

# Lancashire Constabulary Retention Schedule

Lancashire Constabulary has adopted the retention schedule prepared by the National Police Chief’s Council.

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.

# 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

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| --- | --- | --- |
| **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 |

# ASSETS & PRODUCTS

| **Information Activity / Task** | **Description / Example of Record** | **Retention**  **(Minimum Period)** | **Rationale** |
| --- | --- | --- | --- |
| **Alarms** | Burglary Alarm installations (non-police locations) | End of subscription |  |
| **Asset Register** | List of assets e.g., hardware | When superseded or 6 Years |  |
| **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 road side 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)](http://www.legislation.gov.uk/uksi/1998/2306/regulation/6/made)  [The Provision and Use of Work Equipment Regulations 1992, Schedule 6](http://www.legislation.gov.uk/uksi/1992/2932/regulation/6/made) |
| **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  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](http://www.legislation.gov.uk/ukpga/Geo5/4-5/47/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](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **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 |
| **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](http://www.legislation.gov.uk/ukpga/1980/58) |
| **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](http://www.legislation.gov.uk/ukpga/1980/58) |
| **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](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/) |
| **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](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/) |
| **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](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/) |
| **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](http://www.legislation.gov.uk/ukpga/1980/58)/RTA 1988 |
| **Collisions** | Fatal and Serious[[1]](#footnote-2) | Minimum of 6 Years. Review as per nominal / injured party. | RTA / [Limitation Act 1980](http://www.legislation.gov.uk/ukpga/1980/58) / CPIA / [APP MoPI](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/) |
| **Collisions – Police Accidents** | Road Traffic Collisions – 3rd 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](http://www.legislation.gov.uk/ukpga/1980/58) |
| **Traffic** | Minor motoring offences e.g., Defective tyre, lights etc. | 1 Year NFA, 3 Years from dealt with date (if charged) | RTA 1988 |

# 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](http://www.legislation.gov.uk/ukpga/1980/58) |
| **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]](#footnote-3) or relevant parts copied and retained as per MoPI rules or if the whole tape  is evidential retain retain as per MoPI. | [APP MoPI](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/)  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](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/)  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](http://www.legislation.gov.uk/ukpga/1980/58), [APP MoPI](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/)  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). |
| **Custody Images** | Photos of detainees taken in custody | As per MoPI review schedule | Refer to [APP guidance on Custody Images](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/#custody-images) |
| **Custody Records[[3]](#footnote-4)** |  | Minimum of 6 Years / review as per nominal file | [APP MoPI](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/)  Groups 1- 3 |
| **Custody Medical Records** | Medical Records of custody detainees | 6 Years | [Limitation Act 1980](http://www.legislation.gov.uk/ukpga/1980/58) |
| **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, 1st recordable  minor offence conviction 5 years (plus length of prison  sentence) or indefinite if prison sentence is 5 years or more, 2nd recordable minor offence conviction  indefinite DNA in relation to fixed  penalties are retained for 2 years. | [Protection of Freedoms Act 2012](http://www.legislation.gov.uk/ukpga/2012/9/contents) |
| **Dog Bites** |  | 6 Years unless injury to child then age 18 + 3 years | [Limitation Act 1980](http://www.legislation.gov.uk/ukpga/1980/58)  [APP MoPI](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/)  Group 3 |
| **Dogs - Dangerous** | Dangerous Dogs/Worrying livestock investigation records/complaints | 6 Years | [APP MoPI](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/)  Group 3 |
| **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, 1st recordable minor offence conviction 5 years (plus length of prison sentence) or indefinite if prison sentence is 5 years or more, 2nd recordable minor offence conviction indefinite. Prints in relation to fixed penalties are retained for 2 years. | [Protection of Freedoms Act 2012](http://www.legislation.gov.uk/ukpga/2012/9/contents) |
| **Fingerprint/Footwear Evidence Files** |  | Minimum of 6 Years (Review) | CPIA / [Limitation Act 1980](http://www.legislation.gov.uk/ukpga/1980/58) / [APP MoPI](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/)  / RIPA/NPCC |
| **Fingerprint Files - Serving Officers and staff** |  | Duration of service + 6 Months[[4]](#footnote-5) | Force Policy / HO Regulations  [The Police Regulations 2003, Regulation 18](http://www.legislation.gov.uk/uksi/2003/527/regulation/18/made) |
| **Fingerprints - Elimination Prints** | Elimination prints (victims, witnesses) | Retain Case / Crime | PACE  [Police and Criminal Evidence Act 1984, Regulation 64](http://www.legislation.gov.uk/ukpga/1984/60/section/64)  [Protection of Freedoms Act 2012, Regulation 2](http://www.legislation.gov.uk/ukpga/2012/9/section/2/enacted) |
| **ID Parades** | Video, Pictures, records audit trails | Retain Case / Crime |  |
| **Intelligence** |  | Case by Case | MoPI / RIPA / NIM  [APP MoPI](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/) |
| **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](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/) |
| **Missing Persons** | Found | 6 clear years minimum dispose if no further indicators of risk | [APP MoPI](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/)  Group 3 |
| **Missing Persons** | Outstanding | Until found or 100 Years from report | [APP MoPI](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/)  Group 3 |
| **Mobile Phone & Other Digital Device Data Extraction** | Requests | Minimum of 6 Years then review | [APP MoPI](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/)  /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](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/)  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](http://www.legislation.gov.uk/ukpga/1984/60/section/3) |
| **SOCO/CSI Files\*** | Details of examinations | Minimum of 6 Years, retain Case / Crime | [APP MoPI](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/)  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](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/) |
| **Unused Material** | Material not provided to  CPS for prosecution | Minimum of 6 Years  retain Case / Crime | [APP MoPI](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/)  Groups 1- 3 |
| **Video Interviews (Child / vulnerable adult)** |  | Minimum of 6 Years, retain Case / Crime | [APP MoPI](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/)  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](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Accounts** | Final accounts tabulations | 6 Years | Auditors  [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Accounts** | Statements of accounts rendered and payable; accounts outstanding and outstanding orders | 6 Years | [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Audits** | Finance – internal and external | 6 Years | Force Policy, Auditors  [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **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](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **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](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **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](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **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](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **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](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Banking Records** | Electronic records, audit trails | 4 Years | Force Policy, Auditors, Disputes, Claims  [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Budgets** | Control year-end tabulations; End of year summaries; quarterly summaries | 6 Years | [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Budgets** | Chartered Institute of Public Accountancy, estimates and actuals | Permanently | Auditors  [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Cash Books/Sheets** | Expenditure sheets; Cash books/sheets; Monies book | 3 Years | Force Policy, Auditors, Disputes, Claims  [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Central Stores Requisitions** | Purchase orders | 6 Years | Force Policy, Auditors, Disputes, Claims  [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Creditors** | Creditors history records, lists and reports | 6 Years | [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Debtors** | Debtors records and invoices, debit notes, invoices paid or unpaid etc. | 4 Years | [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Duty Records** | Record of hours worked | 2 Years  (Lancashire retain for 6 years) | Working Time Regulations 1998, Regulation 9  (Force Policy) |
| **Employment Cost** | Cost of employment | 6 Years | [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Expenditure Records** | Creditors' history records; lists/reports | 6 Years | VAT implications  [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Expenditure Records** | Statements of accounts outstanding; outstanding orders; statements of accounts - rendered payable | 6 Years | Force Policy  [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Expenses** | Mileage/travel and subsistence - claims and authorisation; Credit Card statements and receipts | 6 Years | [Taxes Management Act 1970, Regulation 34](http://www.legislation.gov.uk/ukpga/1970/9/enacted)  [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Financial Working Papers** | Closing Papers; estimates working papers (including spreadsheets); grants working papers (or until completion of audit) | 6 Years | Force Policy, Auditors  [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Income Generation** | Income generation, sponsorship | 6 Years | [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Invoices** | Paid invoices (except utility invoices) | 6 Years | VAT implications  [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Invoices** | Utility invoices | 6 Years | Force Policy  [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **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](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Ledger Records** | Audit sheets - ledger postings | 6 Years | Force Policy  [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Ledger Records** | Journals - prime records for the raising of charges | 6 Years | Force Policy  [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **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 |
| **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](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Postage** | Postage expenditure records / franking machine records | 6 Years | Force Policy  [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Precept Notification** | Precept charges | 6 Years |  |
| **Purchase Orders - Official** | Certified copies of official orders | 6 Years | Force Policy  [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Revenue** | Revenue Estimates, summaries | 6 Years | Force Policy  [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Revenue Outturn** | Revenue outturn | 6 Years | Force Policy  [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Time sheets** | Time sheet registers | 6 Years | Force Policy |
| **Travel and Subsistence** | Claims | 6 Years | Force Policy  [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **Value Added Tax (VAT)** | Quarterly VAT tabulations | 6 Years[[5]](#footnote-6) | VAT implications  [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |

**INFORMATION**

| **Information Activity / Task** | **Description / Example of Record** | **Retention**  **(Minimum Period)** | **Rationale** |
| --- | --- | --- | --- |
| **Criminal Injuries Compensation Authority Claims *(see also Litigation against the force)*** | Claims by persons injured | 6 Years from time dealt with.  Involving a child  retain until age 18 + 6 years | [Limitation Act 1980](http://www.legislation.gov.uk/ukpga/1980/58)  [Criminal Injuries Compensation Act 1995](http://www.legislation.gov.uk/ukpga/1995/53/contents) |
| **Data Breach Records/Investigations** | Non-crime | 6 Years | [Limitation Act 1980](http://www.legislation.gov.uk/ukpga/1980/58) |
| **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](https://www.app.college.police.uk/app-content/information-management/data-protection/) |
| **Data Protection Impact Assessments** | Data Protection Impact  Assessments | Length of  processing + 2  years | [APP Information Management - Data Protection](https://www.app.college.police.uk/app-content/information-management/data-protection/) |
| **Deletion Requests** | Record Deletion Requests (local and those received via ACRO) | 6 Years | Force Policy |
| **Disclosures** | Subject Access Requests | 6 Years | [APP Information Management - Data Protection](https://www.app.college.police.uk/app-content/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](https://www.app.college.police.uk/app-content/information-management/data-protection/) |
| **Disclosures** | S3 Mental Health Act Requests | 6 Years. Child 18 years of age + 6 years | [APP Information Management - Data Protection](https://www.app.college.police.uk/app-content/information-management/data-protection/) |
| **Disclosures** | Social Services, local authority, DP registers and ad hoc | 6 Years | [APP Information Management - Data Protection](https://www.app.college.police.uk/app-content/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 | [Limitation Act 1980](http://www.legislation.gov.uk/ukpga/1980/58) |
| **Disclosures** | Civil proceedings | 6 Years | [Limitation Act 1980](http://www.legislation.gov.uk/ukpga/1980/58) |
| **Disclosures** | Probation for pre-sentence reports | 6 Years from date of disclosure | [Limitation Act 1980](http://www.legislation.gov.uk/ukpga/1980/58) |
| **Disclosures** | Insurance companies e.g., Appendix D, MOU | 6 Years | [Limitation Act 1980](http://www.legislation.gov.uk/ukpga/1980/58) |
| **Information Sharing Agreements, Protocols, Memoranda of Understanding** | Copies of Information sharing protocols & Memoranda of Understanding | 6 Years | [Limitation Act 1980](http://www.legislation.gov.uk/ukpga/1980/58) |
| **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](http://www.eurim.org.uk/activities/ig/idg/VerificationIdentityIndividuals.pdf) |

# 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](http://www.legislation.gov.uk/ukpga/2011/13/section/12/enacted) |
| **Audits** | System and internal security audits | 6 Years | [Force](http://www.nationalarchives.gov.uk/documents/information-management/sched_internal_audit.pdf) 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](http://www.legislation.gov.uk/ukpga/1974/37/section/2) |
| **Continuous Improvement Reviews** | Performance indicators & all associated spread-sheets and statistics relating to their production. Best Value Reviews | 2 Years |  |
| **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)](http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi_20150102_en.pdf)  [The Utilities Contract Regulations 2006, Regulation 37](http://www.legislation.gov.uk/uksi/2006/6/regulation/37/made)  [OJEU Regulations](http://www.ojeu.eu/Directives.aspx) |
| **Contracts** | Pre-Tender Documentation i.e., evaluation reports (PQQ’s) | 7 Years | [OJEU Regulations](http://www.ojeu.eu/Directives.aspx) |
| **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 |  |
| **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](http://www.legislation.gov.uk/ukpga/1992/44/contents?text=document#match-1) |
| **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 |  |
| **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 |  |
| **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](http://www.legislation.gov.uk/uksi/1995/3163/regulation/7/made) |
| **Accidents at work** | Employers Liability Claims | 6 Years | [Limitation Act 1980](http://www.legislation.gov.uk/ukpga/1980/58), Health & Safety Executive  [Limitations Act 1980](http://www.legislation.gov.uk/ukpga/1980/58) |
| **Accidents at work** | Reportable injuries, diseases and dangerous occurrence | 6 Years | [Limitation Act 1980](http://www.legislation.gov.uk/ukpga/1980/58), Health & Safety Executive  [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7](http://www.legislation.gov.uk/uksi/1995/3163/regulation/7/made) |
| **Annual Leave Records** |  | 2 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](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/)  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. |
| **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](http://www.legislation.gov.uk/uksi/2013/1237/regulation/14/made) |
| **Firearms Training Certificates** | Firearms Training | Until age 100 | [Firearms Act 1968, Section 28A](http://www.legislation.gov.uk/ukpga/1968/27/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](http://www.legislation.gov.uk/uksi/1992/2051/regulation/5/made) |
| **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](http://www.legislation.gov.uk/uksi/1995/3163/regulation/7/made) |
| **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](http://www.legislation.gov.uk/uksi/2002/2677/regulation/10/made) |
| **Health & Safety Records - Air Monitoring** | Air monitoring - lead | 5 Years | [The Control of Lead at Work Regulations 2002, Regulation 9](http://www.legislation.gov.uk/uksi/2002/2676/regulation/9/made) |
| **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](http://www.legislation.gov.uk/uksi/2012/632/regulation/22/made) |
| **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](http://www.legislation.gov.uk/uksi/2012/632/regulation/13/made) |
| **Health & Safety Records - Awareness Records** | Health and safety awareness records | Until age 100 | Force Policy |
| **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](http://www.legislation.gov.uk/uksi/2002/2677/schedule/3/made) |
| **Health & Safety Records - Buildings** | Buildings | Lifetime of building (plus 3 Years) | [The Construction (Design and Management) Regulations 1994, Regulation 12](http://www.legislation.gov.uk/uksi/1994/3140/regulation/12/made) |
| **Health & Safety Records - Compressed Air** | Compressed Air | 40 Years from last exposure | [The Construction (Design and Management) Regulations 1994, Regulation 12](http://www.legislation.gov.uk/uksi/1994/3140/regulation/12/made) |
| **Health & Safety Records - Exposure to Lead** | Exposure to Lead | 40 Years from last exposure | [The Control of Lead at Work Regulations 2002, Regulation 10](http://www.legislation.gov.uk/uksi/2002/2676/regulation/10/made) |
| **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](http://www.legislation.gov.uk/uksi/2002/2676/regulation/8/made) |
| **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](https://www.legislation.gov.uk/uksi/2005/1541/contents/made)  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](http://www.nationalarchives.gov.uk/documents/information-management/sched_buildings.pdf) Policy |
| **Health & Safety Records - Incident Reports** | Incident Reports | See accident reports | [The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7](http://www.legislation.gov.uk/uksi/1995/3163/regulation/7/made) |
| **Health & Safety Records - Inspections Reports** | Inspections Reports | 5 Years | [The Control of Substances Hazardous to Health Regulations 2002, Section 9](http://www.legislation.gov.uk/uksi/2002/2677/made) |
| **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](http://www.legislation.gov.uk/uksi/1999/3232/regulation/10/made)  [The Ionising Radiations Regulations 1999, Regulation 21](http://www.legislation.gov.uk/uksi/1999/3232/regulation/21/made) |
| **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)](http://www.legislation.gov.uk/uksi/1999/3232/regulation/21/made) |
| **Health & Safety Records - Medical Reports** | Medical Reports | 40 Years | [The Control of Substances Hazardous to Health Regulations 2002, Section 10](http://www.legislation.gov.uk/uksi/2002/2677/made) |
| **Health & Safety Records - Portable Appliance Testing** | Records of tests | Lifetime of equipment | [The Electricity at Work Regulations 1989, Regulation 4](http://www.legislation.gov.uk/uksi/1989/635/regulation/4/made) |
| **Health & Safety Records - Risk Assessments** | Risk Assessments | 10 Years  Until superseded | [The Management of Health and Safety at Work Regulations 1992, Section 3](http://www.legislation.gov.uk/uksi/1992/2051/contents/made) |
| **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](http://www.legislation.gov.uk/uksi/2003/527/made) |
| **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 |
| **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 – 6 Years after leaving, 1 Year after death | Force Policy |
| **Vetting – refusals** | Failed vetting | 6 Years | [Limitation Act 1980](http://www.legislation.gov.uk/ukpga/1980/58) |
| **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](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/) |
| **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](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/)  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](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/)  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 MoPI where there is a policing purpose to retain for longer in connection with crime/offence related records. | Civil Litigation, [APP MoPI](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/)  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. |
| 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](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/)  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](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/)  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  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 | [Nationality, Immigration and Asylum Act 2002, Section 126](http://www.legislation.gov.uk/ukpga/2002/41/section/126)  It is recommended that prior  to the destruction of a record  or removal from a system,  there is a review of the record  for disposal rather than  deleting a record based on an  automatic disposal which was  not set against the last update  on the FN or the visa expiry |
| **Licensed and Supervised Trades** | Gaming licences, pedlars certificates, betting shop files | 6 Years | [The Gaming Licence Duty Regulations 1991](http://www.legislation.gov.uk/uksi/1991/1798/made#text%3Dgaming) |
| **Liquor Licensing** | N/A | 10 Years and then review | [Licensing Act 2003, Section 115](http://www.legislation.gov.uk/ukpga/2003/17#text%3Dgaming) |
| **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](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/) |
| **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](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/)  Groups 2 and 3 |
| **Stop and Search** | Forms and electronic data | 1 Year | 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](http://www.legislation.gov.uk/ukpga/1980/58), 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](http://www.legislation.gov.uk/ukpga/1980/58)  [HMRC](http://www.hmrc.gov.uk/manuals/chmanual/CH15400.htm) |
| **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](http://www.legislation.gov.uk/ukpga/1984/60/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](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/); CPIA  [The Police (Retention and Disposal of Items Seized) Regulations 2002, Regulation 5](http://www.legislation.gov.uk/uksi/2002/1372/regulation/5/made#text%3Dproperty) |
| **Seized Property (Crime Exhibits)** | Records of Seized property - non-crimed | Current year + 6 | Financial regulations; [Limitation Act 1980](http://www.legislation.gov.uk/ukpga/1980/58)  [Police (Property) Act 1997, 86E](http://www.legislation.gov.uk/ukpga/1997/30) |
| **Seized Property (Crime Exhibits)** | Seized property – physical crime exhibits – includes cash, drugs, firearms, frozen exhibits and vehicles | Case dependent  Case/crime[[6]](#footnote-7) | Police Property Act; CPIA; Powers of Criminal Courts Act; PoCA; Tissues Act  [Police and Criminal Evidence Act 1984, Section 22](http://www.legislation.gov.uk/ukpga/1984/60/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 |
| **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](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/) |
| 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](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/)  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 |
| 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](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/) |
| 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](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/)) | [Limitation Act 1980](http://www.legislation.gov.uk/ukpga/1980/58)  [APP MoPI](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/) |
| **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 |
| 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]](#footnote-8) | [APP MoPI](https://www.app.college.police.uk/app-content/information-management/management-of-police-information/retention-review-and-disposal-of-police-information/)  / 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 |

# Appendix – Lancashire Records not listed within the NPCC Schedule

|  |  |  |  |
| --- | --- | --- | --- |
| **Information Activity / Task** | **Description / Example of Record** | **Retention**  **(Minimum Period)** | **Rationale** |
| **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](http://www.legislation.gov.uk/ukpga/1980/58) |
| S.37 Surrender of property – record of surrender | 6 Years | [Limitation Act 1980](http://www.legislation.gov.uk/ukpga/1980/58) |
| 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 |  |
| **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” |  |
| **Bail Cards** | Persons on bail signing at desk as per bail conditions | After case finalised / bail date passed | Force Policy |
| **Crown Court Bail Orders** | Conditions of crown court bail | 1 month | Allows a reasonable period of time to enable 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. |

CURRENT MOPI GROUPS[[8]](#footnote-9)



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. [↑](#footnote-ref-2)
2. 2Custody CCTV is retained for 90 days in Lancashire. [↑](#footnote-ref-3)
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. [↑](#footnote-ref-4)
4. If used for elimination purposes in court additional retention may need to be evaluated. [↑](#footnote-ref-5)
5. HMRC dispensation applies – 4 years in Lancashire [↑](#footnote-ref-6)
6. Please refer to ERP Policy for further guidance [↑](#footnote-ref-7)
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 [↑](#footnote-ref-8)
8. <https://www.app.college.police.uk/wp-content/uploads/2013/08/Information-management-Review-Schedule-Guidance.png> [↑](#footnote-ref-9)