

GWENT POLICE

MANAGEMENT OF RECORDS INCLUDING DISPOSAL
AND RETENTION

PROCEDURE



Heddlu
Gwent
Police

INDEX

1.0 Procedure Identification Page

2.0 Procedure Statement & Intentions

- 2.1 Principle & Scope of Procedure
- 2.2 Aims of Procedure

3.0 Introduction

- 3.1 Origins / Background Information
- 3.2 Motivators / Driving Forces
- 3.3 The Legal Basis and Legitimate Aims
- 3.4 The Appendices
- 3.5 Definitions

4.0 Implications of the Procedure

- 4.1 Financial Implications / Best Value
- 4.2 Human Resources / Training
- 4.3 Annual Plan Links
- 4.4 Partnership Links
- 4.5 Diversity
- 4.6 Links to Other Policies / Procedures
- 4.7 Consultation
- 4.8 Sustainable Development

5.0 Human Rights Consideration Certification

- 5.1 Auditing for Potential Interference and Discrimination
- 5.2 Key Human Rights Principles
- 5.3 Rights, Publication, Audit and Inspection
- 5.4 Certificate of Compliance
- 5.5 Legal Vetting
- 5.6 Procedure Review Date

6.0 Guidance, Procedures, Tactics

- 6.1 Risk Assessments and Health & Safety Considerations
- 6.2 Specific Instructions, Tactics, Methods, Practices and Procedures
- 6.3 Individual Roles and Responsibilities
- 6.4 Related Protocols, Practices or Service Agreements with Other
- 6.5 Administration

7.0 Promotion and Distribution

8.0 Monitoring / Review

Monitoring

1.0 Procedure Identification Page

This procedure has been drafted in accordance with the principles of Human Rights Legislation. Public disclosure is approved unless otherwise indicated and justified.

Procedure Title: MANAGEMENT OF RECORDS INCLUDING DISPOSAL AND RETENTION

Underlying Documents:

Reference: 128/1 issue 1

Historical Reference: Standing Order 128 Dated 11/91

Procedure Ownership: DIRECTOR OF ADMINISTRATION AND FINANCE

Portfolio/Business Area Owner: DIRECTOR OF ADMINISTRATION AND FINANCE

Procedure Written By: HEAD OF CENTRAL ADMINISTRATION

Department Responsible: ADMINISTRATION DEPARTMENT

Procedure Lead: HEAD OF CENTRAL ADMINISTRATION

Links to other Policies: FREEDOM OF INFORMATION

Procedure Implementation Date: 14th October 2004

Procedure Review Date: 14th October 2006

2.0 Procedure Statement & Intentions

2.1 Principle & Scope of Procedure:

The principles of this procedure are to ensure information (and records) is managed effectively and efficiently whilst meeting the relevant legislative requirements, to ensure that inconsistencies in the management of records is reduced and that the organisation is in a position to meet its obligations under the Freedom Of Information Act (FOIA) from January 2005 .

The scope of the procedure encompasses the creation, keeping, management and destruction of records and the provisions of the Data Protection Act (DPA) 1998. The retention procedures will need to be based upon legislation and/or clearly evidenced business need.

2.2 Aims of Procedure

Provide clear guidance

To manage information (and records) more effectively to meet the challenges imposed by the FOIA, DPA and other relevant legislation.

To ensure the effective and efficient, retention, management and destruction of records.

3.0 Introduction

3.1 Origins/Background Information

Guidance from the Lord Chancellor's Department (now Department for Constitutional Affairs (DCA)) and the Office of the Information Commissioner highlight the requirement to manage information (and records) more effectively to meet the challenges imposed by legislation..

The Lord Chancellor's draft Code of Practice on the Management of Records under the Freedom of Information Act, 2000 (Section 46, FOIA, 2000) sets out practices which public authorities should follow in relation to the creation, keeping, management and destruction of their records.

There are currently significant variations between Forces in the stated retention periods and disposal arrangements for policing records. It is likely that these variations and inconsistencies will be exposed by applications made under the FOIA from January 2005.

Under the FOIA and the (DPA) 1998, retention procedures will need to be based upon legislation and/or clearly evidenced business need.

This guidance is produced by the ACPO Freedom of Information Project to support Forces in their review and publication of record Disposal Schedules.

3.2 Motivators/Driving Forces

The driving force behind this procedure is to improve the way we currently manage information and storage so that we can meet our legislative obligations and ensure that service delivery is improved for both internal and external stakeholders.

3.3 The Legal Basis and Legitimate Aims

Regulation of Investigatory Powers Act, 2000 (RIPA)

Code of Practice – Covert Surveillance

2.14 A centrally retrievable record of all authorisations should be held by each [public authority](#) and regularly updated whenever an authorisation is granted, renewed or cancelled. The record should be made available to the relevant [Commissioner](#) or an Inspector from the Office of Surveillance Commissioners, upon request. These records should be **retained for a period of at least three years** from the ending of the authorisation.

Criminal Procedures and Investigations Act (CPIA), 1996

Code of Practice

Codes 5.1 to 5.10 concern the duty to retain material obtained as a result of a criminal investigation and relevant to that investigation, giving examples of the types of material to be retained; and the length of time and circumstances for which it is to be retained.

LENGTH OF TIME FOR WHICH MATERIAL IS TO BE RETAINED

5.6 All [material](#) which may be relevant to the [investigation](#) must be retained until a decision is taken whether to institute proceedings against a person for an offence.

5.7 If a criminal investigation results in proceedings being instituted, all material which may be relevant must be retained at least until the [accused](#) is acquitted or convicted or the [prosecutor](#) decides not to proceed with the case.

5.8 Where the accused is convicted, all material which may be relevant must be retained at least until:

- (a) the convicted person is released from custody, or discharged from hospital, in cases where the court imposes a custodial sentence or a hospital order;
- (b) six months from the date of conviction, in all other cases.

If the court imposes a custodial sentence or hospital order and the convicted person is released from custody or discharged from hospital earlier than six months from the date of conviction, all material which may be relevant must be retained at least until six months from the date of conviction.

5.9 If an appeal against conviction is in progress when the release or discharge occurs, or at the end of the period of six months specified in paragraph 5.8, all material which may be relevant must be retained until the appeal is determined. Similarly, if the Criminal Cases Review Commission is considering an application at that point in time, all material which may be relevant must be retained at least until the Commission decides not to refer the case to the Court of Appeal, or until

the Court determines the appeal resulting from the reference by the Commission.

Limitation Act, 1980

Section 2

An action founded on tort shall not be brought after the expiration of six years from the date on which the cause of the action accrued.

Generic Risk Criteria

Where a review of record shows the occurrence to have involved:

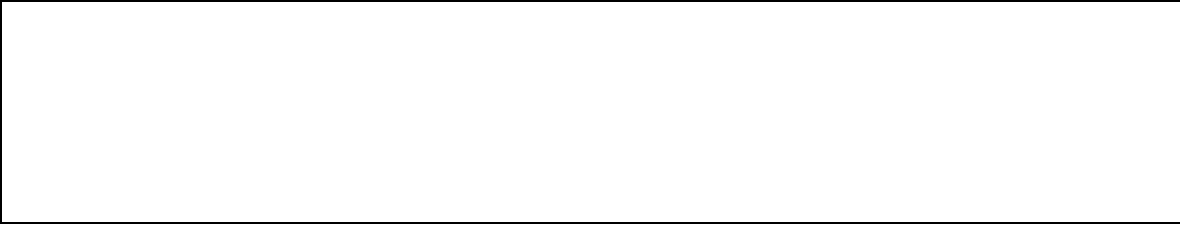
- Loss of life/serious injury
- Serious damage to property
- Serious loss or reduction in service to the public
- Serious loss or reduction in service to the criminal justice system
- Adverse impact on the operational ability of the Force
- Adverse impact on the reputation of the Force
- Adverse impact on the partnerships/communities
- Known or anticipated public and/or media interest
- Activity that results in significant change to the Force or its partner agencies
- Events that involve a high profile public personality or venue
- Impact on Force policy and procedure;
- Decisions made by police at major and/or critical incidents.
- Events anticipated to be the subject of subsequent litigation, internal/external enquiry or other investigation;

retention periods may be extended beyond that specified for the record category.

Also the Data Protection Act and Regulations relating to Information Security and related legislation.

3.4 The Appendices

Appendix A and B refer to Record Disposal Guidance



3.5 Definitions

N/A

4.0 Implications of the Procedure

4.1 Financial Implications/Best Value

There will be a requirement to provide storage facilities supported by an electronic document management system. It is likely that there may be a requirement for the involvement of additional staff in the process.

4.2 Human Resources/Training

There may be a requirement for the involvement of additional staff in the process at a Divisional level supporting the Information Records Manager at the centre. Knowledge of relevant legislation, ACPO policy and Force procedures would be essential.

4.3 Strategic Plan Links

To contribute to delivering justice in a way which secures and maintains public confidence in the rule of law.

4.4 Partnership Links

This procedure is for internal use only.

4.5 Diversity

In the application of this procedure consideration must be given to the possible social impact of this procedure on the community. A social impact assessment is a requirement to ensure all issues are considered. This is also a requirement of the Gwent Police Race Equality Scheme. Social impact assessments must be undertaken before and after the application of this policy.

Under the Race Relations (Amendment) Act 2000 Gwent Police is required to undertake proactive work to meet the General Duty of :

- Eliminating unlawful racial discrimination;
- Promoting equality of opportunity;
- Promoting good relations between people of different ethnic groups.

The General Duty is outlined in Section 71 (1) of the Act, and must be met **in its entirety**.

Monitoring must be undertaken to ensure that there is no adverse impact either positive or negative upon any one particular social group or individual. The results of monitoring must be analysed and be available for publication, and appropriate changes made.

All individuals using this procedure must be aware of the potential impact that this procedure has on the individuals to whom it is applied. The following strands of diversity and their corresponding pieces of legislation must be considered when answering these questions.

- Welsh Language Act 1993
- Race – Race Relations Act and Amendment Act
- Disability - Disability Discrimination Act
- Gender – Sexual Discrimination and Equal Pay Act
- Age – Article 13 Treaty of Amsterdam (2006)
- Sexual Orientation – Article 13 Treaty of Amsterdam (2003)
- Religion – Article 13 Treaty of Amsterdam (2004)
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003



4.6 Links to Other Policies/Procedures

There is a link with policies and procedures dealing with Freedom of Information, Data Protection, PACE and Information Security.

4.7 Consultation

- Police Authority
- ACPO
- Divisional Departmental Heads
- Womens Police Association
- Black Police officers Association
- Police Federation
- UNISON
- Gwent Police Disability Group
- Information Security
- Freedom of Information Officer

4.8 Sustainable development

See section 6.2. heading annual destruction

5.0 Human Rights Consideration Certification

5.1 Auditing for potential interference and discrimination

Q1. The following articles of the Human Rights Act 1998 may be engaged.

Article 3, 5, 6, 8, 9,10,11,14

Q2. Where individual rights are engaged what is the potential to discriminate against the parties involved?

" In the application of this procedure the Force will not discriminate against any persons regardless of sex, race, colour, language, religion, political or other opinion, national or social origin, association with national minority, property, birth or other status as defined under article 14 of the European Convention on Human Rights ".

5.2 Key Human Rights Principles

Q1. What is the legal basis for your procedure?

See section 3.3

Q2. Does the procedure provide details of what could be considered as a legitimate aim for the potential interference with an individual's rights, through the exercising of this procedure? Restrictions on the rights protected in articles 8 - 11 in the Human Rights Act will be compatible with the convention only if they are aimed at protecting one of the interests listed in articles 8(2), 9(2), 10(2) and 11(2) respectively. The interest protected are broadly the same and generally include:

1. National Security
2. Public Safety
3. The protection of health or morals
4. The prevention of disorder or crime; and
5. The protection of the rights of others.

Q3. How are staff made aware of the clearly defined decision making processes?

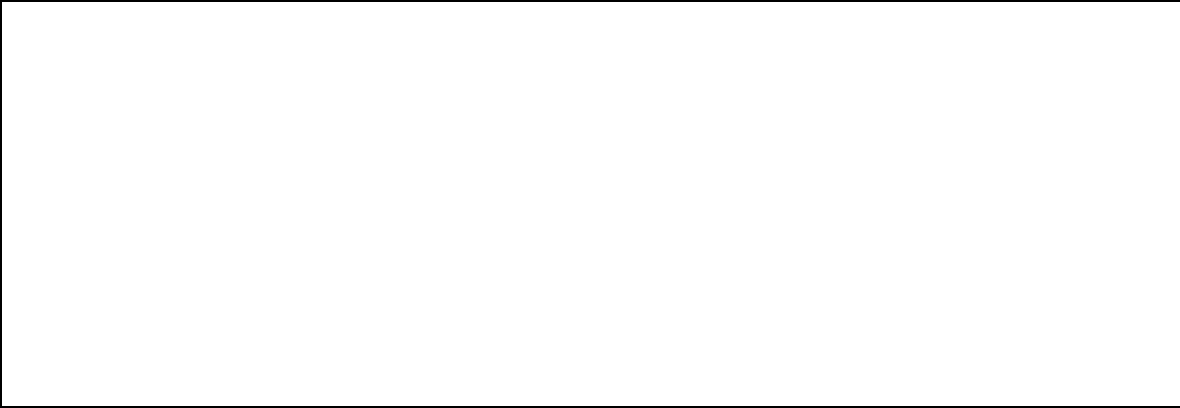
As outlined in section 6.2

Q4. What are the minimum standards of documentation in relation to decision making?

As outlined in section 6.2

Q5. How does your procedure provide guidance on the justification for actions and assessment as to whether the action is the least intrusive?

As outlined in section 6.2



5.3 Rights, Publication, Audit and Inspection

Q1. Are there any sections of the document which should not be disclosed to the public on the Force Publication Scheme; because they consist of tactical or operational procedures, that would inhibit the apprehension or prosecution of offenders if publicly known, or would compromise the ability of the force to carry out its duties?

This procedure can be disclosed to the public.

Q2. What rights to make representation and appeal process are available?

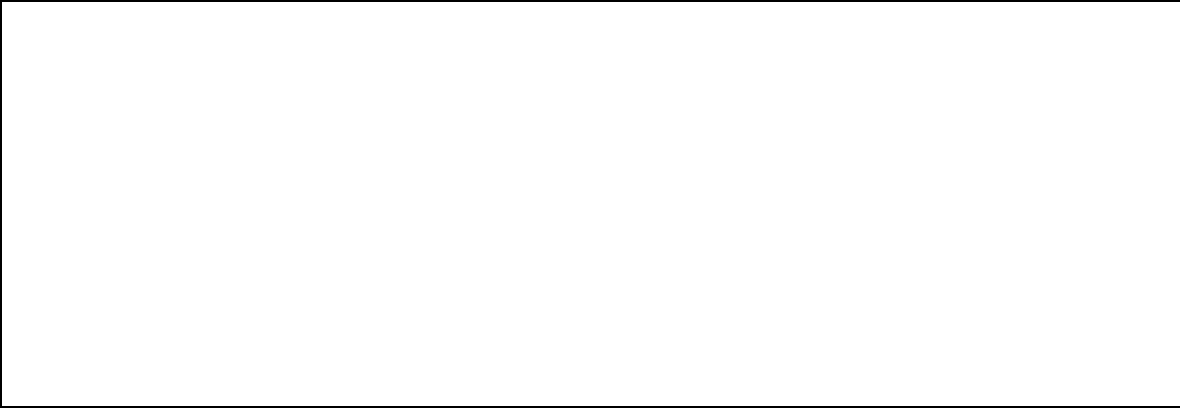
Persons affected by this policy will have recourse to civil and criminal law and both formal, informal and organisational police complaints procedures.

Q3. What internal review and audit process is in place or is proposed?

This is outlined in section 6.2

Q4. What external independent scrutiny is recommended?

This procedure can be made available for scrutiny by the HMI, Best Value and approved auditors.



5.4 Certification of Compliance

A member of the Procedure and Planning Team will complete this section following a Human Rights audit.

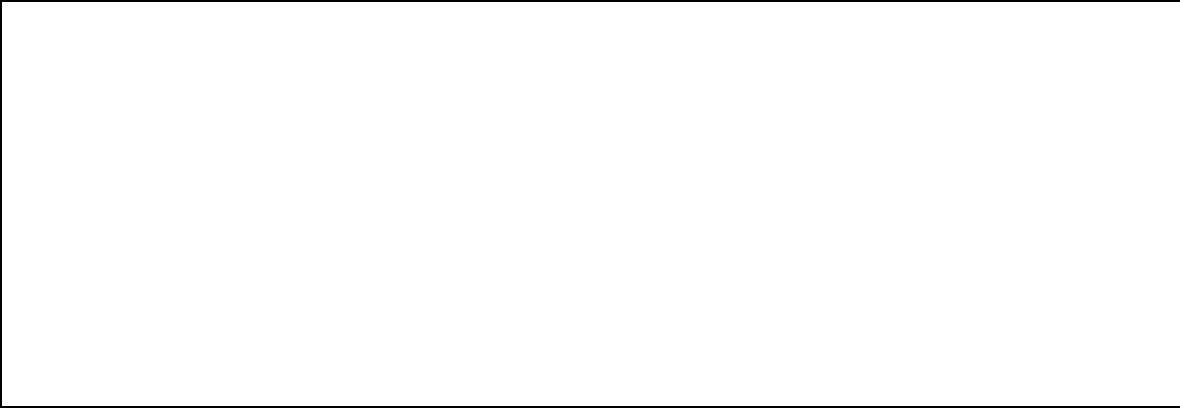
Consideration has been given to the compatibility of this procedure and related policies and procedures with the Human Rights Act; with particular reference to the legal basis of its precepts: the legitimacy of its aims; the justification and proportionality of the actions intended by it; that it is the least intrusive and damaging option necessary to achieve the aims; and that it defines the need to document the relevant decision making process's and outcomes of actions.

5.5 Legal Vetting

There are no issues in this procedure that cannot be resolved under ECHR.

Procedure team only

This procedure has been vetted.



5.6 Procedure Review Date

Sept 2006

6.0 Guidance, Procedures, Tactics

6.1 Risk Assessments and Health and Safety Considerations

Staff are required to consider making the appropriate risk assessment when implementing this procedure.

Police staff should apply the Gwent Police Service Dynamic Assessment. A training package in the use of this risk assessment will be provided to all police staff.

6.2 Specific Instructions, tactics, methods, practices and procedures

DESTRUCTION OF OBSOLETE CORRESPONDENCE AND BOOKS

GENERAL

- 6.2.1 It is in the interests of efficiency that correspondence, books and other records should not be retained at any Station or Office beyond their period of usefulness. At the same time, it is important that official records should not be destroyed indiscriminately. This Order is a guide to general policy and Appendices lay down the length of time for which various correspondence and files and any other records of a similar description will normally be retained before being destroyed.

OUTSTATION RECORDS

- 6.2.2 Outstation records will, as a general rule, be confined to those record books, which have been issued officially for use at those Stations. Correspondence must not be maintained at this level, and all replies to correspondence received at Outstations from outside the Force will be sent Divisional Offices or Inspector Sectional Stations.

SERGEANT SECTION STATIONS

- 6.2.3 Sectional Station records will, as a general rule, be confined to such records and other books that have been issued officially for use at those Stations. Correspondence files must not be kept at Sergeant Sectional Stations and replies to letters received from outside the Force will not be sent from such Stations. However, Divisional Commanders may approve special arrangements for handling summonses, witness notices, etc., at those Section Stations where a magistrates' court is held, but the correspondence will ultimately be sent to the Divisional, Divisional or Inspector Sectional Station for filing.

RESPONSIBILITY FOR FILING AND FOR ORDERING DESTRUCTION

- 6.2.4 The Officers responsible for seeing that the provisions of this Order are complied with will be :
- (a) Outstations and Sectional Stations – Sectional Sergeants, Sectional Inspectors and Divisional Commanders.
 - (b) Headquarters and Divisions - Departmental Heads in consultation with Administration and Finance Managers.

The general rule laid down in Appendices to this procedure as to the length of time for keeping official correspondence and records should be adhered to although there may be occasions where the retention period should be extended.

POLICE FILES AND ACCOUNTABLE DOCUMENTS

- 6.2.5 The above documents will be retained in line with the relevant periods for retention.

ANNUAL DESTRUCTION

- 6.2.6 The disposal of documents and collection for salvage will be arranged in January of each year. The time periods laid down in Appendix 'A' and B are in years. A document will qualify for disposal in the January, which follows the document reaching that age. In the case of books, which had been kept over a period, the date of the last entry in the book will be taken as the criterion.

6.2.7 All papers and books for disposal will be sent from Outstations and Section Stations to the designated collection points in Divisions for appropriate secure destruction and disposal in the first week of January each year. All audio, video and data discs for destruction are to be similarly collected.

6.2.8 BASED ON THE LIKELY CONSEQUENCE OF COMPROMISE ALL POLICE RECORDS SHOULD CARRY A PROTECTIVE MARKING (AND DESCRIPTOR / CAVEAT AS APPROPRIATE) UNDER THE GOVERNMENT PROTECTIVE MARKING SCHEME TO INDICATE THE LEVEL OF PROTECTION AND SECURITY CONTROLS REQUIRED. THE PROTECTIVE MARKING INDICATES THE BASELINE REQUIREMENTS TO PREVENT UNAUTHORISED ACCESS TO THAT INFORMATION BY APPROPRIATE HANDLING AND ULTIMATELY SECURE DESTRUCTION AND DISPOSAL.

IF ANY ORIGINAL DOCUMENT IS FOUND UPON A DIVISIONAL FILE THAT SHOULD MORE PROPERLY BE HELD ON THE HEADQUARTER FILE (which will be retained for a longer period than the divisional file) THEN THE DOCUMENT SHOULD TAKEN FROM THE DIVISIONAL FILE AND SUBMITTED SEPARATELY TO THE DEPARTMENT HOLDING THE HEADQUARTERS FILE ON THAT SUBJECT. IT IS OF THE UTMOST IMPORTANCE THAT THESE INSTRUCTIONS ARE COMPLIED WITH.

RESTRICTED - Promote discretion in order to avoid unauthorised access by:

- Making accidental compromise or damage unlikely during storage, handling, use, processing, transmission or transport.
- Deterring deliberate compromise or opportunist attack.
- Disposing of or destroying in a manner to make reconstruction unlikely.
- Limiting access, on a “need to know” basis, to those with an appropriate security clearance level.

CONFIDENTIAL - Inhibit casual or wilful unauthorised access by:

- Making accidental compromise or damage unlikely during storage, handling, use, processing, transmission or transport.
- Controlling knowledge of planned movement.
- Offering a degree of resistance to deliberate compromise.
- Detecting actual or attempted compromise and helping identify those responsible.

- Disposing of or destroying in a manner to make retrieval or reconstruction unlikely.
- Limiting access, on a “need to know” basis, to those with an appropriate security clearance level.

COUNTY ARCHIVIST AND FORCE MUSEUM

6.2.9 If it is thought that any book or document might be suitable for inclusion in the records of the County Archivist or Force Museum, the Divisional/Departmental Head will forward it to the Head of Central Administration Force Headquarters with a brief explanatory note.

6.3 Individual Roles and Responsibilities

See 6.2

6.4 Related protocols, practices or service agreements with other agencies

No

6.5 Administration

1. Audio tapes (Interviewing of suspect). Compliance with Codes of Practice set out in PACE 1984 and Force Procedure in the Handling of Tapes
2. Video tapes. (Interviewing of vulnerable witnesses). Compliance to Force procedures.
3. Destruction of Confidential Waste. – Compliance with Force procedures.

7.0 Promotion and Distribution

This procedure will be published in General Orders, the Force Intranet and internet sites.

8.0 Monitoring / Review

8.1 Monitoring

Managers and supervisors as outlined in section 6.2 will be responsible for monitoring and reviewing documentation.

The principles of the Race Relations Amendment Act must be adhered to in that any recognisable adverse impact should be identified and appropriate action taken.



i. Appendix A

Policing Records - General Disposal Guidelines for Forces

Ref.	Function and Description	Disposal Action	Example Record Types	Rationale	Risk
1	Arrest and detention Records arising from the arrest of persons by police and/or their detention in police custody centres.	Destroy 7 years after the conclusion of any prosecution or any decision to NFA (see CPIA, 1996)	Custody Records Doctors examination records Retained property records Police Notebooks/Report Books Witness statements Records of interviews Search records (premises) Records of Warrants executed. Retention of Warrants not executed to be reviewed.	Civil litigation. (Limitation Act, 1980)	H
2	Police response and deployment Records arising from requests for police assistance and the deployment and management of police resources.	Destroy 7 years after the conclusion of the incident	Calls for police assistance Deployment records Decision logs Firearms logs	Civil litigation (Limitation Act, 1980)	H
3	Serious crime and major incident investigations Records arising from the investigation of serious crime	Risk assess* case for further retention not less than 7 years from event date (see CPIA &	Indictable-only cases Suspicious deaths Serious & fatal traffic collisions Major (critical) incidents Surveillance authorities - 3 years	Civil litigation (Limitation Act, 1980) RIPA, 2000	H

	and/or major incidents.	Risk Criteria)			
4	Violent crime Investigation Records arising from the investigation of violent crime.	Risk assess* case for further retention not more than 7 years from event date (see CPIA & Risk Criteria)	Assaults Public Disorder Robbery & street Crime	Civil litigation (Limitation Act, 1980)	H
5	Child protection Records arising from the investigation of crimes/incidents involving victims under 18 years of age.	Risk assess* case for further retention on reaching 24 years of age	Police Protection records	Civil litigation (Limitation Act, 1980) Delayed reporting	H
6	Domestic violence Records arising from the investigation of domestic violence.	Risk assess* case for further retention not less than 7 years from event date	Domestic violence reports Domestic violence prosecution files	Civil litigation (Limitation Act, 1980) Serial Offending Delayed reporting	H
7	Sexual offences Records arising from the investigation of sexual offences.	Risk assess* case for further retention not less than 7 years from event date	Sexual offence reports Sexual offence prosecution files	Civil litigation (Limitation Act, 1980) Serial Offending Delayed reporting Contact crime	H

8	<p><u>Property crime investigation</u> Records arising from the investigation of volume, acquisitive crime categories.</p>	<p>Destroy not more than 4 years from event date Apply risk assessment on archiving.</p>	<p>Theft Criminal damage Burglary Handling stolen goods Minor fraud cases</p>	<p>Civil litigation (Limitation Act, 1980)</p>	L
9	<p><u>Traffic policing</u> Records arising from the reporting and investigation of damage and non-serious injury traffic collisions, and the prosecution of minor traffic-related offences.</p>	<p>Destroy not more than 3 years from the event date</p>	<p>Traffic collision reports Scene records – plans, videos Fixed Penalty Notices Evidential Breath Procedure Log Evidential Breath Machine Log Prosecution files</p>	<p>Civil litigation (Limitation Act, 1980)</p>	L
10	<p><u>Missing persons</u> Records arising from the investigation of persons reported missing to police.</p>	<p>Found cases – Destroy no more than 2 years from event date. Risk assess frequent /high-risk reports for extended retention. Destroy Outstanding cases when aged 100.</p>	<p>Missing person reports Enquiry logs Photographs Dental records</p>	<p>Operational response Child protection</p>	H

11	<u>Property handling</u> Records arising from the reporting, retention and restoration of property lost and found	Destroy 1 year from the date of report (unless active)	Property lost records Property found records Dogs Lost records Firearms licensing: Revocation – 7 Years Closed Files – 3 Years	Business need	L
12	<u>PACE Records</u>	6 years 2 years from start of road check 12 month from the end of road check 2 years 2 years	Premises search records Road search records including authority Vehicle stopped at road check Search record of person or vehicle Stop and search register form	Civil claims	
13	<u>Aliens</u>	Review after 7 years and destroy 7 years after date of last entry if no longer current	Application for naturalisation enquiries Change of particulars Yearly returns		

DISPOSAL GUIDANCE

PERSONNEL RECORDS

TYPE	DESCRIPTION	DISPOSAL
Employment and Career	Personal files (police)	Until age 61
	Joining Papers (police)	5 years
	Written particulars of employment Contracts of employment, including the Certificate of Qualification or its equivalent and including the Senior Civil Service Changes to terms and conditions, including change of hours letters	Until age 72
	Job History – consolidated record of whole career and location details (paper or electronic)	Until age 72
	Current address details	6 years after employment has ended
	Record of location of overseas service	Until age 72
	Variation of hours – calculation formula for individual	Destroy after use
	Promotion, temporary promotion and/or substitution documentation	Destroy after summary noted
	Working Time Directive opt out forms	3 years after the opt-out has been rescinded or has ceased to apply
	Record of previous service dates	Until age 72
	Previous service supporting papers	Destroy after records noted as appropriate
	Qualifications/references	6 years

TYPE	DESCRIPTION	DISPOSAL
	Transfer documents (OGD E18)	Destroy after summary noted and actioned
	Annual/Assessment reports	5 years
	Annual/Assessment reports for the last 5 years of service	Until age 72
	Training history	6 years
	Travel and subsistence – claims and authorisation	6 years
	Annual leave records	2 years
	Job applications – internal	1 year
	Recruitment, appointment and/or promotion board selection papers	1 year
	Building society references	6 months
Health	Health Declaration	Until age 72
	Health referrals, including medical reports from doctors and consultants, correspondence with the appointed medical adviser to the PCSPS (currently BMI Health Services and, previous to that body, the Occupational Health and Safety Agency Ltd, the Civil Service Occupational Health Service or the Medical Advisory Service (MAS))	Until age 72
	Papers relating to any injury on duty	Until age 72
	Medical reports of those exposed to a substance hazardous to health, including: Lead (Control of Lead at Work Regulations 1980) entry Asbestos (Control of Asbestos at Work Regulations 1996) Compressed Air (Work in Compressed Air Regulations 1996) Radiation (Ionising Radiation Regulations 1985)	40 years from date at which was made 40 years after last record 40 years from date of last entry 50 years from date of last entry
	Medical/Self Certificates – unrelated to industrial injury	4 years

TYPE	DESCRIPTION	DISPOSAL
Pay and Pension	Police Pension files (including Widows)	8 years after death
	Secondments	10 years after last action.
	Previous service to count for pension (Police)	Review after 25 years
	Voluntary resignation (Police)	5 years after payment made
	Career Breaks (Police)	31st year of service
	Bank details – current	6 years after employment has ended
	Death Benefit Nomination and Revocation Forms	Until age 72
	Death certificates	Return original to provider. Retain copy until age 72
	Decree Absolute	Return original to provider. Retain copy until age 72
	Housing advance	6 years after repayment

	Marriage certificate	Return original to provider. Retain copy until age 72
	Unpaid leave periods (maternity leave etc)	Until age 72
	Statutory maternity pay documents	6 years
	Other maternity pay documentation	18 months
	Overpayment documentation	6 years after repayment or write-off
	Personal payroll history, including record of pay, performance pay, overtime pay, allowances, pay enhancements, other taxable allowances, payment for untaken leave, reduced pay, reduced pay, no pay,	Until age 72

TYPE	DESCRIPTION	DISPOSAL
	maternity leave	
	Pensions estimates and awards	Until age 72
	<p>Record of: Full name and date of birth National Insurance number Pensionable pay at leaving Reckonable service for pension purposes (and actual service where this is different, together with reasons for the difference) Reason for leaving and new employer's name (where known) Amount and destination of any transfer value paid Amount of any refund of PCSPS contributions Amount and date of any Contributions Equivalent Premium paid All other papers relating to pensionability not listed above (e.g. papers about pensionability of other employment (including war service); extension of service papers; papers about widow's, widower's, children's and other dependant's pensions; correspondence with the Cabinet Office, other departments and pension administrators, or the officer and his/her representatives (MPs, unions or others) about pension matters</p>	Until age 72
	Resignation, termination and/or retirement letters	Until age 72
	Added years	Until age 72
	Additional Voluntary Contributions (AVC)	Until age 72
	Payroll input forms	6 years
	Bonus nominations	6 years
	Complete sick absence record showing dates and causes of sick absence	Until age 72

TYPE	DESCRIPTION	DISPOSAL
	Statutory Sick Pay (SSP) forms	For last 4 to 6 years
	Papers relating to disciplinary action which has resulted in any changes to terms and conditions of service, salary, performance pay or allowances	Until age 72
	Authorisation for deputising, substitution allowance and/or overtime travel time claim	6 years
	Advances for: Season tickets Car parking Bicycles Christmas/holidays Housing	6 years after repayment
Personal	Welfare papers	Destroy after minimum of 6 years after last action
Security	Security personnel files	5 years after leaving (if at normal retirement age) or 10 years after leaving (if before normal retirement age)
Complaints - Case records	Investigations	Review after 7 Years
	Discipline	Review after 7 Years
	Enquiries	3 years
	Statistics reports	5 years
	Reports on particular complaints or on categories of complaints	3 years
	Precedents	Review after 10 years
	Register of Complaints	10 years

FINANCIAL RECORDS

(All disposal dates are from the end of the current financial year)

TYPE	DESCRIPTION	DISPOSAL
Cheques and associated records	Cheque book/butts for all accounts	2 years
	Cancelled cheques	2 years
	Dishonoured cheques	2 years
	Fresh cheques	6 years
	Paid/presented cheques	6 years
	Stoppage of cheque payment notices	2 years
	Record of cheques opened books	2 years
	Cheque registers	2 years
	Record of cheques drawn for payment	6 years
Bank deposits	Bank deposit books/slips/butts	2 years
	Bank deposit summary sheets; summaries of daily banking; cheque schedules	2 years
	Register of cheques lodged for collection	2 years
Bank reconciliation's	Reconciliation files/sheets	2 years
	Daily list of paid cheques	2 years
	Unpaid cheque records	2 years
Bank statements	Bank statements, periodic reconciliation's	2 years
	Bank certificates of balance	2 years
Electronic banking and electronic funds transfer	Cash transactions; payment instructions; deposits; withdrawals	Disposal action in line with paper records

TYPE	DESCRIPTION	DISPOSAL
	Audit trails	Retain for the same period as the base transaction record

Schedule Title: Expenditure Records

Cash books/sheets	Expenditure sheets	6 years
	Cash books/sheets	6 years
Petty cash records	Petty cash records/books/sheets	2 years
	Petty cash receipts	2 years
	Postal cash book/sheets; postage/courier account/cash records; register of postage expenditure; postage paid record; postage books/sheets	2 years
	Summary cash books	2 years
Creditors	Creditors' history records; lists/reports	6 years
Statements	Statements of accounts outstanding; outstanding orders	2 years
	Statements of accounts – rendered payable	2 years
Subsidiary records	Copies of extracts and expenditure dissections	1 year
	Credit note books	2 years
	Credit notes	2 years
	Debit note books	2 years

TYPE	DESCRIPTION	DISPOSAL
Vouchers	Vouchers – claims for payment, purchase orders, requisition for goods and services, accounts payable invoices, etc	6 years
	Wages/salaries vouchers	6 years
	Copies of vouchers	1 year
	Voucher registers	2 years
	Voucher registration cards and payment cards	6 years
	Voucher summaries	1 year
	Advice/schedule of vouchers despatched; delivery advice	1 year
Costing records	Cost cards	2 years
	Costing records, dissection sheets, etc	2 years

Schedule Title: Ledger records

General & subsidiary ledgers	General and subsidiary ledgers produced for the purposes of preparing certified financial statements or published information	6 years
	Creditors' ledgers	6 years
	Other ledgers (contracts, costs, purchases etc)	2 years
Related records	Audit sheets – ledger postings	2 years
Journals	Journals – prime records for the raising of charges	6 years
Trial balances & reconciliation's	Year-end balances, reconciliation's and variations to support ledger balances and published accounts	6 years

TYPE	DESCRIPTION	DISPOSAL
------	-------------	----------

Schedule Title: Receipts and revenue records

Books/butts	Receipt books/butts; office copies of receipts – cashiers’, cash register, fines and costs, sale of publications, general receipt books/butts/records	6 years
	Postal remittance books/records	6 years
	Receipt books/records for imposts (stamp duty, VAT receipt books, etc	6 years
	Irregular remittance books	2 years
Cash registers	Copies of forms	6 years
	Reconciliation sheets	6 years
	Audit rolls	2 years
	Summaries/analysis records	2 years
	Reading books/sheets	2 years
Cashier’s records Revenue records	Handover books	2 years
	Revenue cash books/sheets/records; receipt cash books/sheets	6 years
	Daily revenue dissections	1 year
	Periodical revenue dissections	1 year
Debtors’ records and invoices	Copies of invoices/debit notes rendered on debtors (invoices paid/unpaid, registers of invoices, debtors ledgers, etc)	6 years
	Source documents/records used for raising of invoices/debit notes	6 years
	Copies of invoices and copies of source documents	2 years
Debts and refunds	Records relating to recoverable revenue, debts and overpayments (register of debts written off, register or refunds, etc)	6 years

TYPE	DESCRIPTION	DISPOSAL
------	-------------	----------

Schedule Title: Salaries and related records

Salary records	Employee pay histories <i>NB the last 3 years records must be kept for leavers, in either the personnel or finance records system, for the calculation of pension entitlement</i>	6 years
	Salary rates register	When superseded
	Salary ledger cards/records	6 years
	Copies of salary/wages/payroll sheets	2 years

Schedule Title: Stores and services records

Store records	Goods inwards books/records	6 years
	Delivery dockets	2 years
	Stock/stores control cards/sheets/records	2 years
	Stocktaking sheets/records, including inventories, stock reconciliation's, stocktake reports	2 years
Purchase order records	Purchase order books/records	6 years
	Railway/courier consignment books/records	2 years
	Travel warrants	2 years
	Licensing agreements	6 years after expiry
	Rental / hire purchase agreements	6 years after expiry
	Indemnities and guarantees	6 years after expiry
	Other agreements / contracts	6 years after expiry
	Contracts with suppliers and Agents	6 years after expiry

TYPE	DESCRIPTION	DISPOSAL
Requisition records	Requisition records	2 years

Schedule Title: Other accountable financial records

Asset registers	Assets/equipment registers/records	6 years after asset or last one in the register, is disposed of
Depreciation registers	Records relating to the calculation of annual depreciation	6 years after asset or last one in the register, is disposed of
Financial statements	Statements/summaries prepared for inclusion in quarterly/annual reports	6 years
	Periodic financial statements prepared for management on a regular basis	Destroy when cumulated into quarterly/annual reports
	Auditor Reports	Permanently
	Taxation returns & Books	Permanently
	Ad hoc statements	1 year

Schedule Title: Insurance

Insurance	Policies	3 Years after lapse
	Claims Correspondence	3 years after settlement
	Accident reports & relevant correspondence	3 years after settlement
	Insurance schedules	10 years

BUILDINGS RECORDS

TYPE	DESCRIPTION	DISPOSAL
Schedule Title: Project Documents		
	Specifications	Review 25 years after contract end
	Bills of quantity	Review 16 years after compilation
	Tender documents a) Rejected tenders	Review 6 years after date of final paper
	b) Accepted tenders	Review 16 years after project completion
	Agreements with contractors and consultants	Review 16 years after date of last paper
	Surveys and inspections a) Reports - master set	BRC
	b) - other copies	Destroy 2 years after issue
	Maintenance manuals	Destroy when no longer required
	Standing instructions	Review 2 years after revision or cancellation
	Final accounts	Review after 25 years
	a) Client Project Board minutes & papers records set	Review 25 years after issue of last paper
	b) all other copies	Destroy 5 years after date of last paper
	Tender and evaluation board papers	Review 7 years after contract end
	Certificates (authorising payments)	Review 25 years after issue
	Claim and arbitration files	Review 25 years after settlement

TYPE	DESCRIPTION	DISPOSAL
Schedule Title: Reports		
	Architectural Master copy	Review 25 years after issue
	Other copies	Destroy 5 years after issue
	Structural engineering	Review 15 years after issue
	Mechanical & electrical engineering	Review 15 years after issue
	Drainage services	Review 15 years after issue
	Building Condition Surveys	Review 25 years after issue
	Quadrennial inspections	Review 25 years after issue
	Fire precautions and services	Review 10 years after issue
	Timber structures	Review 20 years after issue
	Archaeological features	Review 25 years after issue
	Financial and accounting	Review 12 years after issue
	Asbestos inspections (cf Control of Asbestos at Work (Amendment) Regulations 1992, IS 1992 No 3068)	Review 40 years after issue
	Conservation reports (Historic and listed buildings)	Review 25 years after issue
	Other specialist reports not referred to above	Review 10 years after issue
Schedule Title: Maps, Plans and Drawings		
	Site surveys	Review 25 years after compilation
	Measured surveys	Review 25 years after compilation
	Archaeological records	Review 25 years after compilation
	Design drawings	Review 25 years

TYPE	DESCRIPTION	DISPOSAL
		after compilation
	Perspective drawings	Destroy 25 years after compilation
	Working copies of the above	Destroy 12 years after compilation
	Consultants' and contractors' drawings and associated records	Review 16 years after completion of project
	'As built' or 'as installed' drawings	Review 15 years after settlement of contract
	Presentation records, including drawings, photographs, models, etc	Review 15 years after completion of project
	Competition drawings	Review 10 years after result announced
	Feasibility studies, preliminary designs and other proposals not implemented	Review 25 years after decision taken
	Computer Aided Design (CAD) records	* see PRO guidance <i>Management; Appraisal and Preservation of Electronic Records</i> (1999)
Schedule Title: Maintenance Records		
	Maintenance schedules	Review 16 years after superseded
	Maintenance diaries or logs	Destroy 16 years after final entry
	Installation surveys (plant and services)	Review 16 years after date of survey
	Incident reports	Review 5 years after action or 6 years after claim settled
	Maintenance programme	Review 16 years

TYPE	DESCRIPTION	DISPOSAL
		after superseded
	Maintenance and operational manuals	Destroy or transfer to new owner
	Health and safety inspection reports	Review 12 years after issue
	Accident books	Review 3 years after date of last entry
	Accident reports	Review 5 years after action or 6 years after claim settled
	Plant and equipment condition surveys	Review 10 years after date of survey
	Maintenance contracts and related correspondence	Review 12 years after end of contract
	Meetings with contractors a) agenda, minutes etc: record set b) agenda, minutes etc; other copies c) drafts, domestic arrangements, etc	Review 5 years after date of meeting Destroy 6 years after date of meeting Destroy 3 years after date of meeting
	Forward maintenance registers (FMRs)	Review 16 years after date of last entry
	Asbestos registers (SI 1992, No 3068)	Review 40 years after date of last entry
	Asbestos incidents correspondence, reports and papers	Review 30 years after date of event
Schedule Title: Legal Documents	Title deeds and other documents relating to freehold property	Transfer to new freeholder on disposal
	Leases (signed copies)	Destroy 16 years

TYPE	DESCRIPTION	DISPOSAL
		after expiry
	Memoranda of terms	Destroy 16 years after expiry
	Subletting agreements	Destroy 12 years after termination
	Wayleave agreements	Destroy 12 years after expiry or termination
	Landlords' consents	Destroy 16 years after surrender, expiry or termination of lease or memoranda of terms
	Licences	Destroy 16 years after surrender, expiry or termination of lease
	Schedules of known tenant alterations	Destroy 16 years after surrender, expiry or termination of lease or memoranda of terms
	Register of records and documents deposited in safe custody	Destroy 16 years after register ceases to be current
	Tests and statutory certificates	Destroy 12 years after expiry or superseded
	Fire certificates	Destroy 12 years after expiry of superseded

TYPE	DESCRIPTION	DISPOSAL
	Planning consents and correspondence a) alterations to buildings b) new buildings	Review 25 years after issue Review 25 years after issue
	Listed buildings consents and correspondence	Review 25 years after issue

Schedule Title: Correspondence, Photographs and Miscellaneous

Correspondence	Consultants and contractors	Review 16 years after date of last paper
	Statutory authorities	Review 25 years after date of last paper
	Utility & communications companies	Review 16 years after date of last paper
Photographic records	Albums	Review 10 years after compilation
	Catalogues of photographs	Review 25 years after date of last entry
	Prints and negatives a) site photographs b) work in progress c) completed works d) publicity photographs	Review 10 years after project or event Review 16 years after project or event Review 25 years after project or event Review 25 years after project or event
Miscellaneous	Publicity literature (ceremonial, official openings, dedications, etc)	Review 5 years after event or publication
	Historical narratives	Review 25 years after issue

TYPE	DESCRIPTION	DISPOSAL
	Staff work diaries	Review 5 years after date of last entry
	Any other records relating to buildings not otherwise referred to in the schedules	Review 5 years after date of issue, closure or last action
Schedule Title: Project Documents		
	Specifications	Review 25 years after contract end
	Bills of quantity	Review 16 years after compilation
	Tender documents c) Rejected tenders d) Accepted tenders	Review 6 years after date of final paper Review 16 years after project completion
	Agreements with contractors and consultants	Review 16 years after date of last paper
	Surveys and inspections c) Reports - master set d) - other copies	BRC Destroy 2 years after issue
	Maintenance manuals	Destroy when no longer required
	Standing instructions	Review 2 years after revision or cancellation
	Final accounts	Review after 25 years

TYPE	DESCRIPTION	DISPOSAL
	Client Project Board minutes & papers c) records set d) all other copies	Review 25 years after issue of last paper Destroy 5 years after date of last paper
	Tender and evaluation board papers	Review 7 years after contract end
	Certificates (authorising payments)	Review 25 years after issue
	Claim and arbitration files	Review 25 years after settlement

HEALTH AND SAFETY RECORDS

TYPE	DESCRIPTION	DISPOSAL
Control of Substances Hazardous to Health Regulations 1997 Reg 7(10) - special provision relating to biological agents	List of employees exposed to group 3 and 4 biological agents (see the Regulations)	10 years after last exposure
Schedule 9 - special provision relating to biological agents	Where exposure may lead to a disease many years later	40 years after last exposure
Reg 9 – maintenance, examination and test of control measures	Examination and testing of control equipment and repairs carried out as a result	5 years
Reg 10 - monitoring exposure at the workplace	Exposure to hazardous substance at the workplace: a) general exposure personal exposure of identifiable employee	5 years 40 years
Reg 11 - health surveillance of employees who are, or are liable to be, exposed to a substance hazardous to health	Health surveillance, including medical reports	40 years from date of last entry
Factories Act General Register Order 1973	General Register Form F31, recording details relating to the factory, such as name and address of occupier, nature of work, fire certificate, etc	2 years from date of last entry
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	Reportable injuries, diseases and dangerous occurrences	3 years

TYPE	DESCRIPTION	DISPOSAL
Social Security (Claims and Payments) Regulations 1979	Accident book (form BI 510)	3 years from date of last entry
The Ionising Radiations Regulations 1985	a) health records b) examination of respiratory protective equipment	50 years from date of last entry 2 years
The Ionising Radiations (Outside Workers) Regulations 1993	Radiation passbook	5 years after finish of use
Control of Lead at Work Regulations 1980 Reg 8(4) - maintenance, examination and test of control measures	Maintenance of control measures	5 years from date at which entry was made
Reg 9(5) - monitoring exposure	Air monitoring	5 years
Reg 10(3) - health surveillance of employees exposed, or liable to be exposed, to lead	Medical surveillance	40 years from date at which entry was made
Control of Asbestos at Work Regulations 1987	Health surveillance (including medical reports)	40 years after last record
Work in Compressed Air Regulations 1996	a) health surveillance b) exposure	40 years from date of last entry 40 years from date of last entry
Special Waste	Consignment note	3 years

TYPE	DESCRIPTION	DISPOSAL
Regulations 1996		
Environment Protection (Duty of Care) Regulations 1991	Consignment note (controlled waste)	2 years
Section 2(3) Health & Safety at work Act 1974	<u>Policy Statement</u>	Current + 1 year
Regulation 4 of The Management of Health and Safety at Work Regulations 1992	<u>Health & Safety Inspection Reports</u>	<u>6 years after issue</u>
Regulation 3 of The Management of Health and Safety at Work Regulations 1992 (EC Directive 89/381/EEC) S.I. 1992 No. 2051	<u>Risk Assessments</u>	<u>Current plus 10 years</u>
The provision and Use of Work Equipment Regulations 1992 (Council Directive 89/686/EEC)	<u>Maintenance Logs</u>	<u>10 years after last entry</u>
The provision and Use of Work Equipment Regulations 1992	<u>Incident reports</u>	5 years after last action or 6 years after claim settled
The Personal Protective Equipment at Work Regulations 1992	<u>Personal Protective Equipment</u>	Current + 10 years
The Social Security	<u>Accident Book (Form BI 510)</u>	<u>3 years from date of last</u>

TYPE	DESCRIPTION	DISPOSAL
Contributions and Benefits Act 1992 (formerly The Social Security (Claims and payments) Regulations 1979) – Regulation 25		entry
Regulation 7, Schedule 4, Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR)	<u>Accident Report Forms:</u> <ul style="list-style-type: none"> • <u>Form F2508 (accidents and dangerous occurrences)</u> • Form F2058A (diseases) 	<u>Current + 3 years</u>
Control of Asbestos at Work (Amendment) Regulations 1992, SI 1992, No 3068	<u>Asbestos Inspections</u>	40 years after issue
Control of Asbestos at Work (Amendment) Regulations 1992, SI 1992, No 3068	<u>Asbestos Registers</u>	40 years after last entry
Control of Asbestos at Work (Amendment) Regulations 1992, SI 1992, No 3068	<u>Asbestos incidents, correspondence, reports etc.</u>	40 years after date of event
Fire Precautions Act 1971 as amended by the Fire Precautions (Workplace) (Amendment) Regulations 1999, S.I. 1999 No 1877	<u>Fire Certificates</u>	12 years after expiry or until superseded

TYPE	DESCRIPTION	DISPOSAL
Fire Precautions Act 1971 as amended by the Fire Precautions (Workplace) (Amendment) Regulations 1999, S.I. 1999 No 1877	<u>Fire precautions and services</u>	10 years after issue
The Construction (Design and Management) Regulations 1994	<u>Maintenance Logs</u>	6 years after final entry
The Construction (Design and Management) Regulations 1994	<u>Incident reports</u>	6 years after claim settled
The Construction (Design and Management) Regulations 1994	<u>Maintenance Schedules</u>	10 years after superseded
The Construction (Design and Management) Regulations 1994	<u>Health and Safety file/Health and Safety Plan</u>	30 years or until disposal of property

PROJECT RECORDS

TYPE	DESCRIPTION	DISPOSAL
Proposals	<ul style="list-style-type: none"> - Approved - rejected or deferred 	10 years after completion 5 years after completion
Initiation Documents	Project Initiation Documents (PID) and supporting documentation (including business cases)	10 years after completion of project
Feasibility Studies	<ul style="list-style-type: none"> - reports - draft reports - working papers - correspondence 	10 years after issue 2 years after date of last paper 2 years after date of last paper 5 years after date of last paper
Plans and Specifications	Plans and Specifications (statements of requirements, operational requirements, technical plans, resource plans, etc) <ul style="list-style-type: none"> - provisional/proposed - - final - - variations 	5 years after completion 10 years after completion 10 years after completion
Contracts and agreements	<ul style="list-style-type: none"> - contracts under seal - other contracts - title deeds - correspondence 	See <i>Retention Scheduling: 5. Contractual Records</i> (PRO, 2000)
Contractors	<ul style="list-style-type: none"> - approved nominations - - rejected nominations - approved list - 	1 year after issue 1 year after issue When new list is issued

	- removals/suspensions	6 years after the end of the project
Tender Boards	- record set of papers - - other copies - - working papers - minutes of meetings	At the end of the project 1 year after date of last paper 2 years after date of last paper 5 years after date of last paper
Maps, Plans, Drawings and photographs	- master set - - working copies - - other copies	10 years after completion At the end of the project 5 years after date of last paper
Equipment and supplies	Equipment and Supplies	6 years after completion
Land Records	Land records - allocation - procurement/disposal	When land is released for other purposes 12 years after date of disposal
Minutes and Papers	Project Boards, Assessment Meetings, etc - minutes - correspondence	5 years after date of last paper 5 years after date of last paper

Reports	Reports (stage assessments, quality reviews, highlight reports, GANTT charts, etc) <ul style="list-style-type: none"> - interim - final - evaluation - draft 	5 years after issue Keep for Second Review Keep for Second Review At the end of the project
Product descriptions	Product descriptions	5 years after completion of project
Project Operating manuals	Project operating manuals	5 years after completion of project
Miscellaneous documentation	Miscellaneous records, such as: Copies of documentation from other projects; information on products, equipment, machinery, etc; training courses; correspondence	2 years after completion of project