

Local	National	Category	Business Area	Information/Activity/Task	Description / Example of Record	Retention (Minimum Period)	Dispose/Review/Retain	Rationale
Local		Information	All Business Areas	e-Mail	All emails	If connected to a criminal case, HR or a project save out of mailbox and retain in line with other paperwork. All other emails, retain for 2 Years then destroy.	Dispose	Business Need MoPI
Local		Information	All Business Areas	Force Intranet (content)	All other entries	Held until no longer required, out of date	Dispose	Business Need
Local		Information	All Business Areas	Force Intranet (content)	Meeting minutes - open sessions	23 months (where appropriate archived)	Dispose	Business Need
Local		Organisation, Programmes and Projects	All Business Areas	Audit	Audit Programme / Reports / Supporting Audit material and Spreadsheets / Miscellaneous external reports	4 years	Dispose	Business Need
Local		Organisation, Programmes and Projects	All Business Areas	Corporate Admin	Minutes of meetings, Agendas etc	6 years	Review	Business Need
Local		Organisation, Programmes and Projects	Communications	Airwave Radio	Yearly asset audit (personal issue) Personal and Asset Records relating to Airwave Radio	6 years from staff leaving	Dispose	Audit Purposes/CLA
Local		Organisation, Programmes and Projects	Communications	Airwave Radio	Nominal Record Callers details (Call Data Records)	6 years from date of creation	Dispose	Audit Purposes/CLA/Business Need
Local		Organisation, Programmes and Projects	Communications	Airwave and Related Systems	Documentation held within Sharepoint relating Airwave Service Contract ie Code of Practice, Fleet Mapping, Airwave Sites etc, and Sharers Schemes	6 years from end of contract	Dispose	Audit Purposes/Business Need
Local		Organisation, Programmes and Projects	Communications	Airwave - Project	Docmentation relating to various projects includes personal data of staff and suppliers involved in project	5 years following completion of project	Dispose	Audit Purposes/Business Need
Local		Detecting	Crime and Communications Centre	Deployment Records - Tapes (Redbox)	A system which records all incoming and outgoing calls from CCC along with radio transmissions	5 years from date of creation. Automatically weed. The only exception is if used for a criminal case it would be burnt onto DVD and then form part of the criminal file as an exhibit	Dispose	Business need and 1 year outside of MoPI guidance due to IT system constraints
	National	Detecting	Crime and Communications Centre	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.		CLA, MoPI Groups 1 - 4
Local		Detecting	Crime and Communications Centre	Operator Notepads / Microsoft Notepads	Physical & electronic notepads where operators fill in details and take notes of the call prior to putting information on either Niche or Storm	Minimum 6 years after the date of last entry. No notebooks will be destroyed until further notice due to current retention protocol	Review	In line with MoPI for relevant entries & CLA for all other entries

Local		Detecting	Crime and Communications Centre	CCTV	CCTV of Headquarters site	Rolling auto delete every 31 days	Dispose	Anything relating to a crime would be burnt into a physical format and retain in line with MoPI
Local		Detecting	Crime and Communications Centre	Coretex records	System which handles the radio and telephony on incident command	Details held until superceded		Business Need
Local		Assets & Products	Crime and Communications Centre	Automatic Radio Location system	System which shows where each radio is via GPS at any point whilst logged on. Officer safety and investigation purposes	2 years	Dispose	CLA and MoPI
Local		Organisation, Programmes and Projects	Crime and Communications Centre	Avaya Audit records	System recording telephone activity for audit purpose	Minimum 6 years	Dispose	National Archives
Local		Assets & Products	Crime and Communications Centre	Burglar and Panic alarm contact details	Spreadsheet retaining details of premises and citizens who require a police response to alarm activations	Until superseded or service discontinued	Dispose	Business Need
Local		People	Crime and Communications Centre	Staff contact details	Names and addresses of officers in case of IT failure	Until superseded by People Services	Dispose	Business Need
Local		Preventing	Miscellaneous	Response Standard Operating Procedures (SOP's)	Created by officers as part an investigation, or placed onto storm inform officers of certain procedures when being sent to a person or address	Minimum 3 months and 12 months for high risk	Review	Force Policy
Local		Prosecution	Crime Prevention	Anti-Social Behaviour: All documentation relating to the process of managing, undertaking, utilising, monitoring and enforcing the tools and powers under the ASB and Crime Act 2014.	Criminal Behaviour Order, Civil Injunction, Dispersal Power, Community Protection Notice/order, Public Spaces Protection Order; Closure Powers	Duration of any current orders plus 3 years from the date of the last contact or action relating to the order.	Review	Business Need
Local		Preventing	Crime Prevention	Community Safety - All neighbourhood and other watch programmes data	Neighbourhood Watch, Farm Watch, Lorry Watch, Speed Watch, Street Watch Canal Watch etc.)	Review after 2 years	Review	Changes in co-ordinators means the database needs regular updating
Local		People	Crime Prevention	Community Safety - Neighbourhood and other watch programmes data	All Watch Scheme volunteers details	1 Year after leaving service	Dispose	Business Need
Local		People	Crime Prevention	Youth Engagement Admin	Youth engagement work (e.g. Cadets, Work Experience) requires the team to receive and hold information about young people participating in schemes, for the purpose of contacting, safeguarding, emergency contact, health issues etc.	6 years after leaving the Force		

Local		Preventing	Crime Prevention	Community Speed Watch - CSW Database Intel	Information is sent in from volunteers of CSW, comprising of vehicle registration markers, body type and colour - This information comes into the Dept via email, then it's processed through PNC and the data is imported onto the CSW database. For repeat offenders the information is then added to Niche by the CSW co-ordinators via an Intel submission.	Information stored on the CSW database only and not transferred onto Niche is reviewed/deleted every 12 months.	Dispose	Business Need
Local		Preventing	Crime Prevention	Community Speed Watch - Niche Intel	Information is sent in from volunteers of CSW, comprising of vehicle registration markers, body type and colour - This information comes into the Dept via email, then it's processed through PNC and the data is imported onto the CSW database. For repeat offenders the information is then added to Niche by the CSW co-ordinators via an Intel submission.	Retain for a minimum of 6 years and review in line with MoPI	Review	MoPI Guidelines
Local		Preventing	Crime Prevention	Lorry Watch - CSW Database Intel	Information is sent in from volunteers of CSW, comprising of vehicle registration markers, body type and colour - This information comes into the Dept via email, then it's processed through PNC and the data is imported onto their database. No intel is added to Niche in relation to Lorry Watch.	24 Months.	Dispose	Business Need
Local		Preventing	Crime Prevention	Rural Crime and Neighbourhood watch - Admin	Word documents relating to the business meetings of Neighbourhood Watch including notes of meetings with Wiltshire Police.	12 months	Dispose	
Local		Preventing	Crime Prevention	Community Safety - All neighbourhood and other watch programmes data	Minutes of Watch Scheme meetings which include volunteer attendees	1 year from date of issue	Dispose	Business Need
Local		Preventing	Crime Prevention	Bobby Van	Home Security, Covert Cameras & Stay Safe Online.	3 years	Dispose	Business Need
Local		Preventing	Crime Prevention	Specials - Dutysheet	Similar to GRS but specific to Volunteer Officers; Allows contact to and between SC's, tracking of training and qualifications and rank.	6 years to delete contact details and 6 years 1 month to anonymise data	Dispose	Business Need
Local		Preventing	Crime Prevention	Community safety	Correspondence Letters sent out directly to vehicle keepers/owners etc	1 year	Dispose	Business Need
Local		Crime and Case Files	Crime Prevention	Mental Health Section 136 data and Custody Data	Information is recorded on Excel spreadsheets	3 years from date of detention	Review	Business Need

Local		Preventing	Crime Prevention	Mental Health Care Plans	Word document completed by multi-agency group to provide guidance and background information on their mental health diagnosis to any agency when dealing with an individual subject to a care plan.	Reviewed every six months.	Review	Business Need
Local		Preventing	Crime Prevention	Designing out crime advice	Word and Paper documents including plans and correspondence relating to those plans for the design out crime officer for the process of reviewing and assessing crime prevention requirements and enable response as required. Includes Planning Applications and Pre-Planning Applications.	6 years.	Dispose	Business Need
Local		Preventing	Crime Prevention	Cyber Prevention Documentation	Word document which contains information about contacts (organisations) for Cyber Prevention work, including name, email, telephone and work role and location. Is used to contact people for information, advice and sharing good practice.	Items are removed when no longer relevant	Review	Business Need
Local		Preventing	Crime Prevention	Troubled Families Data	Troubled Families is a Government scheme where local authorities identify families who meet specific criteria (ie mental or physical health conditions, anti social behaviour etc) in order to work towards achieving sustainable change for these families.	1 Year from the end date of the intervention.	Dispose	Business Need
Local		Preventing	Crime Prevention	Premises Licensing relating to the sale of alcohol	Record of premises and premises staff requiring further investigation (ie selling to underage or crime/disorder) by licensing team, and linked documents which capture planned and delivered interventions. Includes applications for Licenses.	5 years	Review	Business Need
Local		Organisation, Programmes and Projects	Systems Audit	Audit	PNC #TE Transaction enquiries	1 year and 1 month	Dispose	Business Need and HMIC Requirement
	National	Organisation, Programmes and Projects	Corporate Communications	Media: Media releases & media briefings	Media Office Press Releases	6 Years consider historical archive	Retain	National Archives Page 4
	National	Organisation, Programmes and Projects	Corporate Communications	Media: Unused Press Releases	If asked media lines	6 months	Retain	
Local		Organisation, Programmes and Projects	Corporate Communications	Media: Appeals	Appeals for information about individuals - via website	Individual items are removed when no longer relevant	Dispose	Business Need

Local		Organisation, Programmes and Projects	Corporate Communications	Media: Media database - Vuelio	Force database for media queries	6 years (This retention period is currently under review by Head of C/Comms)	Retain	Business Need
Local		Organisation, Programmes and Projects	Corporate Communications	Media: Voicebank	Voicebank	6 years (This retention period is currently under review by Head of C/Comms)	Retain	Business Need
Local		Organisation, Programmes and Projects	Corporate Communications	Media: Crowd Control	Crowd Control: Cloud based Social media monitoring platform.	6 years (This retention period is currently under review by Head of C/Comms)	Dispose	Business Need
Local		Organisation, Programmes and Projects	Corporate Communications	Media: Community Messaging	Cloud based Marketing tool - send alerts by text or phone message. Members of the public sign up to the system for tailored alerts from Wiltshire Police	6 years (This retention period is currently under review by Head of C/Comms)	Dispose	Business Need
Local		Organisation, Programmes and Projects	Corporate Communications	Media: Survey Monkey	Collecting responses from staff / members of the public in relation to questions on specific topics. Such as feedback on organisational projects or service provided	2 years	Dispose	Business need
Local		Organisation, Programmes and Projects	Corporate Communications	S Drive	Separate drive area that is used to store design work and large files, photo's, videos etc	2 years	Dispose	Business need
Local		Organisation, Programmes and Projects	Corporate Communications	Force Internet i.e. Website	All entries	6 years (This retention period is currently under review by Head of C/Comms)	Dispose	Business Need
Local		Organisation, Programmes and Projects	Corporate Communications	Sensitive project and operational information	Information regarding sensitive projects and operations (e.g operation Conifer)	6 years (This retention period is currently under review by Head of C/Comms)		
Local		Organisation, Programmes and Projects	Corporate Communications	Periodicals	First-beat etc (paper copies)	2 years from publication date	Dispose	Business Need
Local		Organisation, Programmes and Projects	Corporate Communications	Periodicals	First-beat etc (electronic copes)	Indefinitely	Retain	Historic / Archive museum purpose
Local		Organisation, Programmes and Projects	Corporate Communications	Communications - General	Campaigns / Publicity Information	2 years from issue date unless previously withdrawn or retained for historic reasons	Review	Business Need
Local		Organisation, Programmes and Projects	Corporate Communications	Internal Communications	E-Brief / Siren (internal app) / Video	2 years	Review	Business Need
Local		Organisation, Programmes and Projects	Corporate Communications	Photographs: photographs produced for the force (not crime related)	Photographs: photographs produced for the force (not crime related)	2 years	Review	Business Need

		Crime and Case Files	Action Fraud and Horizon	NFIB (National fraud Intelligence Bureau) monthly victim spreadsheet.		12 months	Dispose	Business Need
		Crime and Case Files	Action Fraud - see Criminal Investigations and Criminal Justice	Crime Files				
Local	National	Prosecution	Criminal Investigations and Criminal Justice	Body Worn Video	Non Evidential Footage	31 days	Dispose	MoPI
Local	National	Prosecution	Criminal Investigations and Criminal Justice	Body Worn Video	Evidential footage	Minimum of 6 years, retain inline with MoPI	Dispose	MoPI CPIA
	National	Prosecution	Criminal Investigations and Criminal Justice	Breath Testing	NFA and Charged	6 Years		
	National	Prosecution	Criminal Investigations and Criminal Justice	Drug Testing on Arrival (DOoA)	NFA and Charged	7 Years		
Local	National	Prosecution	Criminal Investigations and Criminal Justice	Cannabis Street Warnings	Cannabis Street Warnings	Retain for 6 year period	Dispose	MoPI Guidelines
	National	Prosecution	Criminal Investigations and Criminal Justice	Cautions	Custody related cautions	Case by Case		
	National	Prosecution	Criminal Investigations and Criminal Justice	Convictions / Reprimands	Non custody related cautions i.e. Street	Minimum 6 Years / retain Case / Crime		
	National	Prosecution	Criminal Investigations and Criminal Justice	Counterfeit currency	Counterfeit Currency forms	Minimum 6 Years / review as per nominal file		APP MoPI Group 3
Local		Prosecution	Criminal Investigations and Criminal Justice	Legacy databases	All legacy systems - Storm, C&C logs, CP, DV, Custody, Crime etc	Retain in line with MoPI	Review	
Local		Prosecution	Justice Traffic	Central ticket office	Fixed penalty notice (Road traffic) / HO/RTs complied with (paper records) / Correspondence and cancelled notices	1 year from issue date - whole years worth disposed of at end of following year e.g. whole 2016 at end of 2017	Dispose	Business Need / RTA 1988
Local		Prosecution	Justice Traffic	Central ticket office	Fixed penalty notice (Disorder)	2 years form issue date and related paper - whole years worth disposed of at end of following year e.g. whole 2015 at end of 2017	Dispose	Home office guidance
	National	Prosecution	Justice Traffic	Endorsable FPN and Non-Endorsable FPN	Offender details (Personal Details)	3.5 Years		Period of Endorsement - To support Operational decisions in event of further offending
	National	Prosecution	Justice Traffic	Endorsable FPN and Non-Endorsable FPN	Offender details (Non Personal)	6 Years		Management Information
	National	Prosecution	Justice Traffic	Endorsable FPN and Non-Endorsable FPN	Registered Keeper	3.5 Years		Part of FPN Process
	National	Prosecution	Justice Traffic	Endorsable FPN and Non-Endorsable FPN	Driver Nominations	3.5 Years		Part of FPN Process
	National	Prosecution	Justice Traffic	Endorsable FPN and Non-Endorsable FPN	Offence Details Inc. Offence Codes, Offence Location, Offence Date/Time and Notice Number	6 Years		Management Information
	National	Prosecution	Justice Traffic	Endorsable FPN	Licence Details (Personal Details)	3.5 Years		
	National	Prosecution	Justice Traffic	Endorsable FPN	Licence Details (Non Personal Details)	6 Years		Management Information
	National	Prosecution	Justice Traffic	Endorsable FPN and Non-Endorsable FPN	Payment Details (Transaction Details)	6 Financial Years		Financial Transaction
	National	Prosecution	Justice Traffic	Endorsable FPN and Non-Endorsable FPN	Payment Details (Fine Registration Certificate)	6 Financial Years		Financial Transaction
	National	Prosecution	Justice Traffic	Endorsable FPN and Non-Endorsable FPN	Payment Details (Payee Details)	6 Financial Years		Financial Transaction

	National	Prosecution	Justice Traffic	Penalty Notice Disorder	Offender Details (Personal Details)	3.5 Years		
	National	Prosecution	Justice Traffic	Penalty Notice Disorder	Offender details (Non Personal)	6 Years		Management Information
	National	Prosecution	Justice Traffic	Penalty Notice Disorder	Guardian Details (Satisfied PND)	6 Months		
	National	Prosecution	Justice Traffic	Penalty Notice Disorder	Guardian Details (Cancelled PND)	6 Months		
	National	Prosecution	Justice Traffic	Penalty Notice Disorder	Guardian Details (Fine Registered)	6 Years		Financial Transaction
	National	Prosecution	Justice Traffic	Penalty Notice Disorder	Offence Details Inc. Offence Codes, Offence Location, Offence Date/Time and Notice Number	6 Years		Management Information
	National	Prosecution	Justice Traffic	Penalty Notice Disorder	Payment Details (Transaction Details)	6 Financial Years		Financial Transaction
	National	Prosecution	Justice Traffic	Penalty Notice Disorder	Payment Details (Fine Registration Certificate)	6 Financial Years		Financial Transaction
	National	Prosecution	Justice Traffic	Penalty Notice Disorder	Payment Details (Payee Details)	6 Financial Years		Financial Transaction
	National	Prosecution	Justice Traffic	VDRS	Complied with (Personal Details)	6 Months (No Offence)		
	National	Prosecution	Justice Traffic	VDRS	Complied with (Non Personal Details)	6 Years		Management Information
	National	Prosecution	Justice Traffic	VDRS	Partially Complied / Not Complied (Personal Details)	3.5 Years		Part of FPN Process
	National	Prosecution	Justice Traffic	VDRS	Partially Complied / Not Complied (Non - Personal Details)	6 Years		Part of FPN Process
	National	Prosecution	Justice Traffic	HO/RT1	Satisfied (Personal Details)	6 Months (No offence)		
	National	Prosecution	Justice Traffic	HO/RT1	Satisfied (Non - Personal Details)	6 Years		Part of FPN Process
	National	Prosecution	Justice Traffic	HO/RT1	Partially Satisfied/Unsatisfied (Personal Details)	3.5 Years		Part of FPN Process
	National	Prosecution	Justice Traffic	HO/RT1	Partially Satisfied/Unsatisfied (Non Personal Details)	6 Years		Management Information
Local		Detecting	Criminal Investigations and Criminal Justice / CIET	Charter / Covert surveillance & Target profiles	RIPA Authorisations	Retain for a minimum of 3 years from closure of application or term of sentence plus 6 months. Review the RIPA Authorisation 3 years from date of cancellation	Review	NPCC / Business Need, RIPA & APP MoPI
Local		Detecting	Criminal Investigations and Criminal Justice / CIET	CHIS	All CHIS Records	Retain for 100 years from CHIS authorisation by the force.	Review	NPCC / Business Need, RIPA & APP MoPI
Local		Detecting	Criminal Investigations and Criminal Justice	Witness protection historic material	Historic policy books and investigative asset	100 years	Review	NPCC / Business Need, RIPA & APP MoPI
Local		Detecting	Criminal Investigations and Criminal Justice	UCPI Investigative material	Material relating to undercover policing and tactics	100 years	Review	NPCC / Business Need, RIPA & APP MoPI
Local		Detecting	Criminal Investigations and Criminal Justice	Operation Conifer	National investigation relating to allegations of non-recent child sexual abuse	100 years	Review	NPCC / Business Need, RIPA & APP MoPI
Local		Detecting	Criminal Investigations and Criminal Justice	K & E continuous improvement records	Records relating to the development and continual improvement in order to prepare for and deal with incidents of kidnap and extortion	Until amended or superseded	Review	Business Need

Local	National	Detecting	Criminal Investigations and Criminal Justice	Charter / Covert surveillance & Target profiles	Telecommunications Applications/Results	Request is retained for minimum 6 years and the results are retained case by case.	Dispose	NPCC / Business Need, RIPA & APP MoPI
Local	National	Detecting	Criminal Investigations and Criminal Justice	Charter / Covert surveillance & Target profiles	Technical Support Unit requests	Retain for a minimum of 3 years from closure of application or term of sentence plus 6 months.	Review	NPCC / Business Need, RIPA & APP MoPI
Local		Detecting	Criminal Investigations and Criminal Justice	Child Protection Unit - Records arising from the investigation of crimes or incidents involving victims under 18 years of age (Investigative Material)	Nominal index cards / Suspect Cards/ Books / Registers / Any other miscellaneous Child Protection documents	MoPI guidance review after 10 years	Review	MoPI Guidelines
Local		Detecting	Criminal Investigations and Criminal Justice / CIET	Child Protection Unit - Records arising from the investigation of crimes or incidents involving victims under 18 years of age (Investigative Material)	Case conference minutes	Review 6 months after child removed from 'At risk' register	Review	Business Need
Local		Detecting	Criminal Investigations and Criminal Justice / CIET	Child Protection Unit - Records arising from the investigation of crimes or incidents involving victims under 18 years of age (Investigative Material)	Case conference files / Referrals	Retain 6 years from event date initially and review in line with MoPI guidance	Review	Business Need
Local		Prosecution	Criminal Investigations and Criminal Justice	Sudden Death reports	Non suspicious	12 months after inquest or death certificate issued	Review	
Local		Prosecution	Criminal Investigations and Criminal Justice	Sudden Death reports	Suspicious	Case file retain in line with Mopi or 6 years after inquest or death certificate issued	Review	
Local		Organisation, Programmes and Projects	Criminal Investigations and Criminal Justice	Voluntary attender register	Records of persons attending Police premises to be interviewed in relation to a criminal matter but not placed under arrest	6 Years from date of last entry	Dispose	Business Need (Duplicated elsewhere)
Local	National	Detecting	Custody	Custody Records	All records generated whilst in custody, including Legacy data	Minimum of 6 years, review as per nominal file in line with MoPI	Review	MoPI Groups 1 - 4 and CLA
	National	Detecting	Custody	Custody Images		Please see Custody Images guidance within APP MoPI		
Local		Crime and Case Files	Criminal Investigations and Criminal Justice / Enquiry Office	Records arising from the arrest of persons	Bail reported sheets or books signed by defendant in compliance with imposed conditional bail	Minimum of 6 years, review as per nominal file	Dispose	Business Need
Local		Organisation, Programmes and Projects	CPT South	Transporting prisoner to custody	Footage from PTT Vans	90 days	Dispose	Business Need
Local		Detecting	Criminal Investigations and Criminal Justice	Records arising from the arrest of persons by Police and their detention in Police custody centres	Identity parade paperwork	Minimum of 6 years, review as per nominal file	Review	CPIA, Business Need
	National	Detecting	Custody	ID Parades (VIPER)	Videos, Pictures, Records, Audit trails	Retain Case / Crime as per MoPI, National viper guidance is 7 years	Review	

	National	Detecting	Criminal Investigations and Criminal Justice	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 18's 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.		Current ACPO guidance and Protection of Freedoms Act 2012
	National	Detecting	Criminal Investigations and Criminal Justice	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 18's 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
	National	Property	Criminal Investigations and Criminal Justice	Shoeprints		6 months		Protection of Freedoms Act 2012
Local		Crime and Case Files	Criminal Investigations and Criminal Justice	Domestic Violence Unit - Records arising from the investigation of Domestic Violence	All records arising from the investigation of Domestic Violence	Review 6 years from event date initially and review in line with MoPI guidance.	Review	MoPI Guidelines & Public interest & serial offending & Data Protection Act 1998
	National	Detecting	Criminal Investigations and Criminal Justice	Fingerprint Evidence Files	Including Custody LIVESCAN	Minimum of 6 Years	Review	CPIA / CLA / MoPI / RIPA

	National	Detecting	Criminal Investigations and Criminal Justice	Fingerprint Files - Serving Officers and Staff		Duration of service plus 6 Months		Force Policy / HO Regulations and The Police Regulations 2003, Regulation 18
	National	Detecting	Criminal Investigations and Criminal Justice	Fingerprints - Elimination Prints	Elimination prints (victims, witness)	Until no longer needed		PACE - Police and Criminal Evidence Act 1984, Regulation 64 and Protection of Freedoms Act 2012
Local		Prosecution	Criminal Investigations and Criminal Justice	Enforcement	Warrants register (Worms) - superseded with Bichard 7	Retain in line with MoPI	Dispose	MoPI Guidelines
Local	National	Prosecution	Criminal Investigations and Criminal Justice	Enforcement	Live warrant files	Until executed	Dispose	Business Need
Local		Prosecution	Criminal Investigations and Criminal Justice	Enforcement	Warrant notifications from court via Bichard 7 or email and Generic occurrence on Niche	Retain in line with MoPI	Dispose	MoPI Guidelines
Local	National	Preventing	Firearms Licensing Department	Firearms Licensing	Licence Refused or Revoked / Cancelled by a court	Retain until Nominal reaches 100 years of age. Review every 10 years	Dispose	MoPI Guidelines / Firearms Act 1968
Local	National	Preventing	Firearms Licensing Department	Firearms Licensing	Current Application forms	20 years unless exceptional circumstances suggest further retention	Dispose	MoPI Guidelines / Business Need, Directive 2008/51/EC Control of the Acquisition and possession of weapons
	National	Preventing	Firearms Licensing Department	Firearms Licensing	Certificates, Licences Inc. - Temp and visitors	20 years		Business Need, Directive 2008/51/EC Control of the Acquisition and possession of weapons & ACPO, Firearms Act 1968
	National	Preventing	Firearms Licensing Department	Firearms Licensing	Cancelled certificate - Rifle club	20 years unless exceptional circumstances suggest further retention		Business Need, Directive 2008/51/EC Control of the Acquisition and possession of weapons
Local		Preventing	Firearms Licensing Department	Firearms Licensing	Enquiry officers reports	Retain for 20 years form date of report	Dispose	MoPI Guidelines / Business Need
Local		Preventing	Firearms Licensing Department	Firearms Licensing	Withdrawn applications	20 years unless exceptional circumstances suggest further retention	Dispose	Business Need
	National	Preventing	Firearms Licensing Department	Firearms Licensing	Dealers Licences	Until superseded, surrendered or until death		ACPO, Firearms Act 1968
Local		Preventing	Firearms Licensing Department	Firearms Licensing	Cancelled dealers Certificates	20 years plus current from cancellation date	Dispose	MoPI Guidelines / Business Need
Local		Preventing	Firearms Licensing Department	Firearms Licensing	Cancelled or expired firearm & shotgun files including certificates	20 years from cancellation unless exceptional circumstances suggest further retention	Dispose	Business Need
Local		Preventing	Firearms Licensing Department	Firearms Licensing	Expired, cancelled clay pigeon files / permits	20 years from cancellation date	Dispose	Business Need
Local		Preventing	Firearms Licensing Department	Firearms Licensing	Expired, cancelled firearm club files	20 years from expiry / cancellation date	Dispose	Business Need
Local		Preventing	Firearms Licensing Department	Firearms Licensing	Spoilt certificates	20 years from spoilt date or when subject to audit	Dispose	Business Need
Local		Preventing	Firearms Licensing Department	Firearms Licensing	Bought and sold weapon notifications	20 years from sale or purchase	Dispose	Business Need
Local		Preventing	Firearms Licensing Department	Firearms Licensing	Explosive certificates and associated paperwork	5 years as per license validity period	Dispose	Business Need and Explosives Act / Regulations The Control of Explosives Regulations 2014, Section 5 and 12
Local		Preventing	Firearms Licensing Department	Firearms - Legacy files	Legacy firearms files, pre NFLMS where the certificate has been cancelled	20 years as per legal requirement	Dispose	MoPI Guidelines / Firearms Act 1968

Local		Preventing	Firearms Licensing Department	Spreadsheet of license holders who come to adverse Police notice	Spreadsheet used to commence review of suitability proceedings	20 years	Review	In line with National guidance for retention of most Firearms Documents
Local		Organisation, Programmes and Projects	Force Operations	Force Operations	Counter Terrorism Search site - POLSA	6 years	Dispose	Business Need
Local		Organisation, Programmes and Projects	Force Operations	Major Incident Planning	This will include operational documents and plans/multiagency documents and plans. These are used to plan any response to a major incident or emergency and includes critical incident and disaster victim identification processes.	3 years	Review	Business Need
Local		Organisation, Programmes and Projects	Force Operations	Resilience Direct - National Guidance Database	This is an IT system for multiagency documents with exercise plans and operational information relating to consequence management.	Reviewed annually	Review	Business Need
Local		Organisation, Programmes and Projects	Force Operations	Force Operations	National Skills Management Database	Quarterly weeded	Review	Business Need
Local		Organisation, Programmes and Projects	Force Operations	PSU	PSU information and guidance	Until superceded	Dispose	Business Need
Local		Organisation, Programmes and Projects	Force Operations	Critical Team	Actions and guidance if there is a CT incident.	Until superceded plus 10 years	Dispose	Business Need

Local		Organisation, Programmes and Projects	Force Operations	Use of Force Records	Records of any 'use of force' by police officers.	6 years from staff member leaving the force		
Local		Organisation, Programmes and Projects	Force Operations	Staff - Firearms Records	Records of accreditation and training of firearms officers	Until age 100		
Local		Organisation, Programmes and Projects	Force Operations	Skills List	Share point Skills list - Holds records of officers name and skill with expiry date.	As long as officer holds the skill. Weeded weekly/ongoing	Dispose	Business Need
Local		Organisation, Programmes and Projects	Force Operations	Force Events Site	Information relating to event planning	Until Superseded	Review	Business Need
Local		Property	Criminal Investigations and Criminal Justice	Forensic Investigations	Volume Crime Exhibits - Dry exhibits not submitted for forensic analysis, Biological exhibits not submitted for analysis, Exhibits submitted for chemical fingerprint examination following a negative result.	6 months from date gathered	Review	Review to ascertain if there is a continued Policing Purpose for retention
Local		Preventing	Public Protection Department	PPD1 forms	Attached to Niche occurrences	Retained for a minimum of 6 years and reviewed in line with MoPI	Review	MoPI Guidelines & Public interest
local		Preventing	Public Protection Department	Domestic violence Disclosure Scheme	Claire's Law - Application & Disclosure forms.	Retained for a minimum of 6 years and reviewed in line with MoPI	Review	MoPI Guidelines & Public interest

Local		Preventing	Public Protection Department	Strategy Discussion and Research notes	The notes made as a result of a strategy discussion with WP partner agencies. ie when a child is reported to be potentially at risk.	Retained in line with MoPI	Review	
Local		Preventing	Crime Prevention - Offender Management Unit	Child Sex Offender disclosure scheme	Sarah's Law - Application & Disclosure forms.	Retained for a minimum of 6 years and reviewed in line with MoPI	Review	MoPI Guidelines & Public Interest
Local		Crime and Case Files	Public Protection Department	Unused Material	In hardcopy for PPD investigations	Retained for a minimum of 6 years and reviewed in line with MoPI	Review	MoPI Guidelines & Public interest
Local		Crime and Case Files	Public Protection Department	Initial Child protection Conference notes		Retained for a minimum of 6 years and reviewed in line with MoPI	Review	MoPI Guidelines & Public interest
Local		Crime and Case Files	Intelligence	Intel Briefings		1 Month	Dispose	
Local		Crime and Case Files	Criminal Investigations and Criminal Justice	Forensic Investigations	Homicide notes	Minimum of 6 years, retain case by case and review in line with MoPI guidance	Review	Limitation Act 1980 & MoPI guidelines
Local		Detecting	Criminal Investigations and Criminal Justice	Forensic Investigations	Elimination fingerprint forms	Dispose once compared	Dispose	No legal or operational mandate to retain
Local		Detecting	Criminal Investigations and Criminal Justice	Forensic Investigations	Scene examination notes	Minimum of 6 years, retain case by case and review in line with MoPI guidance	Review	Limitation Act 1980 & MoPI guidelines
	National	Detecting	Criminal Investigations and Criminal Justice	Photographs: Scenes of crimes	Photographs taken at scenes of crimes; DVD's, Videos, DCs etc.	Minimum of 6 Years, retain Case / Crime	Review	APP MoPI Groups 1 - 4
	National	Detecting	Criminal Investigations and Criminal Justice	SOCO / CSI Files	Details of examinations	Minimum of 6 Years, retain Case / Crime	Review	APP MoPI Groups 1 - 4
Local	National	Detecting	Intelligence	Intelligence Reports	5x5x5 Intelligence Reports	Retain for 6 years from submission date initially and review in line with MoPI guidance	Review	Data Protection Act 1998, MoPI, RIPA,NIM

Local		Detecting	Intelligence	Intelligence Products	Problem Profiles, Subject Profiles,	Retain in line with MoPI		
	National	Preventing	Criminal Investigations and Criminal Justice	Liquor Licensing	N/A	10 Years		Licensing Act 2003, Section 115
Local		Preventing	Criminal Investigations and Criminal Justice	Licensing Act 2003	Licensed Premises Records & Initial Licensing applications (including altercations and transfer of DPS etc)	Life of the licence	Dispose	Business Need
Local		Preventing	Criminal Investigations and Criminal Justice	Licensing Act 2003	Transfer of licence / DPS changes	Replace with current record and dispose of superseded record after 1 month	Dispose	Business Need
Local		Preventing	Criminal Investigations and Criminal Justice	Licensing Act 2003	Temporary events notice	Retained for the life plus 1 month of application	Dispose	Business Need
Local		Preventing	Criminal Investigations and Criminal Justice	Licensing Act 2003	Security Industry Authority Disclosures & Personal Licensing applications	6 years from date of disclosure or application	Dispose	Business Need
Local		Prosecution	Criminal Investigations and Criminal Justice	Miscellaneous	CICA claims	Retain for initial 6 years period. Either review and risk assess every 6 years or carry out time based disposal depending on force policy	Review	MoPI Guidelines
Local	National	Detecting	Criminal Investigations and Criminal Justice	Missing Persons	Missing person records - Resolved	6 clear years minimum, dispose if no further indications of risk	Dispose	Limitation Act 1980, ACPO Guidance on Missing persons & MoPI Guidelines
Local	National	Detecting	Criminal Investigations and Criminal Justice	Missing Persons	Missing person records - Unresolved	Retain indefinitely or until found	Retain	Limitation Act 1980, ACPO Guidance on Missing persons & MoPI Guidelines
Local		Detecting	Criminal Investigations and Criminal Justice - MOSOVO	MOSOVO	List of all current RSO's/SWITCH/IOM	Updated daily, weeded Monthly and rolling retention	Review	Business Need
Local	National	Crime and Case Files	Criminal Investigations and Criminal Justice / CIET	Crime File / MoPI Review Groups	Group 1 MAPPA managed offenders, Serious specified offences & potentially dangerous people.	100 Years (age) (Review every 10 years)	Review	APP MoPI

Local	National	Crime and Case Files	Criminal Investigations and Criminal Justice / CIET	Crime File / MoPI Review Groups	Group 2 Sexual offences listed in Schedule 3 Sexual Offences Act 2003, Violent offences specified in the Home Office Counting Rules / national Crime Recording Standard. This group also includes specified offences that are not in the Criminal Justice Act 2000. For examples refer to PNLD	10 Years (Then review) Retain again if necessary		APP MoPI
Local	National	Crime and Case Files	Criminal Investigations and Criminal Justice	Crime File / MoPI Review Groups	Group 3 Non Sexual & non Violent offences (all other offences) For examples refer to PNLD	Retain for initial 6 years period	Review	APP MoPI
Local		Crime and Case Files	Criminal Investigations and Criminal Justice	MCIT - Home office Homicide reporting	Statistical information containing personal data - processed as a Home Office requirement	100 years	Review	All information is saved and captured by the Home Office or HMIC.
Local		Crime and Case Files	Criminal Investigations and Criminal Justice	MCIT - Information working spreadsheets	Spreadsheet retained for Historic enquiries	Retained in line with MoPI	Review	
	National	Detecting	Criminal Investigations and Criminal Justice	Crime File	Dog Bites	Minimum 6 Years - Review in line with offence (unless injury to a child then age 18 plus 3 years)	Review	CLA, MoPI
	National	Detecting	Criminal Investigations and Criminal Justice	Crime File - Dogs Dangerous	Dangerous Dogs / Worrying livestock investigation records / complaints	6 Years		MoPI Group 3 - Other offences
	National	Detecting	Criminal Investigations and Criminal Justice / CIET	Crime File - Unused Material	Material not provided to CPS for prosecution	Minimum of 6 Years, MoPI		APP MoPI Groups 1 - 4
	National	Detecting	Criminal Investigations and Criminal Justice / CIET	Video Interviews (Child / Vulnerable Adult)		Minimum of 6 Years, MoPI		APP MoPI Groups 1 - 4
	National	Detecting	Criminal Investigations and Criminal Justice	Wildlife Files		6 Years		Force Policy
Local		Crime and Case Files	Criminal Investigations and Criminal Justice	MoPI Review Groups	Group 4 Victim and Witness details	Retained in line with the offence they are linked to on Case by Case	Review	Limitation Act 1980, CPIA & MoPI Guidelines
		Crime and Case Files	Criminal Investigations and Criminal Justice	MoPI Review Groups	Non crime/incidents	Retain for a minimum of 6 years	Review	APP MoPI Group 1 - 3
	National	Prosecution	Criminal Investigations and Criminal Justice / CIET	Interview Tapes	Master Copy	Minimum of 6 Years, MoPI		CPIA / MoPI
	National	Prosecution	Criminal Investigations and Criminal Justice / CIET	Interview Tapes	Working Copy	1 Month following finalisation		CPIA / Force Policy
	National	Prosecution	Criminal Investigations and Criminal Justice	PER Form	Prisoner Escort Record	6 Months		
	National	Preventing	Criminal Investigations and Criminal Justice	Licensed and Supervised Trades	Gaming licences, Pedlars certificates, Betting shop files	6 Years		The Gaming Licence Duty Regulations 1991
Local		Detecting	Criminal Investigations and Criminal Justice	PNC Unit - All PNC source documents	Missing Persons, MISPER chase up, Wanted/Locate trace index	Minimum of 6 Years, MoPI	Retain	PNC Operating rules and MoPI guidelines

Local		Detecting	Criminal Investigations and Criminal Justice	PNC Unit - All PNC source documents	VA Markers N.J Markers, Vehicle reports	Hardcopy - Retain until resolved	Retain	PNC Operating rules
Local		Crime and Case Files	Criminal Investigations and Criminal Justice	PNC Unit - All PNC source documents	Section 59 (Form 25)	Minimum of 6 Years, MoPI	Retain	PNC Operating rules and MoPI guidelines
Local		Detecting	Criminal Investigations and Criminal Justice	PNC Unit - All PNC source documents	SO, OV, Markers, PND files, Blocked & Restricted vehicles	Hardcopy - Disposed after PNC entry is made	Dispose	PNC Operating rules
Local		Crime and Case Files	Criminal Investigations and Criminal Justice	PNC Unit - All PNC source documents	Breach of Bail form, European Arrest, Warrants	Minimum of 6 Years, MoPI	Dispose	PNC Operating rules and MoPI guidelines
Local		People	Criminal Investigations and Criminal Justice	PNC Unit - All PNC source documents	PNC Admin duties (Rota)	Retain for 5 years	Dispose	PNC Operating rules
Local		Detecting	Criminal Investigations and Criminal Justice (Head of CCC)	PNC Admin Spreadsheets	MISPERS & WANTED markers etc	5 years	Review	Business Need
Local		Detecting	Criminal Investigations and Criminal Justice (Head of Crime)	PNC - POFA Spreadsheet	Record of applications under the protection of freedoms act to retain biometrics	5 years	Review	Business Need / Audit purposes
Local		Detecting	Criminal Investigations and Criminal Justice	PNC Admin Spreadsheets	Administration spreadsheets to record unique reference numbers, monitoring of updates to PNC and enquiries awaiting response from PNC at Hendon. Also used a monitoring tool re usage of systems by authorised users	Entries within each spreadsheet are deleted at the end of the investigation, or when requested to do so by PNC. Reviewed on a daily or monthly basis	Review	Business Need
Local		Preventing	Criminal Investigations and Criminal Justice	Records arising from foreign national registration	All paperwork or intelligence	MoPI	Review	MoPI Guidelines & CPIA 1996
Local		Property	Criminal Investigations and Criminal Justice / CIET	Records arising from mobile phone examination	MGFSP Submission of work for Scientific examination / Examination notes (MTU)	Retain in line with MoPI	Review	MoPI requirements / Business Need
Local	National	Preventing	Criminal Investigations and Criminal Justice	Records arising from the daily duty of Police officers, Special constables, PCSO's, CSI	Pace stop searches and person checks	1 year from date of search	Dispose	Business Need, RIPA and Civil Limitation
Local	National	Detecting	Criminal Investigations and Criminal Justice / CIET	Police officers, Special constables, PCSO's, CSI	Premises Searched Logs	Minimum of 6 Years, retain Case / Crime	Review	RIPA, Civil Limitation, MoPI Guidelines
	National	Detecting	Criminal Investigations and Criminal Justice	Road Search	Vehicles stopped at road checks authorisation	12 months	Dispose	Police and Criminal Evidence Act 1984, Regulation 3, RIPA and CLA
Local		Crime and Case Files	Criminal Investigations and Criminal Justice	Records arising from the daily duty of Police officers, Special constables, PCSO's, CSI	Police Protection reports	Review according to crime group	Review	RIPA, Civil Limitation
Local	National	Prosecution	Criminal Investigations and Criminal Justice / CIET	Pocket Notebooks / CID Diaries/ Investigators blue pads / PPD staff notebooks	Officer Pocket Note books and diaries	6 years after the date of last entry No PNB's to be destroyed until further notice due to Retention Protocol for Independent Inquiries	Dispose	CPIA & MoPI Guidelines
Local		Prosecution	Criminal Investigations and Criminal Justice / CIET	Voluntary Attendee Register	This records the Voluntary Attenders at Police Stations who come to our premises to be interviewed in relation to offences where the necessity to arrest is not made out.	6 yrs from date of last entry	Dispose	MoPI
Local		Crime and Case Files	Criminal Investigations and Criminal Justice / CIET	Records arising from the investigation of serious crime and major incidents	Indictable only offences / Unnatural Deaths	Retain for 6 years from offence date initially and review in line with MoPI guidance	Review	MoPI Guidelines & CPIA 1996
	National	Detecting	Criminal Investigations and Criminal Justice	Major Incidents	Multi agency investigation e.g. Rail crash, public enquiry	APP MoPI Group 1 Review when finalised / Case by Case Consider public / historical interest , refer to lead agency		

Local		Crime and Case Files	Criminal Investigations and Criminal Justice	Records arising from the investigation of volume & acquisitive crime categories	Financial investigations connected to serious offences such as Murder are retained alongside the prosecution file	Review in line with MoPI guidance	Dispose	MoPI Guidelines
Local	National	Crime and Case Files	Justice Traffic	Collisions	Road Traffic Collisions - Non Fatal, Non-Serious and Damage only	Minimum of 6 years from incident date or until the injured party is 21 years old, whichever is the longest	Dispose	CLA / RTA 1988
Local	National	Crime and Case Files	Justice Traffic	Collisions	Fatal and Serious	Minimum of 6 years	Review	RTA/CLA/CPIA/MoPI
Local	National	Crime and Case Files	Justice Traffic	Collisions - Police Accidents	Road Traffic Collisions - 3rd party/injury to officer	6 Years unless injury to a child then age 18 plus 3 years	Dispose	
Local	National	Crime and Case Files	Justice Traffic	Minor motoring offences	Minor motoring offences - eg - Defective tyres, lights etc	1 year NFA or 3 Years from Dealt With Date (if charged)	Dispose	RTA 1988
Local	National	Crime and Case Files	Justice Traffic	Minor Traffic offences	Minor Traffic offences - No injuries, collision books	3 Years from Dealt with Date	Dispose	Civil Limitations Act
Local	National	Detecting	Criminal Investigations and Criminal Justice	CCTV	Closed circuit Television tapes. Video tapes produced by any CCTV system used by a force eg custody	31 days or relevant parts copied and retained as per MoPI rules or if the whole tape is evidential retain as per MoPI.	Review	N/A or MoPI Groups 1 - 3
Local	National	Detecting	Criminal Investigations and Criminal Justice	CCTV	Closed Circuit Television tapes. Video tapes not owned by a force but needed for evidential purposes.	Minimum period of 6 years/review as per nominal file.	Review	MoPI Groups 1 - 3
Local		Crime and Case Files	Data Forensics - Hi Tec Crime (DFU)	Case files, records	Case files, notes, examination notes, logs, reports, Tape archives, image files, DVDs, spreadsheets	Review/destroy in line with MoPI guidance	Review	MoPI Guidelines & CPIA 1996
Local		Crime and Case files	Digital Video Unit (DVU)	Tasking system	Tasking system which generates STATS Reports linked to case records.	Retained alongside the Case file in line with MoPI	Review	MoPI Guidelines
Local		Finance	Finance	Asset registers	Asset and equipment registers and records	6 years or when superseded	Dispose	CLA
Local	National	Assets & Products	PA/OPCC	Police Authority / Police & Crime Commissioner Buildings and Land - Deeds	Title Deeds	Until the sale of the property. Transfer to new freeholder on disposal. Update land registry when necessary	Dispose	Force Policy Deeds of Arrangement Act 1914, Section 10
Local	National	Assets & Products	PA/OPCC	Property - Buildings not owned by Police Authority / Police & Crime Commissioner	Leases	16 years after expiry	Dispose	Force Policy National Archives
Local	National	Assets & Products	PA/OPCC	Property - sub-letting of Police Authority / Police & Crime Commissioner buildings	Leases	16 years after expiry		National Archives
Local	National	Assets & Products	PA/OPCC	Police Authority / Police & Crime Commissioner Buildings and Land - Police Houses / Stations	Documents/Information relating to the ownership of buildings and land, property plans/design and records of work, planning consent etc	Until the sale of the property	Dispose	Some police house / station documents are of historic interest and will be kept permanently
Local		Assets & Products	Facilities	Airwave FM Management	Electronic reference records to manage the asset subject which provides for the allocation, issue and audit compliance of the subject.	6 years from staff leaving		

Local		Assets & Products	Facilities	Door Access	Door access cards provided to staff and authorised partners requiring access to police estate upon receipt of security clearance.	For the period of employment or service provision with Wiltshire Police	Review	Business Need
Local		Assets & Products	Facilities	Parking Permits	Parking Pemits	For the period of entitlement to park at Wiltshire Police sites	Dispose	Business Need
Local		Assets & Products	Facilities	Consultancy Records	Recommendation for service, fee quotes, service instructions, service reports, specifications of service, reference material	For the duration that that the service exists	Dispose	Business Need
Local		Assets & Products	Facilities	Estate Strategy Records	Chief Constable's Workforce Plan and Masterplanning Service Templates, working draft leases (leases, agreements, Planning and other Authority Consents and title deeds held by the Office of the Police and Crime Commissioner), Asset Plan, Apprasial and Valuation Documentation and documents supporting this subject	For the duration of the strategy		

Local		Assets & Products	Facilities	Property (Estate)	Records relating to each individual property contained within the Police and Crime Commissioners Physical Estate Portfolio ie transactional correspondence and property specific instructions, site log books, records, consents, warranties and certificates as applicable to the individual property.	For the duration of ownership of the property + 3 years		
Local		Assets & Products	Facilities	PFI Services (client side)	Records of the Client Side service support, monitoring and quality assurance provision of the Swindon PFI Contract	For the duration of contract		
Local		Assets & Products	Facilities	FM Services Records	Catering, Cleaning, Clinical Waste, Courier, Fire Extinguisher, Franking Machine, Grounds Maintenance, Gyms, Laundry, PAT testing, Printers, Relocation Services, Stationary, Vending, Waste, Water Cooler and Window Cleaning.	For the duration that the service/equipment exists		

Local		Assets & Products	Facilities	Managed Service Reference Assets	Managed Service Consultancy that provides for the technical support of estate and facility in accordance with a Service Specification.	For the Duration of the Contract		
Local		Assets & Products	Facilities	Managed Service Assessed Needs Records	Assessed Needs Database and Instruction System which collates, categorises priorities and costs building related works and services, provides the mechanism to raise Instructions and pay associated invoices.	6 years		
Local		Assets & Products	Facilities	Managed Service Works Specification and Project Documentation	Works Specifications and Projects including design drawings, surveys, inspections, reports, programme and maintenance records, manuals, consent, statutory documentation records, contractor minutes and transactional correspondence.	Current, live copy retained for 5 years and then superseded with latest survey/inspection (Surveys/Inspections performed on rolling 5 year basis)		
Local		Assets & Products	Facilities	Driver and Courier Services	Reference records for all aspects relating to in house Driver Services and Outsourced Courier Services. Including routes, schedules, rates.	For the contract duration		
Local		Assets & Products	Facilities	Locker Management	Records relating to the management of lockers of all types which includes locker location and allocation details.	For the duration that the service exists		
Local		Assets & Products	Facilities	Programmes of Work	Service schedules, visits and programmes of work for reference and review to ensure service completed and compliant.	1 year after programme of work	Dispose	
Local		Assets & Products	Facilities	Procedures and Guidance effecting Service	Facilities Management, Supplies and Swindon PFI records relating to prodedures and guidance effecting the service.	For the duration of the procedure or guidance		

Local		Assets & Products	Facilities	Property Matters and Systems including Utilities and Rates	Records relating to property matters and systems contained within including air conditioning, alarms, atm, CCTV, emergency lighting, FM fleet, fuel installations, induction loops, insurance information, plant information, PV panels, smart water, structured cabling and tracker installations.	1 year after subject matter usefulness	Review	
Local		Assets & Products	Facilities	Estate and Security Management	Reference Records	1 year after subject matter usefulness	Review	
Local		Organisation, Programmes and Projects	Facilities	Carbon Reduction Commitment System	Software platform to upload data used to calculate the Force's carbon footprint and to develop the supporting evidence packs required for compliance of mandatory regulations.	6 years		
Local		Organisation, Programmes and Projects	Facilities	Statutory, Mandatory and Health and Safety Matters	Reference records relating to subjects that have a statutory and mandatory requirement including compliance with CDM, L8 Water Management, Asbestos, Fire Reform Act, CRC, DECs and Electrical Testing, PPE, DSE. Records include Operating and Instruction Manuals and records to evidence statutory compliance with regulations and testing.	6 years		
Local		Assets & Products	Facilities	Building Records	Maintenance & Operational manuals	When no longer required / Transfer to new owner	Dispose	Business Need
Local		People	Health & Safety	Accident reports	Accident reports	Goes on Personal file then dispose 6 years after leaving service	Review	Business Need
Local		Assets & Products	Finance	Building Records	Utilities communication & paperwork	6 years plus current year	Dispose	Business Need
Local		Finance	Finance	Building Records	Final accounts	Retain for life of building	Dispose	Business Need
	National	People	Health & Safety and Facilities	Health & Safety Records Asbestos	Asbestos inspections and building records	Removal of asbestos plus 5 years or subsequent inspection plus 5 years		Control of Asbestos Regulations 2012, Regulation 13
Local		Assets & Products	Facilities	Environmental Protection (Duty of Care) Regulations 1991	Consignment Note	2 years	Dispose	Business Need
	National	People	Health & Safety and Facilities	Health & Safety Records - Buildings	Buildings	Lifetime of building (plus 3 years)		The Construction (Design and Management) Regulations 1994, Regulation 12

Local	National	Assets & Products	Facilities	Fire Tests	Monthly Fire Tests at force buildings	7 years	Dispose	Fire Precautions Act 1971 as amended by the Fire Precautions (workplace) (amendment) Regulations 1999, SI 1999 No 1877
Local		People	Health & Safety and Facilities	Fire	Associated fire records	For life of the building	Dispose	H&S Legislation
Local		Assets & Products	Health & Safety and Facilities	The construction (design and management) Regulations 2012	Health & Safety plan / file/maintenance Schedules/Incident Reports/Maintenance Logs	Retain for life of building	Dispose	Requirement of health and safety legislation
	National	People	Facilities	Health & Safety Records - Portable Appliance Testing	Records of tests	Lifetime of equipment		The Electricity at Work Regulations 1989, Regulation 4
	National	Finance	Finance	Accounts	Receivable accounts	6 Years plus current year		Auditors, HMRC, Companies Act 2006, Regulation 388
	National	Finance	Finance	Accounts	Final accounts tabulations	6 Years plus current year		Auditors, HMRC, Companies Act 2006, Regulation 388
	National	Finance	Finance	Audits	Finance - Internal and external	6 Years plus current year		Force Policy, Auditors and HMRC
	National	Finance	Finance	Budgets	Control year-end tabulations; End of year summaries; quarterly summaries	6 Years plus current year		HMRC
	National	Finance	Finance	Budgets	Chartered Institute of Public Accountancy, estimates and actuals	6 Years plus current year		HMRC and Auditors
	National	Finance	Finance / Supplies Department	Central Stores Requisitions	Purchase orders	6 Years plus current year		Force Policy, Auditors, Disputes Claims and HMRC
	National	Finance	Finance	Duty Records	Record of hours worked	6 Years plus current year		Working Time Regulations 1998, Regulation 9
	National	Finance	Finance	Employment Cost	Cost of employment	6 Years plus current year		National Archives and HMRC
	National	Finance	Finance	Expenditure Records	Creditors' history records; lists/reports	6 Years plus current year		VAT Implications and HMRC
	National	Finance	Finance	Expenditure Records	Statements of accounts outstanding; outstanding orders; statements of accounts - rendered payable	6 Years plus current year		Force Policy and HMRC
	National	Finance	Finance	Financial Working Papers	Closing Papers; estimates working papers (including spreadsheets); grants working papers (or until completion of audit)	6 Years plus current year		Force Policy, Auditors and HMRC
	National	Finance	Finance	Income Generation	Income generation, sponsorship	6 Years plus current year		HMRC
	National	Finance	Finance	Invoices	Paid invoices (except utility invoices)	6 Years plus current year		VAT Implications and HMRC
	National	Finance	Finance	Invoices	Utility invoices	6 Years plus current year		Force Policy and HMRC
	National	Finance	Finance	Pension files	Police pensions files (including Widows)	Until age 100		National Archives Page 12
	National	Finance	Finance	Precept Notification	Precept charges	6 Years plus current year		
	National	Finance	Finance / Supplies Department	Purchase Orders - Official	Certified copies of official orders	6 Years plus current year		Force Policy, HMRC and National Archives Page 11
	National	Finance	Finance	Time sheets	Time sheets registers	6 years plus current year		Force Policy, The Working Time Regulations 1998, Regulation 9
	National	Finance	Finance	Value Added Tax (VAT)	Quarterly VAT tabulations	6 Years plus current year		VAT Implications and HMRC
	National	Finance	Finance	Note on charging for services, including disclosures	Section 18 of the Police Act 1996 allows goods and services to be provided by the Police and an appropriate charge can then be made to customers	6 Years plus current year		NPCC produced Guidance on Charging the Police Services in 2005, which is used as the basis for charging external bodies and individuals for policing services
Local		Finance	Finance	Additions to Pay	Documentation relating to additions to staff pay	6 years plus current year	Dispose	
Local		Finance	Finance	Asset registers	Asset & equipment register and records	6 years plus current year	Dispose	Allow sufficient information for audit instructions from Inland Revenue & Internal Audit

Local	National	Finance	Finance	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 plus current year	Dispose	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989, Companies Act 2006, Regulation 388 and HMRC. Allow sufficient information for audit instructions from Inland Revenue & Internal Audit.
Local	National	Finance	Finance	Banking Records	Reconciliation files/sheets; Daily list of paid cheques; Unpaid cheque records	6 years plus current year	Dispose	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989, Companies Act 2006, Regulation 388 and HMRC. Allow sufficient information for audit instructions from Inland Revenue & Internal Audit.
Local	National	Finance	Finance	Banking Records	Bank statements, periodic reconciliation's Bank certificates of balance	6 years plus current year	Dispose	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989, Companies Act 2006, Regulation 388 and HMRC. Allow sufficient information for audit instructions from Inland Revenue & Internal Audit.
Local		Finance	Finance	Books and butts	Receipt books and butts, Receipt books and records for VAT & Stamp duty, office copies of receipts including cashiers & cash registers fines and costs, sales of publications and general receipt books, butts and records	6 years plus current year	Dispose	Allow sufficient information for audit instructions from Inland Revenue & Internal Audit
Local		Finance	Finance	Books and butts	Postal remittance books and records / Irregular remittance books	6 years plus current year	Dispose	Allow sufficient information for audit instructions from Inland Revenue & Internal Audit
Local	National	Finance	Finance	Cash Books / Sheets	Expenditure sheets; Cash book/sheets; Monies book	6 years plus current year	Dispose	Force Policy, Auditors, Disputes, Claims and HMRC. Allow sufficient information for audit instructions from Inland Revenue & Internal Audit.
Local		Finance	Finance	Cash registers / Cashier Records / Rolls	Butts & copies of cash register forms / Cashiers handover books / Audit Rolls	6 years plus current year	Dispose	Allow sufficient information for audit instructions from Inland Revenue & Internal Audit
Local	National	Finance	Finance	Banking Records	Cheque book/stubs for all accounts; dishonoured cheques; Stoppage of cheque payment notice; Record of cheques opened books; Cheque registers	6 years plus current year	Dispose	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989, Companies Act 2006, Regulation 388 and HMRC. Allow sufficient information for audit instructions from Inland Revenue & Internal Audit.
Local	National	Finance	Finance	Banking Records	Fresh cheques; record of cheques paid/presented	6 years plus current year	Dispose	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989, Companies Act 2006, Regulation 388 and HMRC. Allow sufficient information for audit instructions from Inland Revenue & Internal Audit.

Local		Finance	Finance	Copies of forms	Cash register re-conciliation sheets	6 years plus current year	Dispose	Allow sufficient information for audit instructions from Inland Revenue & Internal Audit
Local		Finance	Finance	Costing records	Cost cards / Costing records & dissection sheets	6 years plus current year	Dispose	Allow sufficient information for audit instructions from Inland Revenue & Internal Audit
Local	National	Finance	Finance	Creditors	Creditors history records, lists and reports	6 Years plus current year	Dispose	HMRC
Local	National	Finance	Finance	Debtors	Copies of invoices, debit notes rendered on debtors (invoices paid or un-paid, registers of invoices debtors, ledgers etc)	6 years plus current year	Dispose	HMRC and Allow sufficient information for audit instructions from Inland Revenue & Internal Audit
Local		Finance	Finance	Debts & refunds - records of unrecoverable revenue, debts & overpayments	Including register of debtors written off, register of refunds	6 years plus current year	Dispose	Allow sufficient information for audit instructions from Inland Revenue & Internal Audit
Local		Finance	Finance	Debts & refunds - records of unrecoverable revenue, debts & overpayments	Salary rates register / Salary ledger cards or records	6 years plus current year	Dispose	Allow sufficient information for audit instructions from Inland Revenue & Internal Audit
Local		Finance	Finance	Depreciation registers	Records relating to the calculation of annual depreciation	6 years plus current year	Dispose	Allow sufficient information for audit instructions from Inland Revenue & Internal Audit
Local		Finance	Finance	Electronic banking and electronic funds transfer	Cash transactions, payment instructions, deposits and withdrawals	6 years plus current year	Dispose	Allow sufficient information for audit instructions from Inland Revenue & Internal Audit
Local	National	Finance	Finance	Electronic banking and electronic funds transfer	Audit trails	6 years plus current year	Dispose	Force Police, Auditors, Disputes, Claims, HMRC, Financial Services Act 1986, Companies Acts 1985 and 1989. Allow sufficient information for audit instructions from Inland Revenue & Internal Audit.
Local	National	Finance	Finance	Expenses	Mileage/travel and subsistence - claims and authorisation; Credit Card statements and receipts	6 years plus current year	Dispose	Taxes Management Act 1970, Regulation 34, HMRC and National Archives Page 9
Local		Finance	Finance	Financial statements	Statements, summaries prepared for inclusion in quarterly / annual reports / Periodic financial statements prepared for management	6 years plus current year	Dispose	Allow sufficient information for audit instructions from Inland Revenue & Internal Audit
Local	National	Finance	Finance	Ledger Records	General and subsidiary ledgers produced for the purposes of preparing certified financial statements or published information; Creditors' ledgers. Other ledgers such as contracts cost and purchases etc.	6 Years plus current year		Force Policy and HMRC. Allow sufficient information for audit instructions from Inland Revenue & Internal Audit
Local	National	Finance	Finance	Ledger Records	Journals - prime records for the raising of charges	6 Years plus current year	Dispose	Force Policy and HMRC
Local		Finance	Finance	Journals	Routine adjustments	6 years plus current year	Dispose	Allow sufficient information for audit instructions from Inland Revenue & Internal Audit
Local	National	Finance	Finance	Overtime Forms	Overtime Forms	6 years plus current year	Dispose	Force Policy
Local	National	Finance	Finance	Payroll	Payroll records/personal records cards, External Payroll records/personal record cards	6 Years plus current year	Dispose	Force Policy and National Archives Page 13
	National	Finance	Finance	Payroll - external	Government forms etc. Required for tax	6 Years plus current year		National Archives Page 13
	National	Finance	Finance	Payroll - internal	Not required for tax	6 Years plus current year		National Archives Page 13

Local	National	Finance	Finance	Petty Cash	Petty cash records, books and sheets; Petty cash receipts	6 Years plus current year	Dispose	VAT Implications and HMRC
	National	Finance	Finance	Postage	Postage expenditure records / franking machine records	6 Years plus current year		Force Policy and HMRC
Local		Finance	Finance	Petty cash records	Summary cash books	6 years plus current year	Dispose	Allow sufficient information for audit instructions from Inland Revenue & Internal Audit
Local		Finance	Finance	Projects	Successful and Unsuccessful bids	6 years plus current year	Dispose	
Local	National	Finance	Finance	Ledger Records	Audit sheet - ledger postings	6 Years plus current year	Dispose	Force Policy and HMRC
Local		Finance	Finance	Revenue records	Revenue cash books, sheets or records, receipt cash books or sheets	6 years plus current year	Dispose	Allow sufficient information for audit instructions from Inland Revenue & Internal Audit
	National	Finance	Finance	Revenue	Revenue Estimates, summaries and Revenue Outturn	6 Years plus current year		Force Policy and HMRC
Local	National	Finance	Finance	Accounts	Statements of accounts rendered and payable; accounts outstanding and outstanding orders	6 years plus current year	Dispose	Companies Act 2006, Regulation 388 and HMRC
Local		Finance	Finance	Subsidiary records	Copies of abstracts and expenditure dissections / Credit Notes / Debit Note books	6 years plus current year	Dispose	Allow sufficient information for audit instructions from Inland Revenue & Internal Audit
Local		Finance	Finance	Summaries & analysis records	Cash register analysis summaries / Reading books and sheets	6 years plus current year	Dispose	Allow sufficient information for audit instructions from Inland Revenue & Internal Audit
Local	National	Finance	Finance	Travel and Subsistence	Claims	6 years plus current year	Dispose	Force Policy, National Archives page 9 and HMRC
Local		Finance	Finance	Travel Warrants	As per business area	6 years from date of travel	Dispose	Allowing sufficient information for audit
Local		Finance	Finance	Trial balances and re-conciliations	Year end balances, re-conciliations to support ledger balances or published accounts	6 years plus current year	Dispose	Allow sufficient information for audit instructions from Inland Revenue & Internal Audit
Local		Finance	Finance	Voucher registers & cards	Voucher registers / Summaries / Registration cards & payment cards	6 years plus current year	Dispose	Allow sufficient information for audit instructions from Inland Revenue & Internal Audit
Local		Finance	Finance	Voucher registers & cards	Advice / schedule of vouchers dispatched	6 years plus current year	Dispose	Allow sufficient information for audit instructions from Inland Revenue & Internal Audit
Local		Finance	Finance	Vouchers	Vouchers (claims for payment / purchase orders, requisitions for goods and accounts payable, invoices etc) / Wages / Salaries vouchers / Copies of Voucher	6 years plus current year	Dispose	Allow sufficient information for audit instructions from Inland Revenue & Internal Audit
Local		Finance	Finance	Insurance & Litigation	Details all claims coming into the Force from the public and employees, costs of those claims recorded	6 years plus current year	Review	Allow sufficient information for audit instructions from Inland Revenue & Internal Audit
Local		Crime and Case Files	Fleet	Polac reports	All associated paperwork	Until driver age 61 or 5 years after leaving service	Review	
Local	National	Assets & Products	Fleet	Vehicles (Police) Defects	Vehicles defect reporting, registers	Disposal of Vehicle plus 3 years	Dispose	Force Policy
Local	National	Assets & Products	Fleet	Vehicles (Police) Equipment Specifications	Vehicle Equipment Specification Sheets	Disposal of Vehicle plus 3 years	Dispose	Force Policy
Local	National	Assets & Products	Fleet	Vehicles (Police) Log Book	Log books; mileage records etc	Disposal of vehicle plus 3 years	Dispose	Force Policy The Provision and Use of Work Equipment regulations 1998, S5 and 35
Local		Assets & Products	Fleet	Parts - Admin	Purchase of vehicle parts which are assigned for the use on vehicles	Disposal of vehicle plus 3 years	Dispose	Business Need

Local	National	Assets & Products	Vehicles (Police) Maintenance Records	Vehicles (Police) Maintenance Records	Vehicle history; Maintenance records register; Job cards; Parts Records; Service reports etc	Disposal of Vehicle plus 3 years or plus 6 years for accident files	Dispose	Force Policy The Provision and Use of Work Equipment Regulations 1998, Section 5 and 35 Civil Limitation Act
Local	National	Assets & Products	Fleet	Vehicles (Police) New Vehicle Check Form	Check list for vehicles prior to being accepted and commissioned into fleet	Disposal date plus 3 years	Dispose	Force Policy and Civil Limitation Act
Local	National	Assets & Products	Fleet	Vehicles on Hire	Request to Hire etc	End of Financial Year plus 6 years	Dispose	Force Policy
Local		Assets & Products	Fleet	Vehicle Authorisations and Certifications	All records relating to Insurance, MOT, Breakdown cover.	6 years	Dispose	Force Policy
Local		Assets & Products	Fleet	Fuel management records	Admin of fuel records, bunkered fuel and fuel cards	4 years	Dispose	Business Need
Local		Assets & Products	Fleet	Fine Letters Admin	All records relating to the administration of Fine letters received ie NIPs and PCNs for alleged endorsable and non endorsable offences committed in force vehicles.	6 years	Dispose	Force Policy
Local		Assets & Products	Fleet	Garage Equipment Servicing Records	Certificates and confirmation of services carried out, defects repaired for the workshop equipment	6 years - (inspections- until superceded, maintainence log kept up to date)	Dispose	Force Policy
	National	People	Health & Safety	Health & Safety Records - Air Monitoring	Air Monitoring - lead	5 Years		The Control of Lead at Work Regulations 2002, Regulation 9
	National	People	Health & Safety	Health & Safety Records - Asbestos	Asbestos Records of those exposed to asbestos	40 Years (from the date of last entry)	Dispose	The Control of Asbestos Regulations 2012, Regulation 22
	National	People	Health & Safety	Health & Safety Records - Awareness Records	Health & Safety awareness records	100 years old	Dispose	National Archives
	National	People	Health & Safety	Health & Safety Records - Compressed Air	Compressed Air Exposure Record	40 Years from last exposure	Dispose	The Construction (Design and Management) Regulations 1994, Regulation 12
	National	People	Health & Safety and Facilities	Health & Safety Records - Inspections Reports	Inspection Reports	5 Years	Dispose	The Control of Substances Hazardous to Health Regulations 2002, Section 9
Local		People	Health & Safety	isor	Assessments	6 years	Dispose	
Local		People	Health & Safety	COSHH - Control of substances hazardous to health	COSHH assessments	Until no longer valid and then retain for 5 years	Dispose	H&S Legislation
Local		People	Health & Safety	COSHH - Control of substances hazardous to health	Workplace exposure monitoring records	6 years after last entry	Dispose	H&S Legislation
Local		People	Health & Safety and Occupational Health	COSHH - Control of substances hazardous to health	Health Surveillance records / Biological agents records	40 years after last entry	Dispose	H&S Legislation
Local		People	Health & Safety	COSHH - Control of substances hazardous to health	All other COSHH related records	40 years	Dispose	H&S Legislation
Local		People	Health & Safety	DSE - Display screen equipment	Display screen equipment assessments	Until age 100	Dispose	H&S Legislation
Local		People	Health & Safety	DSE - Display screen equipment	Eye and eyesight test records	6 years	Dispose	H&S Legislation
Local		People	Health & Safety	Fire	Fire risk assessments	For life of the building	Dispose	H&S Legislation
Local		People	Health & Safety	Fire	Training records	Current year plus 3 years	Dispose	H&S Legislation
Local		People	Health & Safety and Facilities	Fire	All other fire related records	Between 2 - 10 years	Dispose	H&S Legislation
	National	People	Health & Safety	Health & Safety Records - Fire	Fire Certificates	12 Years after expiry or until superseded stays on site		Fire Precautions Act 1971, Section 6.8 and National Archives

	National	People	Health & Safety	Health & Safety Records - Fire	Fire precautions and services	10 Years after issue, retain until superseded		National Archives
Local		People	Health & Safety	First Aid	Record of accident (see also RIDDOR)	Goes on Personal file then dispose 6 years after leaving service	Dispose	H&S Legislation
Local		People	Health & Safety	First Aid	Risk Assessment	10 years until superseded	Dispose	H&S Legislation
Local		People	Health & Safety	Ladder Register	Register	6 years after last entry	Dispose	H&S Legislation
	National	People	Health & Safety and Occupational Health	Health & Safety Records - Ionising Radiations	Ionising radiations health records	50 Years form date of last entry		The Ionising Radiations Regulations 1999, Regulation 21.3 (a)
Local		People	Health & Safety	Ionising Radiation	All other ionising radiation records	40 years	Dispose	H&S Legislation
	National	People	Health & Safety	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 and The Ionising Radiations Regulations 1999, Regulation 11
Local		People	Health & Safety	Lead	Risk assessment	Until no longer valid	Dispose	H&S Legislation
Local	National	People	Health & Safety	Health & Safety Records - Exposure to Lead	Workplace exposure monitoring records	40 Years from last exposure	Dispose	The Control of Lead at Work Regulations 2002, Regulation 10
Local		People	Health & Safety	Lead	Health surveillance records	40 years after last entry	Dispose	H&S Legislation
Local	National	People	Health & Safety	Health & Safety Records - Exposure to Lead	Maintenance control measures	40 years from last exposure	Dispose	The Control of Lead at Work Regulations 2002, Regulation 8
Local		People	Health & Safety	Lifting Operations	Thorough examination and all other lifting records	As long as equipment is operated	Dispose	H&S Legislation
Local		People	Health & Safety	Manual Handling	Risk assessments	5 years after no longer valid	Dispose	H&S Legislation
Local		People	Health & Safety	Noise and Vibration	Assessments	5 years after use of equipment	Dispose	H&S Legislation
Local		People	Health & Safety	Policy	Health and safety policy documents / Health and safety Committee minutes	5 years plus current year	Dispose	H&S Legislation
Local		People	Health & Safety	Policy	Annual health and safety reports	5 years	Dispose	H&S Legislation
Local	National	People	Health & Safety	Health & Safety - Audits	Audits, safety inspections	5 years	Dispose	The Management of Health and Safety at Work Regulations 1992, Regulation 5 and National Archives
Local		People	Health & Safety	Personal and Pregnancy Risk Assessment	Risk Assessment	Held on Personal file then dispose 3 years after leaving service	Dispose	Safety at Work Regulations 1992, Section 3
Local		People	Health & Safety	Personal Emergency Evacuation Plan	Personal Emergency Evacuation Plan	Held on Personal file then dispose 3 years after leaving service	Dispose	
	National	Organisation, Programmes and Projects	Health & Safety	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	Retain until superseded and then for 10 years		
Local	National	Assets & Products	Fleet	Equipment and Supplies	PPE equipment supplied, maintenance logs etc	6 years (inspections - until superseded, maintenance log kept up to date)	Dispose	H&S Legislation The Provision and Use of Work Equipment Regulations 1998, Reg 6(3) The Provision and use of Work Equipment Regulations 1992, schedule 6
Local		People	Health & Safety	PPE - Personal Protective equipment	PPE Assessments	6 years	Dispose	H&S Legislation
Local		People	Health & Safety	PPE - Personal Protective equipment	Record of issue (not small values)	Life of equipment	Dispose	H&S Legislation
Local		People	Health & Safety	PPE - Personal Protective equipment	Training records	Held on Personal file then dispose 6 years after leaving service	Dispose	H&S Legislation
Local		People	Health & Safety	PPE - Personal Protective equipment	Manufacturers information	10 years	Dispose	H&S Legislation
Local		People	Health & Safety	PPE - Personal Protective equipment	All other PPE records	Between 3 - 10 years	Dispose	H&S Legislation
Local		People	Health & Safety	PPE - Personal Protective equipment	Examination of respiratory protective equipment	6 years from date of last entry	Dispose	H&S Legislation

	National	People	Health & Safety	Accidents at work	Reportable injuries, diseases and dangerous occurrence	6 Years		CLA, Health & Safety Executive, The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7
Local	National	People	Health & Safety	Accidents at work	Accident report forms - Accident books	6 years	Dispose	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7
	National	People	Health & Safety	Accidents at work	Employers Liability Claims	6 years	Dispose	CLA, H&S Exec Limitations Act 1980
	National	People	Health & Safety	Health & Safety Records - Incident Records	Incident Reports	See Accident reports		The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7
	National	People	Health & Safety	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
	National	People	Health & Safety and Occupational Health	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
Local		People	Health & Safety	RIDDOR - Reporting of injuries diseases & dangerous occurrences regulations	Near Miss Records	3 years plus current	Dispose	H&S Legislation
Local		People	Health & Safety	Safety Representatives	All safety representative records	Between 1 - 6 years	Dispose	H&S Legislation
Local		People	Health & Safety	Training	Safety related training records	Goes on Personal file then dispose 6 years after leaving service	Dispose	H&S Legislation
Local		Assets & Products	Health & Safety and Facilities	Waste Management	Environmental Agency Registration / Controlled Waste Records / Harardous Waste Records / All other Waste Records	1 year and then superseded with latest report	Dispose	H&S Legislation
	National	Assets & Products	Health & Safety and Facilities	Waste Management - Special Waste / Controlled	Consignment Notes	3 years		Special Waste Regulations 1996, Environment Protection (Duty of Care) Regs 1991
Local		People	Health & Safety	Work Equipment	Incident reports	5 years	Dispose	H&S Legislation
Local		People	Health & Safety	Work Equipment	All other work equipment records	Between 5 - 10 years	Dispose	H&S Legislation
Local		People	Health & Safety and Human Resources	Working Time	Employee Opt our records / Police officer Working Time form / Night worker health assessments	Goes on Personal file then dispose 6 years after service	Dispose	H&S Legislation
Local		People	Health & Safety	Young Persons	Risk assessment	5 years post service	Dispose	H&S Legislation
Local		People	Health & Safety and Human Resources	Young Persons	Other young persons records	Until no longer valid	Dispose	H&S Legislation
Local		People	Health & Safety	Campaigns	Marketing and Communications campaigns	100 years	Dispose	H&S Legislation
Local		People	Health & Safety	Police Collaboration Health and Safety Policy and Agreements / Regional Health and Safety Collaboration Agreement	Policy and Agreements	Duration of the Collaboration	Dispose	Business Need
Local		People	Human Resources	Application process to join Force - Unsuccessful	Application form, CV, Including qualifications & proof of identity	12 Months	Dispose	Business Need
	National	People	Learning & Development	Firearms Training Certificate and Records	Firearms Training	until age 100		Firearms Act 1968, Section 28A
Local	National	People	Human Resources	Leave Records/Requests	Annual Leave and Flexi	Leave year plus 1	Dispose	National Archives page 10
Local		People	Learning & Development	PSU training records		until age 100	Dispose	Dispose with Personnel record
Local	National	People	Human Resources	Warrant cards & ID cards	Warrant cards, other identity card, markers etc	Destroy on leaving service	Dispose	Potential for litigation
	National	People	Health & Safety and Human Resources	Injury on Duty Forms	Immediate Report of Injury Form 230	100 Years of age		National Archives Page 10

	National	People	Human Resources	Personnel Records	Relating to Individuals Service Records, including successful applications to joining and training records, Probation reports, including microfiche	Until age 100 for records including successful applications, training, health referrals and salary records or 85 years of age for non-pay/pension records		National Archives Page 9 and The Police Regulations 2003, Section 17
	National	People	Human Resources	Promotion Board Notes		1 Year		National Archives Page 10
	National	People	Human Resources	Sickness Records		Until age 72		National Archives Employee Personnel records Page 13
	National	People	Human Resources	Pay and Pension	Papers relating to disciplinary action which has resulted in any changes to terms and conditions of service, salary, performance pay or allowances, including microfiche	Until the age of 72	Dispose	National Archives page 13
	National	People	Human Resources	Employment and Career	Current address details	6 years after employment has ended	Dispose	National Archives Page 9
	National	People	Human Resources	Employment and Career	Record of previous Service dates	Retain until the age of 100	Dispose	National Archives Page 9
	National	People	Human Resources	Employment and Career	Annual/Assessment reports or summary of performance marks where an open reporting system operates	Retain 5 years	Dispose	National Archives Page 9
	National	People	Human Resources	Employment and Career	Annual/Assessment reports for the last five years of service or summary of performance marks where an open reporting system operates	Retain until the age of 72	Dispose	National Archives Page 9
	National	People	Human Resources	Personal	Welfare Papers	Destroy minimum of 6 years after last action	Dispose	National Archives Page 11
Local		Assets & Products	ICT	Force Intranet (Technical aspect NOT content)		Held until no longer required or are out of date	Dispose	Business Need
Local		Assets & Products	ICT	General Duties	System Instruction Manuals (electronic copies)	Retain until superseded then archive. Two prior versions of each system manual should also be archived	Dispose	Business Need
Local	National	Assets & Products	ICT	General Duties	Back Up Tapes	6 weeks from next back up tape	Dispose	Business Need
Local		Assets & Products	ICT	General Duties	Allocation Lists of equipment	Until equipment returned or re allocated	Dispose	Business Need
Local	National	Organisation, Programmes and Projects	Information	Correspondence - General	Correspondence from members of the public or Organisations	2 years from final communication on topic	Dispose	Force Policy and National Archives
Local	National	Organisation, Programmes and Projects	Information	Correspondence - Internal	Correspondence between stations, departments and staff etc	If connected to a criminal case, HR or project, retain in line with the other paperwork, all other retain for 12 months	Dispose	National Archives
Local	National	Information	Information	Cafcass Disclosure and working documents	Cafcass Checks	2 years from the date of disclosure	Dispose	Guidance on Assessment of Children in Need and, ACPC Child Protection Procedures p203, 5.7
Local		Information	Information	Disclosure	Notifiable Occupations: Category 1 conviction	6 months from date of disclosure	Dispose	Business Need
Local		Information	Information	Disclosure	Notifiable Occupations: Category 2 convictions + arrests for cat 1 & 2	6 years plus current year	Dispose	Civil Litigation (Limitation Act 1980)

Local	National	Information	Information	Disclosure	S3 Mental Health Act Requests for disclosure	2 years from date of disclosure	Dispose	APP on Information Management
Local	National	Information	Information	Disclosure	Social Services, local authority, DP registers and ad hoc	2 years from date of disclosure	Dispose	APP on Information Management
Local		Information	Information	Disclosure Barring Service (previously CRB)	General - Adhoc / Misc Records	6 years from date of disclosure	Dispose	Business Need
Local		Information	Information	Disclosure Barring Service (previously CRB)	DBS - No Trace Records	12 hours from check being closed	Dispose	
Local		Information	Information	Disclosure Barring Service (previously CRB)	DBS - Trace Records	10 years from date of disclosure	Dispose	CRB Quality Assurance
Local		Information	Information	Disclosure Barring Service (previously CRB)	DBS - Disputes	10 years once resulted	Dispose	Civil Litigation (Limitation Act 1980) / Business Need
Local		Information	Information	Disclosure Barring Service (previously CRB)	Fingerprints elimination records	10 years	Dispose	Civil Litigation (Limitation Act 1980) / Business Need
Local		Information	Information	Disclosure Barring Service (previously CRB)	PNC make-over requests from DBS	Dispose source document when forwarded to PNC	Dispose	
Local		Information	Information	Disclosure Barring Service (previously CRB)	Finance claims (as DBS is funded externally)	6 years	Dispose	Civil Litigation (Limitation Act 1980) / Business Need
Local		Information	Information	Disclosure Barring Service (previously CRB) Records/Disclosures	Independent Safeguarding Authority requests. Children & Vulnerable Adults. Vetting & Barring Scheme	10 years from date of response.	Dispose	Business Need
Local		Information	Information - Force Disclosure Unit	Disclosure	Subject Access Requests	2 years plus current year from disclosure or from completion of any appeal (local or ICO), then review	Review	
Local	National	Information	Information - Force Disclosure Unit	Disclosure	Freedom of Information	2 years plus current year from disclosure or from completion of any appeal, local or ICO	Dispose	
Local	National	Information	Information - Force Disclosure Unit	Information Sharing Agreements, Protocols, Memoranda of Understanding	CURRENT - Copies of Information sharing protocols, current and amended versions	Retain until superseded or revoked and then see HISTORIC	Retain	Civil Litigation (Limitation Act 1980)
Local		Information	Information - Force Disclosure Unit	Information Sharing Agreements, Protocols, Memoranda of Understanding	HISTORIC - Copies of Information sharing protocols & Memorandum of Understandings	6 years from becoming historic	Dispose	Civil Litigation (Limitation Act 1980)
Local	National	Information	Information - Force Disclosure Unit	Data Breach Records/Investigations	Non crime	2 years from end of investigation	Dispose	
Local	National	Information	Information - Force Disclosure Unit	Data Processing Agreements	Data Processing Agreements with external organisations	Life of contract or end of agreement	Dispose	APP Information Management - Data Protection
Local	National	Information	Information - Force Disclosure Unit	Disclosure	s29(3) requests for disclosure	2 years from date of disclosure unless linked to an investigation when it should be kept in line with MoPI	Dispose	APP on Information Management - Data protection
Local	National	Information	Information - Force Disclosure Unit	Disclosure	Court Orders and Annex D's	Retain for 2 years plus current year from date of request	Dispose	
Local		Information	Information - Force Disclosure Unit	Governing Bodies Disclosures	Disclosure of relevant personal data to governing bodies/regulators to allow them to make an informed decision on whether a registered person should continue to practice.	2 years	Review	Business Need
Local	National	Information	Information	Identity Access Management (IAM) Records	Records of the supporting evidence and methods used to verify and validate identity	7 years from the end of the business relationship	Dispose	HMG Minimum Requirements for the Verification of the Identity of Individuals, Section 2.3
Local		Organisation, Programmes and Projects	Information	Information Asset Register	List of Information Assets, locations and format	When Superseded or 6 years	Review	Business Need National Archives Page 11

Local		Organisation, Programmes and Projects	Information	People (Staff) Intelligence Board Records	Records relating to PIB Board.	6 years after leaving force		
Local		Organisation, Programmes and Projects	Information	Information Security	Force Policies: Information security, Internet etc	Retain until superseded then archive superseded records for 6 years	Dispose	Technical developments require regular review of policy and procedures
Local		Organisation, Programmes and Projects	Information	Information Security	System Operating Procedures - linked to Risk Management and Accreditation Document sets	Retain until application is decommissioned archive superseded records for 6 years	Dispose	Technical developments require regular review of policy and procedures
Local		Organisation, Programmes and Projects	Information	Information Security	Incident logs, statistics & associated paperwork	Paper records 1 year	Dispose	Business Need
Local		Organisation, Programmes and Projects	Information	Information Security	Incident logs, statistics & associated paperwork	Electronic records 7 years from creation date	Dispose	Business Need
Local		Organisation, Programmes and Projects	Information	Information Security	Misc paperwork	6 months	Dispose	Business Need
Local		Organisation, Programmes and Projects	Information	Information Security	Risk Management and Accreditation documents sets	Retain until superseded then archive. One prior version for each system should be retained	Dispose	Business Need
Local		Organisation, Programmes and Projects	Information	National Risk Assessment Criteria (NRAC)	NRAC records - review and working spreadsheet	Retain as per Nominal MoPI group	Review	MoPI Guidelines
	National	People	People Services	Vetting	Contractor vetting	End of contract plus 1 Year		Force Policy
	National	People	People Services	Vetting	Successful vetting: Personnel vetting,	Police personnel - 6 years after leaving, 1 year after death		Force Policy
	National	People	People Services	Vetting - refusals	Failed vetting	6 Years		CLA
	National	People	People Services	Vetting - Temporary Staff & Contractors	Non Police Personnel vetting	End of contract plus 1 year		Force Policy
Local		People	People Services	Vetting Records		1 year from expiry date	Review	Business Need
	National	People	Learning & Development	Training administration Records	Records relating to admin for training, not training itself	7 years	Dispose	Force Policy, Legal financial requirement, CLA and Business Need
	National	People	Learning & Development	Training Evaluation Questionnaires	Questionnaires completed after training courses	2 Years		Force Policy
Local		People	Learning & Development	Training Course Assessment records	Learning and Development Portfolios, Assessment Records Documentation, assessors and candidates probationer training/LCIs/PSCOs/CID, PNC, CPD and Driver training records	Until age 100	Dispose	CLA / Business Need and NVQ Code of Practice 2006

	National	Organisation, Programmes and Projects	Learning & Development	Training Course Content - Non Operational	Including Course PST safety briefing sheet.	10 Years from when training ceases/course content changes	Dispose	CLA / Business Need
Local	National	People	Learning & Development	Training Records	Record of Training received by the Individual, including course attendance summary sheets	Until age 100	Dispose	Civil Litigation (Limitation Act 1980) / Business Need
Local		People	Learning & Development	Authorisation Documents	Access to IST systems e.g.PNC and PND - also includes Taser authorisations and use reports	Until age 100	Dispose	CLA and Business Need
Local		People	Learning & Development	DPA Forms		Until age 100	Dispose	CLA and Business Need
Local		People	Learning & Development and Occupational Health	Medical, Fitness forms, JRFT/PST Job Related Fitness Test/Personal Safety Training, Eye sight and Hearing assessments	Medical declaration forms & Fitness test assessments	Until age 100	Dispose	CLA and Business Need
Local		People	Learning & Development	Qualifications - applicants/participants - NPPF	List of staff who are undergoing qualifications - National Police Promotion Framework	6 years after completion of service	Dispose	Business Need
Local		People	Learning & Development	Sample Plans	information relating to professional qualifications and dip sampling of content by IQAs and external verifiers	6 years after completion of service	Dispose	Business Need
Local	National	Organisation, Programmes and Projects	Learning & Development	Training Course content - Operational	Including PST safety briefing sheets	10 Years from when training ceases/course content changes.	Dispose	CLA / Business Need
Local		People	Legal	Misconducts		Retain for initial 6 year period. Review and risk assess every 6 years thereafter	Review	Limitations Act 1980
Local	National	Prosecution	Legal	Corporate / Legal Services	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, CICA claims	6 years from closure of file (or if crime related apply MoPI)	Review	Business Need, CLA, H&S Exec and Limitations Act 1980
Local	National	Information	Legal	Criminal Injuries Compensation Authority Claims (see also Litigation against the force)	Claims by injured persons	6 years from time dealt with	Review	Civil Limitation Act Criminal Injuries Compensation Act 1995
	National	People	Legal	Employment Tribunals	Records and files	6 Years from conclusion of case unless permanent/legally binding agreement made in which case records will be retained until age 100.		The Employment Tribunals (Constitution and Rules of Procedure) Regulations 2013 Regulation 14.
Local		Crime and Case Files	CIET	SOPOS (Sexual offences prevention orders)		Retain for initial 6 year period. Review and risk assess every 6 years thereafter	Review	Limitations Act 1980
Local	National	Organisation, Programmes and Projects	Miscellaneous	Annual Reports	Chief Constable's	Permanently	Retain	Police Reform and Social Responsibility Act 2011, section 12.
Local	National	Organisation, Programmes and Projects	Miscellaneous	Museum and Force Archives	Historic documents, photographs, artefacts	Permanently	Retain	Museums and Galleries Act 1992 - Not specific
	National	Assets & Products	Miscellaneous	Asset Register	List of assets eg hardware	When superseded or 6 years	Review	Business Need National Archives Page 11
Local		Organisation, Programmes and Projects	Miscellaneous	COG mail tracking system		12 months from last entry	Dispose	

Local		Organisation, Programmes and Projects	Miscellaneous	Data Protection	Data protection registers (forms 461 & 461A)	2 years plus current year from last entry	Dispose	
Local		Organisation, Programmes and Projects	Miscellaneous	Departmental plans		3 years	Dispose	
Local		Organisation, Programmes and Projects	Miscellaneous	Hospitality & Gifts		1 year	Review	Business Need, reviewed manually by manager, and be available for ACPO Inspection
Local		Organisation, Programmes and Projects	Miscellaneous	Policies and Procedural guides	Current and amended versions	Retain indefinitely until withdrawn, and becomes historic	Review	
Local		Organisation, Programmes and Projects	Miscellaneous	Policies and Procedural guides	Historic	Dispose after 6 years from becoming historic	Dispose	Civil litigation (Limitation Act 1980)
Local		Organisation, Programmes and Projects	Miscellaneous	Worrying livestock register / book		1 year after last entry	Dispose	
	National	People	Miscellaneous	Visitors Passes	Record of visitors to police property	3 years		National Archives Press and Public Relations Records Page 5
Local		People	Occupational Health and Human Resources	Historical Inhouse Counselling / Welfare Files	Police Officers / Police Staff / Retired Officers / Police Widows	8 years after exit from organisation	Review	
Local		People	Occupational Health	Welfare File, Medical Records and Ill Health Retirement - employees	Health referrals / health and wellbeing papers / correspondence with the appointed medical advisor. Papers relating to Ill Health Retirement as well as Health and Wellbeing papers, Employment Functional Health Questionnaire, OHU Health Questionnaire Physio//Psychological Reports Specialist Reports and Clinical notes	Retain until age 100 with Personnel files	Dispose	Business Need
Local		People	Occupational Health	Hep B	Screening and protection from Hep B	Retain until aged 100		
Local		People	Occupational Health	Basic Demographics and Individual consent forms	Identifying information and consent from individual to obtain information and/or share information with names third parties	Retained until aged 100		
	National	People	Occupational Health	Health & Safety Records - Medical Reports	Medical Reports	40 Years		The Control of Substances Hazardous to Health Regulations 2002, Section 10
	National	People	Occupational Health	Health & Safety Records - Biological Agent Records	Records relating employees exposed to biological agents	40 Years from last exposure		Control of Substances Hazardous to Health Regulations 2002, Schedule 3 The Section 4
Local	National	Detecting	Operational Policing	Abnormal loads	Documentation	6 months if not involved in collision / 6 years if post collision.	Dispose	Force Policy. Unless a RTC or injury is involved then retention should be 6 years in line with relevant records

Local		Detecting	Operational Policing - Road Safety Unit	Abnormal loads, Vehicle Recovery and Traffic Management Officer - Miscellaneous	Letters and Files retained in pursuance of Dispensations (Agricultural / Carnival etc.) and general role related correspondence re Abnormal Loads. Inclusive of Departmental Plans. General admin documents	3 years	Review	
Local		Detecting	Operational Policing - Road Safety Unit	Vehicle Recovery - Retention and Disposal Information	Records relating to vehicle Retentions and Disposals.	6 Years or retain in line with MoPI where appropriate	Review	
Local		Detecting	Operational Policing - Road Safety Unit	Traffic Management Audits/Collision Reports	Records relating to Traffic Management Reports/audits in respect of Collisions.	Review in Line with MoPI as applicable	Review	
Local	National	Organisation, Programmes and Projects	Operational Policing	Air Operations / Support Unit - Flight Records	Flight records; Helicopter records	6 years	Dispose	
Local	National	Detecting	Operational Policing	Air Operations / Support Unit - Videos	Surveillance, Operations etc.	31 days or inline with MoPI if evidential	Dispose	
	National	Detecting	Operational Policing	ARV Mobilisation		25 Years		Force Policy
Local	National	Prosecution	Operational Policing	ANPR	Reads and Hit Data	1 year after capture. Data required for investigative purposes will be retained beyond the standard 1 year in line with MoPI	Dispose	National Retention and MoPI guidelines
Local		Preventing	Operational Policing	Armoury	Records relating to details of public surrender of Firearms	12 months	Dispose	Business Need
Local	National	Assets & Products	Operational Policing	Dogs - Police Dogs	Individual Police Dog files (includes bites records/register)	Service of the dog + 6 years	Dispose	
Local	National	Assets & Products	Operational Policing - Road Safety Unit	Drink & Drive - Breath Testing	Evidential breath procedures: breathalyser machine log etc; calibration / certification of the station Intoximeter machine by a qualified engineer	Life of the machine plus 1 year	Dispose	Limitations Act 1980
Local	National	Assets & Products	Operational Policing - Road Safety Unit	Drink & Drive - Breath Testing	Local test records for hand held road side breath test machine. Usually done weekly by a clerk	6 Months		Limitations Act 1980
Local		Crime and Case Files	Operational Policing - Road Safety Unit	Drug Drive Records	Form completed by officer when conducting a Drug Sampling test during a stop search, information obtained can form part of an investigation.	6 Years - Review in Line with MOPI		
Local		Assets & Products	Operational Policing - Road Safety Unit	Traffic Management Asset Spreadsheet	Information recorded detailing the Asset Management of Road Safety Devices (Speed / Drink and Drug Drive / STINGER and other HOSTYDS etc.).	Until superseded	Review	
Local	National	Preventing	Force Operations	Force Events Calendar	Notifiable Events Planning - Operation Orders, Notifications for Royals, VIPs; Sponsored events, races, fates, 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

Local		Preventing	Force Operations	Stop and Search scrutiny records	Records relating to the scrutiny of stop and search information.	5 years	Review	
Local		Preventing	Force Operations	Events	Public Order debrief reports, Football matches, marches and any events etc, List of officers in attendance	6 years	Review	Limitations Act 1980
Local		Preventing	Operational Policing / Crime and Communications Centre	Operational Orders	Permanent Orders	Until no longer required	Dispose	Business Need
Local		Preventing	Force Operations	Operational Orders	Pre Planned Order (Royal Visits, Football, Solstice etc) Includes SecCo Reports, Silver Tactical Plans, Bronze Operational plans	6 years	Dispose	Public Interest. Force operational need - planning for future events
Local		Preventing	Operational Policing	Operational Orders	Spontaneous Orders	Held for 12 months from Completion of Operation	Dispose	Business Need
Local	National	Preventing	Operational Policing	Operational Orders	Contingency Plans (major incident, explosion, flooding)	6 years from date of expiry/when superseded	Dispose	Business Need
Local	National	Preventing	Operational Policing	Records of firearms issued and returned	Records of firearms issued and returned	6 years	Review	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)
	National	Preventing	Operational Policing	Firearms - Police	Presented or Discharge - Police Use Form	6 Years		
Local		Property and Assets and Products	Operational Policing	Vehicle Recovery	RTC, s.22 PACE, Form 903, Audit & Complaint records	3 years	Dispose	CPIA, LA 1980
	National	Organisation, Programmes and Projects	Police and Crime Commissioner / Chief Officers	Campaigns	Campaigns - plans, briefs final documents	End of campaign plus 1 Year		National Archives
	National	Organisation, Programmes and Projects	Police and Crime Commissioner / Chief Officers	Ceremonial, official openings, dedications	Force ceremonials, openings, events etc.	5 Years		National Archives
	National	Organisation, Programmes and Projects	Organisation, Projects and Planning	Continuous Improvement Reviews	Performance indicators & all associated spreadsheets and statistics relating to their production. Best value Reviews	10 Years	Review	Business Need

	National	Organisation, Programmes and Projects	Organisation, Projects and Planning	Crime Statistics	Various; see also Crimsec, Scorecards, Breath test Statistical returns - depersonalised information provided to Home Office on a regular basis	Retain for 5 years at least	Review	Performance information and statistics tend to be reviewed locally over 2-5 year periods to be able to make meaningful predictions into the future. Understanding what has happened in the past is essential to making good assessments about crime areas and trends.
	National	Organisation, Programmes and Projects	Organisation, Projects and Planning	Crimsec Reports	All annual, monthly and quarterly returns - either paper based or electronic HMIC annual statistical returns	2 Years	Dispose	
	National	Organisation, Programmes and Projects	Organisation, Projects and Planning	Policy & Procedure	Policy documents/information relating to the formation of policy	1 Year after subsequent revision	Review	
	National	Organisation, Programmes and Projects	Organisation, Projects and Planning	Publications - Printed	Printed Publications; force newspapers; etc.	6 Years consider historical archive		
	National	Organisation, Programmes and Projects	Organisation, Projects and Planning	Re-organisation	Amalgamations, boundary issues, establishment, inspection reports	25 Years & consider historical archive		
	National	Organisation, Programmes and Projects	Organisation, Projects and Planning	Surveys	Public surveys, research reports	2 Years	Dispose	
Local	National	Organisation, Programmes and Projects	Organisation, Projects and Planning	Agendas, Minutes, Conferences	Senior Management Team & Senior Partnership Meetings agendas, minutes and conferences	6 years from meeting date	Dispose	Business Need Companies Act 2006, Section 248
Local		Organisation, Programmes and Projects	Organisation, Projects and Planning	Audits and Inspection	Audits and inspection data (internal & external)	4 years	Dispose	Business Need
	National	Organisation, Programmes and Projects	Organisation, Projects and Planning	HMIC Inspections & Audit Reports	Inspection Reports; Thematic Inspection Reports; HMIC Audit reports	1 Year after actions completed	Dispose	
Local		Organisation, Programmes and Projects	Organisation, Projects and Planning	Force inspection unit reports	Inspection reports ref district / dept / force performance	5 years from completed date	Dispose	Business Need
Local	National	Organisation, Programmes and Projects	Insurance and Litigation	Insurance Policy Documents	Employers' Liability Insurance Certificates	40 years	Retain	Employers' Liability (Compulsory Insurance) Regs 1998
Local	National	Organisation, Programmes and Projects	Insurance and Litigation	Insurance Policy Documents	Fidelity Guarantee, Liability and Aviation, Motor, Personal Accident and Travel, Professional Indemnity, Property Engineering	Until superseded or cancelled + 10 years	Dispose	Force Policy
Local		Organisation, Programmes and Projects	Organisation, Projects and Planning	Performance Analysis Information	Records for middle and senior management to enable them to understand their business area, including crime trends, exceptions, call answer rates, outcomes and other basic performance information.	2 years	Dispose	Business Need
Local		Organisation, Programmes and Projects	Organisation, Projects and Planning	Planning - Risk register, Rolling log of all risks	Live risks	Until no longer a risk then retain 4 years	Review	Business Need

Local		Organisation, Programmes and Projects	Organisation, Projects and Planning	Planning - Risk register, Rolling log of all risks	Historic risks	4 years	Review	Business Need
Local	National	Organisation, Programmes and Projects	Organisation, Projects and Planning	Committees - Police Authority, Police and Crime Commissioner	Main committee agendas and minutes	Permanently	Retain	Corporate History
	National	Organisation, Programmes and Projects	Organisation, Projects and Planning	Projects	Reports, Plans, Briefings etc.	5 Years following completion of project & consider final report of major projects for permanent retention (in local archives office)		National Archives Page 4
Local		Organisation, Programmes and Projects	Organisation, Projects and Planning	Strategic Planning	Force Strategic Assessment	5 years	Dispose	Business Need
Local		Organisation, Programmes and Projects	Organisation, Projects and Planning	Strategic Planning	Business Plans / Staff Leaflets / Leaflets for the Public	3 years	Review	Litigation
Local		Organisation, Programmes and Projects	Organisation, Projects and Planning	Strategic Planning	Policing Plan	10 years	Review	Business Need
	National	People	Professional Standards	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	Min 6 years from end of sanction/closure of investigation (whichever is longest)	Review before Disposal	
	National	People	Professional Standards and ACU	Conduct / Disciplinary 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		MoPI
	National	People	Grievances	Equal opportunities sexual / racial harassment		2 Years (Min)	Dispose	Not to be confused with discipline Internal Grievance process
Local		People	Professional Standards	Confidentiality agreements		6 years from date of record	Dispose	Business Need
Local		People	Professional Standards	Email Audits		3 years from date of record	Dispose	Business Need
Local		People	Professional Standards	Enquiries	Advice files actioned or No Further Action	6 years from last entry	Dispose	Allowing sufficient information for audit and limitations Act
Local		People	Professional Standards	Enquiries	Chief Constables discipline book	Minimum 6 years from entry	Review	Regulation 13 requirement
Local		People	Professional Standards	IU enquiry files (Internal Investigation Unit)	Criminal Investigations / Intelligence Files	Minimum 6 years after the conclusion of any investigation or any decision	Review	Allowing sufficient information for audit and limitations of civil claims
Local		People	Professional Standards	Locker Search records		6 years from date of record	Dispose	Business Need
Local		People	Professional Standards	Miscellaneous	Direction and Control Files	3 years from date of record	Dispose	Business Need
Local		People	Professional Standards	Miscellaneous	In Box Files (Miscellaneous)	6 years from date of record	Dispose	Business Need
Local		People	Professional Standards	Miscellaneous	Precedents (legal advice sought from counsel)	10 years from last entry	Review	Allowing sufficient information for audit and limitations of civil claims
Local		People	Professional Standards	Miscellaneous	Register of complaints	10 years from last entry of nominal	Dispose	Allowing sufficient information for audit and limitations of civil claims
Local		People	Professional Standards	Miscellaneous	Reports on particular complaints or on categories of complaints	3 years from last entry of nominal	Dispose	Business Need

Local		People	Professional Standards	Miscellaneous	Statistic reports	3 years from last entry	Dispose	Business Need
Local		People	Professional Standards	Records of confidentiality reporting lines		6 years from date of record	Dispose	Business Need
Local		People	Professional Standards	Transfer Requests		3 years from date of record	Dispose	Business Need
	National	Organisation, Programmes and Projects	Professional Standards	Complaints from the Public	Complaints lodged against the Service received from the public	6 Years from closure of the complaint	Dispose	Business Need
Local		People and Crime and Case Files	Professional Standards and Intelligence	Barred and Advisory List Markers	Records relating to ex staff	100 years as MoPI Group 1	Review	National Directive, PND technical Guidance
Local	National	Property	Property	Disposal of Property	Auctions (Bumblebee) - records of sales	Current + 6 years	Dispose	Financial regulations; Limitations Act HMRC
Local		Property	Property	Enquiry Office - Lost and Found Property	Lost and Found Property Records	1 year from date of report	Dispose	Business Need
Local	National	Property	Property	Enquiry Office - Lost and Found Property	Handed in weapons (not used in crime)	Dispose immediately if no reason to retain	Dispose	Force Policy Police and Criminal Evidence Act 1984. Section 22
Local	National	Property	Property	Enquiry Office - Lost and Found Property	Lost and Found Property - non prohibited items - includes cash	30 days then review	Review	Lost, Found, Other than Found and Detainees Property Policy 2001
Local	National	Property	Property	Enquiry Office - Lost and Found Property	Lost and Found Property - prohibited items includes drugs and firearms	30 days	Review	Lost, Found, Other than Found and Detainees Property Policy 2001
Local		Property	Property	Enquiry Office Administration	HO/RT2 Books	1 year after last entry	Dispose	Business Need
Local		Property	Property	Retained Property (Divisional and Long term store)	Special Property Books	1 year after the last item within the book is closed	Dispose	Business Need
Local		Property	Property	Retained Property (Enquiry Office)	Retained Property not returned, or claimed	Review monthly	Review	Business Need
Local	National	Property	Property / CIET	Seized Property (Crime Exhibits)	Records of Seized property - crimed - e.g. crime exhibit cards, labels etc.	Minimum of 6 years and review	Review	MoPI; CPIA; The Police (Retention and Disposal of Items Seized) Regulations 2002, regulation 5.
Local	National	Property	Property / CIET	Seized Property (Crime Exhibits)	Seized property - physical crime exhibits - includes cash, drugs, firearms, frozen exhibits and vehicles	Case dependent	Review	Police Property Act; CPIA; Powers of Criminal Courts Act; PoCA; Tissues Act; Police and Criminal Evidence Act 1984, S22
Local		Property	Property / CIET	Database: DRS	Drugs Recording System	Case dependent	Review	MoPI/CPIA
Local		Property	Property / CIET	Database: Swindon Property System	Swindon SPR (Partially decommissioned)	Case dependent	Review	MoPI/ CPIA
Local	National	Property	Property	Seized Property (Crime Exhibits)	Seized Property - non crimed	Minimum 6 months	Review	Powers of Criminal Courts Act s143, Powers of Criminal Courts (sentencing) Act 2000, s144 and 2.
Local	National	Property	Property	Seized Property (Crime Exhibits)	Records of seized property - non crimed	Current year + 6	Dispose	Financial regulations; Limitation Act; Police (Property) Act 1997, 86E
Local	National	Property	Property	Sudden Death	Property seized from location of deceased	Until authorised for disposal by the Coroner's Office	Retain	May be required for inquest

Local		Property	Crime Prevention	Crime Scene Investigators (CSI)	Records relating to Crime Scene Examinations and information	Retained in line with MoPI/CPIA	Review	
Local	National	Assets & Products	Force Operations	CS/PAVA Gas Records	Discharge and Issue/Disposal	Issue/Disposal - life of canister plus 6 months. Discharge - 6 years after discharge	Dispose	Allowing sufficient information for audit
Local		Assets & Products	Supplies Department	General Documentation	Courier consignment books or records, Credit Notes, Delivery Dockets, Goods inwards books or records	6 years plus current year from last entry	Dispose	Allowing sufficient information for audit
Local		Prosecution	Force Operations	Miscellaneous	PAVA / Body worn camera personnel / Asset Records	6 years plus current year or Asset disposal	Dispose	Allowing sufficient information for audit
Local	National	Preventing	Force Operations	Taser - Police	Presented or discharged - Police use Form / Taser Wires, Probes and Paper aphids	6 years plus current year	Dispose	CLA, IPCC and Discipline Cases.
Local		Assets & Products	Supplies Department	Purchase order records	Purchase order books or records	6 years plus current year from last entry	Dispose	Business Need
Local		Assets & Products	Supplies Department	Requests for quotations	Quotations accepted and rejected	2 years after the end of the contract term or delivery (whichever is later)	Review	Allowing sufficient information for audit
Local		Assets & Products	Supplies Department	Requisition records	Requisition records	6 years from last entry	Dispose	Business Need
Local	National	Assets & Products	Supplies Department	Stocktaking	Inventories, stock reconciliation sheets or stock take reports	3 years	Dispose	Allowing sufficient information for audit HMRC CH15400
Local		Assets & Products	Supplies Department	Stores - Ledgers	Legders	6 years plus current year from last entry		
Local		Assets & Products	Supplies Department	Stocktaking sheets or records	Stores issue records (Uniform)	1 year following end of employment	Dispose	Allowing sufficient information for audit
Local		Assets & Products	Supplies Department	Tender Documentation	Tender documents - rejected	1 year from contract award date or tender date if no contract	Review	Allowing sufficient information for audit
Local		Assets & Products	Supplies Department	Tender Documentation	Tender documents - accepted	7 years after end of contract term or last delivery (whichever is later)	Review	Allowing sufficient information for audit
Local		Assets & Products	Supplies Department	Uniform and Equipment	Management of extraordinary needs, force, tri service, regional and national standards for all staffing groups. Working copy procurement, products, supply chain, forecasting, purchasing, stock control, invoicing, fitting, alteration, issue and returns/disposal records	6 years in line with financial regulations	Dispose	Business Need
Local		Organisation, Programmes and Projects	Supplies Department	Returns and Disposals	Records relating to the return of issued kit and equipment	Retained for period of employment only.	Review	Business Need
Local		Assets & Products	Supplies Department	Printing and Postal Service	Reference material for the principle purpose of managing postal and printing services including in-house, outsourced and self service MFD provision.	For the contract duration		

Local		Organisation, Programmes and Projects	Criminal Standards and Justice	Criminal Justice Business Admin (Routine)	Records relating to CSJ office admin e.g., Conferences, meetings, meeting minutes and focus group minutes	6 years	Review	Business Need
Local		Information	Information - Force Disclosure Unit	Memoranda of Understanding	Disclosures to Insurance companies	2 years plus current year	Dispose	APP on Information Management - Data Protection
Local		Information	Information - Force Disclosure Unit	Record Deletion Requests	Requests from applicants to have Wiltshire Police records deleted	6 years	Dispose	CLA - The Protection of Freedoms Act 2012
Local		Organisation, Programmes and Projects	Crime Standards Audit	Incident occurrence records	Records relating to Incident occurrences for audit compliance, Staff training and development	4 years	Review	Business Need
Local		Organisation, Programmes and Projects	Coroners Officer	Administrative Correspondence	Correspondence between HM Coroner and Wiltshire Police coroners officers	6 years	Review	Business Need
Local	National	Assets & Products	Operational Policing - Road Safety Unit	Speed Enforcement	Master Calibration Certificates and associated Documentation.	Life of the machine plus 1 year	Dispose	Limitations Act 1980
Local		Assets & Products	Operational Policing - Tri Force	LTI Speed Enforcement Devices	Record of officers trained to use speed gun devices	Until age 100	Dispose	
Local		Assets & Products	Operational Policing - Tri Force	Drug Wipes	Records of Officers trained in use of drug wipes	Until age 100	Dispose	
Local		Organisation, Programmes and Projects	Strategic Development	Higher Frequency Demand documents	Records setting out work streams, whos involved and what the programme will look like.	5 years	Review	Business Need
Local		Organisation, Programmes and Projects	Organisation, Projects and Planning	Environmental Scanning documents	Information captured from environmental scanning	5 years	Review	Business Need
Local		Detecting	Crime Prevention - Offender Management Unit	MAPPA Police Internal Management Reviews and lessons learnt	MAPPA referrals and minutes, Home visit records associated with MOSOVO,	100 years in line with MoPI	Review	MoPI and Business Need
Local		Detecting	Crime Prevention - Offender Management Unit	Minutes of meetings	Minutes of Multi Agency Safeguarding Meeting, ongoing management of those being managed through the Integrated Offender Management programme.	Continually updated and weeded	Review	Business Need
Local		Detecting	Crime Prevention - Offender Management Unit	MOSOVO records	Registers, Paper copies of Miscellaneous RSO fingerprints and records of force ViSOR users	Continually updated and weeded	Review	Business Need
Local		Detecting	Crime Prevention - Offender Management Unit	Registered Sex Offenders (RSO)	Registration form completed by RSOs and correspondence from 2004 notifying change of legislation	Maintained for period of registration		
Local		People	Learning & Development	Driver permits	Categories of vehicles person is permitted to drive following assessment	Until age 100	Dispose	Business Need
Local		People	Learning & Development	Driver assessment report	Record of standard of driving and assessment scores	Until age 100	Dispose	Business Need
Local		People	Professional Standards	Business Interests - employees	Declaration of any business interest staff	Minimum 6 years then review	Review	Business Need
Local		People	Professional Standards	PSD - Intelligence	Records relating to intelligence - Police officers and staff	Minimum of 6 years then review	Review	

Local		People	Human Resources	Staff information - duties	Records relating to skills, posts, duty patterns, personal contact information. Used to resource police operations	Dispose 6 years after leaving service.	Dispose	Business Need
Local		People	Human Resources	Staff information - Managers notes	Non significant staff records not held elsewhere ie HR/OHU	Dispose 6 years after leaving service	Dispose	Business Need
Local		People	Human Resources	Staff - historical personnel files held with County Hall Archivist	Legacy personnel files include service records, photographs, old print outs, discipline, OHU and commendation records. Records pre-date 1993. Historical Documents, photographs, artefacts	Museum and Force Archives retain indefinitely		Documents, photographs and artifacts - Museums and Galleries Act 1992
Local		Information	All Business Areas	Information supporting the functions undertaken by the Business Area	Guidance documents, letter templates, process flow maps, checklists, memo templates and forms.	Until superseded or cancelled	Review	Business Need
	National	Assets & Products	Facilities	Alarms	Burglary Alarm installations (non police locations)	End of Subscription		
Local		Assets & Products	Learning & Development	Equipment purchased - Operational	Record of purchased / Cost negations / Orders placed	7 years	Review	Business Need
Local		Assets & Products	Learning & Development	Equipment purchased - Non Operational	Record of purchased / Cost negations / Orders placed	2 years but if there is a financial element retain for 7 years	Review	Business Need
Local		People	All Business Areas	Integrity health check		Dispose 6 years after leaving service	Dispose	Business Need
Local		People	Learning & Development	Training course content - Scheme of work/timetables	Timetables / Scheme of work - showing topics covered in lesson/course	Until superseded	Review	Business Need
Local		People	Learning & Development	Training requests	Details of requests for training - Internally and Externally	Dispose 6 years after leaving service	Dispose	Business Need
Local		People	Learning & Development	Tutorials	Record of tutorials held during courses	Until age 100	Dispose	Business Need
Local		Information	Learning & Development	Radio log	Record of radios used in training department	Until superseded	Review	Business Need
Local		Organisation, Programmes and Projects	Strategic Development	Leadership strategy documents	Records outlining the current, previous and proposed approaches to the forces leadership strategy. This includes People strategies, details of leadership exchanges, coaching and mentoring opportunities and outlines the forces position with the future leadership programmes.	25 years and consider historical interest		
Local		Organisation, Programmes and Projects	Strategic Development	Collaboration records	Includes strategies, plans, presentations and feedback from consultations conducted.	25 years and consider historical interest		
Local		Organisation, Programmes and Projects	Strategic Development	Positive action recruitment and retention records	Records include terms of reference, training on the equality act and the recruitment processes.	25 years and consider historical interest		
Local		Organisation, Programmes and Projects	Strategic Development	Positive action recruitment and retention records	Records of the Positive Action Team, and their work with potential candidates for roles within Wiltshire Police.	12 months for unsuccessful applicants, length of service for successful applicants		

