

OFFICE OF THE POLICE AND CRIME COMMISSINER RECORDS RETENTION

1. Police and Crime Commissioner Business

Business Function	Records – electronic storage	Retention
OPCC led Meetings – e.g. PCB, JAC, Reducing Reoffending Board	Minutes, agendas and reports	Permanent
Decisions	Decisions and decisions log	Permanent
Regional PCC Meetings, Collaboration, Partnership and External Meeting (Where the PCC owns the record)	Reports	Permanent
	Supporting documentation	6 years
Regional PCC Meetings, Collaboration, Partnership and External Meetings (where the PCC does not own the record)	Reports	1 year
	Supporting documentation	
PCC Planning and Reporting (scan hard copies of comments/ amendments)	Police and Crime Plan	1 PCC Term
	Business Plans	
	Strategy Plans & Policies	
	Annual reports	
Commissioning	Strategy plans & Needs Assessments	1 PCC term
Appointment of Chief Constable	Advertisements	3 years
	Application forms – unsuccessful (scan)	1 Year
	Personnel files – hard copy incl interview reports	6 years after last pension payment
Leaving of Force Chief Constable	Resignation, redundancy, dismissal, death, retirement	6 years after termination or, if pension paid, 6 years after last pension payment
Complaints against Chief Constable Electronically stored	Correspondence - electronically stored in Iken & Contacts folder	6 years
Complaints against OPCC staff Electronically stored	Correspondence - electronically stored in Iken & Contacts folder	6 years
Complaints against PCC	Correspondence - electronically stored in Iken & Contacts folder	6 years
Independent Panels – IRP, SOPP, OOC	Feedback reports	4 years

Independent Custody Visiting Scheme	Visitor reports & co-ordinator meeting notes	5 years
	ICV expenses	5 years
	Custody Visitor details - electronic	2 years after end of appointment
	Applications (unsuccessful)	1 year
	Scheme Handbook	Until superseded
FOIs (for FOI requests where exemptions apply – see 10. General)	Correspondence - electronically stored in Iken	6 years
Data Protection	Subject access requests	2 years
Contact Forms & Letters	Correspondence - electronically stored in Iken	6 years or end of PCC term whichever is longer

2. Consultation, Engagement, Media and Public Relations

PCC's Public Facing Function	Records	Retention
Community Engagement	Strategies & Correspondence	4 years
Public Consultation	Strategy, records, correspondence, minutes and supporting papers - electronic	4 years after collation of data
Media relations	Press releases	4 years
	Strategy	4 years
Marketing	Developing and promoting PCC	2 years
	Newsletters	4 years
	Blogs	1 year

3. Police and Crime Commissioner

PCC's Standards	Records	Retention
Expenses	Expenses Claims	2 Years after leaving
Registers of Interest and Hospitality	Disclosable Interests	Permanent
	Register of Gifts & Hospitality	

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

Internal Management and Governance Function	Records	Retention
Governance Framework	Scheme of Governance	Permanent
	Delegation of functions	
	Terms of reference	
	Standing orders/financial regulations	
Police Performance Monitoring	Monthly/quarterly/annual statistics	2 years
	PCC response to HMIC reports	
Joint Audit Committee	Annual audit letter	3 years
	External Audit Reports	
	Internal Audit reports	
	Terms of Reference	
	Personnel files including appraisal notes – hardcopy	Permanent
Allowance claims and register of interests		
Risks and Issues	Risk register	2 years
Information Management	Record of transfer to archive/disposal	Permanent
Diaries and Calendars		Calendars deleted after 12 months
Outlook contacts	Details of regular business contacts	PCC term

5. Office of the Police and Crime Commissioner – HR

HR Function	Records	Retention
OPCC Recruitment (incl CEO, CFO, Monitoring Officer & s151 Officer)	Application forms (unsuccessful)	1 year
	Leavers	4 years from leaving date
	Completed vetting forms	1 year after expiry
	Application forms (successful) – hardcopy	4 years from leaving date
	Interview notes	4 years from leaving date
OPCC Staff/officers – HR records/ personnel files (electronic and hardcopy)	Staff sickness/leave	2 years from the event
	Performance reviews/training & development/grievances/appeals etc	4 years from leaving date
Policies and procedures	Policies and procedures	Superseded + 4 years

Health and Safety	Accident book via SAP	ASC to manage
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6. Police and Crime Commissioner Legal and Contracts

Legal and Contracts Function	Records	Retention
Litigation (electronic)	Correspondence	7 years after last action
	Criminal and civil case files	
Legal Advice (electronic)	Correspondence	3 years
Signed Agreements (electronic and hardcopy)	Service level agreements	6 years after agreement expires
Police Appeal Tribunals & Misconduct Hearings	Verbatim record of evidence of PATs and MH documents	2 years
Sealing Register (hardcopy)		Permanent
Asset Acquisition/Disposal (electronic)	Legal docs relating to purchase/sale	6 years if under £50,000
	Leases	
	Tender documents	12 years if over £50,000

7. Property and Land Management

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

8. Finance

Financial Management	Records	Retention
Annual reports	Annual statement of accounts	Permanent
Finance	Medium term financial strategy	Superseded + 5 years
OPCC Approvals/purchase	Purchase/sales order (held on finance system)	No copies need to be held by the OPCC
Asset Acquisition and disposal	Management of the acquisition and disposal process of assets	Destroy after 7 years, if under £50,000 or 12 years if over £50,000
Asset monitoring & maintenance	Asset registers	Destroy 7 years after end of financial year

	Inventories/ Stocktaking	Destroy 2 years after admin use
	Acquisition & disposal reports. Service/maintenance records	Destroy 7 years after sale or disposal
OPCC Budget setting	Final annual report	Permanent
	Draft budget and estimates	4 years after budget set
	Budget Monitoring	Destroy after following years budget adopted
OPCC Expenditure	Invoices/receipts/bank statements/vouchers/ledgers/write off of public monies	
Payroll	Claim forms/pay/tax records/summary pay reports	7 years
Loans		7 years
Funding agreements	Funding agreement documents	Current + 4 years
Commissioning	Service provider reports	5 years
Grants & Contracts	Signed Grant/Contract agreements - electronic	5 years
Precept	Precept notifications to precepting authorities	Current financial year + 4 years

9. Police and Crime Panel

Police & Crime Panel	Records	Retention
PCC scrutiny	Confirmation hearing paperwork	6 years
	Complaints handling	
	PCP Member Contact Details	For duration of term

10. General

Function	Records	Retention
Independent Members – IRP, OCDSP, SoPP Panel, Misconduct Hearings, Service Delivery Assurance, LQCs and	Appointment/nomination files	1 year after leaving post
	Expenses/allowances paid	6 years after leaving

PAT		
FOI requests where exemptions apply, complaints or appeals are made	Requests dealt with under the provisions of the Freedom of Information Act 2000 where: 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.	6 years The request itself, associated records, and any records to which the request applies should not be destroyed until the PCC is satisfied that the 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.

Please note:

Documents should be stored electronically unless otherwise stated

'Permanent' category – keep documents for 30 years and then transfer them 'on deposit' to a public archive eg. Bristol Archives.

'Until superseded' retention – the current policy/documentation and all previous versions thereof need to be retained for the life of the policy. When the policy is redundant then the retention periods kick in to retain the policy and previous versions for the stated number of years from the time the policy is made redundant.

Wherever possible the PCC will work electronically and documents are to be scanned and filed electronically in the document management filing system on the OPCC G drive.