



Lancashire
Constabulary

Lancashire Constabulary Retention Schedule

Lancashire Constabulary has adopted the retention schedule prepared by the National Police Chief's Council Version 5.0.

Tables below set out the retention and disposal timescales for the following areas:

- Assets and Products
- Crime & Case Files
- Detecting
- Finance
- Information
- Organisation, Programmes and Projects
- People
- Preventing
- Property
- Prosecution

Any records that are not recorded in the schedule but have been identified as held within Lancashire are recorded in the "Appendix – Lancashire Records Not Listed Within the NPCC Schedule" alongside the relevant retention period.

To find a record, conduct a Control and F search using appropriate keywords. A level of interpretation may be required if your record isn't explicitly listed on the schedule.

No disposition action should take place without the assurance that the record is no longer required, that no work is outstanding and that no litigation or investigation is current or pending which would involve relying on the record as evidence.

Evidential Material

The APP on MoPI provides the following specific guidance in relation to the retention of evidential material, "There is a subset of policing information and records that relates to evidential material. This refers to any physical property, digital data or media that is downloaded or recovered, could form part of the evidence of a criminal offence and may become a court exhibit in any judicial proceedings. This could include downloads from mobile phones, body-worn video footage and CCTV. This definition applies to both digital and physical evidence. Any unused evidential material should be examined as part of a robust post-case review and consideration should be given to the need for retention or disposal under the Criminal Procedure and Investigations Act (CPIA) 1996. Other evidential material should be retained in line with this APP.

However, forces should work towards systems and processes that will allow the efficient deletion of evidential material within the CPIA 1996 timescales, in line with the National Police Chiefs' Council (NPCC) National Digital and Physical Evidence Retention Guidance. Metadata relating to digital material should be retained under MoPI as part of the record."

PITCHFORD INQUIRY/COVID 19 INQUIRY

Please note that records relating to relating to undercover policing and records relating to Lancashire Constabulary's response to the pandemic should not be disposed of and should be retained in line with the requirements of the Pitchford Inquiry and the COVID 19 Inquiry until further advised.

For further help and guidance on interpreting the schedule, or if your record is not listed, please contact the Force Records Manager on 413374

Document Version	Date Published	Summary of Changes
1.0	May 2017	N/A
1.1	August 2017	Addition of Crown Court Bail Orders p.48
1.2	October 2017	Change to Retention (Minimum Period) and Rationale for CCTV (both entries) p.12
1.3	December 2017	Addition of Custody Images, p.12; Footnote added to SOCO/CSI files, p.15
1.4	March 2018	Reduction in the retention period for ANPR to 12 months from 2 years, p.43
1.5	April 2019	Inclusion of footwear files p.14
1.6	February 2022	Change to Retention of non-evidential bodycam from 31 to 90 days p.43 and updated RM contact number.
2.0	January 2023	Amended to reflect multiple changes in NPCC National Retention Schedule
2.1	May 2024	Amended Stop and Search retention p.38 Addition of PND checks p.47
2.2	June 2024	Addition of Firearms Command Logs p.48
3.0	August 2025	Amended to reflect multiple changes in NPCC National Retention Schedule (V.5) - indicated by red font

ASSETS & PRODUCTS

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
Alarms	Burglary Alarm installations (non-police locations)	End of subscription	
Asset Registers/Risk Registers	Lists of assets e.g., hardware/information Risk Registers	6 years from last update	
Breath Testing	Evidential breath procedures; breathalyser machine log etc; calibration /certification of the station Intoximeter machine by a qualified engineer	Life of machine + 1 Year	
Breath Testing	Local test records for handheld roadside breath test machines. Usually done weekly by a clerk.	6 Months	
CS / PAVA Gas Records	Issue / disposal	Life of canister + 6 Months	
CS / PAVA Gas Records	Discharge	6 Years	
Dogs - Police Dogs	Individual Police dogs' files (includes bites records / register)	Service of the dog + 6 Years	
Equipment and Supplies	Personal protective equipment supplied, maintenance logs etc.	6 Years (Inspections – until superseded, maintenance log kept up to date)	The Provision and Use of Work Equipment Regulations 1998, Regulation 6 (3) The Provision and Use of Work Equipment Regulations 1992, Schedule 6
Fire Tests	Fire detection and equipment tests force buildings	7 Years	Regulatory Reform (Fire Safety Order 2006)
Records of Firearms issued and returns	Records of firearms issued and returned	6 Years from last entry	Force Policy Directive 2008/51/EC Control of the Acquisition and Possession of Weapons

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
			The Firearms Regulations 2015 (amendment to the Firearms (Amendment) Act 1997)
Police Horses	Individual Police horse files (includes incident records / register)	Service of the Horse + 6 Years	
Information Technology - Back Up Tapes	Back-up tapes	Local Force requirements	
Photographs: Negatives of photographs produced for the force	Photographs: Negatives of photographs produced for the force (not crime related)	Force Policy	Force Policy / Historical
Police & Crime Commissioner Buildings and Land - Deeds	Deeds	Until the sale of the property. Update land registry when necessary.	Force Policy Deeds of Arrangement Act 1914, Section 10
Police & Crime Commissioner Buildings and Land - Police Houses / Stations	Documents/information relating to the ownership of buildings and land property plans and records of work etc.	Until the sale of the property	Some police house / station documents are of historic interest and may be kept permanently
Property - Buildings not owned by Police & Crime Commissioner	Leases	16 Years after expiry	Force Policy
Property - Sub-letting of Police & Crime Commissioner buildings	Leases	16 Years after expiry	Force Policy
Stock taking	Stores inventory etc.	3 Years	HMRC
Vehicles (Police) Defects	Vehicles defect reporting, registers	Disposal of vehicle + 3 Years	Force Policy
Vehicles (Police) Equipment Specifications	Vehicle Equipment Specification Sheets	Disposal date + 3 Years	Force Policy
Vehicles (Police) Logbook	Logbooks; mileage records etc.	Disposal of vehicle + 3 Years	Force Policy

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
Vehicles (Police) Maintenance Records	Vehicle history; Maintenance records register; Job cards; Parts records	Disposal of vehicle +3 Years +6 Years for accident files	Force Policy Limitation Act 1980
Vehicles (Police) New Vehicle Check Form	Check list for vehicles prior to being accepted and commissioned into fleet	Disposal date + 3 Years	Force Policy, Limitation Act 1980
Vehicles on demonstration	Test log for vehicles trialled by the Force; Appraisal forms	3 Years	Force Policy
Vehicles on Hire	Request to Hire etc.	End of financial year + 6 Years	Force Policy
Waste Management - Special Waste / controlled	Consignment notes	3 Years	Special Waste Regulations 1996, Environment Protection (Duty of Care) Regs 1991

CRIME AND CASE FILES

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
Crime File	MoPI Group 3 Offence Incident report, crime report, case file etc.	Minimum of 6 Years. Clear period to be taken into consideration. Consider public interest before disposal	APP MoPI
Crime File	MoPI Group 2 Offence Incident report, crime report, case file etc.	10 Years (Then Review) Retain again if necessary. If undetected follow MoPI guidance/force policy Consider public interest before disposal	APP MoPI
Crime File	MoPI Group 1 Offence Incident report, crime report, case file etc.	100 Years (age) (Review every 10 years to ensure adequacy and necessity) Consider public interest before disposal	APP MoPI
Collisions	Road Traffic Collisions - Non-Fatal, Non-Serious and Damage only	Minimum of 6 Years or until the injured party is 21 years old whichever is the longest	Limitation Act 1980/RTA 1988
Collisions	Fatal and Serious ¹	Minimum of 6 Years. Review as per nominal / injured party.	RTA / Limitation Act 1980 / CPIA / APP MoPI
Collisions – Police Accidents	Road Traffic Collisions – 3 rd Party/injury to officer	6 Years unless injury to child then age 18 + 3 Years	
Traffic	Minor Traffic offences – No injuries, collision books	3 Years from Dealt with date	Limitation Act 1980
Traffic	Minor motoring offences e.g., Defective tyre, lights etc.	1 Year NFA, 3 Years from dealt with date (if charged)	RTA 1988

¹ MoPI Group 1 e.g., causing death by dangerous driving, Group 2 e.g., causing danger to road users, Group 3 e.g., fatalities or accidents where non-violent crimes involved.

DETECTING

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
Abnormal loads		6 Months after transport	Force Policy
Air Operations / Support Unit - Videos	Surveillance, Operations etc.	31 Days or review as per nominal file if evidential	
ARV Mobilisation		25 Years	Force Policy
Calls for Police Assistance / Call Management Records		6 Years	Limitation Act 1980
CCTV	Closed Circuit Television Tapes/discs. Video tapes produced by any CCTV system used by a force e.g., custody	31 Days if non-evidential ² or relevant parts copied and retained as per MoPI rules or if the whole tape is evidential retain as per MoPI.	APP MoPI Groups 1-3 CPIA
CCTV	Closed Circuit Television Tapes/discs. Video tapes not owned by a force but needed for evidential purposes	Minimum of 6 years/review as per nominal file	APP MoPI Groups 1-3 CPIA
Command & Control Logs	Command & Control Logs	6 Years or relevant parts copied and retained as per MoPI rules or if the whole tape is evidential retain as per MoPI.	Limitation Act 1980 , APP MoPI Groups 1-3
Covert Human Intelligence Source (CHIS) Data	Records and material generated from CHIS handling & management process	Minimum 5 years (RIPA) and at least lifetime of informant for duty of care (certain exceptions). (Review after each 10 years)	RIPA CHIS Safeguarding & Retention Policy – refer to CODA as sensitive (currently under review).

²Custody CCTV is retained for 90 days in Lancashire.

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
Custody Images	Photos of detainees taken in custody	As per MoPI review schedule	Refer to APP guidance on Custody Images
Custody Records³		Minimum of 6 Years / review as per nominal file	APP MoPI Groups 1- 3
Custody Medical Records	Medical Records of custody detainees	6 Years	Limitation Act 1980
DNA		Profile – for adults is retained indefinitely where there is a conviction, retained for 3 years where there was a charge but no conviction (and no previous convictions recorded) and deleted immediately if not charged (a single search is permitted before destruction). Profile – for under 18s is retained Indefinitely where there is a conviction for qualifying offence, 1 st recordable minor offence conviction 5 years (plus length of prison sentence) or indefinite if prison sentence is 5 years or more, 2 nd	Protection of Freedoms Act 2012

³ It is recommended that any crime, process or custody records held locally relating to a nominal holding a current firearm/shotgun licence must be retained. This means that the firearm/shotgun licence re-sets the clear period and the nominal record must be retained for the length of the certification period.

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
		recordable minor offence conviction indefinite DNA in relation to fixed penalties are retained for 2 years.	
Dog Bites		6 Years unless injury to child then age 18 + 3 years	Limitation Act 1980 APP MoPI Group 3
Dogs - Dangerous	Dangerous Dogs/Worrying livestock investigation records/complaints	6 Years	APP MoPI Group 3
Drone Footage		Force Policy (90 days) or MoPI Groups 1-3 CPIA/NPCC Digital & Physical Evidence guidance (DPEG)	Force Policy/Civil Litigation/MoPI if appropriate
Fingerprint and Palm Prints Arrested / Attendees		For adults is retained indefinitely where there is a conviction, retained for 3 years where there was a charge but no conviction (and no previous convictions recorded) and deleted immediately if not charged (a single search is permitted before destruction). For under 18s is retained indefinitely where there is a conviction for qualifying offence, 1 st recordable minor	Protection of Freedoms Act 2012

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
		offence conviction 5 years (plus length of prison sentence) or indefinite if prison sentence is 5 years or more, 2 nd recordable minor offence conviction indefinite. Prints in relation to fixed penalties are retained for 2 years.	
Fingerprint/Footwear Evidence Files		Minimum of 6 Years (Review)	CPIA / Limitation Act 1980 / APP MoPI / RIPA/NPCC
Fingerprint Files - Serving Officers and staff		Duration of service + 6 Months ⁴	Force Policy / HO Regulations The Police Regulations 2003, Regulation 18
Fingerprints - Elimination Prints	Elimination prints (victims, witnesses)	Retain Case / Crime	PACE Police and Criminal Evidence Act 1984, Regulation 64 Protection of Freedoms Act 2012, Regulation 2
ID Parades	Video, Pictures, records audit trails	Retain Case / Crime	
Intelligence		Case by Case	MoPI / RIPA / NIM APP MoPI
Major Incidents	Multi agency investigation e.g., Rail crash, public enquiry	Review when finalised / Case by Case. Consider public / historical interest test, refer to lead agency.	APP MoPI

⁴ If used for elimination purposes in court additional retention may need to be evaluated.

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
Missing Persons	Found	6 clear years minimum dispose if no further indicators of risk	APP MoPI Group 3
Missing Persons	Outstanding	Until found or 100 Years from report	APP MoPI Group 3
Mobile Phone & Other Digital Device Data Extraction	Requests	Minimum of 6 Years then review	APP MoPI /CPIA
	Extraction Data	Case dependent	Police Property Act/CPIA
Photographs: Scenes of crimes	Photographs taken at scenes of crimes; DVDs, Videos, CDs etc.	Minimum of 6 Years / review as per nominal file	APP MoPI Groups 1- 3
Premises Searched Logs		Minimum of 6 Years, retain case/ crime	
Road Search	Vehicles stopped at road checks authorisation	12 Months	Police and Criminal Evidence Act 1984, Regulation 3
SOCO/CSI Files*	Details of examinations	Minimum of 6 Years, retain Case / Crime	APP MoPI Groups 1- 3
Telecommunication (IPA)	Requests/Results/Material	Minimum of 3 Years (IPA), review	Comms Data Safeguarding & Retention Policy (currently under review).
Surveillance (RIPA) TEI (IPA)	Applications / Authorities / Material	Minimum 3 Years (IPA/RIPA), review.	Surveillance and TEI Safeguarding & Retention Policy (currently under review).
Technical Support Units (TSU Files)	Requests for Technical Support	6 Years	RIPA APP MoPI
Unused Material	Material not provided to CPS for prosecution	Minimum of 6 Years retain Case / Crime	APP MoPI Groups 1- 3
Video Interviews (Child / vulnerable adult)		Minimum of 6 Years, retain Case / Crime	APP MoPI Groups 1- 3
Wildlife files		6 Years	Force Policy

*Please refer to the 'Quality Management System – Retention, Storage and Destruction of Scientific Material and Records' policy for further detail in respect of categories of SSD record not listed here.

FINANCE

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
Accounts	Receivable accounts	6 Years	Auditors HMRC
Accounts	Final accounts tabulations	6 Years	Auditors HMRC
Accounts	Statements of accounts rendered and payable; accounts outstanding and outstanding orders	6 Years	HMRC
Audits	Finance – internal and external	6 Years	Force Policy, Auditors HMRC
Banking Records	Cheque book/stubs for all accounts; Dishonoured cheques; Stoppage of cheque payment notices; Record of cheques opened books; Cheque registers	6 Years	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989 HMRC
Banking Records	Fresh cheques, record of cheques paid/presented	6 Years	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989 HMRC
Banking Records	Bank deposit books/slips/stubs; Bank deposit summary sheets; Summaries of daily banking; Cheque schedules; Register of cheques lodged for collection	6 Years	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989 HMRC

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
Banking Records	Reconciliation files/sheets; Daily list of paid cheques; Unpaid cheque records	6 Years	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989 HMRC
Banking Records	Bank statements, periodic reconciliations; Bank certificates of balance	6 Years	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989 HMRC
Banking Records	Electronic records, audit trails	4 Years	Force Policy, Auditors, Disputes, Claims HMRC
Budgets	Control year-end tabulations; End of year summaries; quarterly summaries	6 Years	HMRC
Budgets	Chartered Institute of Public Accountancy, estimates and actuals	Permanently	Auditors HMRC
Cash Books/Sheets	Expenditure sheets; Cash books/sheets; Monies book	3 Years	Force Policy, Auditors, Disputes, Claims HMRC
Central Stores Requisitions	Purchase orders	6 Years	Force Policy, Auditors, Disputes, Claims HMRC
Creditors	Creditors history records, lists and reports	6 Years	HMRC
Debtors	Debtors records and invoices, debit notes, invoices paid or unpaid etc.	4 Years	HMRC
Duty Records	Record of hours worked	2 Years (Lancashire retain for 6 years)	Working Time Regulations 1998, Regulation 9 (Force Policy)

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
Employment Cost	Cost of employment	6 Years	HMRC
Expenditure Records	Creditors' history records; lists/reports	6 Years	VAT implications HMRC
Expenditure Records	Statements of accounts outstanding; outstanding orders; statements of accounts - rendered payable	6 Years	Force Policy HMRC
Expenses	Mileage/travel and subsistence - claims and authorisation; Credit Card statements and receipts	6 Years	Taxes Management Act 1970, Regulation 34 HMRC
Financial Working Papers	Closing Papers; estimates working papers (including spreadsheets); grants working papers (or until completion of audit)	6 Years	Force Policy, Auditors HMRC
Income Generation	Income generation, sponsorship	6 Years	HMRC
Invoices	Paid invoices (except utility invoices)	6 Years	VAT implications HMRC
Invoices	Utility invoices	6 Years	Force Policy HMRC
Ledger Records	General and subsidiary ledgers produced for the purposes of preparing certified financial statements or published information; Creditors' ledgers	6 Years	Force Policy HMRC
Ledger Records	Audit sheets - ledger postings	6 Years	Force Policy HMRC
Ledger Records	Journals - prime records for the raising of charges	6 Years	Force Policy HMRC
Overtime Forms	Overtime forms	6 Years	Force Policy
Payroll	Payroll records/personal record cards	6 Years	Force Policy
Payroll	External Payroll records/personal record cards	6 Years	Force Policy

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
Payroll	Pay ledger	6 Years	Force Policy
Payroll - external	Government forms etc. Required for tax.	6 Years	Force Policy
Payroll - internal	Not required for tax	6 Years	Force Policy
Pension files	Police pension files (including Widows)	Until age 100 then review	Force Policy
Petty Cash	Petty cash records/books/sheets; Petty cash receipts	6 Years	VAT implications HMRC
Postage	Postage expenditure records / franking machine records	6 Years	Force Policy HMRC
Precept Notification	Precept charges	6 Years	
Purchase Orders - Official	Certified copies of official orders	6 Years	Force Policy HMRC
Revenue	Revenue Estimates, summaries	6 Years	Force Policy HMRC
Revenue Outturn	Revenue outturn	6 Years	Force Policy HMRC
Time sheets	Time sheet registers	6 Years	Force Policy
Travel and Subsistence	Claims	6 Years	Force Policy HMRC
Value Added Tax (VAT)	Quarterly VAT tabulations	6 Years ⁵	VAT implications HMRC

⁵ HMRC dispensation applies – 4 years in Lancashire

INFORMATION

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
Criminal Injuries Compensation Authority Claims (see also <i>Litigation against the force</i>)	Claims by persons injured	6 Years from time dealt with. Involving a child retain until age 18 + 6 years	Limitation Act 1980 Criminal Injuries Compensation Act 1995
Data Breach Records/Investigations	Non-crime	6 Years	Limitation Act 1980
Data Processing Agreements/Contracts	Data processing agreements with external organisations	If attached to contract – as per contract i.e., 6 years from end of contract or if standalone - 6 years from termination of agreement	APP Information Management - Data Protection
Data Protection Impact Assessments	Data Protection Impact Assessments	Length of processing + 6 years (was 2)	APP Information Management - Data Protection
Deletion/Rectification Requests	Rectification and Record Deletion Requests (local and those received via ACRO)	6 Years	Force Policy
Disclosures	Subject Access Requests	6 Years	APP Information Management - Data Protection
Disclosure	DBS	Retain for 10 Years from date of request	
Disclosures	s29(3) requests	6 Years	APP Information Management - Data Protection
Disclosures	Clare's Law (DVDS) and Sarah's Law (CSODS)	6 Years. Child 18 years of age + 6 years	APP Information Management - Data Protection

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
Disclosures	S3 Mental Health Act Requests	6 Years. Child 18 years of age + 6 years	APP Information Management - Data Protection
Disclosures	Social Services, local authority, DP registers and ad hoc	6 Years	APP Information Management - Data Protection
Disclosures	Cafcass checks	6 Years	
Disclosures	Court Orders	6 Years	
Disclosures	Freedom of Information	6 Years from disclosure or from completion of any appeal, local or ICO.	
Disclosures	Common Law Police Disclosures	6 Years from disclosure or 2 years if no disclosure made	Limitation Act 1980
Disclosures	Civil proceedings	6 Years	Limitation Act 1980
Disclosures	Probation for pre-sentence reports	6 Years from date of disclosure	Limitation Act 1980
Disclosures	Insurance companies e.g., Appendix D, MOU	6 Years	Limitation Act 1980
Information Sharing Agreements, Protocols, Memoranda of Understanding	Copies of Information sharing protocols & Memoranda of Understanding	6 Years	Limitation Act 1980
Identity Access Management Records	Records of the supporting evidence and methods used to verify and validate identity	7 Years from the end of the business relationship	HMG Minimum Requirements for the Verification of the Identity of Individuals, Section 2.3

ORGANISATION, PROGRAMMES AND PROJECTS

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
Air Operations / Support Unit - Flight Records	Flight records; helicopter records	6 Years	
Annual Reports	Chief Constable's	Permanently	Police Reform and Social Responsibility Act 2011, Section 12
Audits	System and internal security audits	6 Years	Force Policy
Campaigns	Campaigns - plans, briefs final documents	5 Years	
Ceremonial, official openings, dedications	Force ceremonials, openings, events etc.	5 Years	Look at possibilities to transfer to local archive after 20 yrs. NB Recommendation of Hillsborough Panel
Committee – Senior Management Team (SMT) & Senior Partnership Meetings (SPM)	Agendas, minutes, conferences	6 Years Consider further retention for historic purpose/public interest	Force Policy Companies Act 2006, Section 248
Committees - Police Authority, Police and Crime Commissioner	Corporate (Main Committee agendas and minutes)	Permanently	
Complaints from the Public	Complaints lodged against the Service received from the public	6 Years from closure of the complaint	
Contingency Planning	Planning and Policy matters; meetings	Until superseded or revoked	Health and Safety at Work Act 1974, Section 2
Continuous Improvement Reviews	Performance indicators & all associated spreadsheets and statistics relating to their production. Best Value Reviews	2 Years	

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
Contracts	Pre-Tender Documentation i.e., adverts and notices, expressions of interest, references, shortlist	3 Years from date of award of the contract	The Public Contracts Regulations 2015, Regulation 84(9) (Page 76) The Utilities Contract Regulations 2006, Regulation 37 OJEU Regulations
Contracts	Pre-Tender Documentation i.e., evaluation reports (PQQ's)	7 Years	OJEU Regulations
Contracts	Contract Documents i.e., original tender, signed acceptance plus any variations to contract, performance notices, records of complaints, termination notices, extensions to contract	6 Years from end of contract unless it's a deed where 12 Years is necessary	Force Policy
Correspondence - General	Correspondence from members of the public or organisations	2 Years from final communication on topic	Force Policy
Correspondence - Internal	Correspondence between stations, departments, staff etc.	If connected to a criminal case, HR or project retain in line with other paperwork, all other retain for 12 months	Force Policy
Crime Statistics	Various; see also Crimsec, Scorecards, Breath test Statistical returns - depersonalised information provided to Home Office on a regular basis.	Retain for 2 Years (min)	
Crimsec Reports	All annual, monthly and quarterly returns - either paper based or electronic HMIC annual statistical returns.	2 Years	
Evaluation Questionnaires	Training courses	2 Years	
HMIC Inspection & Audit Reports	Inspection Reports; Thematic Inspection Reports; HMIC Audit reports	1 Year after actions completed	

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
Insurance Policy Documents	Fidelity Guarantee, Liability and Aviation, Motor, Personal Accident and travel, Professional Indemnity, Property and Engineering	Until superseded or cancelled + 10 Years	Force Policy Where a claim has been made consider retaining related documentation for 10 years from resolution – for insurance policy tender and renewal purposes it is required to provide underwriters claim data for the last 10 insurance policy years
Insurance Policy Documents	Employers' Liability Insurance Certificates	40 Years	Employers' Liability (Compulsory Insurance) Regs 1998
Museum and Force Archives	Documents, photographs, artefacts	Permanently	Museums and Galleries Act 1992 - Not specific
Local Tasking and Briefing	Reports, Team Meetings, Supervisory Meetings	1 Year + current	Force Policy
Policy - Force	Policy documents relating to the introduction of new legislation, and its documents/information interpretation and the formation of policy regarding major incident planning	15 Years then review	Home Office Retention and Disposal Standards Retention of final policy / procedure itself, not supporting developmental paperwork Consider Operational need, Public interest/ Historical records.
Policy & Procedure	Policy documents/information relating to the formation of policy	15 Years then review	Home Office Retention and Disposal Standards Retention of final policy / procedure itself, not supporting developmental paperwork
Press Releases	Press Office Press Releases	6 Years consider historical archive	
Press Releases – Unused Press Releases	Draft Contingency Press Releases	6 Months	

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
Projects	Reports, Plans, Briefings etc.	5 Years following completion of project & consider final report of major projects for permanent retention (in local archives office)	Force Policy
Publications - Printed	Printed Publications; force newspapers; etc.	6 Years consider historical archive	
Re-organisation	Amalgamations, boundary issues, establishment, inspection reports	25 Years & consider historical archive	
Surveys	Public surveys, research reports	2 Years	
Teams Chat & Posts	General information	1 year	Force Policy
Teams Meetings Minutes	Recording only used to make minutes	28 days	Force Policy If used as Committee – Senior Management Team (SMT) & Senior Partnership Meetings (SPM) follow retention as above
Training Course content - Non-Operational		6 Years	
Training Course content - Operational		10 Years	

PEOPLE

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
Accidents at work	Accident report forms – Accident books	6 Years	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7
Accidents at work	Employers Liability Claims	6 Years	Limitation Act 1980 , Health & Safety Executive Limitations Act 1980
Accidents at work	Reportable injuries, diseases and dangerous occurrence	6 Years	Limitation Act 1980 , Health & Safety Executive The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7
Annual Leave Records		2 Years	Force Policy
Business Interest Records	Records relating to business interests of officers and staff	6 Years	Force Policy
Conduct Records	Records relating to the investigation of personnel who may have committed a criminal offence or behaved in a manner which would justify disciplinary proceedings	Minimum of 6 Years and review in line with MoPI	APP MoPI Conduct incidents should be MoPI graded 1-3 based on the offence which is being investigated (regardless of whether the incident is officially crimed) and reviewed and retained in line with MoPI. This means that the officer/staff member's record will be retained subject to their overall clear period.

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
Complaints Records	Records relating to an expression of dissatisfaction by a member of the public about the conduct of a serving member of the police.	6 Years from end of sanction / closure of investigation (whichever is longest) If a crime allegation results – keep in line with the MoPI offence	At the discretion of PSD, records can be retained beyond 6 years where the officer/staff member has received further complaints since the last incident, and this shows a pattern of behaviour.
Employment Tribunals	Records and files	6 Years from conclusion of case	The Employment Tribunals (Constitution and Rules of Procedure) Regulations 2013, Regulation 14
Firearms Training Certificates	Firearms Training	Until age 100	Firearms Act 1968, Section 28A
Grievances	Equal opportunities, sexual / racial harassment	2 Years (Min)	
Health & Safety - Audits	Audits, safety inspections	5 Years	The Management of Health and Safety at Work Regulations 1992, Regulation 5
Health & Safety Records	Accident Report Forms: Forms F2508 (accidents and dangerous occurrences): Form F2058A (diseases)	3 Years from date of event (or 6 Years after claim)	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7
Health & Safety Records	Records where exposure may lead to disease many years later	40 Years	The Control of Substances Hazardous to Health Regulations 2002, Regulation 10
Health & Safety Records - Air Monitoring	Air monitoring - lead	5 Years	The Control of Lead at Work Regulations 2002, Regulation 9
Health & Safety Records - Asbestos	Asbestos Records of those exposed to asbestos	40 Years (from the date of last record entry)	The Control of Asbestos Regulations 2012, Regulation 22
Health & Safety Records - Asbestos	Asbestos inspections and building records	Removal of asbestos + 5 Years or subsequent inspection + 5 Years	Control of Asbestos Regulations 2012, Regulation 13
Health & Safety Records - Awareness Records	Health and safety awareness records	Until age 100	Force Policy

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
Health & Safety Records - Biological Agents	List of employees exposed to group 3 & 4 biological agents	40 Years from last exposure	Control of Substances Hazardous to Health Regulations 2002, Schedule 3 The Section 4
Health & Safety Records - Buildings	Buildings	Lifetime of building (plus 3 Years)	The Construction (Design and Management) Regulations 1994, Regulation 12
Health & Safety Records - Compressed Air	Compressed Air	40 Years from last exposure	The Construction (Design and Management) Regulations 1994, Regulation 12
Health & Safety Records - Exposure to Lead	Exposure to Lead	40 Years from last exposure	The Control of Lead at Work Regulations 2002, Regulation 10
Health & Safety Records - Exposure to Lead	Maintenance control measures	5 Years from date of entry	The Control of Lead at Work Regulations 2002, Regulation 8
Health & Safety Records - Fire	Risk Assessments (replaced Fire Certificates)	12 Years after expiry or until superseded. Stays on site	Regulatory Reform (Fire Safety) Order 2005/Fire Safety Order 2006 Risk assessments have replaced fire certificates, retain certificates as detailed.
Health & Safety Records - Fire	Fire precautions and services	10 Years after issue Retain until superseded	Force Policy
Health & Safety Records - Incident Reports	Incident Reports	See accident reports	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7
Health & Safety Records - Inspections Reports	Inspections Reports	5 Years	The Control of Substances Hazardous to Health Regulations 2002, Section 9
Health & Safety Records - Ionising Radiation equipment	Examination of respiratory protective equipment and passbook	5 Years after last use	The Ionising Radiations Regulations 1999, Regulation 10 The Ionising Radiations Regulations 1999, Regulation 21

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
Health & Safety Records - Ionising Radiations	Ionising radiations health records	50 Years from date of last entry	The Ionising Radiations Regulations 1999, Regulation 21.3 (a)
Health & Safety Records - Medical Reports	Medical Reports	40 Years	The Control of Substances Hazardous to Health Regulations 2002, Section 10
Health & Safety Records - Portable Appliance Testing	Records of tests	Lifetime of equipment	The Electricity at Work Regulations 1989, Regulation 4
Health & Safety Records - Risk Assessments	Risk Assessments	10 Years Until superseded	The Management of Health and Safety at Work Regulations 1992, Section 3
Injury on Duty Forms		Until age 100	Force Policy
Personnel Records	Relating to Individual's Service Records	Until age 100 Consider 85 years of age for non-pay/pension records	Home Office Retention & Disposal Standards The Police Regulations 2003, Section 17 Consider archiving records in the public interest
Promotion Board Notes		1 Year	Force Policy
Recruitment - Police Officers		1 Year	
Recruitment - Police Staff		1 Year	
Sickness Records		Until age 72	Force Policy
Training Administration Records	Records relating to admin for training, not training itself	2 Years	Force Policy
Training Evaluation Questionnaires	Questionnaires completed after training courses	2 Years	Force Policy
Training Records	Record of Training received by the Individual	Until age 100	Home Office Retention & Disposal Standards

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
Vetting	Contractor vetting	End of contract + 1 Year	Force Policy
Vetting	Successful vetting: Personnel vetting, local intelligence checks, references, referees' checks, counter terrorist checks etc.	Police personnel –15 Years after leaving	National Policy
Vetting – refusals	Failed vetting	6 Years	Limitation Act 1980
Vetting - Temporary Staff & Contractors	Non-Police Personal Vetting	End of contract + 1 Year	Force Policy
Visitors Passes	Record of visitors to police property.	3 Years	Force Policy
Warrant Cards & ID cards		Destroy on end of service	

PREVENTING

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
Chief Constable's Log	Overnight summary sheet, Night DI logs, BCU Overnight log	1 Year	Consider retention for historical purposes
Child Abuse Warning Notice (CAWN)	CAWN documentation	Until child age 18 + 6 Years	
Explosive Certificate		End of certificate period or last contact with applicant + 6 years (dispute/Civil Litigation) or in line with MoPI where there is a policing purpose to retain for longer in connection with crime/offence related records.	Civil Litigation, APP MoPI
Firearms Licensing	Licence Application Form	End of licence period or last contact with applicant + 6 years (dispute/Civil litigation) or in line with MoPI where there is a policing purpose to retain for longer in connection with crime/offence related records.	Civil Litigation, APP MoPI Local disposal is contingent on forces meeting the statutory retention requirements via their NFLMS record-keeping, and if forces have a business need and lawful purpose for retaining longer this is a matter for force policy.
	Licence Refused	Retain until subject has reached 100 years of age or In line with the relevant NFLMS/local record retention period if this is longer. Review every 10 years.	EU Directive 2017/853, APP MoPI Retain all associated documentation obtained during decision making
	Licence Revoked		
	Dealers Licences	End of licence period or last contact with applicant + 6 years (dispute/Civil Litigation) or in line with	Civil Litigation, APP MoPI Local disposal is contingent on forces meeting the statutory retention

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
		MoPI where there is a policing purpose to retain for longer in connection with crime/offence related records.	requirements via their NFLMS record-keeping, and if forces have a business need and lawful purpose for retaining longer this is a matter for force policy.
	Certificates, Licences Inc. - Temp and visitors	End of licence period or last contact with applicant + 6 years (dispute/Civil Litigation) or in line with MoPI where there is a policing purpose to retain for longer in connection with crime/offence related records.	Civil Litigation, APP MoPI Local disposal is contingent on forces meeting the statutory retention requirements via their NFLMS record-keeping, and if forces have a business need and lawful purpose for retaining longer this is a matter for force policy
	Cancelled cert Rifle Club	End of licence period or last contact with applicant + 6 years (dispute/Civil Litigation) or in line with MoPI where there is a policing purpose to retain for longer in connection with crime/offence related records.	Civil Litigation, APP MoPI Local disposal is contingent on forces meeting the statutory retention requirements via their NFLMS record-keeping, and if forces have a business need and lawful purpose for retaining longer this is a matter for force policy
Firearm Licensing NFLMS Records	Weapons	30 years from date of destruction of weapon or essential components	EU Directive 2017/853
	Person Records	Until disposal of last linked weapons record (i.e., 30 years from destruction of all weapons held). Where subject to a refusal or revocation, retain to age 100, if longer.	EU Directive 2017/853
Firearms Operational	Issues and returns	6 Years	Force Policy Directive 2008/51/EC Control of the Acquisition and Possession of

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
			Weapons The Firearms Regulations 2015 (amendment to the Firearms (Amendment) Act 1997)
Firearms - Police	Presented or Discharged - Police Use Form	6 Years	
Foreign Nationals	Police Registration Scheme	6 years + current year	The Immigration (Registration with Police) (Revocation) Regulations 2022 The Immigration (Registration with Police) Regulations 1972(2)
Licensed and Supervised Trades	Gaming licences, pedlars certificates, betting shop files	6 Years	The Gaming Licence Duty Regulations 1991
Liquor Licensing	N/A	10 Years and then review	Licensing Act 2003, Section 115
S136 Mental Health Act Detention Forms	Retain in line with file or reason for recording within crime information system	Minimum of 6 Years and review in line with MoPI	APP MoPI
Operations Planning	Notifiable Events Planning - Operation Orders, notifications for Royals, VIPs; Sponsored events, races, fetes, cycle races, rallies; Large public events horse racing, bonfires, parades, football matches. Includes supporting / developmental documentation & notices for events	3 Years	Public Interest. Force operational need – planning for future events
Police Information Notices (PIN) (Formerly Warning Notices) - Harassment	Harassment Forms	12 months from issue date	APP MoPI Groups 2 and 3
Stop and Search	Forms and electronic data	6 Years	Force Policy
Taser - Police	Presented or Discharged - Police use Form	6 Years	
Taser - Police	Taser Wires, Probes and Paper aphids	6 Years	Limitation Act 1980 , IOPC and Discipline Cases

PROPERTY

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
Disposal of Property	Auctions – records of sales	Current year + 6	Financial regulations; Limitation Act 1980 HMRC
Lost and Found Property	Handed in weapons (not used in crime)	Dispose of ASAP if no reason to retain.	Force Policy Police and Criminal Evidence Act 1984, Section 22
Lost and Found Property	Lost and Found Property - non prohibited items – includes cash	Found 30-day review	These Items should be cross-check against Found property / crime exhibits and stolen property
Lost and Found Property	Lost and Found Property - Prohibited items – includes drugs and firearms	30 days	Prohibited items are items that cannot be returned to members of the public e.g. drugs, knives, weapons
Seized Property (Crime Exhibits)	Records of Seized property - crimed - e.g., crime exhibit cards, labels etc.	Min 6 Years and then review	APP MoPI ; CPIA The Police (Retention and Disposal of Items Seized) Regulations 2002, Regulation 5
Seized Property (Crime Exhibits)	Records of Seized property - non-crimed	Current year + 6	Financial regulations; Limitation Act 1980 Police (Property) Act 1997, 86E
Seized Property (Crime Exhibits)	Seized property – physical crime exhibits – includes cash, drugs, firearms, frozen exhibits and vehicles	Case dependent Case/crime ⁶	Police Property Act; CPIA; Powers of Criminal Courts Act; PoCA; Tissues Act Police and Criminal Evidence Act 1984, Section 22
Seized Property (Crime exhibits)	Seized property – non-crimed	Minimum 6 Months	Powers of Criminal Courts Act s143 Powers of Criminal Courts (Sentencing) Act 2000, Section 144 and 2 Proceeds may be payable to force under Police Property Act Fund

⁶ Please refer to ERP Policy for further guidance

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
Sudden death	Sudden death – property seized from location of deceased	Until authorised for disposal by Coroner's Office	

PROSECUTION

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
ANPR	Reads	12 months	National ANPR Data Retention Period
	Hits	12 months	
Bodycam / Headcam/Webcam	Non-Evidential	90 Days	APP MoPI
	Crime - Evidential	Minimum of 6 Years, retain Case / Crime	
Breath Testing	NFA	6 Years	
	Charge	6 Years	
Drug Testing on Arrival (DToA)	NFA	6 Years	
	Charge	6 Years	
Cannabis Warnings	Offender Details (All details)	3.5 Years	Management Information Cannabis Warnings do not have a legislative validity period. Offender should only receive one Cannabis Warning Pentip retention only
Cautions	Custody related cautions	Case by Case	
Civil Injunctions and Criminal Behaviour Orders (formerly ASBO)	All Civil Injunction and Criminal Behaviour Order Records	6 Years	
Convictions / Reprimands	Non custody related cautions i.e., Street	Minimum of 6 Years, retain Case / Crime	Review when Protection of Freedoms Act is enabled
Counterfeit Currency	Counterfeit Currency forms	Minimum 6 Years / review as per nominal file	APP MoPI Group 3
Deaths	Sudden death forms, Nonsuspicious	1 Year	
Endorsable FPN (Pentip retention only)	Offender details (Personal Details)	3.5 Years	Period of Endorsement – To support operational decisions in event of further offending

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
	Offender details (Non-Personal)	6 Years	Management Information
	Registered Keeper	3.5 Years	Part of FPN Process
	Driver Nominations	3.5 Years	Part of FPN Process
	Offence Details Inc. Offence Codes, Offence Location, Offence Date/ Time and Notice Number	6 Years	Management Information
	Licence Details (Personal Details)	3.5 Years	Period of Endorsement – To support operational decisions in event of further offending
	Licence Details (Non-Personal Details)	6 Years	Management Information
	Payment Details (Transaction Details)	7 Financial Years	Financial Transaction
	Payment Details (Fine Registration Certificate)	7 Financial Years	Financial Transaction
	Payment Details (Payee Details)	7 Financial Years	Financial Transaction
HO / RT1 (Pentip retention only)	Satisfied (Personal Details)	6 Months (No offence)	
	Satisfied (Non – Personal Details)	6 Years	Part of FPN Process
	Partially Satisfied/ Unsatisfied (Personal Details)	3.5 Years	Part of FPN Process
	Partially Satisfied/ Unsatisfied (Non-Personal Details)	6 Years	Management Information
Interview Tapes	Master Copy	Case by Case	CPIA / APP MoPI
	Working Copy	One Month following finalisation	CPIA / Force Policy
Litigation against the Force	Including claims for compensation, solicitors documents, statements, letters etc. All records including advice, reports, evidence, etc. In relation to Employers Liability Claims, Litigation against the force (see separate entry CICA claims).	6 Years (or if crime related apply APP MoPI)	Limitation Act 1980 APP MoPI
Non-Endorsable FPN (Pentip retention only)	Offender Details (Personal Details)	3.5 Years	To support operational decisions in event of further offending
	Offender Details (Non-Personal Details)	6 Years	Management Information
	Registered Keeper	3.5 Years	Part of FPN Process
	Driver Nominations	3.5 Years	
	Offence Details Inc. Offence Codes, Offence Location, Offence Date/ Time and Notice Number	6 Years	Management Information
	Payment Details (Transaction Details)	7 Financial Years	Financial Transaction

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
	Payment Details (Fine Registration Certificate)	7 Financial Years	Financial Transaction
	Payment Details (Payee Details)	7 Financial Years	Financial Transaction
PER Form	Prisoner Escort Record	6 Months	
Penalty Notice Disorder (Pentip retention only)	Offender Details (Personal Details)	3.5 Years	To prevent duplicate issue – to support operational decisions in event of further offending
	Offender Details (Non-Personal Details)	6 Years	Management Information
	Guardian Details (Satisfied PND)	6 Months	Guardian details are no longer required once PND has been satisfied
	Guardian Details (Cancelled PND)	6 Months	Guardian details are no longer required once PND has been satisfied
	Guardian Details (Fine Registered)	6 Years	Financial Transaction
	Offence Details Inc. Offence Codes, Offence Location, Offence Date/ Time and Notice Number	6 Years	Management Information
	Payment Details (Transaction Details)	7 Financial Years	Financial Transaction
	Payment Details (Fine Registration Certificate)	7 Financial Years	Financial Transaction
	Payment Details (Payee Details)	7 Financial Years	Financial Transaction
Pocket Notebooks / CID Diaries	Officers notebooks and diaries	6 years from last entry ⁷	APP MoPI / Force policy
VDRS	Complied with (Personal Details)	6 Months (No Offence)	
	Complied with (Non – Personal Details)	6 Years	Management Information
	Partially Complied / Not Complied (Personal Details)	3.5 Years	Part of FPN Process
	Partially Complied / Not Complied (Non – Personal Details)	6 Years	Part of FPN Process
Warrants	Records	Until withdrawn / executed	
	Outstanding		

⁷ It is recommended that entries relating to crimes that require retention are copied and stored within the crime file and retained in line with MoPI.

Appendix – Lancashire Records not listed within the NPCC Schedule

Information Activity / Task	Description / Example of Record	Retention (Minimum Period)	Rationale
Bail Cards	Persons on bail signing at desk as per bail conditions	After case finalised / bail date passed	Force Policy
COT Triage Decisions	Corporate decision making (routed via COT Triage)	6 years or 15 years for decisions that relate to the formulation of policy. Consider further retention for historical/public interest	
Crown Court Bail Orders	Conditions of crown court bail	1 month	Allows a reasonable period of time to allow any queries/discrepancies to be resolved. These are not a Constabulary record and are uploaded to PNC or available via the crown court, so continued retention is not necessary.
Dispersal Orders	S.35 Direction to Leave	48 hours unless breached – then minimum 6 years / as per MoPI	Anti-Social Behaviour, Crime and Policing Act 2014 S.34 (1)
	S.34 Inspector's Authority	6 Years	Limitation Act 1980
	S.37 Surrender of property – record of surrender	6 Years	Limitation Act 1980
	S.37 Surrender of property – property itself	28 Days from day of direction	Anti-Social Behaviour, Crime and Policing Act 2014 S.37 (7)
Fingerprint Consent	Manually stored in case of a dispute over a ticket	As per the ticket to which it relates	
Firearms Command Logs	Firearms Command Logs	6 Years – if evidential copied and retained	Force Policy Limitation Act 1980 , APP MoPI

		with criminal file as per MoPI.	Groups 1-3
Internal Decision Templates	Records of corporate decision making with associated costs (routed via Finance)	6 Years Consider further retention for historical/public interest	
PND Checks	Records of PND checks undertaken and copies of results	6 Years	Force Policy
S.59	S.59 warning	12 Months	S.59 (5) (d) Police Reform Act – power of seizure if a warning has been given in the past 12 months
	S.59 seizure	Refer to “Records of Seized Property”	

Please refer to APP Information Management for the latest versions of the Review Schedule and the MoPI National Retention Assessment Criteria (NRAC) Form.

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