

OPFCC Retention Schedule

v0.2 January 2024

CATEGORY	DESCRIPTION	MINIMUM RETENTION PERIOD	RATIONALE / LEGISLATION
PFCC BUSINESS			
Annual Reports		Indefinitely	For Archive purposes/Public interest
Awards	eg PFCC VAWG award recipients	Indefinitely - Archiving/Public interest	For Archive purposes/Public interest
Campaigns	plans; briefs; final documents	6 years	OPFCC Policy
Ceremonial, official openings, dedications	ceremonials; openings; events	Indefinitely - Archiving/Public	For Archive purposes, Force Policy
Complaints	Complaints received and locally resolved, including triage	6 years from closure	Administrative need, reference, dispute, Civil Litigation (Limitation Act 1980), MoPI
Committees	EB agendas and minutes	Indefinitely	NPCC national retention guidance
Correspondence	General correspondence from the public	6 years (unless content dictates a longer retention)	NPCC retention guidance, Civil Litigation
Freedom of Information Requests		2 years from disclosure or on completion of appeal to ICO	OPFCC Policy
HMICFRS Inspection Reports	Inspection Reports; Thematic Inspection Reports; HMIC Audit reports	1 year from completion of actions	HMIC owned
ICV Scheme	Register of Members Register of Visits Conducted Reports Meeting Minutes Feedback	6 years or for Register of Visits - 6 years from last entry	OPFCC Policy
Letters of Appreciation	Letters of appreciation from members of the public	End of financial year plus 6 years	Home Office Annual Returns
Media Relations	Reports; press releases	6 years after activity ends, or indefinitely if of historical interest	For Archive purposes/Public interest
Meeting Minutes	Final Approved versions: Minutes Agenda Report	6 years from approval	OPFCC Policy
Policies/Procedures	Draft and Final Versions	Until superseded	OPFCC Policy

Projects	Project reports, plans, briefs etc	5 years after completion	NPCC national retention guidance
Public Consultation & Community Engagement	Consultation notes; minutes; survey results	4 years after collection of data	OPFCC Policy
Public Decision Making	Final Approved versions: Minutes Agenda Report	7 years hardcopies Permanently electronic copies	OPFCC Policy
Publications - Printed		6 years, or indefinitely if of historical interest	NPCC retention guidance
Subject Access Requests		6 years from disclosure or on completion of appeal to ICO	Civil Litigation (Limitations Act 1980)
Surveys	Public surveys, research reports	2 years, or indefinitely if of historical interest	NPCC National retention guidance.
Visitor Book		3 months after last entry	NPCC retention guidance
PROCUREMENT			
Contracts under seal	Contracts under seal (after the completion of the contract); Contract Documents, tender, acceptance,	Life of contract + 12 years	Contract Law
Other contracts	Other contracts (after the completion of the contract); Contract Documents, tender, acceptance, variations, etc	Life of contract + 6 years	Contract Law
Tenders	Register of Tenders	3 years after date of last entry	NPCC national retention guidance
Tenders	UNSUCCESSFUL	3 years	The Public Contracts Regulations 2015 84(9); disputes
FINANCE			
Annual Budget Reports		Indefinitely	Auditors
Employment Cost	Salary records	Period of Service + 6 years	HMRC

Financial documents (unless specified)	Expenditure Mileage/travel and subsistence - claims and authorisation Financial working papers/spreadsheets Banking records Invoices	End of financial year + 6 years	Auditors
Payroll / Overtime	forms, records	End of financial year + 6 years	NPCC retention guidance
Precept Notification	precept charges	End of financial year + 6 years	NPCC retention guidance
CATEGORY	DESCRIPTION	MINIMUM RETENTION PERIOD	
AUDITS			
Audits - Finance		Indefinitely	OPFCC Policy
Audits - Systems	audit reports - systems and security; data and compliance audits	6 years	OPFCC policy, Auditors, National Archives & NPCC retention guidance.
DATA PROTECTION			
Data Breaches	data breach records/investigations	6 years from completion	Limitation Act 1980
Data Processing Contracts/Agreements	contracts with external organisations	life of contract or end of agreement + 6 years	Limitation Act 1980
Data Protection Impact Assessments	data protection impact assessments	Length of processing + 2 years	NPCC national retention guidance
Information Sharing Agreements, Protocols, Memoranda of Understanding	Copies of Information sharing protocols & Memoranda of Understanding	6 years after agreement ceases	Civil Litigation (Limitation Act 1980)
HR			
Accidents at Work	Accident report forms; Injury on Duty reports; Reportable injuries, diseases and dangerous occurrences; related Employers Liability Claims.	In line with personal record	OPFCC Policy, Civil Litigation (Limitation Act 1980), Health & Safety Executive, RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regs 1995).
Annual Leave	In line with Personal Record, unless a longer 'Health & Safety' retention period applies. If Injury on Duty, or may affect Pension,	In line with personal record	OPFCC Policy
Discipline Records	Misconduct/complaint	In line with personal record	OPFCC Policy

Employment - Judicial Review; Legal; Employment Tribunal	Records and files	In line with personal record or conclusion of case + 6 years if	Civil Litigation (Limitation Act 1980)
Grievances	Equal opportunities & Sexual/racial harassment etc reports and statements. Not just about people). Not to be confused with Discipline.	In line with personal record	Civil Liability (Limitation Act 1980)
Personal Records	Personal files - career history, health, occupational records, personnel data	End of Service + 7 years	OPFCC Policy
Recruitment	UNSUCCESSFUL Establishment Forms Job Adverts Application Forms Feedback	12 months on completion of process. This can be extended as appropriate where the applicant agrees to be placed on a holding list.	Chartered Institute of Personnel and Development (CIPD) guidance
Recruitment	SUCCESSFUL All relevant documents	In line with personal record	OPFCC Policy
Sickness Records	forms, records	In line with personal record	OPFCC Policy
Training Admin Records	Records relating to admin for training, not training itself	2 years	NPCC National retention guidance.
Training Course Content - non operational	Lesson plans, course notes, handouts, presentations etc	6 years after training courses	NPCC National retention guidance.
Training Evaluation Questionnaires	Completed after training	2 years	NPCC National retention guidance.
Training Records	Staff training	In line with personal record	OPFCC Policy
FACILITIES/CORPORATE			
Assets	Asset registers	When last item in register has been disposed of + 6 years	Auditors
Business Continuity Plans	Current and superceded	Until superceded plus 6 years	Limitation Act 1980, OPFCC policy
PFCC Buildings and Land	Deeds/Land certificates	Sale of property + 6 years	OPFCC Policy; NPCC national retention guidance
Risks	Risk records, risk register	Indefinitely	OPFCC Policy