

1. POLICE & CRIME COMMISSIONER BUSINESS

Business Function	Records	Retention
Meetings (electronic & hard copy)	Minutes, agendas and reports	Permanent
Decisions (electronic)	Decision & decisions log	Permanent
Regional PCC meetings, Collaboration, Partnership and external meetings (where the PCC owns the record – electronic & 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 & hard copy)	Reports	4 years
	Supporting documentation	
PCC Planning and Reporting (electronic & hard copy) (hard copy comments/amendments)	Police & Crime plan	} Permanent
	Business plans	
	Strategy plans & policies	
	Annual reports	
Appointment of Chief Constable	Advertisements - electronic	6 years
	Application forms – unsuccessful – hard copy	1 year
	Personnel files – hard copy incl interview reports	6 years after last pension payment
Leaving of Force Chief Constable (hard copy)	Resignation, redundancy, dismissal, death, retirement	6 years after termination or, if pension paid, 6 years after last pension payment
Complaints against Chief Constable (hard copy)	Correspondence	6 years
Complaints against OPCC Officers (hard copy)	Correspondence	6 years
Independent Residents Panel	Feedback reports	4 years
Independent Custody Visiting Scheme	Visitor reports & Co-ordinator mtg notes	5 years
	ICV expenses	5 years
	Custody Visitor details – hard copy	2 years after end of appointment
	Applications (unsuccessful)	1 year
	Scheme Handbook - electronic	Until superseded
FOIs (for FOI requests where exemptions apply – see 10. General)	Correspondence - electronic	2 years from end of any appeal in relation to FOI request
Data Protection	Subject access requests	2 years
Contact Forms & letters	Correspondence – electronic & hard copy	6 years

2. CONSULTATION, ENGAGEMENT, MEDIA AND PUBLIC RELATIONS

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

3. POLICE & CRIME COMMISSIONER

PCC's Standards	Records	Retention
Expenses (hard copy & electronic)	Expense claims	6 years after leaving
Registers of Interests and Hospitality (hard copy)	Disclosable Interests	} Permanent
	Register of Gifts & Hospitality	}

4. OFFICE OF THE POLICE & CRIME COMMISSIONER INTERNAL MANAGEMENT AND ADMINISTRATION

Internal Management and Governance Function	Records	Retention
Governance Framework (hard copy & electronic)	Scheme of Governance	}
	Delegation of functions	}
	Terms of reference	} Permanent
	Standing orders/financial regulations	}
Police Performance Monitoring (electronic)	Monthly/quarterly/annual statistics	2 years
	PCC response to HMIC reports	2 years
Joint Audit Committee (electronic & hard copy)	Annual audit letter	}
	External Audit reports	}6 years
	Internal Audit reports	}
	Terms of Reference	}
	Personnel files including appraisal notes	Permanent
	Allowance claims and register of interests	Permanent
Risk and Issues	Risk register	2 years

Information Management (electronic)	Record of transfer to archives/disposal	Permanent
Diaries and Calendars	Electronic and manual	Calendars deleted after 12 months

5. OFFICE OF THE POLICE & CRIME COMMISSIONER – HR

HR Function	Records	Retention
OPCC Recruitment incl CEO, CFO, Monitoring Officer & s151 officer (hard copy)	Application forms (unsuccessful)	1 year
	Leavers	6 years
	Completed vetting forms	1 year after expiry
	Application forms (successful) & interview notes	4 years
OPCC staff/officers – HR records/personnel files (electronic & hard copy)	Staff sickness/leave	2 years from the event
	Performance reviews/training & development/grievances/appeals etc	6 years from leaving date
Policies and procedures (electronic & hard copy)	Policies and procedures	Superseded + 6 years
Health & Safety (electronic & hard copy)	Accident book	3 years

6. POLICE & CRIME COMMISSIONER LEGAL AND CONTRACTS

Legal and Contracts Function	Records	Retention
Litigation (electronic & hard copy)	Correspondence	} 7 yrs after last action
	Criminal and civil case files	}
Legal Advice (electronic & hard copy)	Correspondence	3 years
Signed Agreements (electronic & hard copy)	Service level agreements	6 yrs after agreement expires
Police Appeal Tribunals (electronic)	Verbatim record of evidence of PATs	2 years
Sealing Register (hard copy)		Permanent
Asset Acquisition/Disposal (electronic & hard copy)	Legal docs relating to purchase/sale	} 6 yrs 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 (electronic)	Insurance policies / correspondence	7 years after term expires

8. FINANCE

Financial Management	Records	Retention
Annual reports (electronic)	Annual statement of accounts	Permanent
Finance Strategy	Medium term financial strategy	Superseded + 5 years
Treasury Management	Treasury Management strategy and Outturn report	1 year
OPCC Approvals/purchase (electronic)	Purchase/sales order	Destroy after 7 years after end of financial yr
Asset Acquisition and disposal (electronic)	Management of the acquisition & disposal process of assets	Destroy 7 years, if under £50,000 or 12 years if over £50,000
Asset monitoring & maintenance (electronic)	Asset registers	Destroy 7 years after end of financial yr
	Inventories / Stocktaking	Destroy 2 years after admin use
	Acquisition & 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
Finance reports (electronic)	Joint Finance Committee reports	7 years
Payroll (electronic)	Claim forms/pay/tax records/summary pay reports	7 years
Loans (electronic)		7 years
Funding agreements	Funding agreement documents	Current + 6 years
Commissioning	Service provider reports	5 years
Grants (electronic)	Awarded	5 years
	Received	5 years
Precept (council tax)	Precept charges	Current financial year + 6 years

9. POLICE & CRIME PANEL

Police & Crime Panel	Records	Retention
PCC scrutiny	Confirmation Hearing paperwork	6 years
	Complaints Handling	6 years

10. GENERAL

Function	Records	Retention
Independent Members – IRP, OCDSP, Misconduct Hearings, Service Delivery Assurance, LQCs etc	Appointment/nomination files	Permanent
	Expenses/allowances paid	6 years after leaving
FOI requests where exemptions apply, complaints or appeals are made. (electronic & hard copy)	Requests for Freedom 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	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 of 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:

‘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.

History of document changes

Version no	Date	Section	Category	Change
1	Nov 2012			
2	May 2016	All	All	Full policy review after 1 st PCC term

Key:

[Suggested new entries](#)