

NORTH YORKSHIRE OFFICE OF POLICE & CRIME COMMISSIONER RETENTION (OPCC) SCHEDULE V0-3

1. PCC Business				
INFORMATION	CATEGORY	DESCRIPTION	MINIMUM RECOMMENDED RETENTION (from closure)	RATIONALE / LEGISLATION
Animal Welfare Visitors Scheme	PCC Business	Register of Members Register of Visits Conducted Reports Minutes of Meetings Handbook	6 years or 6 years from date of last entry for register of visits	Audit purposes / Administration / Limitation Act 1980
Appeals	PCC Business	Including Medical Related	6 years from the outcome. Documentation relating to changes to Pension benefits retain until 100 years	National Archives Records Management Retention Scheduling: Employee personnel records
Committee Meetings	PCC Business	Final Approved versions: Minutes Agenda Report *Not Public Decision Making Minutes see 110/120	6 years from the date of approval	Audit purposes
Complaints	PCC Business	General Correspondence including complaints not resulting in disciplinary etc	3 years	Reference / Administration
Corporate Planning and Reporting	PCC Business	Police & Crime Plan Annual Reports Business Plans Strategies	Permanently	Historical/Public interest
Election	PCC Services	Documentation	6 years from date of appointment	Audit purposes / Administration / Limitation Act 1980

Independent Custody Visiting Scheme	PCC Business	Register of Members Register of Visits Conducted Reports Minutes of Meetings	6 years or 6 years from date of last entry for register of visits	Audit purposes / Administration / Limitation Act 1980
Inspections	PCC Business	HMI Reports Internal Audit Independent	EoFY + 6 years	Administration / HMI to retain originals
Policies & Procedures	PCC Business	Development & Final Versions	Permanently	Reference / Administration
Police Performance Monitoring	PCC Business	Scrutiny Board Statistics & reports	6 years from end of activity	Audit purposes / Administration
Public Consultation & Community Engagement	PCC Business	Consultation notes Records Minutes	6 years from date of decision / approval	Audit purposes / Administration / Public Interest
Public Decision Making	PCC Business	Final approved versions: Decision Notices Minutes Agenda Report	Permanently	Audit purposes / Administration / Public Interest
Statutory returns	PCC Business	Returns & reports to Government	EoFY + 6 years	The Financial Management Code of Practice for the Police service in England and Wales
2. Management &				
INFORMATION	CATEGORY	DESCRIPTION	MINIMUM RECOMMENDED RETENTION (from closure)	RATIONALE / LEGISLATION
Association of Police & Crime Commissioners (APCC) Circulars	Management & Administration	Briefing Documents	6 years from date of publication	Reference / Administration

Contracts with suppliers	Management & Administration	Contract documents	6years following end of contract	Audit / Reference / Limitation Act 1980
Correspondence	Management & Administration	Routine notes	12 months	Reference / Administration
Diaries and calendars	Management & Administration	Appointments	6 years or 6years from last entry if applicable	Reference / Administration / Limitation Act 1980
Freedom of Information	Management & Administration	Requests for information under FOI Act	2 years from disclosure or from completion of any appeal, local or ICO.	As NYP /NPCC guidance
Identity Cards	Management & Administration	Staff identify and access cards	Until superseded or on date of leaving employment	Security / Administration
Marketing Material	Management & Administration	Templates of Leaflets Posters etc Event information	2 years from end of activity	Common Practice / Reference
Media Relations	Management & Administration	Reports Releases	6 years following end of activity	Reference / Administration
Website Forms	Management & Administration	Online Forms	30 days	Reference / Administration
Social Media	Management & Administration	All Social Media including Facebook and Twitter	Direct personal messages: 30 days	Reference / Administration
Register of PCC and Committee members interests	Management & Administration	Documentation	6 years from end of term/employment	
Register of PCC and Committee Members Gifts and Hospitality	Management & Administration	Documentation	Permanently	Reference/Administration
Visitors Books	Management & Administration	Record of persons on premises	3 months from the date of last entry	Reference / Administration
<u>3. Health & Safety</u>				
INFORMATION	CATEGORY	DESCRIPTION	MINIMUM RECOMMENDED RETENTION (from closure)	RATIONALE / LEGISLATION

Accidents at work	Health & Safety	Accident books RIDDOR forms Liability claims	6 years from event / closure unless Injury on duty then until 100 years. If child or young adult involved retain until they reach 21 years. For accidents involving chemicals or asbestos see below.	Limitation Act 1980 The Workplace (Health, Safety and Welfare) Regulations 1992 National Archives Records Management Retention Scheduling: Employee personnel records / CIPD
Air Monitoring - Lead	Health & Safety	Air monitoring documentation	5 years	Regulation 9(5) of the Control of Lead at Work Regulations 1980
Asbestos - exposure	Health & Safety	Records of those exposed to asbestos	40 years and retain on personnel file Until age 100 where applicable	Control of Asbestos at Work (Amendment) Regulations 1992, SI 1999 No 3068
Awareness Records	Health & Safety	Health and safety awareness records	Retain on personnel / training file for 6 years following end of employment	Limitation Act 1980
Buildings	Health & Safety / Estates	Inspection Reports	Lifetime of building	The Construction (Design and Management Regulations) 1994
Fire	Health & Safety / Estates	Fire certificates Monthly Fire tests	Life of the building	Regulatory Reform (Fire Safety) Regulations 2005
Lead - exposure	Health & Safety	Records of those exposed to asbestos	40 years and retain on personnel file Until age 100 where applicable	Regulation 9(5) of the Control of Lead at Work Regulations 1980
Risk Assessments (not personal)	Health & Safety	Details of generic risk assessments	EoCY + 10 years	Regulation 3 of the Management of Health & Safety at Work Regulations 1992
<u>4. Human Resources</u>				
INFORMATION	CATEGORY	DESCRIPTION	MINIMUM RECOMMENDED RETENTION (from closure)	RATIONALE / LEGISLATION
Disciplinary Documentation	Human Resources	Investigation Documents Reports Minutes Outcome Decision Notices	6 years if no changes to conditions of service, salary, pension or until age 100 where outcome has resulted in changes to salary/allowances, conditions of service etc. See 430	National Archives Records Management Retention Scheduling: Employee personnel records
Employment Tribunals	Human Resources / Legal	Records Files	6 years following outcome	Limitation Act 1980

Personnel Records (relating to pay & pension)	Human Resources	Records relating to pay, pension, health declarations, amendments to contract / conditions, copies of marriage certificates / documents relating to civil partnerships, Unpaid leave periods.	Until age 100 years. For Chief Officers retain permanently for historical purposes	National Archives Records Management Retention Scheduling: Employee personnel records / CIPD
INFORMATION	CATEGORY	DESCRIPTION	MINIMUM RECOMMENDED RETENTION (from closure)	RATIONALE / LEGISLATION
Personnel Records (not relating to pay & pension)	Human Resources	Training Records Risk Assessments	6 years after employment ceases. For Chief Officers retain permanently for historical purposes	National Archives Records Management Retention Scheduling: Employee personnel records / CIPD
Recruitment - Selection process	Human Resources	Establishment Forms Advertisements Application Forms - all Details of Unsuccessful	12 months following appointment	Reference / Administration / Appeal
5. Legal & Contracts				
INFORMATION	CATEGORY	DESCRIPTION	MINIMUM RECOMMENDED RETENTION (from closure)	RATIONALE / LEGISLATION
Advice	Legal	Correspondence	6 years from date of last action	Limitation Act 1980
Contract development - Ordinary	Legal	Tender specification Evaluation Criteria	6 years following expiration of terms	Limitation Act 1980
Contract development - Under Seal	Legal	Tender Specification Evaluation Criteria	12years following expiration of terms	Limitation Act 1980
Conveyance	Legal	Property transfer documentation etc	12 years following closure	Limitation Act 1980
Insurance Policy Documents	Legal	Employers' Liability Insurance Certificates	Permanently	Employers' Liability (Compulsory Insurance) Regulations 1998
Litigation Claims	Legal	Civil Case Files	6 years from date of closure	Limitation Act 1980
Post tender negotiation	Legal	Clarification of contract post tender negotiation	1 year following the expiration of terms	Common Practice
6. Finance				
INFORMATION	CATEGORY	DESCRIPTION	MINIMUM RECOMMENDED RETENTION (from closure)	RATIONALE / LEGISLATION

Assets	Finance	Owners Registers Property inventories	End of Financial Year + 6years	Audit purposes / Reference
Asset Acquisition & Disposal	Finance	Lease purchase documentation	End of Financial Year + 6years if under £50,000, End of Financial Year +12years if over. Once all obligations & entitlements are concluded	Audit purposes / Reference
Audits	Finance	Internal / External Reports	EoFY + 6years	Audit purposes / Reference
Banking Records	Finance	Cheques Bank deposits Reconciliation files	End of Financial Year + 6years	Audit purposes/ Disputes / Financial Services Act 1986
Budgeting	Finance	Annual reports	Permanently	Audit purposes
Expenses	Finance	Forms Allowances Receipts Credit Card statements	End of Financial Year + 6years	Taxes Management Act 1970 (Section 103)
Invoices	Finance	Payments	End of Financial Year + 6years	Audit purposes
Payroll	Finance	Claim forms Tax records NI returns	End of Financial Year + 6years	Audit purposes/ Disputes / Financial Services Act 1986 / Income Tax Regulations 1993
Precept Notifications	Finance	Precept leaflets	End of Financial Year + 6years	Audit purposes / Public interest
7. Supporting Victims				
INFORMATION	CATEGORY	DESCRIPTION	MINIMUM RECOMMENDED RETENTION (from closure)	RATIONALE / LEGISLATION
Adult Victim	Supporting Victims	All information in relation to a victim receiving support from Supporting Victims	End of Financial Year + 6years	Limitation Act 1980
Youth Victim	Supporting Victims	All information in relation to a victim receiving support from Supporting Victims	Keep until subject has reached 18 + End of Financial Year + 6 years	No specific provision - link to Limitation Act 1980