

INFORMATION	CATEGORY	DESCRIPTION	MINIMUM RECOMMENDED RETENTION (from closure)
Personal details	Personal	Personal details update	3yrs + current
Pay variation WP634	Personal	Change in hours/rank	Until age 100
Supporting info for Pay variation	Personal	E.g. Maternity application, maternity certificate/change of hours/pay increase/decrease	Until age 100
Bank details	Payroll	Change of bank details	3yrs + current
Change of circumstances	Personal	various e.g marriage/divorced etc, impacts on Pensions	Until age 100
Employment confirmation	Personal	e.g. Mortgage applications	3yrs + current
NI request	Personal	National insurance number request & confirmation	3yrs + current
Acting up payments	Payroll	Temporary salary payments/Acting up payments	Until age 100
Sports & social club membership	Personal	S&S club membership form	3 yrs + 1
WG401 Memo (Accommodation)	Personal	WG401: Police accommodation/police single quarters charges	3yrs + current
WG401 Memo Pay notifications	Personal	Probationary Constable pay notification - relates to pay affecting pensions	Until age 100
Letters	Personal	Letters from bank	3yrs + current
P45 & P46	Payroll	For tax purposes	6yrs + current
WA57	Personal	Application for Housing/Rent allowance	Until age 100
Pension forecasts	Payroll	Various documents including replies	3yrs + current
Pensions	Payroll/Personal	Pension Scheme membership Record. Pension fund remittance advice. WG401: Police Pension Regulations. Transferee in Pension documentation. Letter re: Transfer in Pensions. Pension transfer option form. Police pension Regs, incoming transfer values form. Transferee in pension documentation (inc. calculations). Pension letters. Application to leave pensions scheme. Transfer of pension benefits. Agreement of Pensionable Service & Personal details form. 1987 Police Pensions scheme letter & application form. Notice of guaranteed minimum pension liability form (IR). Deferred Pension benefits. Repayment of pension contributions. Unpaid pension contributions.	Until age 100
Payslips	Payroll	Payslip analysis	3yrs + current
Voluntary deductions	Payroll	voluntary deductions	3yrs + current
Emails	Personal	Retirement date request emails	3yrs + current