

Office of the Police and Crime Commissioner for Derbyshire Retention Policy

Retention Periods

All records and documents have been allocated a retention period and should be maintained and disposed of in accordance with this policy. Disposal of records applies to both electronic and hard copy documents.

For the purposes of this policy, indefinite is defined as being an unlimited period of time during which the item is required for business or legal reasons or is of public interest. All documents in this category will be reviewed at three yearly intervals and disposals will be with the agreement of the Chief Executive.

The retention period is a rolling period from the creation of the documents.

Related documents/ legislation/guidance

Where appropriate the legal reason for retention has been cited. In many cases there is no legal reason and these are marked 'business need'. For some items there is national guidance indicating a retention period and this has been recorded.

- Local Government Act 1972 revised
- CIPD (2010) 'Retention of personnel and other related records' guidance.
- ACPO (2006) Data Protection Manual of Guidance.
- ACPO/NPIA (2010) Guidance on the Management of Police Information: Second version.

<u>Function</u>	<u>Specific Record/Description</u>	<u>Minimum Retention Period</u>	<u>Reason for retention</u>	<u>Business Type</u>
Appointment of Chief Officers	Appointment process file (including unsuccessful application forms, interview reports, adverts etc) NB Only most recent ACC required	Indefinitely until superseded	CIPD	Human Resources
Appointment of Chief Officers	Personal files	Termination of employment + 6 years	CIPD	Human Resources
Police and Crime Commissioner 's Police and Crime Plan	Crime Plan	Every annual addition from 2012	Business requirement	Police and Crime Commissioner Business

Office of the Police and Crime Commissioner for Derbyshire Retention Policy

<u>Function</u>	<u>Specific Record/Description</u>	<u>Minimum Retention Period</u>	<u>Reason for retention</u>	<u>Business Type</u>
Police and Crime Commissioner's Annual Reports	Annual Reports	Every annual addition from 2012	Business requirement	Police and Crime Commissioner Business
Police and Crime Commissioner Confirmation Hearing Reports	Confirmation Hearing Reports and related paperwork.	Termination of employment + 6 years	Business requirement	Police and Crime Commissioner Business
Authority Annual Reports	All Annual Reports	Every annual addition from 1995	Business requirement	Police and Crime Commissioner Business
Authority Staff Records	Appointment process file (including unsuccessful application forms, interview reports, adverts etc)	Indefinitely until superseded (keep most recent)	CIPD	Human Resources
Authority Staff Records	Personnel file (including contracts, probation reports, appraisals, references provided, sickness records, reasonable adjustment requirements) and Disciplinary records (including warnings and grievance records)	Termination of employment + 6 years	CIPD	Human Resources
Authority Staff Records	Leave records and flexi cards	2 years	CIPD	Human Resources
Authority Staff Records	Medical examinations	Termination of employment + 6 years	CIPD	Human Resources
Benchmarking Comparisons	With other Forces, Authorities or organisations	3 years	Business requirement	Police and Crime Commissioner Business
Best Value Reviews	Reports and relevant supporting documentation	5 years	Business requirement	Police and Crime Commissioner Business
Briefing Sheets		2 years	Business requirement	Police and Crime Commissioner Business

Office of the Police and Crime Commissioner for Derbyshire Retention Policy

<u>Function</u>	<u>Specific Record/Description</u>	<u>Minimum Retention Period</u>	<u>Reason for retention</u>	<u>Business Type</u>
Business Annual Reports	Reports and related documentation	2 years	Business requirement	Police and Crime Commissioner Business
Business Interest Appeals	Appeals from police officers in relation to business interests	5 years	Business requirement	Police and Crime Commissioner Business
Police and Crime Commissioner performance reports from Force	Meeting – minutes, agendas, reports	Indefinitely	Business requirement	Police and Crime Commissioner Business
Police and Crime Commissioner Decisions	Meeting – minutes, agendas, reports	Indefinitely	Business requirement	Police and Crime Commissioner Business
Committee	Meeting – minutes, agendas, reports	Indefinitely	Local Government Act 1972 revised	Police and Crime Commissioner Business
Committee	Associated work/filing (e.g. letters, agenda prep, task and finish/working group papers)	6 years	Local Government Act 1972 revised	Police and Crime Commissioner Business
Complaints	Complaints against the Force (not dealt with by Police Authority/PCC)	3 years	Business requirement	Police and Crime Commissioner Business
Complaints	Complaints against a Chief Officer	6 years	Business requirement	Police and Crime Commissioner Business
Complaints	Complaints against the Police Authority	6 years	Business requirement	Police and Crime Commissioner Business
Complaints	Complaints against the PCC	6 years	Business requirement	Police and Crime Commissioner Business
Complaints	Complaints against the Police Authority/PCC staff	6 years	Business Requirement	Police and Crime Commissioner Business

Office of the Police and Crime Commissioner for Derbyshire Retention Policy

<u>Function</u>	<u>Specific Record/Description</u>	<u>Minimum Retention Period</u>	<u>Reason for retention</u>	<u>Business Type</u>
Conference Information	Organised internally	1 year after date of conference	Business requirement	Police and Crime Commissioner Business
Conference Information	Organised externally	Destroy on date	Business requirement	Police and Crime Commissioner Business
Consultation	Evidence of consultation (completed questionnaires)	1 year	Business requirement	Police and Crime Commissioner Business
Consultation	Analysis of consultation (spreadsheets)	5 years	Business requirement	Police and Crime Commissioner Business
Dismissal of Chief Officers	Resignation, redundancy, dismissal, death or retirement	Termination of employment + 6 years	CIPD	Human Resources
Expenditure	Invoices, receipts, bank statements and vouchers/ledger	6 years	Civil proceedings	Financial Management
External Inspections, Audits and Reports	Thematic inspection reports and other audits	6 years	Business requirement	Police and Crime Commissioner Business
External meetings (where the Authority does not own the record)	Minutes, agendas and reports	1 year	Business requirement	Partnerships
Financial reports	Quarterly budget reports and working papers	Destroy when admin use is completed	Business requirement	Financial Management
Financial reports	Budget Reports	5 years	Business requirement	Financial Management
Financial reports	Final Accounts	Indefinitely	Business requirement	Financial Management
Freedom of Information Act requests	Received and responses	2 years	ACPO Data Protection Manual of Guidance	Police and Crime Commissioner Business

Office of the Police and Crime Commissioner for Derbyshire Retention Policy

<u>Function</u>	<u>Specific Record/Description</u>	<u>Minimum Retention Period</u>	<u>Reason for retention</u>	<u>Business Type</u>
General correspondence	Letters, e-mails and faxes	3 years	Business requirement	Police and Crime Commissioner Business
Home Office and APA distributions	Journals, newsletters, newspapers and leaflets	1 year	Business requirement	Partnerships
Home Office	Circulars	Indefinitely	Business requirement	Partnerships
APA distributions	Circulars	1 year	Business requirement	Partnerships
Home Office and APA Distributions	Policy Group papers	1 year	Business requirement	Partnerships
Independent Custody Visiting Scheme/Animal Welfare Scheme	Annual reports, journals and newsletters	1 year	Business requirement	Police and Crime Commissioner Business
Independent Custody Visiting Scheme/Animal Welfare Scheme	Training	2 years	Business requirement	Police and Crime Commissioner Business
Independent Custody Visiting Scheme/Animal Welfare Scheme	Reports, minutes and visit statistics	5 years	Business requirement	Police and Crime Commissioner Business
Independent Custody Visiting Scheme/Animal Welfare Scheme	Correspondence	2 year	Business requirement	Financial Management
Independent Custody Visiting Scheme/Animal Welfare Scheme	Visit Report Forms	1 Year	Business Requirement	Police and Crime Commissioner Business
Insurance	Insurance policies and correspondence	7 years after terms expire	Business requirement	Financial Management

Office of the Police and Crime Commissioner for Derbyshire Retention Policy

<u>Function</u>	<u>Specific Record/Description</u>	<u>Minimum Retention Period</u>	<u>Reason for retention</u>	<u>Business Type</u>
Internal inspections, audits and reports	Internal audit file	6 years	Business requirement	Police and Crime Commissioner Business
Legal documentation	Litigation	7 years	Business requirement	Legal
Medical appeals	Received in relation to medial retirements	5 years	Business requirement	Police and Crime Commissioner Business
Member details	Application forms from independent members	4 years	CIPD	Human Resources
Member details	Personnel files (including appraisals)	6 years following Member's departure	CIPD	Human Resources
Member details	Register of Interests, Gifts and Hospitality	Destroy following Member's departure	CIPD	Human Resources
Members details (Independent only)	Independent Member Appointment process file (including interview reports, adverts)	Indefinitely until superseded (keep two most recent)	CIPD	Human Resources
Members allowances	Correspondence	1 year	Business requirement	Financial Management
PNB and Support Staff Council	Circulars	1 year	Business requirement	Partnerships
PNB and Support Staff Council	Reports and Responses	1 year	Business requirement	Partnerships
Police Appeal Tribunals	Correspondence, reports, agendas and minutes	6 years	Local Government Act 1972 revised	Legal
Police Authority Liaison Meetings (PALM)	Associated paperwork, booking sheets	2 years	Business requirement	Police and Crime Commissioner Business

Office of the Police and Crime Commissioner for Derbyshire Retention Policy

<u>Function</u>	<u>Specific Record/Description</u>	<u>Minimum Retention Period</u>	<u>Reason for retention</u>	<u>Business Type</u>
Police Authority Liaison Meetings (PALM)	Action plans and meeting notes	5 years	Business requirement	Police and Crime Commissioner Business
Police Medical Retirements (Regulation A20 decisions)	Minutes, agendas and reports	Indefinitely	CIPD	Human Resources
Policies and protocols	Current policy documents relating to OPCC business	Permanent	Business requirement	Police and Crime Commissioner Business
Policies and protocols	Past policy documents relating to OPCC business	5 years after superseded	Business requirement	Police and Crime Commissioner Business
Projects and reports	Operational efficiency and effectiveness review projects	5 years	Audit trail and business requirement	Police and Crime Commissioner Business
Property acquisition and disposal	Plans	Life of property plus 12 years	Business requirement	Building and Land Management
Property acquisition and disposal	Legal documents, survey reports, tender documents, conditions of contracts, sealing records	15 years	Business requirement	Building and Land Management
Risk assessments	Review every three years	Indefinitely until superseded	Management of Health and Safety at Work Regs 1992, Reg.2	Police and Crime Commissioner Business
Risk Register	Master copy is spreadsheet	3 years plus current	Business requirement	Police and Crime Commissioner Business
Statutory returns	Reports to central government	7 years	Business requirement	Police and Crime Commissioner Business

Office of the Police and Crime Commissioner for Derbyshire Retention Policy

<u>Function</u>	<u>Specific Record/Description</u>	<u>Minimum Retention Period</u>	<u>Reason for retention</u>	<u>Business Type</u>
Tenders	Tender opening records and notifications of successful tenders	6 years	Business requirement	Contracts
Unsuccessful applicants' forms	Application forms and related papers from those not subsequently employed by the OPCC	6 months	Data Protection Act 1998	Human Resources
Volunteer posts (ICVs, Police Dog Welfare, Independent Members on police disciplinary appeals)	Appointment process files (including application forms, interview reports and adverts)	Indefinitely until superseded (keep most recent)	CIPD	Human Resources
Volunteer posts (ICVs, Police Dog Welfare, Independent Members on police disciplinary appeals)	Personnel files (including appraisals)	6 years following volunteer's departure	CIPD	Human Resources