West Midlands Police

Freedom of Information

## **Notes**

This schedule applies to physical and electronic records and should be followed by all staff.

Records within corporate systems however, (such as Crimes, ICIS, Crimescan, etc) will be managed centrally in agreement with system owners and business areas.

Wherever reference is made to MoPI retention periods or crime file retention - please refer to the Force Records Management Policy for an explanation of these retention periods and how to apply them.

04/11/2016