

Review, Retention & Disposal; Records Management POLICY & PROCEDURE

OFFICIAL

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Policy

Introduction

Merseyside Police 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 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 (MOPI) was produced and the Association of Chief Police Officers (ACPO) published Guidance on the Code in 2006. The latest College of Policing version of this guidance was published in 2014.

This policy is supported by the NPCC National Guidance on the minimum standards for the Retention and Disposal of Police Records, which is incorporated into this document ([appendix 1](#)).

Statement

Leadership & Me framework and the Just Principles

As an organisation, through our policies and Leadership & Me framework, we will ensure we create a consistently great place to work were, as Healthy People:

- You take responsibility for how you behave.
- You are inclusive and any exclusion is addressed.
- You have a safe space to speak, and things are talked out.
- You can focus on doing your own job well.
- You are trusted and empowered to make decisions and do the right thing.
- We are all One Team - inquisitive and open to new ways of doing things better together.

The Leadership & Me framework means we have a consistent approach to our behaviours across the organisation, and therefore consistent approach through our

policies, which is necessary to deliver against our One Team ethos. The Leadership & Me framework is underpinned by our Just Principles:

JUST LISTEN	ACTIVE LISTENING CARE & RESPECT EMOTIONAL INTELLIGENCE
JUST LEAD	PRIDE & DIRECTION RESPONSIBILITY TRUST – HONESTY & HUMILITY DELIVERY
JUST THINK	MAKING DECISIONS CONTINUOUS IMPROVEMENT ADAPTING PLANS CHANGE
JUST TALK	TEAMWORK COURAGE-SPEAKING UP PERFORMANCE FEEDBACK RELATIONSHIPS

Aims

- To ensure Merseyside Police holds and manages records for a legitimate policing purpose, which 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
- To ensure Merseyside Police review information to determine its adequacy and continuing necessity for a policing purpose
- To ensure Merseyside Police meets its legal obligations when dealing with records both digital and physical
- To ensure Merseyside Police are continuously improving on their approach to the review, retention and deletion of their physical and digital data.

Objectives

- To ensure all staff are aware of their personal accountability and responsibility for records and information management
- To prevent the unnecessary retention of records and information
- To support the ‘Community First’ philosophy

Application and Scope

All police officers and police staff, including the extended police family and those working voluntarily or under contract to Merseyside Police must be aware of, and are required to comply with, all relevant policy and associated procedures.

This is a non-statutory policy that sets out the principles to help guide decision making. It provides guidance that, on occasions, officers and staff may depart from based on the particular circumstances they encounter. On such occasions, officers and staff will be supported provided they can demonstrate a clear rationale which can be objectively justified for why they have departed from the policy.

Outcome Evaluation

The SIRO (Senior Information Risk Owner) governance board will evaluate outcomes resulting from regular monitoring taking into consideration:

- Compliance with legislation
- Improvements in the functionality of force systems to manage, review and delete records and data
- Improvements in data quality

Procedure

Version History

Version Number	Date	Detailed rationale behind amending/updating policy or procedure.	Policy Owner Details	Policy Author Details
V.1.0	31/10/2024	New policy	C/Supt CJ	Records Manager CJ

1. Overview

- 1.1 The primary purpose of review, retention and disposal (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.
- 1.2 The Force recognises the importance of effective maintenance, review, retention and disposal of records held for a policing purpose and has policy and procedures in place to reflect this. All officers and staff have the responsibility to ensure that effective RRD processes are in place and compliant. This provides 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.
- 1.3 Reviewing information to determine its adequacy and continuing necessity for a policing purpose ensures that information held by the Force is:
- Lawful
 - Authentic and reliable
 - Accurate and up to date
 - Adequate for purpose
 - Relevant and necessary
 - Not destroyed prematurely or kept for longer than is necessary
 - Arranged and described in a manner that facilitates fast, accurate and comprehensive retrieval
 - Stored safely in secure physical and electronic environments
 - Stored cost effectively
 - Created in the best format for the purpose which they are generated and the length of time for which they will be retained

- Contain information that is necessary to support the relevant business activities
 - Accessible to those who need to refer to them, and held in a medium that will provide reliable access over the anticipated retention period
 - Indexed appropriately at creation or captured with the metadata necessary to ensure the authenticity and reliability of records incorporated into all records keeping systems
 - Destroyed consistently and in accordance with guidelines set out in this policy when the retention period has expired
- 1.4 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. This Policy 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. All new electronic systems implemented by the force must have RRD solutions
- 1.5 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.
- 1.6 Where this document does not specifically address an RRD issue, reference should be made to the College of Policing RRD APP and the NPCC National Retention Scheme.

2. Principles

- 2.1 Regardless of their storage media or location (email, cloud, social media, USB drives, paper records etc.) the key principles of the RRD policy are:
- Records are reviewed in line with this policy 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
 - The type and amount of information held on an individual must not be excessive and will be proportionate to the risk they pose
 - The review process, where necessary, should be documented for audit process
 - The review of police information is central to risk-based decision making and public protection
 - Records will be disposed of when there is no longer a policing purpose for retaining them

2.2 Failure to review and retain information appropriately may constitute a breach of legislation and lead to litigation and ultimately undermine public confidence in the police service.

2.3 Definitions

Review	To examine a record and all associated records to ensure: <ul style="list-style-type: none"> • There is a continuing policing purpose for holding the record • The record is adequate, up to date and not excessive • That all personal records are compliant with the Data Protection Act principles
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, so 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. <ul style="list-style-type: none"> • Further behaviour brought to the attention of police, which indicates a relevant risk of harm is used to reset the period that must elapse before records relating to the individual have to be reviewed again • 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 • 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

	<ul style="list-style-type: none">• 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• In cases where a fixed penalty notice, or caution was issued the individual's clear period will begin on the date of issue• 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• If 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• In the case of custodial sentences this includes any period served on license in the community, following the custodial element of the sentence• 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• Clear periods are not reset by FOIA requests and subject access requests
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3. Procedures

- 3.1 These procedures govern all types of force record. Corporate records stored outside of crime-related business systems, such as Finance, HR, CSD etc. are also subject to the NPCC National Guidance ([appendix 1](#)) on the minimum standards for the Retention and Disposal of Police Records.
- 3.2 The force will conduct all relevant reviews required under this policy, this includes scheduled and triggered reviews. The RRD functionality within Niche will automatically apply the appropriate MOPI grade and review dates to nominal records will be generated in line with this policy and MOPI by Delphi.
- 3.3 Currently:
- a) Crimes are MOPI graded by an auto grader within Niche
 - b) Intelligence is evaluated within Merseyside by Intelligence Officers or Source Handlers within the Force Intelligence Bureau (FIB)
 - c) Non-crimes, unsolved crimes or those where no action is taken are allocated a MOPI 4 or 0 Grade via an automated process

- 3.4 PNC and PND will be consulted to establish sound reasons for retaining information beyond its retention period or recommending for deletion based on the risk posed by the individual and it can be justified for a policing purpose.
- 3.5 Any records that are found to be inaccurate or inadequate will be updated as per the procedure for erasure or rectification of personal data.
- 3.6 In the course of a MOPI review marked for disposal any relevant paper file will also be disposed of.
- 3.7 In the course of a MOPI review, if information relating to a person is found to be duplicated the details must be matched and merged.
- 3.8 In the course of a MOPI review all reviews and the outcome must be recorded with the date, the reviewers name, the outcome and the reason for the decision taken.
- 3.9 Decisions to retain or dispose must be dip sampled by the reviewing officers line manager.
- 3.10 There are three types of MOPI review:
- Initial review
 - Triggered review
 - Scheduled review

4. Retention periods

- 4.1 Corporate files will be managed in accordance with the NPCC Retention Scheme. Each type of file mentioned within the retention scheme will have its own nationally recommended retention period.
- 4.2 Crime files are classified under the MOPI guidelines according to the seriousness of the crime:
- Group 1 (G1) – Certain Public Protection matters
Information relating to subjects in this group may be retained until the subject has reached 100 years of age. A decision to delete this information or otherwise should then be made based on a manual review. This information should be reviewed every ten years to ensure that it is adequate and up to date and that retention is justified. Some parts of the group 1 nominal record need not be retained if they are not relevant or necessary. Information retained under this grouping can include intelligence reports of any grade.
 - Group 2 (G2) – Other sexual, violent or serious offences

Information relating to sexual, violent or serious offences that are not listed as serious specified offences in [Schedule 18 of the Sentencing Act 2020](#) can be retained only for as long as the offender or suspected offender continues to be assessed as posing a risk using the NRAC. After every 10-year clear period, these records should be reviewed and a risk-based decision should be made on whether they should be disposed or retained. If the nominal in question continues to offend or is implicated in continued offending, records relating to them must be retained. In these circumstances, however, the resetting of the clear period means that forces do not have to conduct a scheduled review or justify the continued retention of such records.

- Group 3 (G3) – All other offences

Records relating to people who are convicted, acquitted, charged, arrested, questioned, or implicated for offending behaviour that does not fall within G1 or G2 are dealt with in Group 3. G3 crime files will be retained until there is a 6-year clear period (i.e. the individuals have not come to further police attention during this time). After an agreed clear period (minimum of 6), these records will be deleted via an automated process.

5. National Retention Assessment Criteria (NRAC)

- 5.1 The National Retention Assessment Criteria (NRAC) is outlined in [appendix 2](#). Person reviews of certain records will use the NRAC form.
- 5.2 Following the specified clear period the continued retention of G2 and G3 records is only justified if it is established that they remain necessary for a policing purpose. Where any of the risk factors in the NRAC form are identified, the record being reviewed will be retained and reviewed after the further relevant clear period.
- 5.3 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 form can still be retained at Force discretion, an ‘any other reason’ text field has been added to the NRAC Form. This field will be utilised to ensure that MOPI G2 and G3 records that are still the subject of enquiries are retained and are not automatically disposed/deleted.
- 5.4 Following a designated clear period, if an NRAC review 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 must be recorded and the future review date set according to the relevant guideline within MOPI.

6. Reviews

6.1 Initial review/Evaluation

6.1.1 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 within the various business strands. 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:

- Recorded for a policing purpose
- Recorded in the appropriate format for the business area in which held
- 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, is accurate and kept up to date
- Not duplicated
- Applies the correct Government Security Classification

6.1.2 Prior to the creation of a new person record on any force system a search will be made of that system to determine whether a record for that person already exists. Please note that these searches for potential duplicated records must include similar spellings for names and addresses. 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.

6.1.3 Information asset owners are responsible for high data quality standards.

6.2 Triggered review

6.2.1 This process takes place when requested to do so by a member of the public, another department or strand across the force or by the Data Protection Officer.

6.2.2 The reviewer will conduct a triggered review of the person record and complete an NRAC form which will be stored electronically against the person record. The decision to retain or dispose of the record must be recorded within the NRAC and include the rationale in accordance with the relevant guidance within MOPI.

6.2.3 The triggered review provides the opportunity to ensure the data recorded is adequate, accurate and proportionate. The reviewer must highlight and/or correct any inaccuracies, ensuring the MOPI grade recorded against a person is accurate and the retention of this data proportionate for policing purpose whilst balancing the rights of the applicant.

6.3 Scheduled review

6.3.1 This is a time-based review which varies according to the MOPI category. The reviewer will review all person records relating to:

- Group 1 offences
- Group 2 offences
- Group 3 offences submitted for a triggered review

6.3.2 The group 3 offences will be disposed of after a 6-year clear period (an automated process is currently being developed).

6.3.3 Person records relating to group 1 offences should be manually reviewed every 10 years as specified in the review schedule ([appendix 3](#)) to ensure they remain adequate, up to date, not excessive and DPA compliant.

6.3.4 Person records relating to group 2 offences should be manually reviewed after an initial 10-year period. If the person is deemed to pose a high risk or any other reason as detailed in the NRAC, the record will be retained and reviewed again as per the review schedule.

6.3.5 Any retained group 3 records will be subject to further review after 5 years as per the review schedule.

6.3.6 Any other miscellaneous records must be retained in accordance with the review schedule.

6.3.7 An NRAC must be completed on all manual reviews to provide an audit trail.

7. Retention

7.1 Where the NRAC review process results in a decision to retain information, these assessments must be dip-sampled for audit and compliance purposes.

7.2 The Records Management Unit has a 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 required by the force.

8. Disposal

8.1 Where the NRAC review process results in a decision to dispose of information, these assessments must be dip-sampled for audit and compliance purposes by the Records Management Unit.

8.2 The Records Management Unit has responsibility for ensuring that all person records marked for disposal following the review process are disposed in

accordance with Force policies and procedures. They must ensure they are removed from all systems to the extent that they cannot be restored.

- 8.3 The NRAC and any other records documenting a decision to dispose must never hold personal information.

9. Monitoring

- 9.1 Where an internal force audit or quality assurance review is conducted, compliance with this policy and working practices will be included as part of that review.
- 9.2 Information Asset Owners are responsible for records held in their business area.
- 9.3 Audit trails of changes to records are important to the force, to support claims of compliance, which may be discredited if the audit trail is not managed correctly and cannot be interpreted unambiguously.
- 9.4 Audit trails will include a record of all relevant events. If any significant event 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.
- 9.5 All MOPI functions will be subjected to both internal and external inspection regimes.

Appendix 1 - NPCC National guidance on the minimum standards for the retention and disposal of police records

ASSETS & PRODUCTS					
Information Activity/Task	Description/Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
Alarms	Burglary Alarm installations (non-police locations)	End of subscription			
Asset Register	List of assets e.g. hardware	When superseded or 6 years	Force Policy		
Breath Testing	Evidential breath procedures; breathalyser machine log etc calibration/certification of the station Intoximeter machine by a qualified engineer	Life of machine + year			
Breath Testing	Local test records for handheld roadside breath test machines. Usually done weekly by a clerk	6 months			
CS/PAVA Gas records	Issue/disposal	Life of canister + 6 months			
CS/PAVA Gas records	Discharge	6 years			

Dogs – Police dogs	Individual Police dogs' files (includes bites records/register)	Service of the dog + 6 years			
Equipment and supplies	Personal protective equipment supplied, maintenance logs etc.	6 years (inspections until superseded, maintenance log kept up to date)	The Provision and Use of Work Equipment Regulations 1998, Regulation 6 (3) The Provision and Use of Work Equipment Regulations 1992, Schedule 6		
Fire tests	Fire detection and equipment tests Force buildings	7 years	Regulatory Reform (Fire Safety) Order 2005/Fire Safety Order 2006		
Records of Firearms issued and returns	Records of firearms issued and returned	6 years	Force Policy Directive 2008/51/EC Control of the Acquisition and Possession of Weapons The Firearms Regulations 2015 (amendment to the Firearms	From last entry	

			(Amendment) Act 1997)		
Police Horses	Individual Police horse files (includes incident records/register)	Service of the horse + 6 years			
IT – Back up tapes	Local force requirements				
Photographs: Negatives of photographs produced for the force	Photographs: Negatives of photographs produced for the force (not crime related)	Force Policy	Force Policy/historical		
Police Authority/Police & Crime Commissioner Buildings and Land Deeds	Deeds	Until the sale of the property. Update Land Registry when necessary	Force Policy Deeds of Arrangement Act 1914, Section 10		
Police Authority/Police & Crime Commissioner Buildings and Land - Police Houses/Stations	Documents/information relating to the ownership of buildings and land property plans and records of work etc.	Until the sale of the property	Some Police house/station are of historic interest and may be kept permanently		Look at further retention for historic purpose/public interest
Property – Buildings not owned by Police Authority/Police & Crime Commissioner	Leases	16 years after expiry	Force Policy		
Property - subletting of Police Authority/Police & Crime Commissioner	Leases	16 years after expiry	Force Policy		

buildings					
Stock taking	Stores inventory etc.	3 years	HMRC CH15400		
Vehicles (Police) defects	Vehicles defect reporting, registers	Disposal of vehicle + 3 years	Force Policy		
Vehicles (Police) equipment specifications	Vehicle equipment specification sheets	Disposal date + 3 years	Force Policy		
Vehicles (Police) log book	Log books; mileage records etc.	Disposal of vehicle + 3 years	Force Policy		
Vehicles (Police) Maintenance Records	Vehicle history; maintenance records register; job cards; parts records	Disposal of vehicle +3 years +6 years for accident files	Force Policy Limitation Act 1980		
Vehicles (Police) New vehicle check form	Check list for vehicles prior to being accepted and commissioned into fleet	Disposal date + 3 years	Force Policy, CLA		
Vehicles on demonstration	Test log for vehicles trialled b the force; appraisal forms	3 years	Force policy		
Vehicles on hire	Request to hire etc.	End of financial year + 6 years	Force Policy		
Waste Management – special waste/controlled	Consignment notes	3 years	Special waste regulations 1996, environment protection (duty of care) regs 1991		

CRIME & CASE FILES					
Information Activity/Task	Description/Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
Crime file	MoPI group 3 offence	Minimum of 6 years	APP MoPI	Incident report, crime report, case file etc.	Clear period to be taken into consideration Consider public interest before disposal
Crime file	MoPI group 2 offence	10 years (then review) retain again if necessary	APP MoPI	Incident report, crime report, case file etc.	Clear period to be taken into consideration If undetected follow MoPI guidance/force policy Consider public interest before disposal
Crime file	MoPI group 1 offence	100 years (age) review every 10 years	APP MoPI	Incident report, crime report, case file etc.	Review every 10 years to ensure adequacy and necessity Consider public interest before disposal
Collisions	Road traffic collisions – non-fatal, non-serious and damage only	Minimum of 6 years or until the injured party is 21 years old	CLA/RTA 1988		Includes minor injury and damage only

		whichever is the longest			
Collisions	Fatal and serious	Minimum of 6 years	RTA/CLA/CPIA/MoPI	Review as per nominal/injured party	MoPI G1 – eg causing death by dangerous driving MoPI G2 – eg causing danger to road users MoPI G3 – fatalities or accidents where non-violent crimes involved, others
Collisions – Police accidents	Road traffic collisions – 3 rd party/injury to officer	6 years unless injury to child then age 18 + 3 years			
Traffic	Minor traffic offences – no injuries, collision books	3 years from dealt with date	CLA		
Traffic	Minor motoring offences eg defective tyre, lights etc.	1 year NFA 3 years from dealt with date (if charged)	RTA 1988		

DETECTING					
Information Activity/Task	Description/Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
Abnormal loads		6 months after transport	Force Policy		
Air operations/support unit - videos	Surveillance, operations etc	31 days or review as per nominal file if evidential			
ARV mobilisation		25 years	Force Policy		
Calls for Police assistance/call management records	6 years	CLA			
CCTV	Closed circuit television tapes. Video tapes produced by any CCTV system used by the force eg 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 CPIA	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 1-3 CPIA		
Command & control logs	Command & control logs	6 years or relevant parts copied and retained as per MoPI rules or if the whole tape is	CLA, MoPI groups 1-3		

		evidential retain as per MoPI			
Custody records		Minimum of 6 years/review as per nominal file	MoPI groups 1-3	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	
Custody images		Please see custody images guidance within APP MoPI	APP MoPI		
Custody medical records	Medical records of custody detainees	6 years	CLA		

DNA		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, 1st recordable minor offence	Protection of Freedoms Act 2012		
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		conviction 5 years (plus length of prison sentence) or indefinite if prison sentence is 5 years or more, 2nd recordable minor offence conviction indefinite DNA in relation to fixed penalties are retained for 2 years.			
Dog bites		6 years unless injury to child (age 17 or under) then age 18 + 3 years	CLA MoPI group 3 – other offences		
Dogs - dangerous	Dangerous dogs/worrying livestock investigations records/complaints	6 years	MoPI group 1-3	Force Policy	
Fingerprint and palm prints arrested/attendees		For adults is retained indefinitely where there is a conviction,	Freedoms Act 2012		

		<p>retained for 3 years where there was a charge but no conviction (and no previous convictions recorded) and deleted immediately if Protection of not charged (a single search is permitted before destruction). For under 18s is retained indefinitely where there is a conviction for qualifying offence, 1st recordable minor offence conviction 5 years (plus length of prison sentence) or indefinite if prison sentence</p>			
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		is 5 years or more, 2nd recordable minor offence conviction indefinite Prints in relation to fixed penalties are retained for 2 years.			
Fingerprint evidence files		Minimum of 6 years (review)	CPIA/CLA/MoPI/RIP A	Review as per nominal/crime	
Fingerprint files – serving officers and staff		Duration of service + 6 months	Force Policy/HO regulations The Police regulations 2003, regulation 18		If used for elimination purposes in court additional retention may need to be evaluated
Fingerprints – elimination prints	Elimination prints (victims, witnesses)	Until no longer needed	PACE Police and Criminal Evidence Act 1984, regulation 64 Protection of Freedoms Act 2012		
ID parades	Video, pictures, records and audit trails	Retain case/crime			
Intelligence		Case by case at least 6 years	MoPI/RIPA/NIM		

Major incidents	Multi agency investigation eg rail crash, public enquiry	Review when finalised/case by case	APP MoPI group 1	Consider public/historical interest test, refer to lead agency	
Missing persons	Found	6 clear years minimum dispose if no further indicators of risk	APP MoPI		
Missing persons	Outstanding	Until found or 100 years from report	APP MoPI		
Mobile phone & other digital device data extraction	Requests	Minimum of 6 years then review	APP MoPI/CPIA		
	Extraction data	Case dependent	Police Property Act/CPIA		
Photographs: Scenes of crimes	Photographs taken at scenes of crimes; DVD's, videos, CDs etc.	Minimum of 6 years/review as per nominal file or associated risk if no nominal	APP MoPI groups 1-3		Consider further retention for historic purpose/public interest
Premises searched logs		Minimum of 6 years, retain case/crime			
Road search	Vehicles stopped at road checks authorisation	12 months	Police and Criminal Evidence Act 1984, regulation 3		
SOCO/CSI files	Details of examinations	Minimum of 6 years, retain case/crime	APP MoPI groups 1-3		

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 1-3		
Video Interviews (child/vulnerable adult)		Minimum of 6 years, retain case/crime	APP MoPI groups 1-3		
Wildlife files		6 years	APP MoPI groups 1-3 Force Policy		

FINANCE					
Information Activity/Task	Description/Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
Accounts	Receivable accounts	6 months	Auditors HMRC		
Accounts	Final accounts tabulations	6 years	Auditors HMRC		
Accounts	Statements of accounts rendered and payable; accounts outstanding and outstanding orders	6 years	Force Policy Auditors HMRC		
Audits	Finance – internal and external	6 years	Force Policy Auditors HMRC		
Banking records	Cheque book/stubs for all accounts; dishonoured cheques; stoppage of cheque payment notices; record of cheques opened books; cheque registers	6 years	Force Policy, auditors, disputes, claims, Financial Services Act 1986 HMRC		
Banking records	Fresh cheques; record of cheques paid/presented	6 years	Force Policy, auditors, disputes, claims, Financial Services Act 1986 HMRC		
Banking records	Bank deposit books/slips/stubs; bank	6 years	Force Policy, auditors, disputes, claims, Financial Services Act 1986		

	deposit summary sheets; summaries of daily banking; cheque schedules; register of cheques lodged for collection		HMRC		
Banking records	Reconciliation files/sheets; daily list of paid cheques; unpaid cheque records	6 years	Force Policy, auditors, disputes, claims, Financial Services Act 1986 HMRC		
Banking records	Bank statements, periodic reconciliations Bank certificates of balance	6 years	Force Policy, auditors, disputes, claims, Financial Services Act 1986 HMRC		
Banking records	Electronic records, audit trails	4 years	Force Policy, auditors, disputes, claims, Financial Services Act 1986 HMRC		
Budgets	Control year-end tabulations; end of year summaries; quarterly summaries	6 years	HMRC		
Budgets	Chartered institute of public accountancy, estimates and actuals	Permanently	Auditors HMRC		

Cash books/Sheets	Expenditure sheets; cash books/sheets; monies book	3 years	Force Policy, auditors, disputes, claims HMRC		
Central stores requisitions	Purchase orders	6 years	Force Policy, auditors, disputes, claims HMRC		
Creditors	Creditors history records, lists and reports	6 years	HMRC		
Debtors	Debtors records and invoices, debit notes, invoices paid or unpaid etc.	4 years	HMRC		
Duty records	Record of hours worked	2 years	Working Time Regulations 1998, Regulation 9		
Employment cost	Cost of employment	6 years	Force Policy HMRC		
Expenditure records	Creditors history records; lists/reports	6 years	VAT implications HMRC		
Expenditure records	Statements of accounts outstanding; outstanding orders; statements of accounts – rendered payable	6 years	Force Policy HMRC		
Expenses	Mileage/travel and subsistence – claims an authorisation; credit	6 years	Taxes Management Act 1970, Regulation 34 HMRC		

	card statements and receipts				
Financial working papers	Closing papers; estimates working papers (including spreadsheets); grants working papers (or until completion of audit)	6 years	Force Policy, auditors HMRC		
Income generation	Income generation, sponsorship	6 years	HMRC		
Invoices	Paid invoices (except utility invoices)	6 years	VAT implications HMRC		
Invoices	Utility invoices	6 years	Force Policy HMRC		
Ledger records	General and subsidiary ledgers produced for the purposes of preparing certified financial statements or published information; creditors ledgers	6 years	Force Policy HMRC		
Ledger records	Audit sheets – ledger postings	6 years	Force Policy HMRC		
Ledger records	Journals – prime records for the raising of charges	6 years	Force Policy HMRC		
Overtime forms		6 years	Force Policy		
Payroll	Payroll records/personal record cards	6 years	Force Policy		

Payroll	External payroll records/personal record cards	6 years	Force Policy		
Payroll	Pay ledger	6 years	Force Policy		
Payroll - external	Government forms etc. required for tax	6 years	Force Policy		
Payroll - internal	Not required for tax	6 years	Force Policy		
Pension files	Police pension files (including widows)	Until age 100 then review	Force Policy		
Petty cash	Petty cash records/books/sheets; petty cash receipts	6 years	VAT implications HMRC		
Postage	Postage expenditure records/franking machine records	6 years	Force Policy HMRC		
Precept notification	Precept charges	6 years			
Purchase orders - official	Certified copies of official orders	6 years	Force Policy HMRC		
Revenue	Revenue estimates, summaries	6 years	Force Policy HMRC		
Revenue Outturn		6 years	Force Policy HMRC		
Time sheets	Time sheet registers	2 years	Force Policy Working Time Regulations 1998, Regulation 9		
Travel and subsistence	Claims	6 years	Force Policy HMRC		
Value Added Tax (VAT)	Quarterly VAT tabulations	6 years	VAT implications HMRC		

INFORMATION					
Information Activity/Task	Description/Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
ACRO	Police certificates	2 years			
ACRO	International Child Protection Certificate (ICPC)	10 years			
Criminal injuries compensation authority claims (see also litigation against the force)	Claims by persons injured	6 years from time dealt with. Involving a child retain until age 18 + 6 years	CLA Criminal Injuries Compensation Act 1995		
Data breach records/ investigations	Non-crime	6 years from completion		Consider risk of litigation and fines	Consider further retention if civil claim may exist
Data processing agreements/ contracts	Data processing agreements with external organisations	Life of contract or end of agreement + 6 years	APP information management – Data Protection		
Data protection impact assessments		Length of processing + 2 years	APP information management – Data Protection		
Disclosures	Subject Access Requests	6 years. Child 18 years of age + 6 years	APP information management – Data Protection		
Disclosures	DBS	Retain for 10 years from date of request			
Disclosures	S29(3) requests	6 years. Child 18 years of age + 6 years	APP information management – Data Protection		

Disclosures	S3 mental health act requests	6 years. Child 18 years of age + 6 years	APP information management – Data Protection		
Disclosures	Social Services, local authority, DP registers and ad hoc	6 years. Child 18 years of age + 6 years	APP information management – Data Protection		
Disclosures	Cafcass checks	6 years. Child 18 years of age + 6 years	Guidance on assessment of children in need and ACPC child protection procedures p203, 5.7		
Disclosures	Court orders	6 years. Child 18 years of age + 6 years			
Disclosures	Freedom of Information	2 years from disclosure or from completion of any appeal, local or ICO	APP information management – Data Protection		
Information sharing agreements, protocols, memoranda of understanding	Copies of information sharing protocols & memoranda of understanding	End of contract/ agreement + 6 years			
Identity access management records	Records of the supporting evidence and methods used to verify and validate identity	7 years form the end of the business relationship	HMG minimum requirements for the verification of the identity of		Following discussion with the PND Project Team there is a

			individuals, section 2.3		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
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ORGANISATION, PROGRAMMES AND PROJECTS					
Information Activity/Task	Description/Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
Air operations/ support unit – flight records	Flight records; helicopter records	6 years			
Annual reports	Chief Constables	Permanently	Police reform and social responsibility act 2011, section 12		
Audits	System and internal security audits	6 years	Force Policy		
Campaigns	Campaigns – plans, briefs, final documents	End of campaign + 1 year	Force Policy		Look at further retention for historic purpose
Ceremonial, official openings, dedications	Force ceremonials, openings, events etc.	5 years	Force Policy		Look at possibilities to transfer to local archive after 20 years. NB recommendation of Hillsborough panel
Committee – senior management team (SMT) & senior partnership meetings (SPM)	Agendas, minutes, conferences	6 years	Force Policy	All senior management & senior partnership meetings	Consider further retention for historic purpose/ public interest
Committees – police authority, police and crime commissioner	Corporate	Permanently	Main committee agendas and minutes	Force Policy Historical	Consider further retention for

					historic purpose/ public interest
Complaints from the public	Complaints lodged against the service received from the public	6 years from closure of the complaint			
Contingency planning	Planning and policy matters; meetings	Until superseded or revoked	Health and Safety at work act 1974, section 2	Corporate	
Continuous improvement reviews	Performance indicators & all associated spreadsheets and statistics relating to their production. Best value reviews	2 years			
Contracts	Pre-tender documentation i.e. adverts, notices, expressions of interest, references, shortlist	3 years from date of award of the contract	The public contracts regulations 2015, regulation 84(9) The utilities contract regulations 2006, regulation 37 OJEU regulations		
Contracts	Pre-tender documentation i.e. evaluation reports (PQQ's)	7 years	OJEU regulations		
Contracts	Contract documents i.e. original tender, signed acceptance plus any variations to contract, performance notices,	6 years from end of contract unless it's a deed where 12 years is necessary	Force Policy		

	records of complaints, termination notices, extensions to contracts				
Correspondence - general	Correspondence from members of the public or organisations	2 years from final communication on topic	Force Policy		
Correspondence - internal	Correspondence between stations, departments, staff etc.	If connected to a criminal case, HR or project retain in line with other paperwork, all other retain for 12 months	Force Policy		
Crime statistics	Various; see also crimsec, scorecards, breath test statistical returns – depersonalised information provided to Home Office on a regular basis	Retain for 2 years (min)			Consider operational need, public interest/ historical records
Crimsec reports	All annual, monthly and quarterly returns – either paper based or electronic HMIC annual statistical returns	2 years			
Evaluation questionnaires	Training courses	2 years			
HMIC inspection & audit reports	Inspections reports; thematic inspection	1 year after actions completed		HMIC owned	

	reports; HMIC audit reports				
Insurance policy documents	Fidelity guarantee, liability and aviation, motor, personal accident and travel, professional indemnity, property and engineering	Until superseded or cancelled + 10 years	Force Policy		Where a claim has been made consider retaining related documentation for 10 years from resolution – for insurance policy tender and renewal purposes it is required to provide underwriters claim data for the last 10 insurance policy years
Insurance policy documents	Employers' liability insurance certificates	40 years	Employers' liability (compulsory insurance) regs 1998		
Museum and force archives	Documents, photographs, artefacts	Permanently	Museums and galleries act 1992 – not specific		
Policy - force	Policy documents relating to the introduction of new legislation and its	15 years then review	Home Office retention and disposal standards	Retention of final policy/procedure itself, not supporting	Consider operational need, public

	documents/information interpretation and the formation of policy regarding major incident planning			developmental paperwork	interest/historical records
Policy & procedure	Policy documents/ information relating to the formation of policy	15 years then review	Home Office retention and disposal standards	Retention of policy/procedure itself, not supporting developmental paperwork	
Press releases	Press office press releases	6 years consider historical archive			
Press releases – unused press releases	Draft contingency press releases	6 months			
Projects	Reports, plans, briefings etc.	5 years following completion of project & consider final report of major projects for permanent retention (in local archives office)	Force Policy		
Publications - printed	Printed publications; force newspapers etc.	6 years consider historical archive			
Re-organisation	Amalgamations, boundary issue, establishment, inspection reports	25 years & consider historical			

Surveys	Public surveys, research reports	2 years			Look at further retention for historic purpose
Training course content – non operational		6 years from when training ceases/course content changes			
Training course content –operational		10 years from when training ceases/course content changes		Retain all versions whilst training course in existence + 10 years	Look at public interest/historic value

PEOPLE					
Information Activity/Task	Description/Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
Accidents at work	Accident report forms – accident books	6 years	The reporting of injuries, diseases and dangerous occurrences regulations 1995 regulation 7		
Accidents at work	Employers liability claims	6 years	CLA, Health & Safety executive limitations act 1980		
Accidents at work	Reportable injuries, diseases and dangerous occurrence	6 years	CLA, Health & Safety executive. The reporting of injuries, diseases and dangerous occurrences regulations 1995 regulation 7		
Annual leave records		2 years	Force Policy		
Conduct records	Records relating to the investigation of personnel who may have committed a criminal offence or behaved in a manner which would justify disciplinary proceedings	Minimum of 6 years and review in line with MOPI	MOPI	Conduct incidents should be MoPI graded 1-3 based on the offence which is being investigated (regardless of whether the	

				incident is officially crimed) and reviewed and retained in line with MoPI. This means that the officer/staff member's record will be retained subject to their overall clear period	
Complaints records	Records relating to an expression of dissatisfaction by a member of the public about the conduct of a serving member of the police	6 years from end of sanction/ closure of investigation (whichever is longest) If a crime allegation results – keep in line with the MOPI offence	MOPI	At the discretion of PSD records can be retained beyond 6 years where the officer/staff member has received further complaints since the last incident and this shows a pattern of behaviour	
Employment tribunals	Records and files	6 years from conclusion of case	The employment tribunals (constitution and rules of procedure)		

			regulations 2013, regulation 14		
Firearms training certificates	Firearms training	Until age 100	Force Policy		
Grievances	Equal opportunities, sexual/racial harassment	2 years (min)	The employment tribunals (constitution and rules of procedure) regulations 2013, regulation 14		Not to be confused with discipline internal grievance process
Health & safety - audits	Audits, safety inspections	5 years	The management of health and safety at work regulations 1992, regulation 5 Force Policy		
Health & safety records	Accident report forms: forms F2508 (accidents and dangerous occurrences): form F2058A (diseases)	3 years from date of event (or 6 years after claim)	The reporting of injuries, diseases and dangerous occurrences regulations 1995, regulation 7		
Health & safety records	Records where exposure may lead to disease many years later	40 years	The control of substances hazardous to health regulations 2002, regulation 10		
Health & safety records – air monitoring	Air monitoring - lead	5 years	The control of lead at work regulations 2002, regulation 9		

Health & safety records - asbestos	Asbestos records of those exposed to asbestos	40 years (from the date of last record entry)	The control of asbestos regulations 2012, regulation 22		
Health & safety records - asbestos	Asbestos inspections and building records	Removal of asbestos + 5 years or subsequent inspection + 5 years	Control of asbestos regulations 2012, regulation 13		
Health & safety records – awareness records		100 years old	Force Policy		
Health & safety records – biological agents	List of employees exposed to group 3 & 4 biological agents	40 years from last exposure	Control of substances hazardous to health regulations 2002, schedule 3 the section 4		
Health & safety records - buildings		Lifetime of building (plus 3 years)	The construction (design and management) regulations 1994, regulation 12		
Health & safety records - compressed air		40 years from last exposure	The construction (design and management) regulations 1994, regulation 12		
Health & safety records – exposure to lead		40 years from last exposure	The control of lead at work regulations 2002, regulation 10		

Health & safety records – exposure to lead	Maintenance control measures	5 years from date of entry	The control of lead at work regulations 2002, regulation 8		
Health & safety records - fire	Risk assessments (which replaced fire certificates)	12 years after expiry or until superseded Stays on site	Regulatory reform (fire safety) order 2005/fire safety order 2006	Risk assessments have replaced fire certificates, retain certificates as detailed	
Health & safety records - fire	Fire precautions and services	10 years after issue Retain until superseded	Force Policy		
Health & safety records – inspections reports	Incident reports	See accident reports	The reporting injuries, diseases and dangerous occurrences regulations 1995, regulation 7		
Health & safety records – inspections reports	Inspections reports	5 years	The control of substances hazardous to health regulations 2002, section 9		
Health & safety records – ionising radiation equipment	Examination of respiratory protective equipment and passbook	5 years after last use	The ionising radiations regulations 1999, regulation 10 & 21		

Health & safety records – ionising radiations	Ionising radiations health records	50 years from date of last entry	The ionising radiations regulations 1999, regulation 21.3 (a)		
Health & safety records – medical reports	Medical reports	40 years	The control of substances hazardous to health regulations 2002, section 10		
Health & safety records – portable appliance testing	Records of tests	Lifetime of equipment	The electricity at work regulations 1989, regulation 4		
Health & safety records – risk assessments		10 years until superseded	The management of health and safety at work regulations 1992, section 3		
Injury on duty forms		100 years of age	Force Policy		
Personnel records	Relating to individuals service records	Until age 100 Consider 85 years of age for non-pay/pension records	Home Office retention & disposal standards The police regulations 2003, section 17		
Promotion board notices		1 year	Force Policy		
Recruitment – police officers		1 year			
Recruitment – police staff		1 year			
Sickness records		Until age 72	Force Policy		

Training administration records	Records relating to admin for training, not training itself	2 years	Force Policy		
Training evaluation questionnaires	Questionnaires completed after training courses	2 years	Force Policy		
Training records	Record of training received by the individual	Until age 100	Home Office retention & disposal standards		
Vetting	Contractor vetting	End of contract + 1 year	Force Policy		
Vetting	Successful vetting: personnel vetting, local intelligence checks, references, referees checks, counter terrorist checks etc.	Police personnel 6 years after leaving, 1 year after death	Force Policy		
Vetting - refusals	Failed vetting	6 years	CLA		
Vetting – temporary staff & contractors	Non police personal vetting	End of contact + 1 year	Force Policy		
Visitors passes	Record of visitors to police property	3 years	Force Policy		
Warrant cards & ID cards		Destroy on end of service			

PREVENTING					
Information Activity/Task	Description/Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
Chief Constables log	Overnight summary sheet	1 year	Force Policy		Consider retention for historical purposes
Child abuse warning notice	CAWN documentation	Until child age 18 + 6 years			
Explosive certificate		End of certificate period or last contact with applicant + 6 years (dispute/ civil litigation) or in line with MOPI where there is a policing purpose to retain for longer in connection with crime/offence related records	Civil litigation/MOPI		
Firearms licensing local records	Licence application form, dealers licences, certificates, licences inc. – temp and visitors, cancelled cert rifle club	End of licence period or last contact with applicant + 6 years (dispute/ civil litigation) or in line with MOPI where there is a			

		policing purpose to retain for longer in connection with crime/offence related records			
	Licence refused	Retain until subject has reached 100 years of age or line with the relevant NFLMS/ local retention period if this is longer. Review every 10 years	EU directive 2017/853, MOPI		Retain all associated documentation obtained during decision making
	Licence revoked				
Firearm licensing NFLMS records	Weapons	30 years from date of destruction of weapon or essential components	EU directive 2017/853		
	Person records	Until disposal of last linked weapons record (i.e. 30 years from destruction of all weapons held). Where subject to a refusal or	EU directive 2017/853		

		revocation, retain to age 100, if longer			
Firearms operational	Issues and returns	6 years	Force Policy Directive 2008/51/EC control of the acquisition and possession of weapons The firearms regulations 2015 (amendment to the firearms act 1997)		
Firearms - police	Presented or discharged – police use form	6 years			Consideration ought to be linked to serious matters, coroners etc.
Foreign nationals	Police registration scheme	6 years + current year	Nationality, immigration and asylum act 2002, section 126		It is recommended that prior to the destruction of a record or removal from a system, there is a review of the record for disposal rather than deleting a record based on an automatic

					disposal which was not set against the last update on the FN or the visa expiry date
Licensed and supervised trades	Gaming licences, pedlars certificates, betting shop files	6 years	The gaming licence duty regulations 1991		
Liquor licensing		10 years then review	Licensing act 2003, section 115		
S136 mental health act detention forms		Retain in line with file or reason for recording within crime information system	MOPI		
Operations planning	Notifiable events planning – operation orders, notifications for royals, VIP’s; 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

Police information notices (PIN) formerly warning notices - harassment		12 months from issue date	APP MOPI groups 2 & 3		
Stop and search	Forms and electronic data	1 year	Force Policy		
Taser - police	Presented or discharged – police use form	6 years			Consideration ought to be linked to serious matters, coroners etc.
Taser - police	Taser wires, probes and paper aphids	6 years	CLA, IPCC and discipline cases		A taser contains a chip that records when it was fired and for how long but does not provide evidence of distance fired

EVIDENCE/PROPERTY					
Information Activity/Task	Description/Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
Disposal of property	Auctions – records of sales	Current year + 6	Financial regulations; limitation act HMRC		
Lost and found property	Handed in weapons (not used in crime)	Dispose of ASAP if no reason to retain	Force Policy Police and criminal evidence act 1984, section 22		
	Lost and found property – non prohibited items – includes cash	Found 30-day review		Not covered by any legislation	These items should be cross-checked against found property/ crime exhibits and stolen property
	Lost and found property – prohibited items – includes drugs and firearms	30 days		Not covered by any legislation	Prohibited items are items that cannot be returned to members of the public e.g. drugs, knives, weapons
Seized property – crime exhibits	Records of seized property – crimed – e.g. crime exhibits cards, labels etc.	Min 6 years then review	MOPI; CPIA The police (retention and disposal of items seized) regulations 2002, regulation 5		

	Records of seized property – non-crime	Current year + 6	Financial regulations; limitation act, police (property) act 1997, 86E		
	Seized property – physical crime exhibits – includes cash, drugs, firearms, frozen exhibits and vehicles	Case dependent	Police property act; CPIA; powers of criminal courts act; POCA; tissues act Police and criminal evidence act 1984, section 22	See police property act 1997 s86E; see also powers of criminal courts act s143; PACE 1984 s22 provides alternative solutions for storage/ investigation if there is a risk to personnel	Will also need to pay due regards to health and safety issues, environmental concerns when storing and retaining
	Seized property – non-crime	Minimum 6 months	Powers of criminal courts act s143 Powers of criminal courts (sentencing) act 2000, section 144 and 2		Proceeds may be payable to force under police property act fund
Sudden death	Sudden death – property seized from location of deceased	Until authorised for disposal by coroner's office			May be needed for inquest

PROSECUTION					
Information Activity/Task	Description/Example of Record	Retention (Minimum Period)	Rationale	Scope Notes	Comments
ANPR	Reads & hits	1 year	Chief Constables council	Retain for 12 months from the date of capture with automatic deletion thereafter effective from 01/04/18	All forces to comply with CPIA to preserve and store any ANPR data required for investigative purposes beyond the standard 12-month retention period. All data currently retained beyond 12 months, if not otherwise preserved, is to be deleted by 31 March 2018
Civil injunctions and criminal behaviour orders (formerly ASBO)	All civil injunction and criminal behaviour order records	6 years			
Bodycam/ headcam/webcam	Non evidential	30 days	MOPI CPIA		
	Crime	Minimum of 6 years			
Breath testing	Charge/NFA	6 years			
Drug testing on arrival	Charge/NFA	6 years			

Cannabis warnings	Offender details	3.5 years	Management information	Cannabis warnings do not have a legislative validity period. Offender should only receive one cannabis warning	Pentip retention only
Cautions	Custody related cautions	Case by case			
Convictions/ reprimands	Non custody related cautions i.e. street	Minimum of 6 years			Review when POFA is enabled
Counterfeit currency	Counterfeit currency forms	Minimum of 6 years/review as per nominal file	APP MOPI group 3	Force Policy	
Deaths	Sudden death forms, non-suspicious	1 year		If the death becomes suspicious it is assumed that a case file will be created and managed in line with MOPI	
Endorsable FPN	Offender details (personal details)	3.5 years		Period of endorsement – to support operational decisions in event of further offending	Pentip retention only
	Offender details (non-personal details)	6 years	Management information		

	Registered keeper	3.5 years	Part of FPN process		
	Driver nominations	3.5 years	Part of FPN process		
	Offence details inc offence codes, location, date/time and notice number	6 years	Management information		
	Licence details (personal details)	3.5 years		Period of endorsement – to support operational decisions in event of further offending	
	Licence details (non-personal details)	6 years	Management information		
	Payment details (transaction details)	7 years	Financial transaction		
	Payment details (fine registration certificate)	7 years	Financial transaction		
	Payment details (payee details)	7 years	Financial transaction		
HO/RT1	Satisfied (personal details)	6 months (no offence)			Pentip retention only
	Satisfied (non-personal details)	6 years	Part of FPN process		
	Partially satisfied/unsatisfied (personal details)	3.5 years	Part of FPN process		

	Partially satisfied/ unsatisfied (non- personal details)	6 years	Management information		
Interview tapes	Master copy	Case by case	CPIA/MOPI		
	Working copy	One month following finalisation	CPIA/Force Policy		
Litigation against the force	Corporate/legal services	6 years (or if crime related apply MOPI)	Civil litigation (limitation act 1980)	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	
Non-endorsable FPN	Offender details (personal details)	3.5 years		To support operational decisions in event of further offending	Pentip retention only
	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, location, date/time and notice number	6 years	Management information		
	Payment details (transaction details)	7 years	Financial transaction		
	Payment details (fine registration certificate)	7 years	Financial transaction		
	Payment details (payee details)	7 years	Financial transaction		
PER form	Prisoner escort record	6 months			Police records
Penalty notice disorder	Offender details (personal details)	3.5 years		To prevent duplicate issue, to support operational decisions in event of further offending	Pentip retention only
	Offender details (non-personal details)	6 years	Management information		
	Guardian details (satisfied PND)	6 months		Guardian details are no longer required once PND has been satisfied	
	Guardian details (cancelled PND)	6 months		Guardian details are no longer required once	

				PND has been satisfied	
	Guardian details (fine registered)	6 years	Financial transaction		
	Offence details inc. offence codes, location, date/time and notice number	6 years	Management information		
	Payment details (transaction details)	7 years	Financial transaction		
	Payment details (fine registration certificate)	7 years	Financial transaction		
	Payment details (payee details)	7 years	Financial transaction		
Pocket notebooks/CID diaries	Officers notebooks and diaries	6 years from last entry	MOPI/Force Policy		It is recommended that entries relating to crimes that require retention are copied and stored within the crime file and retained in line with MoPI. The original entry may be required for ongoing court proceedings consider further

					retention where required
VDRS	Complied with (personal details)	6 months (no offence)			Pentip retention only
	Complied with (non-personal details)	6 years	Management information		
	Partially complied/not complied (personal details)	3.5 years	Part of FPN process		
	Partially complied/not complied (non-personal details)	6 years	Part of FPN process		
Warrants	Records & outstanding	Until withdraw/ executed		Documents originally issued by the courts/ local records	

Appendix 2 - National Retention Assessment Criteria (NRAC)

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

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

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Retention Criteria

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		
8. Could this individual be of interest to ongoing public inquiries?		

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 3 – Review schedule

Review group	Offence/record type	Action	Rationale
Group 1			
Certain public protection matters	1. MAPPA managed offenders 2. Serious specified offenders (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
Group 2			
Other sexual and violent offences	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 (NRAC)
Group 3			
All other offences	Non-sexual, non-violent	Retain for initial 6-year clear period. Either review and risk assess every 5 years or carry out time-based disposal depending on Force policy	Lower risk of harm. Forces must balance the risk posed by this group with the burden of reviewing
Group 4 or 0			
Undetected crime	Serious specified offences Other offences	Retain records for 100 years from the date the crime was reported to the police 6 years	CJA 2003 Limitation act
DBS disclosures	Information disclosed under part 5 of the police act 1997	Retain for 10 years from date of request	DBS quality assurance framework (QAF)

Intelligence products	Target profiles Association diagrams	Review according to crime type as outlined in categories 1-3	
Missing persons	Resolved Unresolved	Retain for a minimum of 6 years. Dispose of if this period has been clear and there are no further risk factors Retain indefinitely	Limitation act 1980
Victim/witness details		Retain for a minimum of 6 years or length of sentence if this is longer. Decisions to dispose of must be made on a case-by-case basis. Retain if victim/witness is recorded as the offender/suspect for another offence	Limitation act 1980 CPIA 1996