

NORTH YORKSHIRE OFFICE OF POLICE, FIRE & CRIME COMMISSIONER RETENTION (OPFCC) SCHEDULE V0-5

1. PFCC Business

URN	INFORMATION	CATEGORY	DESCRIPTION	MINIMUM RECOMMENDED RETENTION (from closure)	RATIONALE / LEGISLATION
10	Animal Welfare Visitors Scheme	PFCC 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
20	Appeals	PFCC 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
30	Committee Meetings (where OPFCC owns the information)	PFCC Business	Final Approved versions: Minutes Agenda Report Meeting Recordings *Not Public Decision Making Minutes see 110/120	6 years from the date of approval (NB: Meeting Recordings - only for duration of time required for administration/minutes/action purposes)	Audit purposes
40	Complaints (also see below HR section)	PFCC Business	General Correspondence including complaints not resulting in disciplinary etc	3 years	Reference / Administration
50	Corporate Planning and Reporting	PFCC Business	Police & Crime Plan Annual Reports Business Plans	3 years	Historical/Public interest
60	Election	PFCC Services	Documentation	6 years from date of appointment	Audit purposes / Administration / Limitation Act 1980
70	Independent Custody Visiting Scheme	PFCC 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
80	Inspections	PFCC Business	HMI Reports Internal Audit External Audit Independent	Permanently 7 years 7 years 7 years	Administration / HMI to retain originals

90	Policies & Procedures	PFCC Business	Development & Final Versions	Until superseded	Reference / Administration
100	Police Performance Monitoring	PFCC Business	Scrutiny Board Statistics & reports	6 years from end of activity	Audit purposes / Administration
110	Public Consultation & Community Engagement	PFCC Business	Consultation notes Records Minutes Survey Results	4 years after collection of data	Audit purposes / Administration / Public Interest
120	Public Decision Making	PFCC Business	Final approved versions: Decision Notices Minutes Agenda Report	7 years paper copies Permanently electronic copies	Audit purposes / Administration / Public Interest
130	Statutory returns	PFCC Business	Returns & reports to Government	EoFY + 6 years	The Financial Management Code of Practice for the Police service in England and Wales

2. Management & Administration

URN	INFORMATION	CATEGORY	DESCRIPTION	MINIMUM RECOMMENDED RETENTION (from closure)	RATIONALE / LEGISLATION
200	Association of Police & Crime Commissioners (APFCC) Circulars	Management & Administration	Briefing Documents	6 years from date of publication	Reference / Administration
210	Contracts with suppliers	Management & Administration	Contract documents	6years following end of contract	Audit / Reference / Limitation Act 1980
220	Correspondence	Management & Administration	Routine notes (Paper/Caseworker)	3 years	Reference / Administration
230	Diaries and calendars	Management & Administration	Appointments	6 years or 6years from last entry if applicable	Reference / Administration / Limitation Act 1980
240	Freedom of Information Subject Access Request	Management & Administration	Requests for information under FOI Act	6 years from disclosure or from completion of any appeal, local or ICO	As NYP /NPFC guidance
250	Identity Cards	Management & Administration	Staff identify and access cards	Until superseded or on date of leaving employment	Security / Administration

260	Marketing Material	Management & Administration	Templates of Leaflets Posters etc Event information	2 years from end of activity	Common Practice / Reference
270	Media Relations	Management & Administration	Reports Releases	6 years following end of activity	Reference / Administration
280	Register of PFCC and Committee members interests (Related Party disclosure forms)	Management & Administration	Documentation	6 years from end of term/employment	
290	Register of PFCC and Committee Members Gifts and Hospitality	Management & Administration	Documentation	6 years	Reference/Administration
295	Visitors Books	Management & Administration	Record of persons on premises	3 months from the date of last entry	Reference / Administration

3. Health & Safety

URN	INFORMATION	CATEGORY	DESCRIPTION	MINIMUM RECOMMENDED RETENTION (from closure)	RATIONALE / LEGISLATION
300	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
310	Air Monitoring - Lead	Health & Safety	Air monitoring documentation	5 years	Regulation 9(5) of the Control of Lead at Work Regulations 1980
320	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
330	Awareness Records	Health & Safety	Health and safety awareness records	Retain on personnel / training file for 6 years following end of employment	Limitation Act 1980
340	Buildings	Health & Safety / Estates	Inspection Reports	Lifetime of building	The Construction (Design and Management Regulations) 1994
350	Fire	Health & Safety / Estates	Fire certificates Monthly Fire tests	Life of the building	Regulatory Reform (Fire Safety) Regulations 2005
360	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
370	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

4. Human Resources

URN	INFORMATION	CATEGORY	DESCRIPTION	MINIMUM RECOMMENDED RETENTION (from closure)	RATIONALE / LEGISLATION
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400	Disciplinary Documentation	Human Resources	Investigation Documents Reports Minutes Outcome Decision Notices	2 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
410	Employment Tribunals	Human Resources / Legal	Records Files	6 years following outcome	Limitation Act 1980
420	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, Resignation letters Retirement letters	Until age 100 years. For Chief Officers retain permanently for historical purposes Sickness records until the age of 72	National Archives Records Management Retention Scheduling: Employee personnel records / CIPD
TBC	Chief Constable Complaints	Human Resources	Correspondence	8 years	National Archives Records Management Retention Scheduling: Employee personnel records
TBC	Conduct Complaints NYP Police Officers	Human Resources	Correspondence	8 years	National Archives Records Management Retention Scheduling: Employee personnel records
TBC	Conduct Complaints OPFCC staff	Human Resources	Correspondence	8 years	National Archives Records Management Retention Scheduling: Employee personnel records
TBC	Conduct Complaints Chief of Staff	Human Resources	Correspondence	8 years	National Archives Records Management Retention Scheduling: Employee personnel records
URN	INFORMATION	CATEGORY	DESCRIPTION	MINIMUM RECOMMENDED RETENTION (from closure)	RATIONALE / LEGISLATION
430	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
440	Recruitment - Selection process	Human Resources	Establishment Forms Advertisements Application Forms - all Details of Unsuccessful Applicants	12 months following appointment	Reference / Administration / Appeal

TBC	Recruitment - Selection process Chief Constable/Chief of Staff	Human Resources	Establishment Forms Advertisements Application Forms - all Details of Unsuccessful Applicants	12 months following appointment	Reference / Administration / Appeal
5. Legal & Contracts					
URN	INFORMATION	CATEGORY	DESCRIPTION	MINIMUM RECOMMENDED RETENTION (from closure)	RATIONALE / LEGISLATION
500	Advice	Legal	Correspondence	6 years from date of last action	Limitation Act 1980
510	Contract development - Ordinary	Legal	Tender specification Evaluation Criteria	6 years following expiration of terms	Limitation Act 1980
520	Contract development - Under Seal	Legal	Tender Specification Evaluation Criteria	12years following expiration of terms	Limitation Act 1980
530	Conveyance	Legal	Property transfer documentation etc	12 years following closure	Limitation Act 1980
540	Insurance Policy Documents	Legal	Employers' Liability Insurance Certificates	Permanently	Employers' Liability (Compulsory Insurance) Regulations 1998
550	Litigation Claims	Legal	Civil Case Files	6 years from date of closure	Limitation Act 1980
560	Post tender negotiation	Legal	Clarification of contract post tender negotiation	1 year following the expiration of terms	Common Practice
6. Finance					
URN	INFORMATION	CATEGORY	DESCRIPTION	MINIMUM RECOMMENDED RETENTION (from closure)	RATIONALE / LEGISLATION
600	Assets	Finance	Owners Registers Property inventories	EoFY + 6years	Audit purposes / Reference
610	Asset Acquisition & Disposal	Finance	Lease purchase documentation	EoFY + 6years if under £50,000, EoFY +12years if over. Once all obligations & entitlements are concluded	Audit purposes / Reference
620	Audits	Finance	Internal / External Reports	EoFY + 6years	Audit purposes / Reference
630	Banking Records	Finance	Cheques Bank deposits Reconciliation files	EoFY + 6years	Audit purposes/ Disputes / Financial Services Act 1986
640	Budgeting	Finance	Annual reports	Permanently	Audit purposes
650	Expenses	Finance	Forms Allowances Receipts Credit Card statements	EoFY + 6years	Taxes Management Act 1970 (Section 103)
650	Invoices	Finance	Payments	EoFY+ 6years	Audit purposes

660	Payroll	Finance	Claim forms Tax records NI returns	EoFY+ 6years	Audit purposes/ Disputes / Financial Services Act 1986 / Income Tax Regulations 1993
670	Precept Notifications	Finance	Precept leaflets	EoFY + 6years	Audit purposes / Public interest