records - Fire	Fire Certificates	12 Years after expiry or until superseded Stays on site	<a href="#">Fire Precautions Act 1971, Section 6.8</a>  <a href="#">National Archives</a>		
Health & Safety Records - Fire	Fire precautions and services	10 Years after issue  Retain until superseded	<a href="#">National Archives</a>		
Health & Safety Records - Incident Reports	Incident Reports	See accident reports	<a href="#">The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7</a>		
Health & Safety Records - Inspections Reports	Inspections Reports	5 Years	<a href="#">The Control of Substances Hazardous to Health Regulations 2002, Section 9</a>		

# People

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
Health & Safety Records - Ionising Radiation equipment	Examination of respiratory protective equipment and passbook	5 Years after last use	<a href="#">The Ionising Radiations Regulations 1999, Regulation 10</a> <a href="#">The Ionising Radiations Regulations 1999, Regulation 21</a>		
Health & Safety Records - Ionising Radiations	Ionising radiations health records	50 Years from date of last entry	<a href="#">The Ionising Radiations Regulations 1999, Regulation 21.3 (a)</a>		
Health & Safety Records - Medical Reports	Medical Reports	40 Years	<a href="#">The Control of Substances Hazardous to Health Regulations 2002, Section 10</a>		
Health & Safety Records - Portable Appliance Testing	Records of tests	Lifetime of equipment	<a href="#">The Electricity at Work Regulations 1989, Regulation 4</a>		
Health & Safety Records - Risk Assessments	Risk Assessments	10 Years Until superseded	<a href="#">The Management of Health and Safety at Work Regulations 1992, Section 3</a>		
Injury on Duty Forms		100 Years of age	<a href="#">National Archives Page 10</a>		
Personnel Records	Relating to Individuals Service Records	Until age 100 Consider 85 years of age for non-pay/pension records	<a href="#">National Archives Page 9</a> <a href="#">The Police Regulations 2003, Section 17</a>		
Promotion Board Notes		1 Year	<a href="#">National Archives Page 10</a>	+	
Recruitment - Police Officers		1 Year			
Recruitment - Police Staff		1 Year			
Sickness Records		until age 72	<a href="#">National Archives Employee Personnel Records Page 13</a>		

# People

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Training Administration Records</b>	Records relating to admin for training, not training itself	2 Years	Force Policy		
<b>Training Evaluation Questionnaires</b>	Questionnaires completed after training courses	2 Years	Force Policy		
<b>Training Records</b>	Record of Training received by the Individual	Until age 100			
<b>Vetting</b>	Contractor vetting	End of contract + 1 Year	Force Policy		
<b>Vetting</b>	Successful vetting: Personnel vetting, local intelligence checks, references, referees checks, counter terrorist checksetc.	Police personnel - 6 years after leaving, 1 year after death	Force Policy		
<b>Vetting - refusals</b>	Failed vetting	6 Years	CLA		
<b>Vetting - Temporary Staff &amp; Contractors</b>	Non Police Personal Vetting	End of contract + 1 Year	Force Policy		
<b>Visitors Passes</b>	Record of visitors to police property.	3 years	<a href="#">National Archives Press and Public Relations Records Page 5</a>		
<b>Warrant Cards &amp; ID cards</b>		Destroy on end of service			

# Preventing

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Chief Constable's Log</b>	Overnight summary sheet	1 Year	Force Policy <a href="#">Police Reform and Social Responsibility Act 2011, Section 12</a>		
<b>Explosive Certificate</b>		Application form - 5 Years; Control of Explosives Regs certs - 2 Years	Explosives Act / Regulations <a href="#">The Control of Explosives Regulations 1991, Section 5 and 12</a>		
<b>Firearm Licensing</b>	Licence Application Form	20 years	<a href="#">Directive 2008/51/EC Control of the Acquisition and possession of weapons</a>		
	Licence Refused	Retain until subject has reached 100 Years of age. Review every 10 years	Firearms Act 1968, MoPI		
	Licence Revoked				
	Dealers Licences	Until superseded, surrendered or until death	ACPO, Firearms Act 1968		
	Certificates, Licences Inc. - Temp and visitors	Until surrender plus 6 Years	ACPO, Firearms Act 1968		
	Cancelled cert Rifle Club	6 Years			
<b>Firearms Operational</b>	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)		

# Preventing

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Firearms - Police</b>	Presented or Discharged - Police Use Form	6 Years			Consideration ought to be linked to serious matters, coroners etc.
<b>Foreign Nationals</b>	Documentation of Foreign nationals	10 years	<a href="#">Nationality, Immigration and Asylum Act 2002, Section 126</a>		
<b>Licensed and Supervised Trades</b>	Gaming licences, pedlars certificates, betting shop files	6 Years	<a href="#">The Gaming Licence Duty Regulations 1991</a>		
<b>Liquor Licensing</b>	N/A	10 Years	<a href="#">Licensing Act 2003, Section 115</a>		
<b>Operations Planning</b>	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.
<b>Stop and Search</b>	Forms and electronic data	1 Year	Force Policy		
<b>Taser - Police</b>	Presented or Discharged - Police use Form	6 Years			Consideration ought to be linked to serious matters, coroners etc.
<b>Taser - Police</b>	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.

# Preventing

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Warning Notices - Harassment</b>	Harassment Forms	12 Months after notice has expired	APP <a href="#">MoPI Groups 2 and 3</a>		

# Property

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Disposal of Property</b>	Auctions – records of sales	Current year + 6	Financial regulations; Limitation Act <a href="#">HMRC</a>		June 2012 Onwards - items recorded in Guardian June 2016 Regional Niche RMS & MoPI review methodology
<b>Lost and Found Property</b>	Handed in weapons (not used in crime)	Dispose of ASAP if no reason to retain.	Force Policy <a href="#">Police and Criminal Evidence Act 1984, Section 22</a>		June 2012 Onwards - items recorded in Guardian June 2016 Regional Niche RMS & MoPI review methodology
<b>Lost and Found Property</b>	Lost and Found Property - non prohibited items – includes cash	Found 30 day then review	<a href="#">Lost, Found, Other Than Found and Detainees Property Policy 2001</a>	No legislation covers Found Property.	June 2012 Onwards - items recorded in Guardian June 2016 Regional Niche RMS & MoPI review methodology  These Items should be cross-check against Found property / crime exhibits and stolen property
<b>Lost and Found Property</b>	Lost and Found Property - Prohibited items –includes drugs and firearms	30 days	<a href="#">Lost, Found, Other Than Found and Detainees Property Policy 2001</a>	Not covered by any legislation	Prohibited items are items that cannot be returned to members of the public e.g. drugs, knives, weapons
<b>Seized Property (Crime Exhibits)</b>	Records of Seized property - crimed - e.g. crime exhibit cards, labels etc.	min 6 Years and then review	MoPI; CPIA <a href="#">The Police (Retention and Disposal of Items Seized) Regulations 2002, Regulation 5</a>		June 2012 Onwards - items recorded in Guardian June 2016 Regional Niche RMS & MoPI review methodology
<b>Seized Property (Crime Exhibits)</b>	Records of Seized property - non-crimed	Current year + 6	Financial regulations; Limitation Act <a href="#">Police (Property) Act 1997, 86E</a>		June 2012 Onwards - items recorded in Guardian June 2016 Regional Niche RMS & MoPI review methodology

# Property

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<p><b>Seized Property (Crime Exhibits)</b></p>	<p>Seized property – physical crime exhibits – includes cash, drugs, firearms, frozen exhibits and vehicles</p>	<p>Case dependent</p>	<p>Police Property Act; CPIA; Powers of Criminal Courts Act; PoCA; Tissues Act <a href="#">Police and Criminal Evidence Act 1984, Section 22</a></p>	<p>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</p>	<p>June 2012 Onwards - items recorded in Guardian June 2016 Regional Niche RMS &amp; MoPI review methodology</p> <p>Will also need to pay due regards to health and safety issues, environmental concerns when storing and retaining</p>
<p><b>Seized Property (Crime exhibits)</b></p>	<p>Seized property - non crimed</p>	<p>minimum 6 Months</p>	<p>Powers of Criminal Courts Act s143 <a href="#">Powers of Criminal Courts (Sentencing) Act 2000, Section 144 and 2</a></p>		<p>June 2012 Onwards - items recorded in Guardian June 2016 Regional Niche RMS &amp; MoPI review methodology</p> <p>Proceeds may be payable to force under Police Property Act Fund</p>
<p><b>Sudden death</b></p>	<p>Sudden death – property seized from location of deceased</p>	<p>Until authorised for disposal by Coroner's Office</p>			<p>June 2012 Onwards - items recorded in Guardian June 2016 Regional Niche RMS &amp; MoPI review methodology.</p> <p>May be needed for inquest</p>

# Prosecution

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
ANPR	Reads	2 Years	National Retention		
	Hits	2 Years			
ASBO	All Anti Social Behaviour Records	6 Years			June 2016 Regional Niche RMS & MoPI review methodology
Bodycam / Headcam/Webcam	Non Evidential	31 days	MoPI		
	Crime	Minimum of 6 Years, retain Case / Crime			DEMS BWV auto delete at 30 days unless marked evidential - Body Worn Digital Video (BWV) commenced Jan 2015.
Breath Testing	NFA	6 Years			
	Charge	6 Years			
Drug Testing on Arrival (DToA)	NFA	6 Years			
	Charge	6 Years			
Cannabis Warnings	Offender Details (All details)	6 Years	Management Information	Cannabis Warnings do not have a legislative validity period. Offender should only receive one Cannabis Warning	PentiP – Retention Periods
Cautions	Custody related cautions	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	June 2016 Regional Niche RMS & MoPI review methodology
Endorsable FPN	Offender details (Personal Details)	3.5 Years		Period of Endorsement – To support Operational decisions in event of further offending	PentiP – Retention Periods

# Prosecution

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
	Offender details (Non Personal)	6 Years	Management Information		
	Registered Keeper	3.5 Years	Part of FPN Process		
	Driver Nominations	3.5 Years	Part of FPN Process		
Endorsable FPN	Offence Details Inc. Offence Codes, Offence Location, Offence Date/ Time and Notice Number	6 Years	Management Information		PentiP – Retention Periods
	Licence Details (Personal Details)	3.5 Years		Period of Endorsement – To support Operational decisions in event of further offending	
	Licence Details (Non Personal Details)	6 Years	Management Information		
	Payment Details (Transaction Details)	6 Financial Years	Financial Transaction		
	Payment Details (Fine Registration Certificate)	6 Financial Years	Financial Transaction		
	Payment Details (Payee Details)	6 Financial Years	Financial Transaction		
HO/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	Case by Case	CPIA / MoPI		Derbyshire force <b>tapes</b> are disposed of at 7 years unless converted to digital for longer retention for a policing purpose. Regional Digital Interview Repository (DIR) April 2015
	Working Copy	One Month following finalisation	CPIA / Force Policy		

# Prosecution

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>Litigation against the Force</b>	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)	
<b>Non-Endorsable FPN</b>	Offender Details (Personal Details)	3.5 Years		To support Operational decisions in event of further offending	PentiP – Retention Periods
	Offender Details (Non-Personal Details)	6 Years	Management Information		
	Registered Keeper	3.5 Years	Part of FPN Process		
	Driver Nominations	3.5 Years			
	Offence Details Inc. Offence Codes, Offence Location, Offence Date/ Time and Notice Number	6 Years	Management Information		
	Payment Details (Transaction Details)	6 Financial Years	Financial Transaction		
	Payment Details (Fine Registration Certificate)	6 Financial Years	Financial Transaction		
	Payment Details (Payee Details)	6 Financial Years	Financial Transaction		
<b>PER Form</b>	Prisoner Escort Record	6 Months			Police Records
<b>Penalty Notice Disorder</b>	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		

# Prosecution

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
	Guardian Details (Satisfied PND)	6 Months		Guardian details are no longer required once PND has been satisfied	
	Guardian Details (Cancelled PND)	6 Months		Guardian details are no longer required once PND has been satisfied	
	Guardian Details (Fine Registered)	6 Years	Financial Transaction		
	Offence Details Inc. Offence Codes, Offence Location, Offence Date/ Time and Notice Number	6 Years	Management Information		
	Payment Details (Transaction Details)	6 Financial Years	Financial Transaction		
	Payment Details (Fine Registration Certificate)	6 Financial Years	Financial Transaction		
	Payment Details (Payee Details)	6 Financial Years	Financial Transaction		
<b>Pocket Notebooks / CID Diaries</b>	Officers notebooks and diaries	6 years from last entry	MoPI / Force policy	 25 10 13 RRD Schedule of diary-day	<p>Officer retains for first two years – central HQ storage thereafter. Diary/daybook records may be lodged on case file.</p> <p>7th Nov 2016 – Mobile data deployed for evidence recording. It is recommended that entries relating to crimes that require retention are copied and stored within the crime file and retained in line with MoPI</p>

# Prosecution

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
<b>VDRS</b>	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		
<b>Warrants</b>	Records	Until withdrawn / executed		Documents originally Issued by the Courts/ Local Records.	
	Outstanding				

