

INFORMATION	CATEGORY	DESCRIPTION	MINIMUM RECOMMENDED RETENTION (from closure)	RATIONALE / LEGISLATION
Accidents at work	Human Resources	Accident report forms	6 yrs	Civil Litigation (Limitation Act 1980), Health & Safety Executive
Accidents at work	Human Resources	Employers Liability Claims	6 yrs	Civil Litigation (Limitation Act 1980), Health & Safety Executive
Accidents at work	Human Resources	Reportable injuries, diseases and dangerous occurrence	6 yrs	Civil Litigation (Limitation Act 1980), Health & Safety Executive
Accounts	Finance	Receivable accounts	6 years + current	Auditors
Accounts	Finance	Final accounts tabulations	Permanently	Auditors
Accounts	Finance	Statements of accounts rendered and payable; accounts outstanding and outstanding orders	6 years + current	
Animals - Lost and Found Forms	Corporate	Lost and Found Animal Forms / registers	2 years	Force Policy
Animals & Agriculture	Corporate	Diseases of animals, Protection of animals, Veterinary issues	3 years	Force Policy
Animals & Agriculture	Corporate	Fox Hunting	6 years	Force Policy
Annual Leave Records	Human Resources	Annual leave records	2 yrs	ACPO
Annual Reports	Corporate	Chief Constable's	Permanently	Historical/Public interest
Armed Forces	Corporate	Correspondence, documentation relating to Military Forces	3 years	Force Policy
Assets	Finance	Assets/equipment registers/records	When last item in register has been disposed of + 6yrs	Force Policy, Auditors
Audits	Finance / Corporate	Audit reports - HMIC, Finance - internal and external; security; H&S ...	EoCY + 1	Force Policy, Auditors

Audits - HMIC	Corporate	Audit reports by HMIC	EoCY + 1 (once AFIs are complete)	Force Policy
Awards	Corporate	Documentation re Honours, gallantry, commendations, long service, MBE citations etc	Permanently	Historical/Public interest
Banking Records	Finance	Cheque book/butts for all accounts; Dishonoured cheques; Stoppage of cheque payment notices; Record of cheques opened books; Cheque	EoFY + 3	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989
Banking Records	Finance	Fresh cheques; record of cheques paid/presented	EoFY + 3	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989
Banking Records	Finance	Bank deposit books/slips/butts; Bank deposit summary sheets; Summaries of daily banking; Cheque schedules; Register of cheques lodged for collection	EoFY + 3	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989
Banking Records	Finance	Reconciliation files/sheets; Daily list of paid cheques; Unpaid cheque records	EoFY + 3	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989
Banking Records	Finance	Bank statements, periodic reconciliation's Bank certificates of balance	EoFY + 6	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989
Banking Records	Finance	Electronic records, audit trails	Dispose in line with paper records unless stated	Force Policy, Auditors, Disputes, Claims, Financial Services Act 1986, Companies Acts 1985 and 1989
Budgets	Finance	Control year-end tabulations; End of year summaries; quarterly summaries.	EoFY + 6	
Budgets	Finance	Chartered Institute of Public Accountancy, estimates and actuals	Permanently	Auditors
Buildings	Estates	H&S files; H&S plans	30 years or until disposal of property	
Business Continuity Plans	Operations	Plans for business continuity - people/places etc	Once new plans are finalised, previous versions can be disposed of	Force Policy
Campaigns	Corporate	Campaigns - plans, briefs final documents	6 yrs then review	Force Policy
Cash Books/Sheets	Finance	Expenditure sheets; Cash books/sheets; Monies book	EoFY + 6	Force Policy, Auditors, Disputes, Claims
Central Stores Requisitions	Finance	Purchase orders	EoFY + 3	Force Policy, Auditors, Disputes, Claims

Ceremonial, official openings, dedications	Corporate	Force ceremonials, openings, events etc	Permanently	Force Policy, Historical
Certificate of destruction - Controlled Waste transfer note	Corporate	On site shredding documentation, evidence of volumes, dates, driver details etc	2 years (Corporate services hold all main copies for invoicing authorisation/contract matters), working copies will also be left with site /dept on the day. These will only need to be retained for 3 months	
Committee - ACPO	Corporate	ACPO conferences, minutes and agendas	5 yrs	Force Policy/Administrative need
Committees - Police Authority	Corporate	Others	5 yrs	Force Policy/Administrative need
Committees - County Council	Corporate	Agendas and Minutes for Committees other than Major Incident Planning Committees/Groups	5 years	Force Policy/Administrative need
Committees - Force	Corporate	Chief Officer meetings: agendas and minutes	5 yrs	Force Policy, Historical
Committees - Force	Corporate	Senior Management Meetings: agendas and minutes	5 years	Force Policy/Administrative need
Committees - Others	Corporate	Agendas & minutes from outside agencies	5 years	Force Policy/Administrative need
Committees - Police Authority	Corporate	Main Committee agendas and minutes	Permanently	Force Policy, Historical
Committees - Staff Associations and Clubs	Corporate	Agendas & minutes	5 yrs	Force Policy/Administrative need
Complaints against Police and Police Staff	Corporate	Misconduct and complaint files (all documents)	6 yrs	Force Policy, Civil Litigation (Limitation Act 1980)
Contingency Planning	Corporate	Planning and Policy matters; meetings	Until Superseded or Revoked	Force Policy, Health & Safety Executive, Civil Litigation
Continuous Improvement Reviews	Corporate	Performance indicators & all associated spreadsheets and statistics relating to their production. Best Value Reviews	6 yrs	Force Policy
Contractors	Human Resources	Approved list of contractors	Update as approved or removed from list	

Contracts	Finance	Pre-Tender documentation i.e. adverts and notices, expressions of interest, references, shortlist	3 years after award	OJEU regulations
Contracts	Finance	Pre-tender documentation i.e. evaluation reports (PQQ's)	7 years	OJEU regulations
Contracts	Finance	Contract Documents i.e. original tender, signed acceptance plus any variations to contract, performance notices, records of complaints, termination notices, extensions to contracts	6 years after termination of contract	OJEU regulations
<i>Copyright See Photocopying</i>				
Correspondence - General	Corporate	Correspondence from members of the public	2yrs unless civil litigation a possibility, then 6 yrs	Force Policy
Creditors	Finance	Creditors history records, lists and reports	EoFY + 3	
Crime Statistics	Corporate	Various; see also Crimsec, Scorecards	Key official summary stats = permanent. Calculations, scorecards, local internal management stats = 2 years	
Criminal Injuries Compensation Authority Claims (<i>see also Litigation against the force</i>)	Corporate	Claims by persons injured	6 years	Civil Litigation (Limitation Act 1980)
Crimsec Reports	Corporate	All annual, monthly and quarterly returns - either paper bases or electronic HMIC annual statistical returns. See also Crime Stats, Scorecards	2 years	Force Policy, Historical
Debtors	Finance	Debtors records and invoices, debit notes, invoices paid or unpaid etc	3 years	
Discipline Records	Human Resources	Misconduct and complaints - Police Officers	6 yrs	Police Regulations 2003 (sect 15); Force Policy; Civil Litigation (Limitation Act 1980); MoPI
Discipline Records	Human Resources	Misconduct and complaints - Police Officers	6 yrs	Police Regulations 2003 (sect 15); Force Policy; MoPI
Discipline Records	Human Resources	Misconduct and complaints - Police Staff	6 yrs	Force Policy; MoPI
Disclosures	Information Management	Cafcass	2 years from date of disclosure	ACPO schedule

Disclosures	Information Management	Court Orders	10 years from date of disclosure	ACPO schedule
Disclosures	Information Management	Social Services/Local Authorities/ DP registers and ad hoc	2 years from date of disclosure	ACPO schedule
Disclosures	Corporate Communications	Fol	2 years from date of disclosure	ACPO schedule
Duty Records	Finance	Duty records/registers	6 years	Civil Litigation (Limitation Act 1980)
Employment Cost	Finance	Cost of employment	6 years	
Employment Tribunals	Human Resources	Employment Tribunal records and files	6 years	Civil Litigation (Limitation Act 1980)
Enquiries - General	Corporate	Correspondence from members of the public		Force Policy
Equipment and Supplies	Corporate	Correspondence relating to uniform, stationery, computer equipment, Airwave, phones, maintenance logs etc	6 years	Force Policy
Equipment and Supplies	Corporate	Personal protective equipment supplied, maintenance logs etc	6 years	
Evaluation Questionnaires	Human Resources	Training Course evaluation questionnaires	2 years	Force Policy
Events - see Public Events				
Expenditure Records	Finance	Creditors' history records; lists/reports	6 years	VAT implications
Expenditure Records	Finance	Statements of accounts outstanding; outstanding orders; statements of accounts - rendered payable	EoFY + 6	Force Policy
Expenses	Finance	Mileage/travel and subsistence - claims and authorisation; Credit Card statements and receipts	EoFY + 6	Taxes Management Act 1970
Financial Working Papers	Finance	Closing Papers; estimates working papers (including spreadsheets); grants working papers (or until completion of audit)	EoFY + 6	Force Policy, Auditors

Fire Certificates	Corporate	Fire certificates relating to police buildings	Life of the building	Fire Precautions Act 1971 as amended by the Fire Precautions (Workplace) (Amendment) Regulations 1999, SI 1999 No 1877
Fire Tests	Corporate	Monthly fire tests at Force buildings	7 years	Fire Precautions Act 1971 as amended by the Fire Precautions (Workplace) (Amendment) Regulations 1999, SI 1999 No 1877
Force Newspaper	Corporate	Force newspaper	Permanent	Force Policy, Historical
Grievances	Human Resources	Equal opportunities & Sexual/racial harassment etc reports and statements. Not just about people). Not to be confused with Discipline.	2 years	Force Policy
Health & Safety - Audits	Corporate / Estates	Audits, safety inspections	5 years	No legal requirement to keep audit reports but the Management of Health & Safety at Work Regs 1999 refer to monitoring, review and risk assessments which are likely to
Health & Safety Records	Human Resources	Accidents Book (form BI 510)	3 years from date of last entry	Social Security (Claims and Payments) Regs 1979
Health & Safety Records	Human Resources	Accident Report Forms: Forms F2508 (accidents and dangerous occurrences); Form F2058A (diseases)	3 years from date of event	RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regs 1995, Regulations 3 and 5
Health & Safety Records	Human Resources	Records where exposure may lead to disease many years later	40 years	Approved Code of Practice to the Control of Substances Hazardous to Health Regs 2002 - Regulation 11(3)Schedule 9 - Special provision relating to biological agents
Health & Safety Records - Air Monitoring	Human Resources	Air monitoring - lead	5 years	ACPO, Force Policy, Control of Lead at Work Regulations 1980 Reg 9(5)
Health & Safety Records - Asbestos	Human Resources	Asbestos Records of those exposed to asbestos	40 years	Control of Asbestos at Work (Amendment) Regulations 1992, SI 1999 No 3068
Health & Safety Records - Asbestos	Estates	Asbestos inspections and building records	Removal of asbestos + 5 years or subsequent inspection + 5 years	Control of Asbestos at Work (Amendment) Regulations 1992, SI 1999 No 3068 / Approved Code of Practice for the Control of Asbestos at Work regulations 2002
Health & Safety Records - Awareness Records	Human Resources	Health and safety awareness records	5 years	No legal requirements to keep such records
Health & Safety Records - Biological Agents	Human Resources	List of employees exposed to group 3 & 4 biological agents	10 years from last exposure	Control of Substances Hazardous to Health Regulations 2002 – Reg 7(10) – Special provision relating to biological agents
Health & Safety Records - Buildings	Human Resources / Estates	Buildings	Lifetime of building	The Construction (Design and Management Regs) 1994
Health & Safety Records - Compressed Air	Human Resources	Compressed Air	40 years	Compressed Air Regulations 1996
Health & Safety Records - Exposure to Lead	Human Resources	Exposure to Lead	40 years	ACPO, Force Policy, Control of Lead at Work Regulations 1980
Health & Safety Records - Exposure to Lead	Human Resources	Maintenance control measures	5 years from date of entry	Control of Lead at Work Regulations 1980 Reg 8(4)

Health & Safety Records - Fire	Estates	Fire Certificates	Until superseded	Fire Precautions Act 1971 as amended by the Fire Precautions (Workplace) (Amendment) Regulations 1999, SI 1999 No 1877
Health & Safety Records - Fire	Estates	Fire precautions and services	10 yrs after issue	Fire Precautions Act 1971 as amended by SI 1999 No 1877
Health & Safety Records - Incident Reports	Human Resources	Incident Reports	6 years after incident or if claim is made, 6 years after claim is settled	Provision and Use of Work Equipment Regs 1992, Civil Litigation
Health & Safety Records - Inspections Reports	Human Resources	Inspections Reports	5 Years	Regulation 4 of the Management of Health and Safety at Work Regulations 1992
Health & Safety Records - Ionising Radiation equipment	Human Resources	Examination of respiratory protective equipment and passbook	5 years after last use	The Ionising Radiations Regulations 1985
Health & Safety Records - Ionising Radiations	Human Resources	Ionising radiations health records	50 years from date of last entry	The Ionising Radiations Regulations 1985
Health & Safety Records - Medical Reports	Human Resources	Medical Reports	40 years	Control of Substances Hazardous to Health Regulations 2002 – Reg 11 – Health surveillance of employees who are, or are liable to be, exposed to a substance
Health & Safety Records - Portable Appliance Testing	Estates	Records of tests	Lifetime of equipment	Ne legal requirement
Health & Safety Records - Risk Assessments	Human Resources	Risk Assessments	Current + 10 years	Regulation 3 of the Management of Health and Safety at Work Regulations 1992 (EC Directive 89/381/EEC) SI 1992 No 2051
Historic Files	Corporate	Historic files identified from any other records. See notes	Permanently	Force Policy, Historical
HMIC Annual Reports	Corporate	HMI Annual Reports	Permanently	Force Police, Historical
HMIC Inspection Reports	Corporate	Inspection Reports; Thematic Inspection Reports; HMIC Audit reports	6 years	Force Police, Historical
Home Office Circulars	Corporate	Home Office Circulars, reports, related documentation	Permanently	Force Policy, Historical
Income Generation	Corporate	Income generation, sponsorship	6 years	Force Policy
Information Sharing Agreements, Protocols, Memoranda of Understanding	Corporate	Copies of Information sharing protocols & Memoranda of Understanding	All versions retained until 10 years after agreement ceases.	Force Policy
Information Technology	Information Communications & Technology	Computers, hardware, software licences etc	6 years	Force Policy

Information Technology - Back Up Tapes	Information Communications & Technology	Back up tapes	TBA	Force Policy
Injury on Duty Forms	Human Resources	Details of all injuries on duty	6 years	Force Policy
Insurance Policy Documents	Corporate	Fidelity Guarantee, Liability and Aviation, Motor, Personal Accident and Travel, Professional Indemnity, Property and Engineering	10 years; superseded + 10 years	Force Policy
Insurance Policy Documents	Corporate	Employers' Liability Insurance Certificates	40 years	Employers' Liability (Compulsory Insurance) Regs 1998
Internal Inspection Reports	Corporate	Force Self Assessments / Internal Improvement Inspections	6 years	
Interviews with police officers	Corporate	Statements taken by solicitors etc	6 years	
Invoices	Finance	Paid invoices (except utility invoices)	EoFY + 6 years	VAT implications
Invoices	Finance	Utility invoices	EoFY + 3 years	Force Policy
Ledger Records	Finance	General and subsidiary ledgers produced for the purposes of preparing certified financial statements or published information; Creditors' ledgers	6 years	Force Policy
Ledger Records	Finance	Audit sheets - ledger postings	EoFY + 3 years	Force Policy
Ledger Records	Finance	Journals - prime records for the raising of charges	6 years	Force Policy
Legislation	Corporate	Acts, Bills, Statutory Instruments	10 years	Force Policy
Letters of Appreciation	Corporate	Letters of appreciation from members of the public, others forces etc	2 years	Force Policy / Home Office Annual Returns
Litigation against the Force	Legal Services	Including claims for compensation. Solicitors' documents, statements, letters etc. All records including advice, reports, evidence, etc in relation to	6 years + current	Civil Litigation (Limitation Act 1980)
Litigation against the Force	Business Support	Small claims	6 years	Civil Litigation (Limitation Act 1980)
Museum and Force Archives	Corporate	Documents, photographs, artefacts	Permanently	Force Policy, Historical

NVQ Documents	Human Resources	Documents relating to NVQ courses	3 years	NVQ Code of Practice
Occupational Health	Personnel	Medical records, appointments, doctors reports etc	Until individual reaches 100 years of age	HSE guidelines recommend age 100 as people are living longer
Organisation	Corporate	Amalgamations, boundary issues, establishment, inspection reports	25 years then review	Force Policy, Historical
Overtime Forms	Finance	Overtime forms	EoFY + 3 years	Force Policy
Payroll	Finance	Payroll records/personal record cards	EoFY + 3 years	Force Policy
Payroll	Finance	External Payroll records/personal record cards	EoFY + 3 years	Force Policy
Payroll	Finance	Pay ledger	EoFY + 3 years	Force Policy
Payroll - external	Finance	Government forms etc. Required for tax.	EoFY + 3	
Payroll - internal	Finance	Not required for tax	EoFY + 3	
Pension files	Finance	Police pension files (including Widows)	Until age 100	ACPO
Personnel	Human Resources	Personal Files all records, career history, health, Occ Health records; personnel data as relate to pay and pension; etc	Until age 100	Force Policy, Historical
Petty Cash	Finance	Petty cash records/books/sheets; Petty cash receipts	EoFY + 6 years	VAT implications
Photocopying Authorisation Forms / Copyright	Corporate	Authorisation forms for articles that are photocopied for research purposes	EoCY + 6 years	Copyright Act
Police Authority Buildings and Land - Deeds	Corporate	Deeds	Until the sale of the property	Force Policy
Police Authority Buildings and Land - Police Houses	Corporate	Documents/information relating to the ownership of buildings and land property plans and records of work etc	Until the sale of the property	Some police house documents are of historic interest and will be kept permanently

Police Authority Buildings and Land - Police Stations	Corporate	Documents/information relating to the ownership of buildings and land property plans and records of work etc	Until the sale of the property	Some police station documents are of historic interest and will be kept permanently
Police Authority Buildings and Land - Sale of Police Houses and Stations	Corporate	Documents/information relating to the ownership of buildings and land property plans and records of work and sale papers etc	Until the sale of the property	Some police house documents are of historic interest and will be kept permanently
Police Regulations	Corporate	Regulations; associated documentation	Indefinitely	
Policy - Force	Corporate	Policy documents relating to the introduction of new legislation, and its documents/information interpretation	25 years then review / archive	Force Policy
Policy - Force	Corporate	Policy documents/information relating to the formation of policy	1 year after subsequent revision	Force Policy
Policy - Force	Corporate	Policy documents/information relating to the formation of policy regarding major incident planning	25 years then review / archive	Force Policy
Policy & Procedure	Corporate	Policy & Procedures (electronic) manual	25 years then review / archive	Force Policy/Historical
Postage	Finance	Postage expenditure records / franking machine records	25 years then review / archive	Force Policy
Postage	Corporate	Recorded delivery/special delivery books	1 year + current	Force Policy
Precept Notification	Finance	Precept charges	10 years	Force Policy
Press Cuttings	Corporate	Press cuttings	Permanently	Force Policy/Historical
Press Releases	Corporate	Press Office Press Releases	7 years or permanent if historical	Force Policy/Historical
Procurement	Corporate	Register of tenders	3yrs after date of last entry	
Procurement	Corporate	Unsuccessful tenders (after the award of the contract)	2 years	Force Policy, Disputes
Procurement	Corporate	Expression of interest	2 years	Force Policy, Disputes

Projects	Corporate	Project reports, plans, briefs etc	5 years after sign-off of project; consider final report of major projects for permanent retention	Force Policy
Promotion Board Notes	Human Resources	Promotion Board notes etc	1 year	Force Policy
Property - Buildings not owned by Police Authority	Corporate	Leases	End or expiry of contract + 6 years	Force Policy
Property - Buildings owned by the force (see also Police Authority Buildings)	Corporate / Estates	Plans, files	Duration of ownership	
Property - Buildings owned by the force (see also Police Authority Buildings)	Corporate / Estates	Maintenance logs etc	6 years	
Property - Lost and Found Items	<i>Admin / Operational</i>	Lost and found property	2 months	N/A
Property - Lost and Found Records	<i>Admin / Operational</i>	Lost and found property forms / records / register	2 years	N/A
Property - sub-letting of police authority buildings	Finance	Leases	End or expiry of contract + 1 year	
Public Events	Corporate	Info relating to Sponsored events, races, fetes, cycle races, rallies etc; NOT the Op Orders. Includes notices for events.	2 years	Force Policy
Public Events	Corporate	Info relating to Large public events horse racing, bonfires, parades, football matches etc; NOT the Op Orders. Includes notices for events.	7 years 6 years	Force Policy
Public Relations	Corporate	Requests for talks and visits	2 years	Force Policy
Publications - Printed	Corporate	Printed Publications; force newspapers; annual reports etc	Permanently	Force Policy/Historical
Purchase Orders - Official	Finance	Certified copies of official orders	EoFY + 6years. Update for consideration, PO's to be destroyed no need to keep paper copies as can be pulled from iProc system.	Force Policy
Recruitment - Police Officers	Human Resources	Reasons for selection or rejection	Completion of recruitment + 1 year	Force Policy

Recruitment - Police Officers	Human Resources	Successful applications	Completion of recruitment + 1 year	Force Policy
Recruitment - Police Staff	Human Resources	Successful applications	Completion of recruitment + 1 year	Force Policy
Recruitment - Police Officers and Staff	Human Resources	Recruitment Files	One year	ACPO Retention Schedule
Revenue	Finance	Revenue Estimates, summaries	EoFY + 6 years	Force Policy
Revenue Outturn	Finance	Revenue outturn	4 years	Force Policy
Risks	Corporate	Risk records; risk register	7 years after risk resolved	
Routine Orders	Corporate	Used to be called General Orders	25 years then review / archive	Force Policy, Historical
Scorecards	Corporate	Strategic Board, Police Authority and balance scorecards and all spreadsheets and statistical data relating to their production. See also Crime Stats,	EoCY + 1	Force Policy
Sickness Records	Human Resources	Sickness forms	Age 100	Force Policy
Smart Card Terms of Use	Corporate	Smart Card terms of use - signed by staff member when collecting card	Until individual leaves the Force	
Stocktaking	Finance	Inventories, stock or store records	EoFY + 3 years	Force Policy
Surveys	Corporate	Public surveys, research reports	2 years	
Time sheets	Finance / Human Resources	Time sheet registers	EoFY + 2 years	Force Policy
Training Administration Records	Training	Records relating to admin for training, not training itself	2 years	Force Policy
Training Course Content - non operational	Training	Lesson plans, course notes, handouts, presentations etc	6 years	
Training Course Content - operational	Training	Lesson plans, course notes, handouts, presentations etc	25 years	

Training Evaluation Questionnaires	Training	Questionnaires completed after training courses	2 years	Force Policy
Training Records	Human Resources	Staff training records	6 years	Force Policy
Travel and Subsistence	Finance	Claims	EoFY + 6 years	Force Policy
Travel Warrants	Finance	Travel warrants	EoFY + 6 years	Force Policy
Value Added Tax (VAT)	Finance	Quarterly VAT tabulations	6 years	VAT implications
Vehicles (Police) Defects	Finance	Vehicles defect reporting, registers	Disposal of vehicle + 3 years	Force Policy
Vehicles (Police) Equipment Specifications	Finance	Vehicle Equipment Specification Sheets	Disposal date + 3 years	Force Policy
Vehicles (Police) Log Book	Finance	Log books; mileage records etc	Disposal of vehicle + 3 years	Force Policy
Vehicles (Police) Maintenance Records	Finance	Vehicle history; Maintenance records register; Job cards; Parts records	Disposal of vehicle + 3 years (+ 7 years if vehicle involved in POLAC)	Force Policy, Civil Litigation (Limitation Act) 1980
Vehicles (Police) New Vehicle Check Form	Finance	Check list for vehicles prior to being accepted and commissioned into fleet	Disposal date + 3 years	Force Policy, Civil Litigation (Limitation Act) 1980
Vehicles on demonstration	Finance	Test log for vehicles trialled by the Force; Appraisal forms	3 years	Force Policy
Vehicles on Hire	Finance	Request to Hire etc	EoFY + 6 years	Force Policy
Vetting	Professional Standards	Contractor vetting	End of contract + 1 year	Force Policy
Vetting	Professional Standards	Successful vetting: Personnel vetting, local intelligence checks, references, referees checks, counter terrorist checks etc	Length of employment plus 12 months	Force Policy
Vetting - refusals	Professional Standards	Failed vetting	6 years	Limitation Act

Vetting - Temporary Staff & Contractors	Professional Standards	Developed vetting	End of contract + 1 year	Force Policy
Visitors Passes	Corporate	Passes handed out to people visiting police property, visitors books	1 year	Force Policy
Warrant Cards & ID cards	Human Resources	Warrant cards; other identity cards, markers etc	Destroy on leaving service	Force Policy
Waste Management - Controlled	Finance	Records for the handling of controlled waste	EoCY + 2	Special Waste Regulations 1996, Environment Protection (Duty of Care) Regs 1991
Waste Management - Special Waste	Finance	Consignment notes	3 years	Special Waste Regulations 1996, Environment Protection (Duty of Care) Regs 1991