



DOCUMENT RETENTION PERIODS SCHEDULE

1. Police and Crime Commissioner Business

Business Function	Records	Retention
Meetings (electronic and hard copy)	Minutes, agendas and reports	Permanent
Decisions (electronic and hard copy)	Decisions (and associated papers) and decisions log	Permanent
Regional PCC meetings, Collaboration, Partnership and external meetings (where the PCC owns the record – electronic and hard copy)	Reports	Permanent
	Supporting documentation	6 years
Regional PCC meetings, Collaboration, Partnership and external meetings (where the PCC does not own the record – electronic and hard copy)	Reports	4 years
	Supporting documentation	4 years
PCC Planning and Reporting (electronic and hard copy) (hard copy comments/amendments)	Police an Crime Plan	Permanent
	Business Plans	Permanent
	Strategy Plans and Policies	Permanent
	Annual Reports	Permanent
Appointment of Chief Constable	Advertisements – electronic	6 years
	Application forms – unsuccessful – hard copy	1 year
	Personnel files – hard copy including interview reports	6 years after last pension payment
Leaving of Chief Constable (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 (hard copy)	Correspondence	6 years
Complaints against OPCC Officers (hard copy)	Correspondence	6 years
Independent Custody Visiting Scheme	Visitors report and Co-ordinator meeting notes	5 years
	ICV Expenses	5 years
	Custody Visitor details – hard copy	2 years after end of appointment
	Applications (unsuccessful)	1 year
	Scheme Handbook	Until superseded
Freedom of Information (for FOI requests where exemptions apply – see section 10. General)	Correspondence – electronic	5 years from end of any appeal in relation to FOI request
Data Protection	Subject access requests	2 years
Correspondence	Correspondence – electronic and hard copy	2 years

2. Consultation, Engagement, Media and Public Relations

PCC's Public Facing Function	Records	Retention
Community Engagement (electronic)	Strategies and Correspondence	4 years
Public Consultation (electronic and hard copy)	Strategy, records, correspondence, minutes and supporting papers	4 years after collation of data
Media relations (electronic)	Press Releases	3 years
	Strategy	3 years
Marketing (electronic)	Developing and promoting of OPCCN events	2 years
	Information about OPCCN	Until superseded

3. Police and Crime Commissioner

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

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

Internal Management and Governance Function	Records	Retention
Governance Framework (hard copy and electronic)	Scheme of Governance	Permanent
	Delegation of Functions	Permanent
	Terms of Reference	Permanent
	Standing Orders/Financial Regulations	Permanent
Police Performance Monitoring (electronic)	Monthly/Quarterly/Annual Statistics	5 years
	PCC response to HMIC Reports	5 years
Joint Audit Committee (electronic and hard copy)	Minutes, agendas, reports	Permanent
	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
	Allowance claims and register of interests	Destroy following Member's departure
Risk and Issues	Risk register	2 years
Information Management (electronic)	Record of transfer to archives/disposal	Permanent
Diaries and Calendars	Electronic and Manual	3 years

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

HR Function	Records	Retention
OPCCN Recruitment including Chief Executive, Chief Finance Officer, Monitoring Officer and s151 Officer (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
OPCCN staff/officers – HR records/personnel files (electronic and hard copy)	Staff sickness	2 years
	Performance reviews/training/grievances/appeals	6 years from leaving date
	Leave Records	2 years
	Time Off In Lieu (TOIL) Records	2 years
Policies and Procedures (electronic and hard copy)	Policies and Procedures	Until superseded
Health and Safety	Risk Assessment	Until superseded
	Accidents at work	6 years

6. Property and Land Management

Property and Land Management	Records	Retention
Insurance (electronic)	Insurance policies / correspondence	7 years after term expires

7. Police and Crime Panel

Police and Crime Panel	Records	Retention
PCC Scrutiny	Confirmation hearing paperwork	6 years
	Complaints handling	6 years

8. Police and Crime Commissioner – Legal and Contracts

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

9. Finance

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

		budget adopted
OPCC Expenditure (electronic)	Invoices / receipts / bank statements / vouchers / ledgers / write off of Public monies	7 years after end of financial year
Funding agreements	Funding agreement documents	6 years plus current year
Commissioning	Service provider reports	5 years
Grants (electronic)	Awarded	5 years
	Not Awarded	2 years
	Received	5 years
Precept (council tax)	Precept charges	6 years plus current financial year

10. General

Function	Records	Retention
Independent Members – Misconduct Hearings, LQCs etc.	Appointment process	6 years after leaving
	Expenses/Allowances paid	6 years after leaving
Freedom of Information (FOI) request where exemptions apply, complaints or appeals are made (electronic)	<p>Request for Information dealt with under the provisions of the Freedom of Information Act 2000 where:</p> <p>The records are subject to exemptions (partially or wholly), A Public Interest Test has been formally applied, A complaint has been made to the PCC about the application of exemptions or handling of the request, A complaint has been made to the Information Commissioner about the handling of the request</p>	<p>The request itself, associated records, and any records to which the request applies should not be destroyed until the PCC is satisfied that requestor does not wish to pursue an appeal or the appeal process has been exhausted. The documentation should remain current for a year from the last action and then closed for one further year, then destroyed if no further activity has occurred. Should an activity occur within that period, the documentation should become current again.</p>