

INFORMATION	CATEGORY	DESCRIPTION	RETENTION PERIOD	RATIONALE / LEGISLATION
Abnormal loads	Operations Support	Movement notifications	12 months (unless required as a result of an incident, in which case retain as long as required)	Civil Litigation (Limitation Act 1980)
Air Operations / Support Unit - Flight Records	Operations Support	Flight records; helicopter records	6 years	Force Policy
Air Operations / Support Unit - Videos	Operations Support	Surveillance, jobs etc	31 days or if evidential retain in line with crime file	Force Policy
Alarms	Operations Support	Burglary Alarm installations (non-police locations)	Until alarm removed plus 6 months	ACPO Policy, Civil Litigation (Limitation Act 1980)
ANPR - Hits	Operations Support	ANPR	12 months	NPIA ACPO ANPR standards
ANPR - Reads	Operations Support	ANPR data	Text data = 2 years Overview image = 90 days	NPIA ACPO ANPR standards
ARLS data	Local Policing	GPS data regarding officer location	12 months (in ARLS system) 6 years (in Data Warehouse)	
ASBOs	Local Policing	Anti social behaviour orders	6 years from expiry of order	Force Policy
Attendance at Police Stations	Criminal Justice Services	Records of attendance (registers, lists?)	1 month after attendance	
Audit paperwork	Business Support	E.g. Safe checks, controlled stationery, property bay checks	3 years	
Bail Forms	Criminal Justice Services	Bail forms generated from ICIS & conditional bail forms from court	Until bail has been answered	Force Policy
Bodycam records	Operations Support	Recordings from bodyworn cameras	If material identified as evidential then retain in line with crime file. 31 days for all other recordings,	CPIA
Breath Testing	Operations Support	Evidential breath procedures; breath machine log etc; calibration /certification of the station Intoximeter machine by a qualified engineer	life of machine being calibrated + 1 year	Force Policy
Breath Testing	Operations Support	Local test records for hand held road side breath test machines. Usually done weekly by a clerk.	6 months	Non-evidential

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Breath Testing	Operations Support	Statistical returns - depersonalised information provided to Home Office on a regular basis.	6 months	Long enough to fulfil the return, then dispose
Breath Testing	Operations Support	Breathalyser tests / evidential breath test printouts / part of prosecution file	6 years	Force Policy, Civil Litigation
Calls for Police Assistance / Call Management Records	Operations Support	Decision logs, incidents logs etc	Dependant on MoPI group of incident or in line with crime file. 6 years if no offence has taken place	MoPI, Civil Litigation
Caution paperwork	Criminal Justice Services	ICIS generated forms signed by PIC & Inspector for caution, reprimand, final warning	6 years	ACPO DPCP; ACPO Retention Guidance on PNC 2006
CCTV	Criminal Justice Services	Closed Circuit Television Tapes . Video tapes/DVDs produced by any CCTV system used by a force e.g. custody	31 days or if required evidentially relevant parts burned to DVD and retained as per MoPI	Force Policy /Civil Litigation / MoPI if appropriate
CCTV	Crime	Closed Circuit Television Tapes . Video tapes not owned by a force but needed for evidential purposes	Retain in line with crime file	Should be copied if possible and a suggestion made to the owner of the tape to keep it in case of a civil claim
CID Diaries	Crime	CID Diaries	6 years	CPIA, MoPI
<i>Collisions (see Road Traffic Collisions)</i>				
<i>Coroner see Deaths</i>				
Counterfeit Currency	Crime	Counterfeit Currency forms	6 years	Force Policy
Court Files	Criminal Justice Services	Court Files / Prosecution Files. Info provided to CPS for purpose of prosecution. Note that this is a subset of Crime Files	Retain in line with crime file	CPIA / MoPI
Court Files	Criminal Justice Services	Non-crime court files	3 years or length of sentence - whichever is longer	
Court Orders	Criminal Justice Services	Court orders for alcohol reduction, disqualified drivers, etc	12 months following expiry of order	Force Policy
Court Results	Criminal Justice Services	Court results listings from Magistrates' Courts	1 year	

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Crime Records/Case Papers	Crime	Crime reports, statement etc	As per MoPI Group - see Records Management Policy	CPIA, RIPA, Civil Litigation, MoPI
CrimSec Reports	Information Management	All annual/monthly/quarterly returns - either paper based or electronic HMIC annual statistical returns	2 years	
CS Gas Records	Operations Support	Issue / disposal / discharge	6 years	Force Policy
Custody Records - paper	Criminal Justice Services	Paper custody records - completed when ICIS goes down	Retain in line with crime file, 6 years if no crime file	CPIA, MoPI
Daily Tasking	Local Policing	Printouts of daily tasking sheets	12 months	Force Policy
Deaths	Crime	Sudden death - coroners' reports, inquests (Police papers only)	2 years	Force Policy/Historical
Doctors Visits Records MK 62	Criminal Justice Services	Doctors visits and examination records (police forms as completed by doctor, not doctor's own notes)	6 years	Force Policy
Dog Bites	Operations Support	Dog bites register	6 Years	Force Policy, Civil Litigation (Limitation Act 1980)
Dogs - Dangerous	Crime	Dangerous Dogs/Worrying livestock investigation records/complaints	6 years	Civil Litigation
Dogs - Police Dogs	Operations Support	Individual Police dogs files (includes bites records / register)	6 years after dog no longer in service	Force Policy, Civil Litigation (Limitation Act 1980)
<i>Drink Driving - see Breath Testing</i>				
Driving Licence	Crime	Driving Licence production register	1 year from last entry	
Drug Files	Crime	Files relating to drug seizures	6 years	CPIA, Civil Litigation
Drying Cabinet Logbooks (FSI's)	Crime	Description of exhibits and action taken regarding drying cabinet	30 years	CPIA

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DSS information	Local Policing	Information received from the DSS regarding address details etc	Information must be inputted into the appropriate system and the original paperwork retained for 12 months	Force Policy
Encounters forms	Operations Support	Paper copies of encounter (stop and search) forms	2 months	Force Policy (48/2006)
Exhibits	Crime	Physical exhibits	Convicted = length of sentence or 12 months (whichever is longer) Unconvicted MoPI group 1 = 50 years All others = when the SIO has confirmed there are no further lines of enquiry and the investigation is closed	MoPI
Explosive Certificates	Operations Support	Explosive certificate records (including cancelled certificates)	Application form - 6 years; Control of Explosives Regs certs - 3 years from date of expiry	Force Policy
Fingerprint files	Crime	Files for court detailing fingerprint evidence	Convicted = length of sentence or 12 months (whichever is longer) Unconvicted MoPI group 1 = 50 years Unconvicted group 2 = 5 years Unconvicted group 3 = when the SIO has confirmed there are no further lines of enquiry and the investigation is closed	
Fingerprint and Palm Prints	Crime	Offenders fingerprints, palm prints	Until Person reaches age 100	ACPO, Criminal Records Policy
Fingerprint Files - Serving Officers and staff	Crime	Prints of serving officers and staff	Retain for duration of service	Home Office Regs, MoPI
<i>Fingerprint removals - see Removal of DNA and Fingerprints</i>				
Firearms Issue Register	Operations Support	Issue / disposal / discharge / return	No incidents - 2 years after last entry If firearm involved in incident - copy & retain relevant parts for 6 years	Force Policy
Firearms Property Register	Operations Support	Found, confiscated, booked in firearms	MK71 pink copies only held at LPU - Retain for 12 months. White and yellow original copies should be held as above (see E700)	Force Policy
Firearms Licensing	Operations Support	Licence application forms	6 years	
Firearms Licensing	Operations Support	Dealers licences / certificates	Until superseded, surrendered or until death	ACPO, Firearms Act 1968

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Firearms Licensing	Operations Support	Firearms / shotgun certificates / licences / rifle club certificates. Including temporary / visitors	20 years after cancelled / expired	ACPO, Firearms Act 1968
Firearms Licensing	Operations Support	Refused or revoked certificates	Retain until subject has reached 100 years of age.	Firearms Act 1968, MoPI
Firearms Operations Records	Operations Support	Recce packages, Gold /Silver / Tactical Advisors documents and briefing records (tape, DVD, OHP sheets)	Recce Packages - length of conviction or 12 months from end of investigation (whichever is longer), Gold / Silver / Tactical Advisor docs = length of conviction or 6 years from conclusion (whichever is longer), Briefing DVDs / tapes = 1 year from date of operation or if there is a likelihood of civil action (i.e. weapons discharged, damage caused, injuries sustained), retain for 6 years	CPIA
Firearms/Weapons - used in a crime	Operations Support	Any weapons used in a crime	As per guidance for exhibits & property in Records Management Policy (Part 1 order 28/10)	CPIA
Fixed Penalty Tickets - Disorder	Crime	Public order offences	Electronic records = 12 years (once paper copy has been scanned into a Force system - destroy after 12 months)	Civil Litigation (Limitation Act 1980), Force Policy
Fixed Penalty Tickets - Endorsable	Crime	Endorsable fixed penalty tickets	Once scanned into Force system - dispose of paper form after 1 year	
Fixed Penalty Tickets - Non Endorsable	Crime	HO/RT1s and VDRS	Once scanned into Force system - dispose of paper form after 1 year	Civil Litigation (Limitation Act 1980), Force Policy
Fixed Penalty Tickets - Camera detected Offences	Crime	Films, videos, DVDs and associated papers	6 years	Force Policy
Flints Packages	Crime	Details of forensic matches & printouts from Flints	3 years	Force Policy
Foreign Nationals	Crime	Foreign Nationals Registration; Register or change of details; Landing cards. Asylum seekers, naturalisation enquirers, temporary workers etc	6 years	Immigration Act. Force Policy
Forensic Scene Investigator files	Crime	Records of forensic evidence recovered at scene, case paperwork etc	Retain in line with crime file	CPIA, MoPI
ID Parades - DVD / Video & associated paperwork	Criminal Justice Services	Identification Parades, vidoes, DVDs, associated paperwork	Retain in line with crime file	CPIA, Civil Litigation, Appeals

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Intelligence - 391 forms (historical - pre-IMS)	Intelligence	Paper intelligence logs completed prior to IMS	If these have already been reviewed and inputted on IMS where appropriate they may be destroyed. If not, consider inputting information relating to MoPI group 1 offences & individuals.	Force Policy
Intelligence - general	Intelligence	General intelligence not linked to any nominal	Dependant on MoPI grading of IMS log	MoPI
Intelligence profiles	Intelligence	Target profiles, subject profiles, problem profiles	3 years	
Interview Tapes	Criminal Justice Services	Suspect taped interviews (Master Copy)	Master tapes - 6 years (except murders - retain indefinitely with crime papers) Working copies - 12 months	Force Policy, Civil Litigation
Interview Tapes	Criminal Justice Services	Suspect taped interviews (Working Copy)	After conclusion of criminal proceedings/investigation	Force Policy
Licensed & Supervised Trades	Operations Support	Gaming licences, pedlars certificates, betting shop files	3 years from expiry of license/certificate	Force Policy, Licence objections
<i>Licensing see Firearms, Liquor, Licensed and supervised trades</i>				
Liquor Licensing	Operations Support	Liquor licences; reports; premises files	3 years from expiry of license/certificate	Force Policy, Licence objections
Major Incidents	Operations Support	Major Incidents: train or air crashes etc	25 years then review for historic retention	Judicial Inquiry, Civil Litigation (Limitation Act 1980)
Major Incident Planning	Operations Support	Operational orders, plans, contingency plans, business continuity plans (see also Major Incidents). Includes supporting / developmental documentation	25 years and review. Events of historical interest to be transferred to Police Museum for permanent retention	Force Policy
Master tape record sheet WC 266	Criminal Justice Services	Yellow copy of form WC 266	2 years	Force Policy
Missing Persons	Crime	Found Cases	Paperwork can be destroyed once missing person is found - ensure relevant information has been input into Compact and/or IMS. If there are ongoing concerns about the individual then retain paperwork for 6 years.	Civil Litigation (Limitation Act 1980), ACPO Guidance on Missing Persons, MoPI
Missing Persons	Crime	Outstanding Cases	Retain indefinitely	MoPI

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Neighbourhood Watch forms	Local Policing	Forms regarding names, addresses, telephone numbers etc of individuals involved in Neighbourhood Watch schemes. Sent out every 2 years to ensure information is correct and uptodate and confirm if people wish to remain in scheme	Only retain current form for each individual	Force Policy
Non-crime files (non-PPU)	Crime	Files relating to non crime incidents (non-PPU)	Minor road traffic offences = 6 years Drunk and disorderly = 6 years Prostitution = 10 years Anti-social behaviour = 6 years Harassment = 6 years Hate incident non-crime = 6 years	Force policy
Non-crime files (PPU)	Crime	Files relating to Public Protection non crime incidents	Domestic violence, child abuse and vulnerable adult non-crime paperwork can be destroyed once scanned into Crimescan. This does not apply to domestic violence and child abuse records from the old FPU system (records dated prior to 26.07.2009). Honour-based violence non-crime = 6 years	Force Policy
Notable Events (see also Major Incidents)	Operations Support	Historical Events e.g. Industrial Actions/ National Strikes / major incidents	25 years and review. Events of historical interest to be transferred to Police Museum for permanent retention	Force Policy
Notice of Intent to Prosecute (NIP)	Criminal Justice Services		12 months	
Operational Orders	Operations Support	Operational Orders - not for major incidents	6 years from date of operation (if enquiry or civil / criminal action ongoing as a result of operation - retain for 6 years from conclusion)	Force Policy
Prison Intelligence forms (PAS/1)	Intelligence	Requests for information from prison service. Signed document from LEA & signed by Prison Governor detailing what will and won't be shared.	6 years	Force Policy
Photographs: Negatives of photographs produced for the force	Crime	Photographs: Negatives of photographs produced for the force	Murders, rapes, section 18 woundings = retain for 50 years Suspicious Deaths - 6 years Everything else - 4 years	CPIA
Photographs: Scenes of crimes	Crime	Photographs taken at scenes of crimes; DVDs, Videos, CDs etc	As per crime file	CPIA
PIC sheets	Criminal Justice Services	ICIS generated forms signed by PIC at various intervals	6 years	Civil Litigation

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Pocket Note Books	Crime	Pocket Note Books	6 years after latest entry (evidential material should either be retained with the relevant crime papers for the same amount of time or photocopies made)	CPIA, MoPI
<i>Public Protection Unit records / See Non-crime files (PPU)</i>				
Premises Searched Logs	Crime	Premises Searched Records	6 years - a copy should always be retained in the relevant crime file if anything recovered is to be used in the investigation or court case	RIPA, Civil Litigation
Problem profiles	Intelligence	Profiles for problem individuals, locations or offending	3 years	Force Policy
Professional Standards Investigations	Professional Standards	Case papers	Retain for min 6 years then review, if still deemed relevant retain for another 5. Original crime files should be sent back to LPU.	Force Policy
Property - Auction	Operations Support	Auction records	6 years	Force Policy
Property - Detained	Crime	Detained property records / seized property	Dependant on MoPI group & whether offender has been convicted - see Records Management Policy	CPIA, P17 Policy & Procedure Manual
Property - disposal of drugs forms	Crime	Forms used to confirm drugs handed over to Corporate Services for destruction	12 months	Force Policy
Property - form WG586	Crime	Forms for use where an individual confirms they have received an item of property back from the force	6 years	Force Policy
Property - Lost and Found Items	Crime	Found Property	4 weeks, then 2 weeks where finder can claim - dispose of after 6 weeks	P18 Policy & Procedure Manual
<i>Prosecution Files / see Court Files</i>				
Recordings of 999/0345 calls	Comms	Recordings of 999 calls and 0345 calls (not determined to be evidential and therefore no copy made for investigation)	6 years	Agreed with CPS - due to historical DV allegations sometimes being required
Removal of DNA and Fingerprints	Crime	Forms received by the Data Protection Unit regarding the exceptional case procedure for removal of fingerprints and DNA from the national databases	2 years + current	Force Policy
Road Search	Operations Support	Road check authority and records. Vehicles stopped at road checks	2 years	

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Road Traffic Collisions	Criminal Justice Services	Road Traffic Collision reports, photographs, investigation records etc	Damage/injury = 3 years Fatalities = 6 years POLACs (police vehicles) = 6 years Children u18 involved = until child reaches 21 years of age	Road Traffic Act 1988
Road Traffic Recordings	Operations Support	Video recordings from Road Policing Unit	All recordings kept for 12 months, evidential material transferred to DVD and retained as per exhibits	Force Policy
<i>Road Traffic Offences (see Non-Crime)</i>				
Royal Visits	Operations Support	Operation Orders, notifications for Royals, VIPs etc. Includes supporting / developmental documentation	10 years and review. Events of historical interest to be considered for permanent retention	Force policy
Safe Register	Crime	Safe register log / forms	6 years + current (non crime)	Force Policy
SARC (Sexual Assault Referral Centre) records	Crime	Files created by SARC regarding welfare of victims of sexual assaults	10 years; superseded + 10 years	Force Policy
Sex offender / child protection orders	Legal Services	Orders	Sex offender & child protection (20 years) Other Orders - 6 years + current	
<i>SOCO Files see Forensic Scene Investigator files</i>				
<i>Stop and Search see Encounters forms</i>				
Subject Profiles	Intelligence	Printouts and summaries of information about known offenders	3 years	Force Policy
Subscriber Check Records	Intelligence	Subscriber requests	6 years	RIPA
Suicide Notes		Original suicide notes	Pass to Coroner as soon as practicable	
Surveillance	Crime	Test Purchases - Covert Surveillance; Authorities, video/DVD evidence, surveillance forms etc	Retain in line with crime file or in accordance with MoPI group of suspected offence	RIPA, CPIA, DPA, MoPI

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Surveillance log books Std Forms 363/365/MK64	Crime	Log books registers detailing movement of video, CCTV and surveillance material	2 years	
Tactical Assessments	Intelligence	Intelligence assessments	3 years	
Target Profiles	Intelligence	Information about target individuals	3 years	Force Policy
Traffic Orders	Operations Support	Speed Limit Orders; Width/Weight Restriction Orders; Waiting Restriction Orders	Permanently	Civil Litigation, Appeals, Force Policy
Vehicle Recovery records	Operations Support	Vehicle Recovery files relating to seized/disposed of vehicles	7 years	
Vulnerable Adults	Crime	Vulnerable Adult paperwork	Once scanned into Crimescan these can be destroyed. Pre-Crimescan records = retain for 6 years	Force Policy
Video Interviews (Child / vulnerable adult)	Criminal Justice Services	Could be victim, witness, suspect, offender	Retain in line with crime file (6 years if no crime file)	CPIA, DPA, MoPI, Civil Litigation
WA165 & information sharing requests	Local Policing	Requests for information from other agencies & details of what was shared	6 years. If all the details are recorded electronically (i.e. details of what was shared with who, why & who authorised it) retain for 12 months	Force Policy
Warrants - executed	Criminal Justice Services	All warrant records and associated documents	Once executed	Force Policy
Warrants - withdrawn	Criminal Justice Services	All warrant records and associated documents	Once withdrawn	CPIA
Webcam	Crime	Tapes, DVDs etc	If material identified as evidential then retain in line with crime file. 31 days for all other recordings,	Force Policy / Civil Litigation / ACPO Guidance / MoPI if appropriate