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ACPOS

Recommended Record Retention Periods

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VERSION CONTROL AND APPROVAL

Version & Date		Description	Status	Approval
1.0	14 Oct 2003	Amalgamation of sectional retention schedules drafted to date by ACPOS Freedom of Information Implementation Group Records Retention Schedules Sub-Group.	Approved	Approval by ACPOS intimated to ACPOS Freedom of Information Implementation Group, 13 Nov 2003.
1.1	24 May 2004	Insertion of Crime section, and Appendix A: Scottish Criminal Record Office Criminal History System Weeding Periods. Amendments to recommendations Administration 1.0 and 1.10.	Approved	Approved by ACPOS Freedom of Information Implementation Group, 4 Jun 2004.
2.0	25 Apr 2005	Insertion of Administration 1.27 to 1.30, Administration (Correspondence) 2.13, Administration (IT) 4.2 and 4.3, Administration (Legal Services) 5.1; Intelligence (Special Branch) 2.1 to 2.3; Operations 1.12 to 1.16; Operational Support Services 1.1 to 8.5; Personnel, Training & Recruitment, Promotion 1.1 to 1.4; and Property 1.1 to 1.3. Amendments to Introduction and to recommendations Administration 1.7 and 1.23, Administration (Correspondence) 2.2; Community Safety 1.9; Finance 1.0, 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.8, 1.9, 1.10, 1.11, 1.12, 1.13, 1.14; Media & Communications 1.1; Professional Standards 1.1 and 1.2. Re-numbering of Administration (Other Bodies) 6.1 and 6.2, Administration (Police Surgeons) 7.1 and 7.2, Administration (Publications) 8.1 and 8.2, and Administration (Records Management) 9.1 to 9.6.	Approved	Approved for forwarding to ACPOS Information Management Committee by ACPOS Freedom of Information Implementation Group, 30 Nov 2004. ACPOS Information Management Committee members invited to forward comments, 23 Feb 2005. Endorsed by ACPOS Council, 25 Apr 2005.
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4.0	2 Nov 2006	Amendment to text in Introduction, and to recommendations Administration 1.30 and Personnel, Training & Recruitment, Occupational Health. Deletion of recommendation Professional Standards 1.4	Approved	Approved by ACPOS Information Assurance and Release Committee, 2 Nov 2006.
5.0	8 Nov 2007	Amendment to text in Introduction, and to recommendations Operations 1.5 and 1.7. Insertion of recommendation Operations 1.20.	Approved	Approved by ACPOS Information Assurance and Release Committee, 8 Nov 2007.
6.0	8 Oct 2008	Amendment to text in Community Safety 1.14, Finance 1.12, Operations 1.5, Operations 1.16 and Index. Insertion of recommendation for Fleet Records (1.1-1.6) and Professional Standards 1.4	Approved	Approved by ACPOS Information Assurance and Release Committee, October 2008
7	15 Jan 2010	Insertion of recommendation Licensing 1.5 and Operations 1.21 & 1.22 Amendment to text in Operations 1.2, Administration 1.7, Crime 1.0 & 1.1 and Appendix B: Crime Policy and Guidance section	Approved	Approved by ACPOS Information Assurance and Release Committee, January 2010

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INTRODUCTION

Background

These guidelines for the retention of records have been produced by the ACPOS Records Management Group following consultation with all Scottish Police Forces, the Scottish Police College, the Scottish Criminal Records Office and the Scottish Crime & Drug Enforcement Agency. The document is intended to assist police forces and common police services in ensuring good business practice and compliance with Freedom of Information, Data Protection and other legislation. It is hoped that this document will promote the rationalisation of retention policies throughout the Scottish Police Service and assist future data sharing initiatives.

The guidelines include both police-specific and general organisational records. It is intended for use as a research and reference document to facilitate the development of retention schedules by police forces and common police services. The guidelines are intended to be as wide-ranging as possible, but it is recognised that particular functions or information may not be included. In these instances each organisation must set a policy based on local requirements. In producing the guidelines, the ACPOS Records Management Group took cognisance of relevant legislation or, in the absence of legislation, based the recommendations on existing good practice within and outwith the Scottish Police Service.

Responsibility for the ongoing maintenance and development of this document has been vested in the Records Management Group.

Objectives of the Guidelines

- To identify those records worth preserving
- To identify vital records for business continuity
- To prevent premature destruction of records
- To prevent unnecessary retention of records
- To promote a consistent approach to record keeping where there are no statutory requirements
- To contribute to good records management as part of a wider programme
- To promote public confidence and understanding in records held by police forces and common police services

Operating the Guidelines

Prior to the development of these guidelines, forces/agencies had addressed record retention individually. Forces/agencies and divisions had often adopted different retention criteria and in some cases this resulted in forces/agencies retaining similar documents for different time periods. Understandably it may take some time before the effects of previous force/agency document retention policies no longer apply. This may result in records now recommended for long retention having previously been destroyed. However the new guidelines will ensure greater commonality of approach to record retention in the future.

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All forces/agencies are encouraged to follow the guidelines particularly where they relate to records of an operational nature. However it is recognised that local circumstances may result in local variations deviation particularly in the area of general organisational records. In such cases, forces and agencies should stipulate this in their own published retention schedule.

The guidelines are intended to be independent of any particular format or media of records and information and cover manual records including paper, microfilm, microfiche, audio and video tapes as well as digital information including databases, SMS, mobile data (PDAs), spreadsheets, word processed documents and e-mail. Notwithstanding the method of recording information, forces and agencies should generally be able to apply the same retention policy.

Retention recommendations are for master sets of records only. Duplicate records may be destroyed at any point appropriate to the work of the organisation. However, heavily annotated records cannot be considered duplicates and must be maintained using the same rules as the master records.

The retention period in the guidelines stipulates the length of time the information should be retained. Unless subject to a review or an exemption, records should be destroyed within the prescribed timescale. This includes backup copies stored on alternative media. Failure to destroy such records will bring organisations into conflict with Data Protection and Freedom of Information legislation. Of course, the recommendations in this document do not prevent the retention of individual records in the event of ongoing activity.

It is recommended that where records are to be offered to archives, this is taken to mean the local authority archives or record office. It is the responsibility of each force/agency to make proper provision for the maintenance of its archives and to ensure that appropriate deposit agreements are drawn up.

Applying the Guidelines

The guidelines are separated into broad functional areas. Activities may be structured differently in each force/agency, but this should not prevent the application of the guidelines. For the purpose of the guidelines:

- Unless otherwise stated “Current year” means current calendar year
- Forces/agencies may choose to adopt the financial year as the basis for calculating the retention period for non-financial records. This should be stipulated in the retention schedule adopted by the force/agency.
- Records should be disposed of as soon as practically possible once the retention period has ended. Forces/agencies should consider the time and resources necessary to carry out this work and include details in their records management procedures.
- The s.61 Code of Practice under the Freedom of Information (Scotland) Act 2002 requires a list of destroyed records to be retained. Refer to the Administration list for further details.
- Where records are recommended for review after a set period, it is the responsibility of each force/agency to develop and maintain guidelines for this procedure.

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When compiling the list of destroyed records, Forces must assess whether it is appropriate to maintain the record of destruction at file or series level. Whilst it is appropriate to record the destruction of individual policy files at file level, there are certain police records, e.g. intelligence files or crime recording data, where it is inappropriate to maintain a record of individual files (which are indexed by name) once they have been destroyed. Consequently, series level descriptions will be used to record destruction of police records, particularly in electronic format, where the file title is dependent upon persons' names. Where the decision is to record series level only, the record of destruction should indicate the type of file or dataset, reason for destruction and date of destruction in accordance with s.61 of the Freedom of Information (Scotland) Act 2002. Where records that are subject to series level destruction are retained, an exception list will be noted.

Review of the Guidelines

The ACPOS Records Management Group will review this document regularly. It is expected that new categories of records will emerge and will be incorporated within the guide. Forces are encouraged to bring any issues to this group as soon as practicable.

Officers and staff who identify anomalies or omissions should contact their local Records Manager /Information Manager in the first instance outlining the issue or their suggestions. The ACPOS Records Management Group will consider any proposal, in terms of relevant legislation and Service practice, and will recommend amendments to the policy where appropriate.

Explanation of Headings in the Guidelines

Reference Number

The reference number provides a citation for ease of reference.

Function Description

Defines each function in terms of its activities and processes. May also include some record types.

Retention Action

This entry stipulates how long information should be kept and when it should be destroyed.

Examples of Records

Lists different types of common records that may result from the function described. It is not an exhaustive list and is intended purely as a sample.

Notes

Any relevant information, including the reason for setting the retention period.

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ADMINISTRATION

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Reference No	Function Description	Retention Action	Examples of Records	Notes
Administration 1.1	The process of administering staff Annual Leave and TOIL	Current year + 1		Best Practice Where leave is recorded in a computerised resource management system, refer to Operations Matrix.
Administration 1.2	The process of managing Asset Registers for office equipment & furniture, computer hardware, software & licences, vehicles, etc.	Current year + 6	Registers Asset Disposal Forms Asset Write-Offs	Statutory – as per Finance Matrix
Administration 1.3	The process of collating and administering Building Disaster Plan & Evacuation Procedures	Until Superseded	Disaster Plan Business Continuity Plan	Best Practice
Administration 1.4	The process of administering Car Allowances – Essential and Casual	Current year + 6	Notification of change to allowances	
Administration 1.5	The process of administering Car Leasing	Current year + 6	Contract Correspondence	Statutory – as per Finance Matrix
Administration 1.6	The process of administering Car Loans	Current year + 6	Contract Correspondence	Statutory – as per Finance Matrix
Administration 1.7	Court Lists (copies received)	For either the completion of data quality checks only or for a period up to a maximum of five years to be stipulated by individual forces/agencies		Retention should be determined to accord with local procedures
Administration 1.8	Executive Management Groups (or equivalent) Records	Archive	Minutes Agenda and Papers Briefing Papers	Best Practice

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Reference No	Function Description	Retention Action	Examples of Records	Notes
Administration 1.9	The process of administering staff Flexi-Leave schemes	Current year		Best Practice
Administration 1.10	The process of Force Project Management	Project records – refer to Project Matrix Financial Records – refer to Finance Matrix	Project Initiation Document Specification Review and Evaluation Report Working Papers Minutes	Best Practice Particular care should be taken when reviewing these records, the subject of the work may dictate a long retention for all records, e.g. shift system, uniform, etc.
Administration 1.11	Force Working Groups Records	Archive Final Report All other records Review current year + 2	Report Minutes Working Papers Interim Reports	Best Practice Particular care should be taken when reviewing these records, the subject of the work may dictate a long retention for all records, e.g. shift system, uniform, etc.
Administration 1.12	The process of administering and managing General Administration Records	Review Current year + 3	Records that document how the force functions	Not otherwise included in a schedule
Administration 1.13	The process of creating, collating and administering records for Heads of Division, Department and other meetings	All records current year + 3	Minutes Agenda and Papers	If policy agreed at these meetings, consider permanent retention and offer to Archives
Administration 1.14	Joint Police Board/Police Authority and Sub-Committees' Records	Archive	Minutes Agenda and Papers Briefing Papers	Lead council has legal responsibility to maintain the

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Reference No	Function Description	Retention Action	Examples of Records	Notes
				signed master set of these records
Administration 1.15	Minute Taking	Destroy after date of confirmation of minutes	Draft/Rough Minutes Audio Tapes	Best Practice
Administration 1.16	The process of administering Money Seizures	Current year + 5	Correspondence Reports Working Papers	End date = date seizure goes to Joint Board/Police Authority
Administration 1.17	Standard Operating Procedure	Destroy routinely	Compliments Slips Catalogues/Trade Journals Message Slips Declined invitations Trivial e-mail messages Distribution Lists Rough Working Papers	Best Practice
Administration 1.18	The management of the Force Museum or historical object collection, donations and visits	Archive records of donations and disposals, repairs, purchases and sales. All other records of visits, returned loans Current year + 1	Donation Records Collecting Policy Records of Conservation Work Purchase and sale of items Loans and returns Visits Letters of appreciation	Best Practice SMC Regulations and Guidelines Does not include Force Archives
Administration 1.19	The process of arranging Travel and Accommodation for work purposes	Current year + 6	Booking Forms Travel Warrant Receipts E-mailed receipts and booking details	Statutory – as per Finance Matrix
Administration 1.20	The process of developing and managing Force Procedures, Policies, Strategies, Plans and Best Practice	Archive all Procedures, Policy, Strategy and Best Practice All working papers Review Current year + 1	Force Procedure Manual Force Standing Orders Force Policy Documents Force Strategy Documents Force Memos and Orders Corporate Plan	Include all versions and superseded sections
Administration	The process of developing and managing internal Service	SLA until superseded +	Service Level Agreement	Best Practice

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Reference No	Function Description	Retention Action	Examples of Records	Notes
1.21	Level Agreements (SLAs)	1 year All other records Current year + 1	Draft Agreements Working Papers Statistics Performance Reviews	
Administration 1.22	The process of preparing Business for Cross-Departmental and/or Divisional consideration and making the record of discussion, debate and resolutions	Current year + 3	Minor meetings Correspondence	Best Practice
Administration 1.23	The process of preparing statistical information as per statutory or regulatory requirements Compiled data Working documents	Archive Current year + 1	Crime Statistics * Current Performance Indicators	*May be contained in other documents (e.g. annual reports)
Administration 1.24	The process of preparing an Honours Submission	Current year + 2	Honours Nomination Form Related documents	Best Practice
Administration 1.25	The process of organising staff and public Surveys	Final Report Review Current year + 6 Collated Data Current year + 1	Report Statistical Data Completed Survey Forms	Best Practice
Administration 1.26	The management of enquiries, complaints and submissions that result in a significant change to Policy or Procedures	Archive	e.g. Chokkar Report Dunblane Enquiry	Best Practice Originating Force only
Administration 1.27	The process of conducting compliance audits Transaction validations Full audit paperwork Final audit report	2 years Current year + 3 6 years	PNC audits, SCRO audits Internal audit reports, working papers	Internal audits of Force systems may be retained for a shorter period

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Reference No	Function Description	Retention Action	Examples of Records	Notes
Administration 1.28	HMIC Primary Inspection	Review at subsequent inspection + 5 years	Protocols Support Evidence Recommendations action plan Minutes of meetings Correspondence with HMIC	
Administration 1.29	HMIC Thematic Inspection	Review at closure of file + 5 years	Protocols with responses Support Evidence Correspondence with HMIC	
Administration 1.30	Internal Inspection and Audits, Continuous Improvement and Business Benefit activities, and Best Value Reviews	Review at closure of file + 5 years	Report Questionnaires with data gathering Supporting documentation Progress reports Minutes of meetings	Refer to Administration 1.27 for data protection audits.
Administration 1.31	Suggestion scheme Idea submission and evaluation Procedures and administration	At closure of scheme + 6 years Review at current year + 3 years		If scheme does not involve monetary compensation, retention period may be shortened.
Correspondence 2.1	Abstract Requests	Current year + 3		
Correspondence 2.2	Complaints (general)	Current year + 2	Correspondence regarding Force policies, service delivery	Refer to Professional Standards for complaints against named officers
Correspondence 2.3	Correspondence Books (or electronic equivalent). Includes correspondence workflow audit trail	Current year + 3	Correspondence Tracking Systems Correspondence Books	Retention of workflows for specific functions should correspond with the related record (e.g. SARs)
Correspondence	Criminal Injuries Compensation	Current year + 6		

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Reference No	Function Description	Retention Action	Examples of Records	Notes
2.4				
Correspondence 2.5	Data Protection Subject Access Requests (SARs)	Current year + 3		Unless SAR is part of invoice, then current year + 6
Correspondence 2.6	Disclosure Unit Enquiries	Current year + 3		
Correspondence 2.7	Donations to Benevolent Funds from members of the public	Letters of thanks Current year + 1 Records of donations Current year + 6	Letters of Thanks Donation letters Transfer of Money to Funds	
Correspondence 2.8	General Enquiries (not related to a specific incident). The process of replying to correspondence regarding the administration and management of the force, its procedures, policies, etc.	Current year + 2	Enquiries made possible by Fol Act	Best Practice
Correspondence 2.9	General Enquiries (related to a specific incident). The process of dealing with victims and witnesses to crimes, complaints about incidents and problems, etc.	Refer to crime matrix		
Correspondence 2.10	Invitations to officers and staff to functions, events, etc.	Destroy after end of administrative use		Best Practice
Correspondence 2.11	Police History and Genealogical Enquiries.	Current year + 1	History of the Force History of former constabularies Family History Research	FAQs should be considered for inclusion in publication scheme/Internet
Correspondence 2.12	Precognition Requests	Current year + 1		
Correspondence 2.13	Process of handling calls to Force communication centres Telephone calls and text messages received from the public Record of action taken / guidance provided	Current year + 6	Customer relationship management databases Recorded calls Call handling guides	Calls transferred to internal numbers without further action do not have to be recorded. For incident logging, refer to

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Reference No	Function Description	Retention Action	Examples of Records	Notes
	Prepared answers to routine questions	Destroy when superseded		Operations 1.5.
Hospitality 3.1	Catering Request Forms	Current year + 1		Statutory – as per Finance Matrix
Hospitality 3.2	Courtesy Meals Authorisation Forms	Current year + 1		Statutory – as per Finance Matrix
Hospitality 3.3	Register of Gifts	Archive		Best Practice
Hospitality 3.4	Room & Equipment Bookings	Current month only*		*If charged for this service, retention must be current year + 6
IT 4.1	IT & Telecommunications Cabling Plans	Until superseded + 1 year		Business Use
IT 4.2	Information Security accreditation document sets Generic Other	Current year + 3 Until superseded		
IT 4.3	Information Security technical documentation	Until superseded		
Legal Services 5.1	The process of administering Litigation Files	Review at closure + 10 years		
Other Bodies 6.1	ACPOS Records (Force copy)	Current year + 3		ACPOS responsible for master records
Other Bodies 6.2	JNCC/JSCC or equivalent staff consultative body Records	Current year + 5	Minutes, papers	Best Practice
Police Surgeons 7.1	The process of arranging and managing Police Surgeons' recording of work, contracts and the payment of fees and expenses		Call out forms Fees & Expenses forms and invoices	Statutory – as per Finance Matrix

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Reference No	Function Description	Retention Action	Examples of Records	Notes
	<i>Arranging and Managing Police Surgeons Work</i> Police Surgeons' Contracts Payment of Fees and Expenses	Current year + 1 Expiry + 6 Yrs Current year + 6		
Police Surgeons 7.2	The process of managing police casualty surgeons lists, including vetting, references, proof of qualifications and annual checking of professional indemnity certificates Police Surgeons Lists Register of Surgeons All other records	Until superseded + 1 year Archive Service + 3 years	Police Surgeons' Lists References Qualifications Professional Indemnity	Best Practice Do not destroy records if there are outstanding complaints against a doctor
Publications 8.1	Development and publication of Force Annual Reports, Public Performance Reports or equivalent	Archive Annual Report All other records Current year + 1	Annual Report (or equivalent) Working Papers	Local Government (Scotland) Act 1994
Publications 8.2	Development and publication of Force Publication Scheme under the Fol (Scotland) Act 2002	Archive Scheme All other records Current year + 1	Publication Scheme Working Papers	Freedom of Information (Scotland) Act 2002
Records Management 9.1	Archive Deposit Agreement	Archive		Best Practice in Management of Assets
Records Management 9.2	Catalogue/Inventory of Records transferred to Archives	Archive		Best Practice in Management of Assets
Records Management 9.3	File Plans, Indexes and Inventories	Destroy when all records referred to are destroyed		Can be useful for researching older records
Records Management 9.4	Guidance Notes and Procedures	Review when superseded		Can be useful for researching older records
Records Management	List of Records Destroyed	Archive	Disposal Certificates Index/Catalogue of records	Fol (Scot) Act 2002 s61 RM Code of

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Reference No	Function Description	Retention Action	Examples of Records	Notes
9.5			destroyed	Practice
Records Management 9.6	Process of Developing and Maintaining the Record Retention Schedule	Archive	Retention Schedule Review/Appraisal Criteria and Guidelines	FoI (Scot) Act 2002

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COMMUNITY SAFETY

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Reference No	Function Description	Retention Action	Examples of Records	Notes
Community Safety 1.1	The process of administering Architectural Liaison	Destroy at completion of build + 3 years Unusual buildings may be retained and reviewed annually	Plans, drawings, correspondence, guidance	Superseded documents, drafts and ephemera can be destroyed at any time prior to the retention date
Community Safety 1.2	The process of administering the Arrest Referral Scheme (referring individuals to social justice team for assistance)	Current year + 3	Correspondence Referrals	Retain statistics as archives
Community Safety 1.3	The process of administering Awards/Thank you Letters /nomination of members of public for awards	Award/Refusal + 1 year	Correspondence Nomination Forms	
Community Safety 1.4	The provision of strategic advice and guidance for CCTV Installations and use	Current year + 3	Correspondence	
Community Safety 1.5	The process of administering Community Council liaison	Current year + 1	Community Council Minutes, Agenda, Papers, Correspondence	
Community Safety 1.6	The process of administering Community Planning initiatives, developing and managing projects (part) funded from external sources working with partner organisations	Current year + 5	Correspondence Funding Applications Working Papers Project Planning	Refer also to project list
Community Safety 1.7	The process of developing and administering specific Community Safety Initiatives not otherwise included	Review Current year + 3	Correspondence Forward Planning	Archive strategic plans and top-level details of schemes. May be contained in business plans
Community Safety 1.8	The process of planning, implementing and managing awareness and education in Crime Prevention	Current year + 3	Correspondence Workplans	Archive strategic plans and top-level details of schemes. May be contained in business plans
Community	The process of administering Diversity Issues , including	Review Current + 3	Correspondence	Archive strategic plans and top-level

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Reference No	Function Description	Retention Action	Examples of Records	Notes
Safety 1.9	the planning, implementation and management of race relations, asylum seeker liaison, lgbt monitoring and related issues	years	Workplans Strategy Documents	details of schemes. May be contained in business plans
Community Safety 1.10	The process of planning, implementing and managing awareness and education on the subject of Drugs	Current year + 3	Correspondence Workplans Publicity Material	Archive strategic plans and top-level details of schemes. May be contained in business plans
Community Safety 1.11	The process of administering liaison and contact with Local Authorities to ensure good communications, consistency and understanding	Current year + 3	Correspondence	
Community Safety 1.12	The process of developing, managing and monitoring the Race Equality Scheme	Review Current year + 5	Correspondence Strategic Plans	Archive strategic plans and top-level details of schemes. May be contained in business plans
Community Safety 1.13	The process of receiving, collating and reporting on Racially Motivated Incidents	Current year + 6	Incident reports Statistics	Archive statistics For race, hate & homophobic crimes, refer to Crime section
Community Safety 1.14	The process of planning and administering the Restorative Justice Programme , including the scheme facilitating meetings between victims and perpetrators of crime Restorative Justice Warnings Information held as an integral part of the Force's electronic crime recording system Warning letters (when the crime recording system does not record the text of the letter)	Current year + 3 Current year + 2 Current year + 1	Correspondence Planning Documents Senior Officers' Warning Letters	Archive statistics, strategic plans and top-level details of schemes. May be contained in business plans
Community Safety	The process of planning, implementing, recording and reporting on initiatives and projects run under the Safer	Review Current year + 1	Correspondence Workplans	Archive statistics, strategic plans and top-level details of

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1.15	Scotland banner, directed by ACPOS Central Planning team (formerly Spotlight)			schemes.
Community Safety 1.16	The process of collating and maintaining Statistics on domestic abuse, drugs deaths, non-offence referrals to Reporter, youth detention and related community safety functions	Archive Statistics Destroy working papers after completion	Statistics Working Papers	Often found in annual report
Community Safety 1.17	The process of recording Stop and Search instances	Current year + 6 Archive Statistics	Incident Reports Statistics	Statistics may be found in annual report
Community Safety 1.18	Text and related material for the provision of regular talks and Lectures on community safety issues	When superseded	Presentations Slides Lecture Notes	
Community Safety 1.19	The process of managing and monitoring Vulnerable Victims (i.e. those coming to police notice through domestic abuse, etc. allegations)	Last contact + 6 years	Incident Reports Databases	
Community Safety 1.20	The process of managing a Youth Advisory Scheme , managing contact cards detailing incidents and offences that may/may not result in referral to the reporter	Personal details must be destroyed when youth attains age 16. (with the exception of older youths under supervision orders where personal information is retained until the supervision order runs out) Non-personal information may be retained for a maximum of 5 years thereafter	Contact cards Databases	

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CRIME

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Reference No	Function Description	Retention Action	Examples of Records	Notes
Crime 1.0	<p>The process of Recording and Investigating the incidence of Crimes & Offences made known to the police</p> <p>Serious Crime Enquiry (unresolved)</p> <p>Serious Crime Enquiry (resolved)</p> <p>Standard Crime Enquiry (unresolved & resolved)</p>	<p>Retain until case is resolved</p> <p>From date made known to Police, Current Year + 12. Where accused is detected more than 12 months after date made known, retention period to be calculated from date case is reported to Crown. (Case assessment may initiate further retention)</p> <p>From date made known to Police, Current Year + 6. (Case assessment may initiate further retention)</p>	<p>Police Officers Notebook Police and Civilian Statements Crime Report Production Register Voluntary Attendance Forms Arrest / Detention Forms Interview Tapes Q & A Interviews Record of Statement Voluntary Statement made by Accused Prisoner Processing Record Police Casualty Surgeon Examination Report Police Reports to Fiscal Scenes of Crime Examination Identity Parade Forms Surveillance Authorisations / Logs Major Enquiry Forms Major Enquiry HOLMES tapes Witness Protection Authorisations / Files Financial Investigation / Disclosures Racial Incident forms Homophobic Incident forms Policy Files</p>	<p>Unless otherwise directed by Crown Office or Procurator Fiscal Service or subject to an order under the Criminal Procedure Scotland Act 1997 Section 194 in respect of the Scottish Criminal Cases Review Commission.</p> <p>In addition, where there is a requirement for a convicted person to register on the Sex Offenders Register, the registration does not take place until after the completion of a custodial sentence. Police forces and law enforcement agencies must ensure that where the custodial sentence exceeds the retention periods (6 and 12 years), appropriate records should be retained to facilitate risk assessments which require to be undertaken</p>

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Reference No	Function Description	Retention Action	Examples of Records	Notes
Crime 1.1	<p>The process of retaining productions relating to a Crime or Offence made known to the Police:</p> <p>Serious Crime Enquiry (unresolved)</p> <p>Serious Crime Enquiry (resolved)</p> <p>Standard Crime Enquiry (unresolved)</p> <p>Standard Crime Enquiry (resolved)</p>	<p>Retain until case is resolved</p> <p>Dispose of at conclusion of criminal proceedings unless instructed otherwise by Court or Crown</p> <p>From date made known to Police, Current Year + 6. (Case assessment may initiate further retention) In very minor cases, Current Year + 2.</p> <p>Dispose of at conclusion of criminal proceedings unless instructed otherwise by Court or Crown</p>	Productions	See also ACPOS Policy for Disposal of Crime Records & Productions

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FINANCE

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Applicable Legislation

Prescription and Limitation (Scotland) Act 1973

Prescription and Limitation (Scotland) Act 1984

VAT Act 1983

VAT Act 1994

Finance Act 1985

Companies Act 1985

Companies Act 1989

Taxes Management Act 1970

Town and Country Planning Act 1972

Note

Unless otherwise stated, 'current year' for finance records shall be taken to mean the 'current financial year'

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Reference No	Function Description	Retention Action	Examples of Records	Notes
Finance 1.0	<p>Process of administering accountancy and financial records for the force, including:</p> <p><i>Abstract of Accounts</i> <i>Financial Ledger</i></p> <p><i>Abstract Working Papers</i> <i>Budgetary Control Records</i> <i>Costing Records</i> <i>Grant Claim Records (Non-EC)</i> <i>Journals</i> <i>VAT Claims & Records</i> <i>Voluntary Fund Accounts</i> <i>Virement Requests</i></p> <p><i>Projects funded through a European Programme</i></p> <p><i>Leasing Records</i></p> <p><i>Budget Working Papers</i></p>	<p>Offer to Archives</p> <p>Current Year + 6</p> <p>7 Yrs after closure of Programme</p> <p>Termination + 2 Yrs</p> <p>Current Year + 3</p>	<p>Signed copies</p> <p>Devolved Budgets</p> <p>Application forms, finance records & cash receipts</p>	
Finance 1.1	<p>Process of administering cash and bank records for the force, including:</p> <p><i>Main Cash Book</i></p> <p><i>Cancelled Cheques</i> <i>Cheque Lists (creditors/payroll)</i> <i>Loan Records and Correspondence</i> <i>Returned Cheque Records</i></p> <p><i>Cashflow Report</i></p>	<p>Archive</p> <p>Current Year + 6</p> <p>Current Year + 1</p>	<p>Contingent Accounts</p> <p>Weekly Monies</p>	

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
	<i>Bank Pass Books</i> <i>Bank Paying-in Counterfoils</i> <i>Banking Returns</i> <i>Bank Reconciliation</i> <i>Bank Statements</i> <i>Cash Received Sheets</i> <i>Cheque Books & Counterfoils</i> <i>Cheque Payment Sheets</i> <i>Cheques/Remittance Advice</i> <i>Financial Request Forms</i> <i>GIRO Statements of Accounts</i> <i>Imprest Statements</i> <i>Independent Fund Records</i> <i>Payment Requisitions</i> <i>Petty Cash Records & Claims</i>	Current Year + 6		
Finance 1.2	<p>Process of administering Contractual Arrangements entered into by the force, including:</p> <p><i>Final Accounts of Contracts</i> <i>Major Agreements of Significance</i></p> <p><i>Contracts with Agents</i> <i>Contracts with Customers</i> <i>Contracts with Suppliers</i> <i>Indemnities & Guarantees</i> <i>Licensing Agreements</i> <i>Rental & Hire Purchase Agreements</i> <i>Other Contracts & Agreements</i></p> <p><i>Construction Industry Scheme Records</i></p> <p><i>Royalty Payments</i></p> <p><i>Successful Tenders</i></p>	<p>Archive</p> <p>Expiry + 6 Yrs</p> <p>Current Year + 6</p> <p>Termination + 3 Yrs</p> <p>3 Yrs after Final Payment</p>	Construction Contracts Vehicle Fleet Acquisitions IT Provision	

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
	<i>Unsuccessful Tenders</i>	3 Yrs		
Finance 1.3	<p>Process of administering records relating to Creditors of the force, including:</p> <p><i>Creditors Invoices – Capital Items</i></p> <p><i>Bank Statements</i> <i>Creditors Feeder BACS</i> <i>Creditors Feeder Cheque</i> <i>Creditor Invoices – Revenue Items</i> <i>Periodic Payment Records</i> <i>Reconciliations</i> <i>Replacement Cheque Lists</i></p> <p><i>Cheque Payment Listings</i> <i>Excess Payments Report</i></p> <p><i>Control Sheets & Reports</i> <i>Feeder Controls</i></p>	<p>10 Yrs</p> <p>Current Year + 6</p> <p>Current Year + 3</p> <p>Current Year + 1</p>		Some Forces may be unable to distinguish between Capital / Revenue Invoices
Finance 1.4	<p>Process of administering records relating to Donations/Grants and Subscriptions for the force, including:</p> <p><i>Grant Application Form & Related Correspondence</i> <i>Subscription Records</i></p>	Current Year + 6	CCTV System Grant	
Finance 1.5	<p>Process of administering records relating to Income received by the force, including:</p> <p><i>Cash Count Forms/Income</i> <i>Income Returns</i> <i>Receipt Books</i> <i>Receipts for Cash</i> <i>Record of Receipt Books Issued</i></p> <p><i>Catering Records</i></p>	<p>Current Year + 6</p> <p>Current Year + 6</p>	<p>Policing Major Sporting Events</p> <p>Provision of Mutual Aid</p> <p>Internal Catering Provision</p>	

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
	<i>Till Rolls</i> <i>Income related Correspondence</i> <i>Postal Remittance Register</i> <i>Credit Card Transaction Slips (income related)</i>	Current Year + 2 Current Year + 1		
Finance 1.6	Process of administering Insurance related records involving the force, including: <i>Expired Insurance Contracts</i> <i>Insurance Policy Documentation</i> <i>Insurance Register</i> <i>Insurance Schedules</i> <i>Insurance Claims</i>	Permanent 10 years Current Year + 6	Public Liability Insurance Employers Liability Insurance Property Claims Vehicle Claims	
Finance 1.7	Process of administering Inventories of equipment held by the force	Current Year + 6	Station Inventories Asset Registers	
Finance 1.8	Process of administering records relating to Investments held by the force, including: <i>Contract Notes for Purchases & Sales</i> <i>Investment Policies</i> <i>Investment Records</i> <i>Register of Certificates</i> <i>Tax Claims</i>	Current Year + 6		
Finance 1.9	Process of administering records relating to Loans involving the force, including: <i>Debtors Accounts Control Report</i> <i>Debtors Ledger, Invoices & Supporting Documentation</i>	Current Year + 6		
Finance 1.10	Process of administering records relating to Pensions for Police & Support Staff , including: <i>Actuarial Valuation Records</i>	Archive		

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
	<i>Trust Deeds and Rules</i> <i>Contribution Records</i> <i>Fund Annual Accounts</i> <i>Pension Investment Records</i> <i>Trustees Minute Book</i> <i>Pension Scheme Investment Policies</i> <i>Records of Ex-Pensioners</i> <i>Certificate of Existence & Continued Entitlement</i> <i>Changes of Payment</i>	 6 Years after Cessation of Benefit Current Year + 6		
Finance 1.11	Process of administering records relating to Property held by the force, including: <i>Property Leases, Land Searches</i>	Refer to Property matrix		
Finance 1.12	Process of administering Salaries and Wages paid to employees of the force, including: <i>Annual Return of Superannuation Contributions</i> <i>Monthly Return of Superannuation Contributions</i> <i>Reconciliation of Superannuation Contributions</i> <i>BACS Listings</i> <i>BACS Amendments & Output</i> <i>Clock Cards</i> <i>Inland Revenue & Contributions Agency documents</i> <i>Expenses Claims</i> <i>New Start/Termination/Transfer Forms</i> <i>Overtime Claims</i> <i>Payroll Adjustment Documentation</i> <i>Payroll Reconciliations</i>	 Archive 10 Years 3 Years 2 Years Current Year + 6 Current Year + 6	Computerised Resource Management Systems	Taxes Mgemnt Act, 1970

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
	<p><i>Sick Pay Records/Data Timesheets</i> <i>Voluntary Deductions</i></p> <p><i>Medical Certificates</i></p>	Current Year + 3		
Finance 1.13	<p>Process of administering records relating to Stocks and Stores held by the force, including:</p> <p><i>Delivery Notes</i> <i>Goods Inward & Outwards Record Books</i> <i>Goods Received Sheet</i> <i>Purchase Order Copies</i> <i>Stock Adjustment Sheets</i> <i>Stock Inventories & Stock sheets</i> <i>Stores Requisitions</i> <i>Stores Transfer & Sales</i></p> <p><i>Bin Cards</i></p>	<p>Current Year + 6</p> <p>Current Year + 6</p> <p>3 Years</p>	Stationery, Uniform Clothing, Fuel Stock Control Systems	
Finance 1.14	<p>Process of administering records relating to accounts of Commercial Suppliers to the force, including:</p> <p><i>Capital Invoices</i> <i>Revenue Invoices</i> <i>Revenue Expenditure – Unsuccessful Quotations</i></p> <p><i>Capital Purchase Orders</i> <i>Revenue Purchase Orders</i> <i>Purchase Requisitions</i> <i>Revenue Expenditure – Successful Quotations</i></p>	<p>10 Years</p> <p>Current Year + 6</p> <p>Current Year + 1</p> <p>Current Year + 3</p>		Some Forces may be unable to distinguish between Capital / Revenue Invoices

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FIREARMS LICENSING

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Applicable Legislation

Firearms Act 1968

Firearms Act 1982

Firearms (Amendment) Act 1988

Firearms Acts (Amendment) Regulations 1992

Firearms (Amendment) Act 1994

Firearms (Amendment) Act 1997

Firearms (Amendment) (No 2) Act 1997

Firearms Rules 1998

Control of Explosives Regulations 1991

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
Firearms 1.0	<p>The process of administering records relating to Current Certificates in respect of firearm and shot gun licensing:</p> <p><i>Initial Application Form & Enquiry Papers</i></p> <p><i>Firearm Certificate Renewal Application</i></p> <p><i>Shot gun Certificate Renewal Application</i></p> <p><i>Transfer of firearm/shotgun notification</i></p> <p><i>Address Change Notification</i></p> <p><i>Information Memoranda</i></p> <p><i>Warning Letter to Holder & Related Memoranda</i></p> <p><i>Firearm Variation Applications</i></p> <p><i>Transfer of firearms to Northern Ireland</i></p>	<p>Life of File</p> <p>Current & Penultimate Applications</p> <p>Current Application</p> <p>Completion of Next Renewal</p> <p>Completion of Next Renewal</p> <p>Completion of Next Renewal</p> <p>Current Year + 15 then Review</p> <p>Retain with current & penultimate renewal firearm applications</p> <p>Current Year + 1</p>	<p>Initial Application Form Enquiry Papers</p> <p>Application Forms Enquiry Papers</p> <p>Application Forms Enquiry Papers</p> <p>Notifications of Transfer Enquiry Papers</p> <p>Notifications of Address Change Enquiry Papers</p> <p>Internal Reports Correspondence</p> <p>Internal Reports Correspondence</p> <p>Variation Application Forms Enquiry Papers</p> <p>Application Form Enquiry Papers</p>	<p>File life will depend on termination criteria</p> <p>All transactions must be accounted for</p> <p>Nature of information may extend retention</p> <p>Nature of information may extend retention</p>

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
	<i>Change of Name Notification</i>	Life of File	Notifications of Name Change Enquiry Papers	
Firearms 1.1	The process of administering records relating to Cancelled Certificates for firearm and shot gun certificates:	Current Year + 1	Cancellation Documentation Internal Reports Correspondence File Content	
Firearms 1.2	The process of administering records relating to the Revocation of firearm and shot gun certificates:	Revocation + 20 Yrs, thereafter Review every 5 Yrs	Internal Reports Correspondence Application Forms File Content	
Firearms 1.3	The process of administering records relating to the Refusal to Grant a firearm or shot gun certificate:	Refusal + 20 Yrs, thereafter Review every 5 Yrs	Application Forms Internal Reports Correspondence File Content	
Firearms 1.4	The process of administering records relating to the Voluntary Surrender of a firearm or shot gun certificate:	Surrender + 20 Yrs, thereafter Review every 5 Yrs	Application Forms Internal Reports Correspondence File Content	
Firearms 1.5	The process of administering records relating to the Voluntary Withdrawal of firearm and shot gun applications: <i>Withdrawn during enquiry for genuine reasons</i> <i>Withdrawn during enquiry prior to recommendation of refusal</i>	Current Year + 1 Withdrawal + 20 Yrs, thereafter Review every 5 Yrs	Application Forms Enquiry Reports	
Firearms 1.6	The process of administering Temporary Permits (Section 7):	Current Year + 1	Correspondence & Enquiry Papers relating to Application	
Firearms 1.7	The process of administering records relating to the Disposal of Firearms and Shotguns:	Current Year + 10	Firearms surrendered e.g. Amnesty Initiative	
Firearms	The process of administering records relating to		Application Forms	

NOT PROTECTIVELY MARKED

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Reference No	Function Description	Retention Action	Examples of Records	Notes
1.8	<p>transactions in firearms conducted by Firearms Dealers:</p> <p><i>Initial Application Form & Enquiry Papers</i></p> <p><i>Firearms Dealer Renewal Application</i></p> <p><i>Firearms Dealer Routine Inspection Records</i></p> <p><i>Cancelled Firearms Dealers Records</i></p> <p><i>Record of Sales/Transactions of Firearms/Shot guns on removal of dealer from the Register</i></p> <p><i>Removal of dealer from Police Register</i></p> <p><i>Additional Place of Business</i></p> <p><i>Game Fair Authorisations and Temporary Dealerships</i></p>	<p>Life of File</p> <p>Current Application</p> <p>Completion of next renewal</p> <p>Current Year + 5</p> <p>Current Year + 5</p> <p>Removal + 20 Yrs. Thereafter review every 5 Yrs.</p> <p>Life of File</p> <p>Current Year + 1</p>	<p>Enquiry Papers Correspondence File Content</p> <p>Record of Sales and Transactions Registers.</p> <p>Application Correspondence Enquiry Papers</p>	<p>Nature of information may extend retention</p>
Firearms 1.9	<p>The process of administering records relating to the issue of:</p> <p>European Firearms Passes</p> <p>Article 7 Authorisations</p>	<p>Life of the Pass</p> <p>Life of the Authorisation</p>	<p>Current Pass only</p> <p>Current Authorisation only</p>	
Firearms 1.10	<p>The process of administering records relating to Approved Rifle & Muzzle Loading Target Shooting Clubs</p>			

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
	<p><i>ARMLTS Club Initial Applications & Enquiry Papers</i></p> <p><i>ARMLTS Club Renewal Applications</i></p> <p><i>ARMLTS Range safety certificate</i></p> <p><i>ARMLTS Scottish Ministers' approval</i></p> <p><i>ARMLTS Variations to Club Firearm Certificate</i></p> <p>ARMLTS notification of change of Certificate Holder:</p>	<p>Life of File</p> <p>Current & Penultimate Applications</p> <p>Life of File</p> <p>Current approval only</p> <p>Retain with current & penultimate renewal applications</p> <p>Retain with current & penultimate renewal applications</p>	<p>Application Forms Internal Reports</p> <p>Correspondence File Content</p> <p>Variation Application Forms Enquiry Report</p>	
Firearms 1.11	The process of administering records relating to British Visitor Permits for Firearms & Shotguns:	Current Year + 1	Application Forms Internal Reports Correspondence File Content	
Firearms 1.12	The process of administering records relating to Explosive Premises			
	<i>Explosive Premises Initial Application Form</i>	Life of File	Application Forms Internal Reports Correspondence	
	<i>Explosive Premises Renewal Application</i>	Current Application		
	<i>Explosive Premises Routine Inspection Record</i>	Until Next Renewal	Inspection Records File Content	
	<i>Cancelled Explosive Premises Records</i>	Current Year + 3		
	<i>Acquire Only Explosives Certificates</i>	Current application	Application Forms	

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
	<i>Acquire & Keep Explosives Certificates (Private Use)</i>	and penultimate application Current application and penultimate application	Enquiry Papers Application Forms Enquiry Papers	

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FLEET RECORDS

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

Reference No:	Function Description	Retention Action	Examples of Records	Notes
Fleet 1.1	Process of administering the purchase, maintenance and service history of Police Vehicles V5 forms (record of sale of the vehicle)	Disposal of Vehicle + 6 years Disposal of Vehicle + 3 years	Maintenance records Service history Handover form MOT	
Fleet 1.2	Vehicle logs	Disposal of Vehicle + 1 year	HORT4 books Vehicle journey records	Road Traffic Act 1988
Fleet 1.3	Process of administering Fuel cards Fuel Transaction Receipts Detailed Transaction Sheet	Current month + 3 months Current year + 2 years	Fuel transaction receipts Fuel transaction disks Detailed transaction sheet <i>NB: This is not the financial record which will be held by Finance (retained for Cy + 6y)</i>	
Fleet 1.4	Process of administering Vehicle Hires Booking, receipt and return of hired vehicle (TranMan system) Booking request and return of vehicle forms	Current year + 6 years Current year + 3 years		
Fleet 1.5	Fleet statistics	Current year + 6 years	Annual mileage Fleet size Accidents	
Fleet 1.6	Records related to accident damage and repairs to non-fleet vehicles	Current year + 6 years	TranMan system	

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HEALTH & SAFETY

NOT PROTECTIVELY MARKED

Applicable Legislation

Health & Safety at Work etc Act 1974

Management of Health & Safety at Work Regulations 1999

Social Security (Claims & Payments) Regulations 1979

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Control of Asbestos at Work Regulations 2002

Control of Lead at Work Regulations 2002

Control of Substances Hazardous to Health Regulations 2002

Ionising Radiations Regulations 1995

Ionising Radiations (Outside Workers) Regulations 1993

Work in Compressed Air Regulations 1996

Special Waste Regulations 1996

Environmental Protection (Duty of Care) Regulations 1991

Provision & Use of Work Equipment Regulations 1998

Fire Precautions Act 1971 as amended by Fire Precautions (Workplace)(Amendment) Regulations 1999

Construction (Design and Management) Regulations 1994

Lifting Operations and Lifting Equipment Regulations 1998

Noise at Work Regulations 1989

Health & Safety (Display Screen Equipment) Regulations 1992

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
Health/Safety 1.0	Policy statement of Force relating to Health and Safety at Work	Permanent	Policy Statement	Health & Safety at Work, etc Act 1974
Health/Safety 1.1	Records relating to the management of Health and Safety at Work: <i>Inspection Reports</i> <i>Generic Risk Assessments</i>	6 Yrs after Issue Current year + 10	H & S Inspection Reports Manual Handling Risk Assessment Operational Risk Assessment	Management of Health & Safety at Work Regs 1999
Health/Safety 1.2	Records relating to Accidents, Injuries, Diseases and Dangerous Occurrences at work: <i>Accident Book</i> <i>Accidents & Dangerous Occurrences</i> <i>Diseases</i>	Last Entry + 5 Yrs Current Year + 5 Current Year + 5	Accident Book Report Form F2508 Report Form F2508A	Social Security (Claims & Payments) Regs 1979 Reporting of Injuries, Diseases and Dangerous Occurrences Regs 1995
Health/Safety 1.3	Records relating to employees exposed to asbestos at work under Control of Asbestos at Work Regulations 1987: <i>Health surveillance of employees exposed to asbestos</i> <i>Asbestos Inspections</i> <i>Asbestos Registers</i> <i>Asbestos Incidents</i>	Current Year + 40	Health Surveillance Records Inspection Reports Registers Reports, Correspondence	Control of Asbestos at Work Regs 2002
Health/Safety 1.4	Records relating to employees exposed to Lead at work under Control of Lead at Work Regulations 1980: <i>Reg 8(4) – maintenance, examination & test of control measures</i> <i>Reg 9(5) – monitoring exposure</i> <i>Reg 10(3) – health surveillance of employees exposed to</i>	Current Year + 5 Current Year + 5 Current Year + 40	Maintenance records Air Monitoring records Health Surveillance	Control of Lead at Work Regs 2002

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Reference No	Function Description	Retention Action	Examples of Records	Notes
	<i>Movement of special waste</i>	3 Years	Consignment Notes	
Health/Safety 1.9	Records relating to the transfer of Controlled Waste	Current Year + 2	Consignment Notes	Environmental Protection (Duty of Care) Regs 1991
Health/Safety 1.10	Records relating to the use of Work Equipment in terms of the Provision & Use of Work Regulations 1998 : <i>Maintenance of equipment</i> <i>Thorough Inspection Reports</i> <i>Incidents arising</i>	Last entry + 10 Yrs Last entry + 10 Yrs Last action + 5 Yrs or Claim settlement + 6 Yrs	Maintenance Logs Test Certificates Inspection Reports Incident Reports	Provision & Use of Work Equipment Regs 1998, Lifting Operations and Lifting Equipment Regs 1998
Health/Safety 1.11	Records relating to precautionary measures taken in respect of Fire <i>Fire Certificates</i> <i>Fire Precautions & Services</i>	Expiry + 12 Yrs or until superseded Issue + 10 Yrs	Fire Certificates Fire Risk Assessments	Fire Precautions Act 1971 Fire Precautions (Workplace)(Amendment) Regulations 1999
Health/Safety 1.12	Records relating to the design and management aspects of Construction Work : <i>Maintenance Logs</i> <i>Incident Reports</i> <i>Maintenance Schedules</i> <i>Health & Safety Files & Plans</i>	Final Entry + 6 Yrs Claim settlement + 6 Yrs 10 Yrs after superseded Life of Property	Maintenance Logs Incident Reports Maintenance Schedules Health & Safety Files/Plans	Construction (Design & Management) Regulations 1994
Health/Safety	Records relating to the monitoring of noise in the			Noise at Work

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Reference No	Function Description	Retention Action	Examples of Records	Notes
1.13	workplace in terms of the Noise at Work Regulations 1989: <i>Reg 4(1) - Noise Assessments</i> <i>Reg 4(2) – Noise Assessment Reviews</i> <i>Hearing Tests</i> <i>Exemption Certificates</i>	Until Superseded Until Superseded Current Year + 3 Current Year + 3	Audiometric Test Records Hearing Test Results	Regs 1989
Health/Safety 1.14	Records relating to the monitoring of Display Screens and related workstations in the workplace: <i>Eyesight Tests</i> <i>Workstation Assessments</i>	Current Year + 3 Current Year + 3	Eyesight Test Results Workstation Assessments	Health & Safety (Display Screen Equipment) Regs 1992

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INTELLIGENCE

NOT PROTECTIVELY MARKED

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In the prevention and detection of crime, law enforcement agencies have a duty to seek out, record and disseminate intelligence material relating to offenders and those suspected of criminal activity. Although the Data Protection Act 1998 affords law enforcement agencies a degree of latitude with regard to openness in this pursuit, there remains an underlying need to have a legitimate basis for processing data and observe the data protection principles, particularly those regarding data quality and security in the handling of intelligence material.

While the requirement for information from intelligence sources to be subject to evaluation of reliability and worth prior to being recorded on an intelligence system is acknowledged, it is equally crucial that such material is retained only for so long as it remains relevant. The undue guarding of historical and extraneous information not only undermines data protection principles, but also diminishes the capability for officers to reflect on accurate and compelling intelligence.

Definitive procedures with regard to the retention and weeding of intelligence material are clearly established within the associated Manual of Standards, Code of Practice and the Data Protection Act 1998. Accordingly, the retention and weeding of intelligence material controlled by SID will be conducted in accordance with these provisions.

The Data Protection Act 1998 requires that personal data should not be kept longer than is necessary for the purpose for which it was acquired. Accordingly, SID intelligence material will be subject to regular review and weeding. Intelligence material that is no longer of intelligence value should, except where paragraph 1.32 applies, be destroyed.

Where it is believed that intelligence material, notwithstanding the requirement of paragraph 1.58, be retained on the grounds of *Significant Public Interest**, the material; may be retained subject to:

A record being made of the reason for the retention;

Regular review of its continuing retention; and

The imposition of additional safeguards concerning access.

A Significant Public Interest includes the maintenance of the security and integrity of law enforcement agencies or other public authorities.

While neither legislation nor any supporting Code of Practice / Manual of Standards is proscriptive in the timescales for the retention, review and weeding of intelligence material, it is clearly a requirement that such activities take place.

It will be the responsibility for LIO's to apply and justify the appropriate timescales for the review, weeding and continued retention of intelligence material. While it may be appropriate to apply a generic interpretation of standards and requirements in most cases, LIO's must always consider such actions on a case by case basis, particularly in regard to that intelligence which is significant in nature or which relates to core Nominals. Where longer periods of review and weeding are selected, officers will be required to justify their actions in this regard.

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Although a default weeding period of 12 months will apply in all cases, LIO's are required to select an appropriate weeding date based on the aforementioned principles. It would be reasonable to assume that the selected weeding date would range from 1 year up to 10 years, dependent on legislative requirements such as Part V of the Police Act 1997, or the nature, evaluation, validity and threat posed by the intelligence itself.

The following matrix should be used as a principal reference point when considering and determining the review and weeding periods for any intelligence material held within SID:

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Reference No	Function Description	Retention Action	Examples of Records	Notes
		3 Years 1 Year	Scottish Intelligence Database 5x5x5 System Scottish Intelligence Database 5x5x5 System	Where intelligence assessed and graded as C1 to C3 and E1 to E3 indicates that the person has committed a sexual offence against a child or vulnerable person. Where intelligence indicates that a person is involved in crime for which the punishment is imprisonment. Where intelligence indicates that a person is involved in any form of criminality, which includes serious road traffic offences other than those for which the punishment is imprisonment.
Intelligence 1.1	RIPA, RIPSAs & Part III Police Act	6 years	Applications Authorisations Reviews Renewals	All examples relate to Directed and Intrusive Surveillance and Part III of Police Act.
Intelligence 1.2	RIPA, RIPSAs covering Covert Human Intelligence Sources (CHIS)	Review after 3 years	Applications Authorisations Reviews Renewals	RIPA legislation states records should be kept for 3 years. Before being destroyed the permission of the Authorising Officer or similar rank is required.
Special Branch 2.1	Nominal files and associated intelligence reports	First review after 1 year, subsequent		

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Reference No	Function Description	Retention Action	Examples of Records	Notes
		reviews at least every 5 years		
Special Branch 2.2	Policies and procedures	Review when superseded		
Special Branch 2.3	Aliens registration cards	Closure + 5 years		

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LICENSING

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Applicable Legislation

Licensing (Scotland) Act 1976

Civic Government (Scotland) Act 1982

Betting, Gaming & Lotteries Act 1963

Gaming Act 1968

Lotteries & Amusements Act 1976

Gaming (Bingo) Act 1985

Pedlars Act 1871

Misuse of Drugs Act 1971

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
Licensing 1.0	<p>The process of administering records in respect of Liquor Licensing:</p> <p><i>Licensed Premises:</i></p> <p><i>Architectural Plans of Buildings</i></p> <p><i>Grant, Transfer, and Renewal Applications (No observation / objection)</i></p> <p><i>Grant, Transfer, and Renewal Applications (Observation / objection made)</i></p> <p><i>Occasional Licences & Permissions</i></p>	<p>Until superseded</p> <p>Until completion of next Renewal / Expiry</p> <p>Current Year + 6</p> <p>Current Year + 1</p>	<p>Enquiry Papers, Internal Reports, Databases & Correspondence relating to Licensees and Licensed Premises, e.g. Public Houses Hotels Restricted Hotels Entertainment Refreshment Restaurant Off Sales Seamen's Canteens Registered Clubs</p>	<p>Licensing (Scotland) Act 1976</p> <p>Retention period may be extended in event of information likely to result in observation / objection to licensing authority</p>
Licensing 1.1	<p>The process of administering records in respect of Miscellaneous Licensing in terms of the Civic Government (Scotland) Act 1982:</p> <p><i>Grant & Renewal Applications (No observation / objection)</i></p> <p><i>Grant & Renewal Applications (Observation / objection made)</i></p>	<p>Until completion of next Renewal / Expiry</p> <p>Current Year + 6</p>	<p>Enquiry Papers, Internal Reports, Databases & Correspondence relating to: Taxi & Private Hire Car Licences, Second-Hand Dealers' Licences, Metal Dealers' Licences, Boat Hire Licences, Street Traders' Licences, Market Operators' Licences, Public Entertainment Licences Indoor Sports Entertainment Licences, Late Hour Catering Licences, Window Cleaners' Licences, Charitable Collections, Sex Shop Licences</p>	<p>Civic Government (Scotland) Act 1982</p> <p>Retention period may be extended in event of information likely to result in observation / objection to licensing authority</p>
Licensing 1.2	<p>The process of administering records relating to Betting, Gaming and Lotteries</p>		<p>Enquiry Papers, Internal Reports, Databases &</p>	<p>Betting, Gaming & Lotteries Act</p>

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
	<p><i>Grant & Renewal Applications (No observation / objection)</i></p> <p><i>Grant & Renewal Applications (Observation / objection made)</i></p>	<p>Until completion of next Renewal / Expiry</p> <p>Current Year + 6</p>	<p>Correspondence relating to:</p> <p>Betting Offices Bookmakers Gaming Machines Bingo Clubs Casinos Registered Societies</p>	<p>1963, Gaming Act 1968, Lotteries & Amusements Act 1976, Gaming (Bingo) Act 1985,</p> <p>Retention period may be extended in event of information likely to result in observation / objection to licensing authority</p>
Licensing 1.3	<p>The process of administering records relating to Pedlars</p> <p><i>Grant & Renewal Applications</i></p> <p><i>Police Register</i></p>	<p>Until completion of next Renewal / Expiry</p> <p>Offer to Archives</p>	<p>Enquiry Papers, Internal Reports, & Correspondence Station Registers</p>	<p>Pedlars Act 1871</p>
Licensing 1.4	<p>The process of administering records relating to checks of Chemist Registers</p> <p><i>Inspection Records</i> <i>Destruction of Controlled Drugs</i></p>	<p>Current Year + 2 Current Year + 2</p>	<p>Computerised Systems</p> <p>Forms P129 Drugs Destruction Forms</p>	<p>Misuse of Drugs Act 1971</p>
Licensing 1.5	<p>The process of administering records relating to Test Purchasing</p>	<p>Current Year + 1</p>	<p>Record of Test Purchaser exercise Declaration forms of Test Purchaser.</p>	

NOT PROTECTIVELY MARKED

MEDIA & COMMUNICATIONS

NOT PROTECTIVELY MARKED

Applicable Legislation

Copyright, Designs and Patents Act 1988 (this covers both audio and visual material including video recordings, satellite broadcasts, posters, graphics and computer-generated material).

Standards

ISO 5466 Storage of Processed Safety Photographic Film

BS-ISO 10356 Storage and Handling of Nitrate-based motion picture film

BS-ISO 12606 Care and preservation of magnetic audio recordings for motion picture and television

Notes

This matrix deals with two broad areas:

- Dealing with the media on the work of the police
- Special events, such as exhibitions, campaigns, etc.

Most media and communications records created by the media, press or public relations departments are commissioned by other police departments/sections, i.e., Personnel requesting a job advertisement, Community Safety commissioning community information packs, etc., when this is the case, the appropriate commissioning department matrix should be referred to. Because of the unique nature of the records in this matrix, it is as important to consider the storage of the material (it being created and stored on a range of media), as it is to consider the appropriate legislation, hence the three BSI storage standards listed above.

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
Media/Comms 1.0	Advertising and publicity material for use in internal or external Campaigns and Projects <i>Recurring Campaigns/Projects</i> <i>Drafts and development material</i>	Destroy at end of project/campaign Review at Creation + 2 Yrs Review/Destroy when final copies prepared	Posters, Photographs, leaflets, working briefs, audio-visual, online material	For photographs and audio-visual material, see BSI storage guidelines above.
Media/Comms 1.1	Providing Information to the Media <i>Non-incident related</i> <i>Standard crime enquiries / Incidents</i> <i>Serious crime enquiries / Major incidents</i> <i>Finding aids (indexes, catalogues, etc.)</i> <i>Image library</i> <i>Prepared answers to routine questions</i>	Current year + 2 Yrs Current year + 6 Yrs Review current year + 12 Yrs Current year + 12 Yrs Select Destroy when superseded	Press releases Press conference previews Paper based / computerised press release indexing systems	Consider retention of information supplied to media relating to serious crime enquiries / major incidents for as long as case is retained
Media/Comms 1.2	Monitoring Information in the media <i>Non-incident related</i> <i>Incident</i> <i>Major incidents</i> <i>Digests of information / finding aids</i>	Current year + 2 Current year + 6 Current year + 12 Archive	Press cuttings Audiovisual tapes of televised / radio reports Press report digests	See BSI storage guidelines above
Media/Comms	Special events		Correspondence	Seek to retain at

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Reference No	Function Description	Retention Action	Examples of Records	Notes
1.3	<p><i>Events of Historical Significance</i></p> <p><i>Other Events</i></p>	<p>Review and offer to archives</p> <p>Review at current year + 3 Yrs</p>	<p>Reports</p> <p>Visitor books</p> <p>Calendars</p> <p>Brochures and guides</p> <p>Programme of events</p> <p>Audiovisual record of proceedings</p>	<p>least one copy for reference/historical purposes.</p> <p>See BSI storage guidelines above.</p>
Media/Comms 1.4	Development and publication of Force Magazines or equivalent	<p>Archive Magazines</p> <p>Select photos</p> <p>All other records</p> <p>Current year + 1</p>	<p>Force Magazine</p> <p>Force Newsletter</p> <p>Working Papers</p> <p>Photographs</p>	Select photos for permanent retention
Media/Comms 1.5	Journals	Review at current year + 1 Yr	Magazines, journals, papers, received by Police	It may be prudent to retain one copy for reference in a 'library', with guidelines as to how far back issues are kept.

NOT PROTECTIVELY MARKED

OPERATIONAL SUPPORT SERVICES

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
Air Support 1.1	Administration of Helicopter Flying Hours and Duties Incidents requiring Helicopter Assistance Accidents involving helicopter Records of Flying Hours	As per crime list Archive Current year + 1*		*Summarised statistics may be retained
ARV 2.1	Administration of Force Firearms Register of Force Firearms	Archive	Purchase and disposal records, serial numbers	
ARV 2.2	Process of issuing and recording the use of Police Firearms Daily Weapons Checks Incident Reports	Refer to Operations		
Dog Branch 3.1	Administration of Injuries and Accidents caused by Force Dogs Injury to Force Employee Injury to Member of the Public Accident/Damage caused by/involving Force dogs	Archive Personnel copy Current year + 3 Current year + 3		
Dog Branch 3.2	Breeding, Purchase, Disposal and Care of Dogs Dog Branch Records/Files	Disposal + 3 years*	Breeding, pedigree, acquisition, care and disposal records.	Summary details of breeding programme may be reviewed for archives
Dog Branch 3.3	Development and Provision of Training Courses for Dogs and Handlers Development of Dog and Handler Training Provision of Dog and Handler Training Record of Dog and Handler Training	Refer to Training Refer to Training Refer to Personnel list		

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
	Register of Dog and Handlers Trained	Permanent		
Mounted Branch 4.1	Administration of Injuries and Accidents caused by Force Horses Injury to Force Employee Injury to Member of the Public Accident/Damage caused by/involving Force horses	Archive Personnel copy Current year + 3 Current year + 3		
Mounted Branch 4.2	Development and Provision of Training Courses for Horses and Riders Development of Rider Training Provision of Rider Training Record of Rider Training Development of Horse Training Record of Training given to specific horses	Refer to Training Refer to Training Refer to Personnel list As Training Disposal + 1 year		
Mounted Branch 4.3	Purchase, Disposal and Care of Horses Equine Registers Record of Rest Days	Disposal + 1 year Current month + 1	Vets records, History, Training Control Sheets	
Mountain Rescue 5.1	Development and Provision of Mountain Rescue Training Development of Mountain Rescue Training Provision of Mountain Rescue Training Record of Mountain Rescue Training	Refer to Training Refer to Training Refer to Personnel		
Mountain Rescue	Administering the Care and Management of Mountain Rescue Equipment			

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
5.2	Equipment Maintenance	Refer to Health & Safety		
Public Order 6.1	Development and Provision of Public Order Training Development of Public Order Training Provision of Public Order Training Record of Staff Public Order Training	Refer to Training Refer to Training Refer to Personnel		
Underwater Unit 7.1	Development and Provision of Police Diving/Underwater Skills Training Development of Diving/Underwater Training Provision of Diving/Underwater Training Record of Staff Diving/Underwater Training	Refer to Training Refer to Training Refer to Personnel		
Underwater Unit 7.2	Administering the Care and Management of Diving Equipment Equipment Maintenance	Refer to Health & Safety		
Support Services 8.1	Policing Arrangements for Managing Bomb Threats and Terrorism	Review Current year + 2		
Support Services 8.2	Administration of Public Visits to or from Support Services Premises and Staff (e.g. Kennels, Stables) Records of Visits Letters of Appreciation	Current year + 1	Correspondence	Includes arrangements for PR work undertaken by Support Services at shows, galas, events, etc.
Support Services 8.3	Process of Incident Logging	Refer to Operations		
Support Services 8.4	Process of Crime Recording and Investigation	Refer to Crime		
Support Services 8.5	Police Search Co-Ordinators and Advisers Record of Search Co-ordinator/Adviser Training	Refer to Personnel		*Licensing scheme requires examination of logbook 1 year

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
	Search Co-ordinator/Adviser's Licensing Scheme Records	Current + 1 year*	Personal Log Book	after training and every three years thereafter.

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OPERATIONS

NOT PROTECTIVELY MARKED

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Applicable Legislation

Working Time Regulations 1998

Civic Government (Scotland) Act 1982

Road Traffic Act 1988

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
Operations 1.0	<p>Process of maintaining records relating to persons held in Police Custody at police stations and courts – including</p> <p><i>Nominal Details (Incl. Name, Alias, Birth, Occupation, Address)</i> <i>Injuries & Risk Assessment</i> <i>Apprehension/Detention Details</i> <i>Property</i> <i>Personal Description</i> <i>National Computer Cross Checks (PNC/SCRO)</i> <i>Medical Examinations & Treatment</i> <i>Visits to / Checks of Prisoner</i></p> <p>Serious Crime Enquiry</p> <p>Standard Crime Enquiry</p> <p>Custody in which episode report created</p>	<p>Current Year + 12, then Review</p> <p>Current Year + 6</p> <p>Current Year + 12, then Review</p>	<p>Computerised & Paper-based Custody Record Systems</p>	
Operations 1.1	<p>Process of maintaining records of Duty Tours performed by personnel – including:</p> <p><i>Nominal Details (inc. name, rank, number, station, skills)</i> <i>Hours Worked</i> <i>Overtime/Time off in Lieu</i> <i>Rest Days</i> <i>Public Holidays</i> <i>Training Dates</i> <i>Nature of Duties Performed</i> <i>Sickness/Injury</i> <i>Annual Leave</i></p>	<p>Current Year + 6</p>	<p>Computerised Resource Management Systems, Manual Records</p>	<p>Working Time Regulations 1998</p> <p>Some Forces have separate systems to record different aspects of duty tours</p>

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
Operations 1.2	<p>The policing arrangements prepared for Operational Events, VIP and Royal Visits – including</p> <p><i>Exceptional events & operations (e.g. War, Major Disasters, Foot & Mouth Outbreak)</i></p> <p><i>Large scale operations (Incl. <u>Major</u> Public Marches & Demonstrations, Major Industrial Disputes, Major Sporting Events, Parliamentary Elections)</i></p> <p><i>Routine operations (Incl. <u>Minor</u> Parades, Sporting Events)</i></p>	<p>Offer to Archives</p> <p>Current Year + 6</p> <p>Current Year + 1</p>	<p>Paper-based / Computerised Briefing & Debriefing Systems</p> <p>Operational Risk Assessments</p>	
Operations 1.3	<p>Process of maintaining records relating to Lost & Found Property – including:</p> <p><i>Reports of Lost Property</i></p> <p><i>Found Property Handed in to Police</i></p> <p><i>Sales of Unclaimed Found Property</i></p>	<p>Current Year + 6</p>	<p>Computerised and Paper-based Record Systems</p>	<p>Civic Government (Scotland) Act 1982</p> <p>Includes financial receipts for Found Property</p>
Operations 1.4	<p>Process of maintaining records (HORT2) relating to the production of driving documents at police stations – namely:</p> <p><i>Completed HORT2 Registers</i></p>	<p>Current Year + 2</p>	<p>HORT2 Books</p>	<p>Road Traffic Act 1988</p>

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
Operations 1.5	<p>Process of Incident Logging – including records arising from requests for police assistance and the deployment and management of police resources:</p> <p><i>Telephone Calls from the Public</i> <i>Messages from internal Force Personnel</i> <i>Messages from external Forces & Agencies</i></p> <p><i>Radio & Telephone Calls to/from Force Control Rooms</i></p> <p><i>Warning markers held on command and control systems</i></p> <p><i>Records of insertion, review and deletion of warning markers</i></p> <p><i>Automatic location transmission data received from vehicles and officers</i></p>	<p>Current Year + 2</p> <p>Current Year + 2</p> <p>Review annually</p> <p>Deletion of marker + 3 Years</p> <p>Current Year + 2</p>	<p>Command & Control Systems, Message Forms Decision Logs Policy Files Operational Risk Assessments</p> <p>Markers relating to officer safety issues, civil interdicts, registered sex offenders and firearms licensees etc</p>	
Operations 1.6	<p>Process of circulating Operational Messages throughout the Force – including:</p> <p><i>Action Messages</i> <i>Lookout Messages</i> <i>Information Messages</i> <i>All Stations Circulations</i> <i>Station Scroll Books</i></p>	<p>Current Year + 1</p>	<p>Email Systems Scroll Books</p>	
Operations 1.7	<p>Process of recording Occurrences investigated by the Force – including</p> <p><i>Major Incidents (non criminal)</i></p>	<p>Review Current Year + 12</p>		<p>Computerised and Paper-based Record Systems</p>

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
	<i>Missing Persons: Untraced</i> <i>Missing Persons: Traced</i> <i>Other incidents (eg sudden deaths, fires)</i>	Permanently Current Year + 6 Current Year + 6		
Operations 1.8	Process of maintaining records relating to the use of Police Vehicles - including: <i>Vehicle Log Books</i>	Vehicle Disposal + 1 Yr	HORT4 Books	Road Traffic Act 1988
Operations 1.9	Process of recording the issuing of specific items of Police Equipment – including: <i>CS Spray</i> <i>Police Firearms</i>	Current Year + 1 (If discharged – at determination of CC)		
Operations 1.10	Process of maintaining records relating to Emergency & Contingency Exercises – including: <i>Exercises led by Central Government</i> <i>Local Multi-Agency Exercises</i>	Current Year + 10, then Review Current Year + 5, then Review	Remount /Aglow Exercises Local Authority Emergency Planning Exercises	

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
Operations 1.11	<p>Process of maintaining records relating to Traffic Policing – including:</p> <p>The application of Fixed Penalty Notices</p> <p>The reporting and investigation of damage & non-serious injury traffic collisions <i>The prosecution of minor traffic-related offences</i></p> <p><i>The reporting and investigation of serious injury & fatal traffic collisions</i></p>	<p>Current Year + 3</p> <p>Current Year + 6</p> <p>Current Year + 12, then Review</p>	<p>Computerised and Paper-based Record Systems</p> <p>Fixed Penalty Notices Photographic Evidence</p> <p>Traffic collision reports Scene records – plans, videos Breath Procedure Logs Prosecution Reports</p>	
Operations 1.12	<p>Execution of warrants</p> <p>Executed warrants (all types)</p> <p>Arrest warrants not executed</p> <p>Means enquiry warrants not executed</p> <p>Receipt of money when fine paid</p> <p>Search warrants</p> <p>Extract convictions warrants not executed</p>	<p>Current financial year + 6 years</p> <p>Following notification by PF + 3 years</p> <p>Following notification by court + 3 financial years</p> <p>Refer to Finance matrix</p> <p>Refer to Crime matrix</p> <p>Following notification by PF + 3 years</p>	<p>Warrant enquiry records</p> <p>Search record</p>	<p>Original warrant returned to issuing court when subject arrested</p> <p>Police (CC) Circular 8/1985 Appendix B</p>

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
Operations 1.13	Bail orders	6 months from date of cancellation	Copy bail orders SCRO bail order chapter entries	Historical bail details held on SCRO for 3 years from date of cancellation. The issuing court will hold the principal document.
Operations 1.14	Undertaking to appear	Refer to Crime matrix	Copy of undertaking to appear signed by accused released from custody in terms of Section 22, Criminal Procedure (Scotland) Act 1995	
Operations 1.15	Interdicts	Current year + 3 from date of cancellation. Review for currency annually where interdicts do not state date of cancellation.	Interdicts granted under the Matrimonial Homes (Family Protection) (Scotland) Act 1981, the Protection from Abuse (Scotland) Act 2001 and similar where a copy is served on the Chief Constable.	

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
Operations 1.16	Files relating to Anti-Social Behaviour Orders and Interim Anti-Social Behaviour Orders (ASBOs) Fixed term Indefinite term Information supplied to local authorities for the grant of anti-social behaviour orders	Duration of order + 3 years from date of cancellation Review for currency 5 years after ASBO issued Current year + 1	Copy of Order provided to the Chief Constable Copy of observations made by Chief Constable during statutory consultation made when application for ASBO being pursued by Local Authority / Registered Social Landlord	
Operations 1.17	The process of recording CCTV images in public areas Images not required for evidential purposes in legal proceedings Images required for evidential purposes in legal proceedings	31 days Refer to Crime matrix		Information Commissioner's CCTV code of practice
Operations 1.18	Records of the calibration of intoximeters	Current year + 6		
Operations 1.19	The process of serving legal documents	Destroy no more than 6 months after service	Witness citations Countermands	
Operations 1.20	Records of the use of force by police officers on duty	Current year + 6	Use of Force forms	
Operations 1.21	Records produced by Security Access Systems to Police Buildings.	Current year + 1 Destroy	Data from the swiping of proximity cards	
Operations 1.22	Process of maintaining records relating to the application of Fixed Penalty Notices for Anti-Social behaviour offences	Current year + 3	Computerised and Paper-based Record Systems Fixed Penalty Notices	

NOT PROTECTIVELY MARKED

PERSONNEL, TRAINING & RECRUITMENT

NOT PROTECTIVELY MARKED

Applicable Legislation

There are a large number of Acts of Parliament, regulations, statutes and professional guidelines that determine and manage employment and employment terms and conditions of service. In general terms there is little within these documents that either stipulate or recommend how long records and information should be kept. However the spirit and purpose of these documents can be used to assist in determining retention periods. Therefore, where no specific, named source is given for a recommended retention within this ACPOS document, it can be assumed that the retention is suggested on this basis. Sources for identifying the appropriate documents are noted below.

- All forces and common police services will have and provide for staff consultation the following documents, which may contain details of the relevant and current legislation and regulations that can be used to review retention:
 - Procedure Manuals
 - Conditions of Service Manuals
 - Discipline and Grievance Procedures
 - Health and Safety Manuals
- All records relating to payments are dealt with under the Recommended Record Retention Periods for Finance.
- Other useful sources include (not a comprehensive list):
 - Data Protection Act 1998 (although it does not stipulate retention)
 - European Convention on Human Rights
 - Employment Rights Act 1996
 - Police (Scotland) Acts (various)
 - Police Scotland Regulations 2004 SSI 2004/257s15(3)
 - Official Secrets Act 1989
- While the records of training are similarly not generally included in legislation and statute, it is good practice to retain evidence of training to show that forces are undertaking their obligations under the various acts. This includes for example, evidence of time spent on firearms practice, equal opportunities training received, etc.

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
Personnel 1.0	Process of administering the employment of Police, Cadets and Special Constables - summary information including: Name(s) – including changes from marriage/divorce Date of Birth Date of Appointment Work History Summary (Divisions, roles, promotions and transfers, titles and dates held) Training received Awards, Commendations, Incidents of Note Date of Leaving and reason Photograph	Offer to Archives	Employment Register Personnel Database (weeded) Personnel Files (weeded)	Common Practice The retention dates suggested assume that pension administration is not reliant on these records
Personnel 1.1	Process of administering the employment of Police, Cadets and Special Constables in accordance with terms and conditions - including: Maternity, Paternity and Special Leave Changes to personal details Vetting and Validation Payments, salaries and wages Assessments and Appraisal/Performance Details	Between 6 – 10 years* following termination of employment (* to be stipulated by individual forces/agencies)	Force forms Reports File Notes Personnel Database (unweeded) Personnel Files (unweeded)	Salaries and Wages Entitlements The retention dates suggested assume that pension administration is not reliant on these records
Personnel 2.0	Process of administering the employment of Force Support Staff - summary information including: Name(s) – including changes from marriage/divorce Date of Birth Date of Appointment Work History Summary (Divisions, roles, promotions and transfers, titles and dates held) Date of Leaving Pension Details	Archive	Employment Register Personnel Database (weeded) Personnel Files (weeded)	Common Practice The retention dates suggested assume that pension administration is not reliant on these records
Personnel 2.1	Process of administering the employment of Force Support Staff in accordance with terms and conditions - including: Maternity, Paternity and Special Leave Changes to personal details	Between 6 – 10 years* following termination of employment (* to be stipulated by	Force forms Reports File Notes Personnel Database (unweeded)	Salaries and Wages Entitlements The retention dates suggested assume that pension

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Reference No	Function Description	Retention Action	Examples of Records	Notes
	Vetting and Validation Payments, salaries and wages Assessments and Appraisal/Performance Details	individual forces/agencies)	Personnel Files (unweeded)	administration is not reliant on these records
Personnel 3.0	Recording, Monitoring and Management of Absence	Current year + 6	Absence Management Database	
Personnel 4.0	The recording and amendment of staff Conditions of Service , including statutory and policy based conditions	Archive	Conditions of Service Manual	Common Practice
Personnel 4.1	Equal Opportunities investigation and reporting on cases and grievances	Current year + 6	Equal Opportunities Case/Grievance File	Common Practice
Personnel 4.2	General administration of the Force Personnel Function . Examples include: Restructuring Civilianisation Staffing Proposals Industrial Relations	Review current year + 2	Files Records and Documents Minutes of Meetings Reports	Common Practice
Training 1.0	Development and provision of Staff Training courses: Aims and Objectives Course Outline	Archive	Course Booklet Course Outline	Common Practice
Training 1.1	Development and provision of Staff Training courses: Course Documentation Presentations Pre-Reading	Destroy when superseded	Course Handout Master PowerPoint presentations Pre-Reading List Master Research Material Course Development Records	
Training 1.2	Development and provision of Staff Training courses: Administration of courses	Current year + 1		
Training 2.0	General administration and projects of the Force Training function. Examples include: Training and development strategy Responses to legislative and regulatory changes	Review and weed using force criteria at end of project or once every 2 years.	Project Files Project Records and Documents Minutes of Meetings Reports	Common Practice
Recruiting 1.0	The process of Recruitment and Selection of Police Officers, Special Constables and Cadets . (Successful candidates)	Retain and pass to personnel	Application Form Vetting Form Copy Birth Certificate	

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
			Home Assessment Record of Interview	
Recruiting 1.1	The process of Recruitment and Selection of Police Officers, Special Constables and Cadets. (Unsuccessful candidates)	Retain no more than Current year + 6	Application Form Vetting Form Copy Birth Certificate Home Assessment Recruiting Database Records Record of Interview	Common Practice. Used for candidates re-applying
Recruiting 2.0	The process of Recruitment and Selection of Force Support Staff. (Successful candidates)	Retain and pass to personnel	Application Form Vetting Form Copy Birth Certificate Record of Interview	
Recruiting 2.1	The process of Recruitment and Selection of Force Support Staff (Unsuccessful candidates)	6 months	Application Form Vetting Form Copy Birth Certificate Recruiting Database Records Record of Interviews	
Recruiting 3.0	The development and monitoring of Recruitment Selection Criteria and Policy	Archive	Selection Criteria Minimum requirements Recruitment Policy	
Recruiting 4.0	General administration and projects of the Force Recruiting function. Examples include: Changes to selection criteria Careers fairs and promotions	Review and weed using force criteria at end of project or once every 2 years.	Project Files Project Records and Documents Minutes of Meetings Reports	Common Practice
Occupational Health	The process of managing the Medical Welfare and Health of staff	Destroy 100 years from date of birth	Medical records Occupational Health Records	Common Practice
Promotion 5.1	The development and monitoring of Promotion Selection Criteria and Policy	Archive	Promotion Policy Selection Criteria Record of Competencies under assessment Record of Standard of Assessments	
Promotion 5.2	Process of Application by Police Officers for Promotion (successful and unsuccessful candidates)	Current year + 2 years	Application Form References	

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
Promotion 5.3	Promotion Process	Between 6 months and current year + 2 years* (* to be stipulated by individual forces / agencies)	Assessment Centres / Promotion Panels Exercise Assessment Sheets Record of Interview Record of Overall Assessment Record of Feedback	
Promotion 5.4	Formal notification of outcome of application	Retain and pass to Personnel	Letter to candidate Record of feedback	

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PROFESSIONAL STANDARDS

NOT PROTECTIVELY MARKED

Applicable Legislation

Police (Scotland) Act 1967

Police (Conduct) (Scotland) Regulations 1996

Police (Conduct) (Senior Officers) Scotland Regulations 1999

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Reference No	Function Description	Retention Action	Examples of Records	Notes
Standards 1.3	against Police Officers by persons considered to be Vexatious Complainers	Review	Investigating Officer Notebooks, Case Papers	
Professional Standards 1.4	Process of maintaining information to ensure adherence with Internet Use policy	12 months, then Destroy	Internet Logs	

NOT PROTECTIVELY MARKED

PROJECTS

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

PROPERTY

NOT PROTECTIVELY MARKED

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
Property 1.1	<p>Activities associated with the acquisition and disposal of property</p> <p>Property registers and reports</p> <p>Title deeds and associated documents</p> <p>Leases and associated documents</p> <p>Land searches</p>	<p>Archive</p> <p>Retain until property disposed of. Offer to Archives if not required by new owner.</p> <p>Expiry of lease + 12 years</p> <p>Current year + 6</p>	<p>Consolidated property and buildings annual reports</p> <p>Summary of leased property</p> <p>Summary of local authority's owned property</p> <p>Site register</p> <p>Register of leases</p> <p>Leases</p> <p>Memoranda of terms</p> <p>Subletting agreements</p> <p>Schedules of alterations</p>	
Property 1.2	<p>Activities associated with the development and renovation of property</p> <p>Buildings and estates of 'special interest'</p> <p>All other buildings and estates</p>	<p>Permanent</p> <p>Retain for life of property or building</p>	<p>Project specifications</p> <p>Plans</p> <p>Installation manuals</p> <p>Planning and building control consents and correspondence</p> <p>Prints and negatives – work in</p>	

NOT PROTECTIVELY MARKED

Reference No	Function Description	Retention Action	Examples of Records	Notes
	<p>Construction contract records</p> <p>Construction project management records</p> <p>Records relating to special events: official openings, dedications, major refurbishments</p>	<p>Refer to Finance matrix</p> <p>Refer to Projects matrix</p> <p>Refer to Media / Communications matrix</p>	<p>progress, completed works</p>	<p>Particular care should be taken when reviewing these records, the nature of the development may dictate a long retention for all records.</p>
Property 1.3	<p>Activities associated with the maintenance of property</p> <p>Management of maintenance activities</p> <p>Maintenance contract records</p> <p>Records of inspections of property, plant and equipment</p> <p>Records documenting routine maintenance</p> <p>Maintenance and operational manuals</p>	<p>Last action + 10 years</p> <p>Refer to Finance matrix</p> <p>Refer to Health & Safety matrix</p> <p>Current year + 6</p> <p>When equipment disposed of, destroy or transfer to new owner</p>	<p>Maintenance programme</p> <p>Maintenance schedules</p> <p>Forward maintenance registers (FMR)</p> <p>Maintenance diaries</p> <p>Maintenance requests for cleaning, painting, grounds maintenance, electrical maintenance</p>	<p>Refer to Health & Safety matrix for recommendations relating to property hazards, incidents and inspections</p>

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APPENDIX A: SCOTTISH CRIMINAL RECORD OFFICE CRIMINAL HISTORY SYSTEM WEEDING PERIODS

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Convictions, recorded in accordance with the Scottish Criminal Record Office Executive Committee Policy, are to be weeded:

- (1) When the subject has attained 40 years of age and the conviction is 20 years old plus any period of disqualification, unless the conviction is one of the excepted categories.
- (2) The following convictions are excepted categories:-
 - (a) a conviction on indictment;
 - (b) a conviction for any act implying indecency;
 - (c) a conviction or ruling disposed of under the Mental Health Acts
 - (d) a conviction where a sentence of imprisonment is imposed
- (3) A conviction in any of the excepted categories will be retained until the subject has attained 70 years of age and the conviction is 30 years old plus any period of disqualification
- (4) Retention of an excepted category conviction is not to affect the life of any subsequent conviction
- (5) No record is to contain more than 3 drunk and incapable convictions (i.e. the last 3)
- (6) Warnings to prostitutes are to be weeded as a conviction in accordance with (1) above (under review)
- (7) All disposals for child offenders are to be weeded when a child has attained 16 years of age except:-
 - (a) a supervision requirement order
 - (b) a disposal in a court of law

The following convictions will be retained for 100 years:

- (a) Life Imprisonment
- (b) Detained during Her Majesties Pleasure
- (c) Detained without limit of time

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APPENDIX B: ACPOS POLICY & GUIDANCE FOR RETENTION, REVIEW & DISPOSAL OF CRIME RECORDS & PRODUCTIONS

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ACPOS POLICY & GUIDANCE FOR RETENTION, REVIEW & DISPOSAL OF CRIME RECORDS & PRODUCTIONS

Introduction

This policy and guidance has been prepared to standardise retention, review and disposal of crime records and productions across the Scottish Police Service. Where an investigation has been jointly conducted either between Forces or with SPSA, agreement must be reached on appropriate retention of records.

(Separate provisions cater for the retention, review and disposal of Intelligence material in Scotland.)

Cases are categorised into two types - serious and standard crime enquiries, further sub-divided into resolved and unresolved cases.

Resolved cases include all detected cases and those where it has been established that no crime has taken place as well as, for example, those cases which either result in a not proven or not guilty verdict but where enquiries have been concluded to the satisfaction of the investigating Force.

Unresolved cases include all undetected cases as well as, for example, those where the case is detected but the offender has absconded or cannot yet be brought to justice.

Retention and Review

Based on the definitions below, every case will fall into one of three general categories:

Serious unresolved cases - retain until case is resolved

Serious resolved cases - retain for current year + 12 years from the date made known to the police

Standard cases (resolved & unresolved) - retain for current year + 6 years from the date made known to the police

(Where a case is resolved more than 12 months after the date made known to the police, substitute this date with the date on which the matter was reported to the relevant prosecuting authority)

Where appropriate however, as defined further in this document, a case may be subject to review based on certain criteria and retention may then be extended as appropriate.

Furthermore, where a case is the subject of a notified appeal, dispute, complaint or civil litigation or where notification to preserve records has been received from the Scottish Criminal Cases Review Commission (SCCRC), disposal of records must be suspended until the outcome is known

Serious Crime Enquiries

Investigations into any of the crimes listed below will be classed as '**Serious Crime Enquiries**'.

Unresolved cases will be retained until the case is resolved and **resolved cases** are subject to a retention period of current year plus 12 years.

1 Murder, Culpable Homicide (including statutory) & Drug Related Deaths

- Any contravention of Sections 1 or 3A of the Road Traffic Act 1988
- Any Drug Related Death as defined in the 1994 Scottish Office Ministerial Drugs Task Force Report

2 Serious & Series Sexual Offences

- Cases which will require a sex offender assessment to be conducted on release and where the custodial sentence exceeds the initial retention period

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- All incidents of rape or sodomy (both Common Law and Statute)
- All incidents of incest committed against children (both Common Law and Statute, but excluding circumstances where all parties are children and willing participants)

The following crimes when committed by a **stranger** (*ie a person not previously known to*) against a child:

- Abduction of a child with intent to rape
- Assault with intent to rape or ravish
- Indecent assault
- Lewd, indecent or libidinous behaviour or practices
- Section 106(1) of the Mental Health (Scotland) Act 1984 (c.36) (have unlawful sexual intercourse with a mentally handicapped female)
- Section 8 of the Criminal Law (Consolidation) (Scotland) Act 1995 (abduction of girl under 18 for the purposes of unlawful intercourse)

The following crimes when committed against a child:

- Section 107(1) of the Mental Health (Scotland) Act 1984 (being in a position of trust have unlawful sexual intercourse with a mentally handicapped female)
- Section 10 of the Criminal Law (Consolidation)(Scotland) Act 1995 (person having parental responsibilities causing or encouraging sexual activity in relation to a girl under 16)
- Section 3 of the Sexual Offences (Amendment) Act 2000 (c.44) (abuse of position in trust), where the offender was 20 or over
- Section 311(1) of the Mental Health (Care and Treatment) (Scotland) Act 2003 (asp 13) (non-consensual acts)
- Section 313(1) of the Mental Health (Care and Treatment) (Scotland) Act 2003 (persons providing care services: sexual offences)

3 Serious Violence

Any serious assault where:

- There is involvement of a firearm or imitation
- A victim suffers significant permanent impairment or disfigurement
- There has been endangerment to life

4 Abduction Involving Extortion

Including cases where the abduction is resolved prior to any demand being issued but evidence or intelligence exists to suggest the motive was extortion

5 Any Act of Terrorism

6 High Value Acquisitive Crime

This category includes:

- Robberies involving cash or property to the value of £50,000 or more
- Non-violent acquisitive crime and cases of seizure or restraints under the Proceeds of Crime Act 2002 involving cash or property to the value of £100,000 or more

This category does not normally include acquisitive crimes involving clandestine possession (eg Section 178 Road Traffic Act 1988)

7 Major Drug Trafficking

This category includes:

- Enquiries involving the importation or exportation of controlled drugs (including offences under Customs and Excise Management Act 1979)
- Any case of domestic (UK) drug trafficking involving a monetary street value of £100,000 or more

On conclusion of the case or at any point during the retention period however, the retention of a serious case record may be extended by a further six years followed by review, where the case meets any of the following criteria:

- Do the records contain information necessary for the prevention and detection of crime or apprehension and prosecution of offenders which is not otherwise available, eg on CHS or PNC
- Did the case involve a custodial sentence in excess of twelve years?
- Did the case involve as yet unidentified forensic evidence?

All cases where a decision has been made either to destroy the case records or extend the retention period, the decision-maker's details, the reason(s) for the decision and date of the decision must be recorded.

Standard Crime Enquiries

All other criminal investigations not listed above will be classed as '**Standard Crime Enquiries**' and are therefore subject to a retention period of current year plus 6 years.

On conclusion of the case, or at any point during this period however, a standard crime enquiry may be reclassified as serious, thereby extending the retention to current year plus 12 years, where the case meets any of the following criteria:

- Does other information/ intelligence exist which suggests that the crime may be part of a sequence of escalating violent or sexual offending behaviour?
- Does the case record indicate that the accused is likely to pose a continuing risk to either children or vulnerable adults?
- Did the case involve a custodial sentence in excess of six years?
- Did the case involve as yet unidentified forensic evidence?
- Does the case involve ongoing operational issues?
- Does the case involve significant witness protection issues?
- Did the case involve serious damage (£100,000 or more) to property?

In all of the above cases, the decision-maker's details, the reason(s) for re-designation and date of the decision must be recorded.

Records with Historical Value

Certain criminal investigations are of intrinsic historical interest to society, whether on a national or local scale. Once there are no longer operational policing reasons to retain investigative material, consideration may be given to retain these records as historical archives. Such further retention will however be the exception rather than the rule and the following aspects must be considered:

- Did the case have a significant impact on policing strategy?
- Did the case cause grave public concern or have a significant impact on the community/ society?
- Did the case involve substantial police resources?
- Did the case involve landmark developments in policing methods (eg new forensic techniques, case law)?
- Did the case attract or is it likely to attract significant media or external scrutiny?

Productions

Productions are items seized in the course of a criminal and/or deaths investigation into an incident which may give rise to criminal proceedings or a fatal accident inquiry, and which have evidential value in terms of the investigation and possible subsequent court proceedings.

The disposal of productions will be conducted as follows:

Unresolved Serious Case productions will be retained until the case is resolved.

Notwithstanding this, where issues of health and safety, security or best value arise, permission should be sought from the Procurator Fiscal regarding earlier disposal. In these cases, the decision-maker's details, the reason(s) for the decision and date of the decision must be recorded.

Unresolved Standard Case productions will be retained for current year + 6 years from the date made known to the police except where the case has been identified for exceptional retention during a review. In such circumstances, the productions will be retained in line with the case records

Unresolved Minor Case productions may be retained for a lesser period of current year plus 2 years in the following circumstances:

- Cases where there are no injuries
- Cases where property damaged/ stolen is of low value
- Cases where there are no aggravations
- Cases where there is no available evidence/ intelligence to suggest that the crime is part of a sequence of offending behaviour

All Resolved Case productions, both Serious & Standard, will be disposed of following notification from the Procurator Fiscal that criminal proceedings are concluded.

Retention of productions for longer periods can only be achieved through formal representation to or from the Procurator Fiscal and such retention will be reviewed annually unless the Procurator Fiscal has stipulated a longer retention period. In such cases, the reason for further retention, together with details of the decision-maker and date of the decision should be recorded.

Deterioration of Productions

Due to their very nature, some productions will deteriorate over time to the point where they have no evidential value - for example forensic evidence such as gel foot and fingerprint lifts and some DNA evidence. Any such productions may be destroyed. In such cases, the reason for the destruction, together with details of the decision-maker and date of the decision should be recorded.

Valuable/ Sentimental Items

None of the above prevents best practice of returning valuable or sentimental items to owners. If this course of action is taken the item may be photographed, replaced by a signed label, together with a supporting corroborative statement from the owner.

Notebooks/ Personal Digital Assistants (PDA)

Where a Police Notebook or equivalent PDA record has been lodged as a production it should be regarded as such until the conclusion of criminal proceedings at which time it will be retained in accordance with the general rules on notebook management.

Scottish Criminal Cases Review Commission (SCCRC)

Productions must not be destroyed in instances where notification to preserve them has been received from the SCCRC.

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APPENDIX C: ACPOS PROTOCOL ON RETENTION OF G8 RECORDS

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Scottish Police Information Co-ordination Centre

PROTOCOL

G8 - RECORDS RETENTION

1. INTRODUCTION

- 1.1 Between Wednesday 6th and Friday 8th July 2005 the G8 Summit will take place at the Gleneagles Hotel, South Perthshire, Tayside. There will be a significant amount of police staff required to support the delivery of the policing plan that will ensure a safe and successful Summit for all concerned.
- 1.2 To assist with the effective management and co-ordination of information and resources engaged in policing the Summit and other related events across Scotland a decision was made to establish a Scottish Police Information and Co-ordination Centre, (S-PICC).
- 1.3 G8 related events are considered to be any events or activity, which has arisen directly because of the G8 summit and which for the purposes of this document, are focused on the period 1 July – 9 July 2005.
- 1.4 By virtue of his role as ACPOS President at the time of the G8 summit the Chief Constable of Fife Constabulary, Mr. Peter Wilson, has been declared Officer in Charge, S-PICC.
- 1.5 This protocol is intended to highlight the agreed procedure for the retention of all records which have been created as a result of the policing operation across Scotland for the G8 Summit.

2. RETENTION POLICY

- 2.1 Given the nature of the event, the scale of involvement of all forces in this event, and the high level of media interest, the Summit is classed as an exceptional operational event.
- 2.2 In compliance with ACPOS policy on retention of records of exceptional operational events, records relating to the policing arrangements for the G8 Summit will be retained for a minimum of six years following the event, followed by a review to determine whether further retention is required.

- 2.3 This policy instruction is extended to cover all records relating to the policing arrangements for the event, and overrides any orders given to date that records should be destroyed prior to or on completion of the event.

3. RETENTION PROCEDURES

- 3.1 Forces will remain responsible for managing the records they create and hold to ensure that the records remain accessible for as long as the Scottish police service requires.
- 3.2 Where forces are responsible for maintaining information on the policing arrangements on behalf of the Scottish police service, such as Fife Constabulary for S-PICC, that force will remain responsible for the records.
- 3.3 Forces will ensure Force Records Managers, or their equivalents, are closely involved in implementation of preservation strategies to meet the policy. Detailed considerations will be circulated to all representatives on the ACPOS Records Management Group.
- 3.4 Forces must ensure that sufficient time is allocated to this task before planning teams or liaison officers are re-deployed after the event in order that all relevant records are captured and indexed.
- 3.5 The ACPOS Records Management Group will submit a report to ACPOS Information Management Committee by 31 December 2005 on progress in forces to implement the policy.
- 3.6 All relevant records held by forces will be reviewed by 31 December 2010 to consider whether key documents should be considered for further or permanent retention. The review will be co-ordinated by the ACPOS Records Management Group.

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