

## DOCUMENT RETENTION PERIODS SCHEDULE

### 1. Police and Crime Commissioner Business

Business Function	Records	Retention
<b>Internal Office and Team Meetings</b>	Minutes, agendas, and reports	2 years
<b>Decisions</b>	Decisions (and associated papers) and decisions log	Permanent
<b>Regional PCC meetings, Collaboration, Partnership and external meetings</b> (Where the PCC owns the record)	Reports	Permanent
	Supporting documentation	6 years
	Questions and Answers	6 years
<b>Regional PCC meetings, Collaboration, Partnership and external meetings</b> (Where the PCC does not own the record)	Reports	4 years
	Supporting documentation	4 years
<b>PCC Planning and Reporting</b>	Police and Crime Plan	Permanent
	Business Plans	Permanent
	Strategy Plans and Policies	Permanent
	Annual Reports	Permanent
<b>Appointment of Chief Constable</b>	Advertisements – electronic	6 years
	Application forms – unsuccessful – hard copy	1 year
	Personnel files – hard copy including interview reports	6 years after last pension payment
<b>Leaving of Chief Constable</b> (hard copy)	Resignation, redundancy, dismissal, death, retirement	6 years after termination or, if pension paid, 6 years after last pension payment

Business Function	Records	Retention
Complaints against Chief Constable	Correspondence	6 years
Complaints against OPCC	Correspondence	6 years
Police Complaints Reviews	Correspondence	6 years
Independent Custody Visiting Scheme	Annual Report	Permanent
	Visitors report and Co-ordinator meeting notes	6 years
	ICV Expenses	6 years
	Custody Visitor details	2 years after end of appointment
	Applications (unsuccessful)	1 year
	Scheme Handbook	Until superseded
Freedom of Information	Correspondence – electronic	5 years from end of any appeal in relation to FOI request
Data Protection	Subject access requests	2 years
Correspondence	Correspondence – electronic	2 years as of last correspondence on topic

## 2. Consultation, Engagement, Media and Public Relations

PCC's Public Facing Function	Records	Retention
Community Engagement	Strategies and Correspondence	4 years
Public Consultation	Strategy, records, correspondence, minutes and supporting papers	4 years after collation of data
Media relations	Press Releases	4 years unless relating to an ongoing project
	Strategy	3 years
Marketing	Developing and promoting of OPCCN events	2 years

	Information about OPCCN	Until superseded
<b>Independent Advisory Group</b>	Personnel Files	1 year after end of appointment
	IAG Expenses	6 years
	General Correspondence	2 years

### 3. Police and Crime Commissioner

<b>PCC's Standards</b>	<b>Records</b>	<b>Retention</b>
<b>Expenses</b>	Expense claims	6 years after leaving
<b>Register of Interests and Hospitality</b> (hard copy and electronic)	Disclosable Interests	Permanent
	Register of Gifts and Hospitality	Permanent
<b>Code of Conduct</b> (hard copy and electronic)		2 years after office ends
<b>PCC Declaration</b> (hard copy and electronic)		Permanent

### 4. Office of the Police and Crime Commissioner Internal Management and Administration

<b>Internal Management and Governance Function</b>	<b>Records</b>	<b>Retention</b>
<b>Governance Framework</b>	Scheme of Governance	Permanent
	Delegation of Functions	Permanent
	Terms of Reference	Permanent
	Standing Orders/Financial Regulations	Permanent
<b>Police Performance Monitoring</b>	Monthly/Quarterly/Annual Statistics	5 years
	PCC response to HMIC Reports	5 years
<b>Joint Audit Committee</b> (electronic)	Minutes, agendas, reports	6 years
	Annual Audit Letter	6 years
	External Audit reports	6 years
	Internal Audit reports	6 years
	Terms of Reference	6 years
	Personnel files including appraisal notes	6 years following Member's departure
<b>Risk and Issues</b>	Risk register	2 years after risk is mitigated
<b>Diaries and Calendars</b>	Electronic	3 years

## 5. Office of the Police and Crime Commissioner – Human Resources

HR Function	Records	Retention
<b>OPCCN Recruitment including Chief Executive, Chief Finance Officer, Monitoring Officer and s151 Officer</b> (hard copy)	Application forms (unsuccessful)	1 year
	Leavers	6 years
	Completed vetting forms (unsuccessful)	Immediately after completion of recruitment process
	Application forms (successful) and interview notes	4 years
	Completed vetting forms (successful)	Upon termination of employment
<b>OPCCN staff/officers – HR records/personnel files</b>	Staff sickness	2 years
	Performance reviews/training/grievances/appeals	6 years from leaving date
<b>Policies and Procedures</b>	Policies and Procedures	Until superseded
<b>Health and Safety</b>	Risk Assessment	Until superseded

## 6. Property and Land Management

Property and Land Management	Records	Retention
<b>Insurance</b>	Insurance policies / correspondence	7 years after term expires

## 7. Police and Crime Panel

Police and Crime Panel	Records	Retention
<b>PCC Scrutiny</b>	Confirmation hearing paperwork	6 years
	Complaints handling	6 years

## 8. Police and Crime Commissioner – Legal and Contracts

Legal and Contracts Function	Records	Retention
<b>Litigation</b> (hard copy and electronic)	Correspondence	7 years after last action
	Criminal and civil case files	7 years after last action
<b>Legal Advice</b> (hard copy and electronic)	Correspondence	3 years
<b>Signed Agreements</b>	Service level agreements	6 years after agreement expires
<b>Police Appeal Tribunals</b>	Correspondence, reports, agendas, minutes, records of PAT cases, transcriptions etc.	6 years
<b>Sealing Register</b>	Hard copy	Permanent
<b>Asset Acquisition/Disposal</b> (hard copy and electronic)	Legal documents relating to purchase/sale	6 years (12 years if over £50k)
	Leases	6 years (12 years if over £50k)
	Tender documents	6 years (12 years if over £50k)
<b>Police Medical Appeals</b>	Correspondence, reports, agendas, minutes, records of Appeals	6 years

## 9. Finance

Financial Management	Records	Retention
<b>Annual Reports</b>	Annual statement of accounts	Permanent
<b>Financial Strategy</b>	Medium Term Financial Strategy	Until Superseded and for 5 years
<b>Treasury Management</b>	Treasury Management Strategy and Outturn Report	1 year
<b>Asset monitoring and maintenance</b>	Asset Registers	Destroy 7 years after end of financial year
	Inventories / Stocktaking	Destroy after 2 years
	Acquisition and disposal reports. Service/maintenance records	Destroy 7 years after sale or disposal
<b>OPCC Budget Setting</b>	Final annual report	Permanent
	Draft budget and estimates	4 years after budget set

	Budget monitoring	Destroy after following years budget adopted
<b>OPCC Expenditure</b>	Invoices / receipts / bank statements / vouchers / ledgers / write off of public monies	7 years after end of financial year
<b>Funding agreements</b>	Funding agreement documents	7 years
<b>Commissioning</b>	Service provider reports	5 years
	Specifications, project documents and quotes	5 years
	Project Media (not owned by the PCC)	2 years
	Partner's policy documents	2 years after contract end
<b>Grants</b>	Awarded	7 years
	Not Awarded	2 years
	Received	7 years
	Grant monitoring documents	7 years
	Grant variation documents	7 years
<b>Precept (council tax)</b>	Precept charges	6 years plus current financial year

## 10. General

Function	Records	Retention
<b>Independent Members – Misconduct Hearings, LQCs etc.</b>	Appointment process	6 years after leaving
	Expenses/Allowances paid	6 years after leaving
<b>General draft and supporting documents</b>	Where a document is final and has been approved/published as applicable	6 months after final document approved/published