

1. Copy of your retention policy along with retention schedule.

Please see attached retention schedule and link:

<http://www.app.college.police.uk/app-content/information-management/management-of-police-information/>

2. How is your retention schedule adhered to

The retention schedule is published on our internal website, the Information Management department have oversight of the document and handle queries/offer advice internally.

3. How you audit retained documents to ensure that they are being held within scope of the DPA 1998

Filing is managed locally on each Local Policing Unit in accordance with the retention schedule, Management of Police Information time periods and legal obligations.