

OFFICE OF THE POLICE AND CRIME COMMISSIONER - RECORDS RETENTION SCHEDULE

**1. Police and Crime Commissioner Business**

<b>Business Function</b>	<b>Records – electronic storage</b>	<b>Retention</b>
OPCC Meetings – i.e. PCC's Governance Board and Finance Panel	Minutes, agendas and reports, Decisions and Actions logs	Permanent
Regional PCC Meetings, Collaboration, Partnership and External Meetings	Minutes	Permanent
	Supporting documentation	6 years
PCC Planning and Reporting	Police and Crime Plan	1 PCC Term
	Business Plans	
	Annual reports	
Commissioning	Strategy & delivery plans	1 PCC term
Appointment of Chief Constable	Advertisements	3 years
	Application forms – unsuccessful	1 Year
	Personnel files – hard copy inc. interview reports	6 years after last pension payment
Leaving of Force Chief Constable	Resignation, redundancy, dismissal, death, retirement	6 years after termination or, if pension paid, 6 years after last pension payment
Complaints against Chief Constable	Correspondence, reports, statements and exhibits	6 years after conclusion of the complaint process
Complaints against OPCC staff	Correspondence, reports, statements and exhibits	6 years after conclusion of the complaint process
Complaints against PCC	Correspondence, reports, statements and exhibits	6 years after conclusion of the complaint process
Independent Panels – e.g. Commissioner's Forum, Ethics Panel etc.	Agendas, papers and minutes	4 years

Independent Custody Visiting Scheme	Visitor reports & co-ordinator meeting notes	5 years
	ICV expenses	5 years
	Custody Visitor details	2 years after end of appointment
	Applications (unsuccessful)	1 year
	Scheme Handbook	Until superseded
FOIs (for FOI requests where exemptions apply – see 10. General)	Correspondence	6 years
Data Protection	Personal data access requests	2 years
Contact Forms & Letters	Correspondence	6 years

## 2. Consultation, Engagement, Media and Public Relations

PCC's Public Facing Function	Records	Retention
Community Engagement	Strategies & Correspondence	4 years
Public Consultation	Strategy, records, correspondence, minutes and supporting papers	4 years after collation of data
Media relations	Press releases	4 years
	Strategy	4 years
Marketing	Developing and promoting PCC	2 years
	Newsletters	4 years
	Blogs	1 year

## 3. Police and Crime Commissioner

PCC's Standards	Records	Retention
Expenses	Expenses Claims	2 Years after leaving
Registers of Interest and Hospitality	Disclosable Interests	Permanent
	Register of Gifts & Hospitality	

## 4. Office of the Police and Crime Commissioner Internal Management and Administration

Internal Management and Governance Function	Records	Retention
Governance Framework	Scheme of Governance	

	Delegation of functions	Permanent
	Terms of reference	
	Standing orders/financial regulations	
Police Performance Monitoring	Monthly/quarterly/annual statistics PCC response to HMIC reports	2 years
Joint Audit Committee	Annual audit letter External Audit Reports Internal Audit reports Terms of Reference Allowance claims and register of interests	3 years
Risks and Issues	Risk register	2 years
Information Management	Record of transfer to archive/disposal	Permanent
Diaries and Calendars		Calendars deleted or destroyed after 12 months
Outlook contacts	Details of regular business contacts	3 years from date of last contact

#### 5. Office of the Police and Crime Commissioner – HR

HR Function	Records	Retention
OPCC Recruitment (incl CEO & CFO)	Application forms (unsuccessful)	1 year
	Leavers	6 years after termination or, if pension paid, 6 years after last pension payment
	Completed vetting forms	1 year after expiry
	Application forms (successful) – hardcopy	6 years after termination or, if pension paid, 6 years after last pension payment
	Interview notes	4 years from leaving date
OPCC Staff/officers – HR records/personnel files (electronic and hardcopy)	Staff sickness/leave (held on Workforce by Constabulary)	2 years from the event
	Performance reviews/training & development/grievances/appeals etc	4 years from leaving date
Policies and procedures	Policies and procedures	Superseded + 4 years
Health and Safety	Accident book via Workforce	Constabulary to manage

## 6. Police and Crime Commissioner Legal and Contracts

Legal and Contracts Function	Records	Retention
Litigation	Correspondence	7 years after last action
	Criminal and civil case files	
Legal Advice	Correspondence	3 years
Signed Agreements (electronic and hardcopy)	Contracts and Service level agreements	6 years after contract/agreement expires
Police Appeal Tribunals & Misconduct Hearings	Verbatim record of evidence of Tribunals and Hearing documents	2 years
Sealing Register (hardcopy)		Permanent
Asset Acquisition/Disposal	Legal docs relating to purchase/sale	6 years if under £50,000
	Leases	
	Tender documents	12 years if over £50,000

## 7. Property and Land Management

Property and Land Management	Records	Retention
Insurance	Insurance policies/ correspondence	7 years after term expires

## 8. Finance

Financial Management	Records	Retention
Annual reports	Annual statement of accounts	Permanent
Finance	Medium term financial strategy	Superseded + 5 years
OPCC Approvals/purchase	Purchase/sales order (held on finance system)	No copies need to be held by the OPCC
Asset Acquisition and disposal	Management of the acquisition and disposal process of assets	Destroy after 7 years, if under £50,000 or 12 years if over £50,000
Asset monitoring & maintenance	Asset registers	Destroy 7 years after end of financial year

	Inventories/ Stocktaking	Destroy 2 years after admin use
	Acquisition & disposal reports. Service/maintenance records	Destroy 7 years after sale or disposal
OPCC Budget setting	Final annual report	Permanent
	Draft budget and estimates	4 years after budget set
	Budget Monitoring	Destroy after following year's budget adopted
OPCC Expenditure	Invoices/receipts/bank statements/vouchers/ledgers/write off of public monies	?
Payroll	Claim forms/pay/tax records/summary pay reports	7 years
Loans	Correspondence and agreements	7 years
Funding agreements	Funding agreement documents	Current + 4 years
Commissioning	Service provider reports	5 years
Commissioner's Fund Grants & Contracts	Correspondence, offer letters, quarterly monitoring reports, financial details, invoices and purchase orders, postal and email addresses, signed Grant/Contract agreements	6 years after contract/agreement expires
Precept	Precept notifications to precepting authorities	Current financial year + 4 years

## 9. Police and Crime Panel

<b>Police &amp; Crime Panel</b>	<b>Records</b>	<b>Retention</b>
PCC scrutiny	Confirmation hearing paperwork	6 years
	Complaints handling	
	PCP Member Contact Details	For duration of term
	Agendas, reports and minutes	3 years

## 10. General

Function	Records	Retention
Independent Members – Misconduct Hearings, LQCs and PATs	Appointment/nomination files	1 year after leaving post
	Expenses/allowances paid	6 years after leaving
Appeals against Local Resolutions	Appeal correspondence and determinations	6 years after conclusion of appeal
FOI requests where exemptions apply, complaints or appeals are made	Requests dealt with under the provisions of the Freedom of Information Act 2000 where: The records are subject to exemptions (partially or wholly), A public interest test has been formally applied, A complaint has been made to the PCC about the application of exemptions or handling of the request, A complaint has been made to the information Commissioner about the handling of the request.	6 years The request itself, associated records, and any records to which the request applies should not be destroyed until the PCC is satisfied that the requestor does not wish to pursue an appeal or the appeal process has been exhausted. The documentation should remain current for a year from the last action and then closed for one further year, then destroyed if no further activity has occurred. Should an activity occur within that period, the documentation should become current again.

**Please note:**

**Documents will be stored electronically unless otherwise stated**

‘Permanent’ category – keep documents for 30 years and then transfer them ‘on deposit’ to a public archive eg. Gloucestershire Archives.

‘Until superseded’ retention – the current policy/documentation and all previous versions thereof need to be retained for the life of the policy. When the policy is redundant then the retention periods kick in to retain the policy and previous versions for the stated number of years from the time the policy is made redundant.

Wherever possible the PCC will work electronically and documents are to be scanned and filed electronically in the filing system within the PCC Folder on the K drive.