

# North Yorkshire Police Records Retention Schedule

V3.9 Published February 2022

These guidelines for the retention of records have been produced to assist in ensuring good practice and compliance with Freedom of Information, Data Protection, the Management of Police Information and other legislation and guidance.

The guidelines have been developed using the NPCC National Guidance on the minimum standards for the Retention and Disposal of Police Records V4, and, following consultation, have been updated as far as possible to reflect the requirements of North Yorkshire Police.

This schedule should be treated as guidance. Retention periods applied by NYP may be amended or updated at any time in response to changes in legislation or operational need. This schedule will be republished periodically to include amendments since the last publication date.

Records may be retained longer than the suggested guidance where there is an ongoing policing need, an ongoing claim, serious risk attached to disposal, or in response to the requirements of a national operation.

Further information about the Management of Police Information and MoPI groups can be found at the College of Policing's website, APP area, Information Management pages.

This schedule is separated into 3 broad areas; Policing Records Corporate Records and Disclosure Records.

## **Headings**

**URN** - Unique number for each NYP schedule entry.

**Information/Name** - The type of record

**Category** - Function/business area responsible for the records

**Description** - Detail in relation to the record type

**Minimum Retention-Paper/Electronic** - The recommended minimum retention period, after which the record can be appropriately destroyed.

**Rationale/Legislation** - The reasoning behind the length of retention stipulated

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**Glossary**

**APP** - Authorised Professional Practice

**CAFCASS** - Children and Family Court Advisory and Support Services

**CPIA** - Criminal Procedures and Investigations Act 1996

**DBS** - Disclosure and Barring Service

**DP / DPA** - Data Protection Act

**EoCY** - End of Current Year

**EoFY** - End of Financial Year

**HMIC** - Her Majesty's Inspectorate of Constabularies

**IPCC** - Independent Police Complaints Commission

**MAPP** - Multi Agency Public Protection Arrangements

**MoPI** - Management of Police Information guidance (College of Policing APP)

**NFA** - No further action

**NIM** - National Intelligence Model

**NPCC** - National Police Chiefs Council

**PACE** - Police and Criminal Evidence Act 1984

**PNC / PND** - Police National Computer / Police National Database

**RIPA** - Regulation of Investigatory Powers Act 2000

## North Yorkshire Police Retention & Disposal schedule: POLICING RECORDS V3.9

URN	INFORMATION / NAME	CATEGORY	DESCRIPTION	MINIMUM RETENTION	RATIONALE / LEGISLATION
E100	Abnormal loads	Operational	Movement notifications & Correspondence	6 years from date of movement	Civil Litigation (Limitation Act 1980)
E120	Air Operations / Support Unit - Videos	Operational	Surveillance, jobs etc	Non-evidential: 31 days Evidential: Minimum 6 years, CPIA / MoPI group retention, depending on case/outcome	CPIA / MoPI
E130	Alarms	Operational	Burglary Alarm installations / panic alarms (non-police locations)	Until alarm removed plus 6 months	Force Policy
	<i>Alcohol Licensing - see Liquor Licensing</i>				
E140	ANPR - Hits	Operational	Automatic Number Plate Recognition	Dispose after 12 months, unless required for investigative purposes. Evidential: CPIA applies.	National Guidance
E150	ANPR - Reads	Operational	Automatic Number Plate Recognition	Dispose after 12 months, unless required for investigative purposes. Evidential: CPIA applies.	National Guidance

E160	ARV Mobilisation	Operational	Armed Response Vehicle; Police use Form 25/17	Treat as policy / procedure. 25 years then review and dispose/archive	National Guidance
E170	ASBOs / CBOs	Operational	Anti Social Behaviour Orders (up to 2014) / Criminal Behaviour Orders	Minimum 6 years from expiry /completion of the order or completion of the order; or MoPI Group retention if longer	National Guidance
E190	Bail sheets	Criminal Justice	Bail cards / forms	MoPI Group Retention Applies	MoPI
E191	Banning Orders	Operational	Football and Drinking	MoPI Group Retention Applies	MoPI
E195	Biometrics	Crime	DNA source samples / objects (not related paperwork); fingerprints and palmprints taken from offender / suspect / victim / witness.	Refer to Protection of Freedoms Act 2012	Protection of Freedoms Act 2012 / CPIA as detailed in Home Office guidance.
E198	Body Worn Video (BWV)	Operational	Body Worn Video footage	Non-evidential: 31 days Evidential Master: Retain in line with case record - MoPI group retention. Working copies: 31 days from conclusion of proceedings or finalisation Footage required for training and audit purposes may be retained for up to 12 months.	MoPI/CPIA/NPCC national guidance /Force policy

E200	Breath Testing Equipment	Operational	Breath machine log etc; calibration /certification of the station Intoximeter machine by a qualified engineer	Life of machine being calibrated + 1 year	
E210	Breath Testing Records	Operational	Preliminary screening data. Non-evidential. Not containing or linked to personal data.	6 years	Force policy.
E240	Call Management Paper Forms	Command & Control	Paper form used to record details when IT equipment fails	Disposed once transferred to IT system	Force policy
E250	Calls for Police Assistance / Call Management Records	Command & Control	Phone recordings / DVD etc	EoCY + 6 years, or in line with case where required	Civil Litigation (Limitation Act 1980), CPIA, MoPI
E252	Cannabis Warnings	Crime	Cannabis Warnings	MoPI group retention applies	MoPI/Force policy <i>Cannabis Warnings do not have a legislative validity period, but offender should only receive one Cannabis Warning.</i>
	CBOs - see ASBOs				

E280	CCTV / Webcam / Drone footage	Crime	Digital or Video Tape footage from Closed Circuit Television, Webcam, Drone footage	Non-evidential: 31 days Evidential Master: Retain in line with case record - MoPI group retention. Working copies: 31 days from conclusion of proceedings or finalisation	MoPI /CPIA/NPCC national guidance
E282	Child Abduction Warning Notice	Crime	Signed CAWN issued to suspect	MoPI Group Retention Applies Electronic record must be retained at least until child is 18 + 6 years. Original paper record is retained in line with Child Abduction Act 1984, and Children Act 1989.	MoPI/Associated Risk
E300	CID Diaries; Case Building Investigation Books	Crime	CID Diaries; Case Building Investigation Books	Relevant information transferred to electronic case record for the relevant MoPI retention. Retain books until 6 years after last entry.	CPIA, MoPI, Civil Litigation (Limitation Act 1980)
	<i>Closed Circuit Television see CCTV</i>				
E330	Collisions - minor injury and damage only	Operational	Road Traffic Collisions - non-fatal, non-serious, minor injury and damage only, including police accidents / 3rd party / injury to officer	Minimum of 6 years, or until the injured party is 21, whichever is longer. Where crime-related, a longer MoPI group retention may apply .	Road Traffic Act 1988 / CPIA / MoPI / Civil Litigation(Limitation Act 1980)/ Negligence with injury claims for child=18 plus 3 years
E340	Collisions - fatality	Operational	Road Traffic Collisions - fatality	25 years or MoPI Group Retention, whichever is longer	Road Traffic Act 1988 / CPIA / MoPI

E400	Command & Control Logs	Command & Control	Command & Control Logs. Occurrence information transferred to operational database is kept in line with MoPI.	6 years from reported date	Civil Litigation(Limitation Act 1980), CPIA
	<i>Coroner - see Deaths</i>				
E420	Counterfeit Currency	Crime	Counterfeit Currency forms (NCO 1A)	MoPI group retention applies	MoPI
E450	Court Results - Crown and Mags	Criminal Justice	Court results listings from Magistrates' Courts	1 year	CJS Requirement
E460	Crime and case files	Criminal Justice/Crime	Operational case files: crime, offence and prosecution records.	MoPI Group Retention Applies	CPIA/MoPI See College of Policing APP on the Management of Police Information
E480	CS Gas Records	Operational	Issue / disposal	Life of canister + 6 months	National Guidance , Civil Litigation (Limitation Act 1980)

E485	CS /PAVA Gas Records	Operational	Discharge	6 Years	Civil Litigation (Limitation Act 1980)
E490	Custody Records	Criminal Justice	Custody Records	MoPI group retention	Civil Litigation (Limitation Act 1980), MoPI
E491	Custody Records	Criminal Justice	Medical records of detainees, including hand-written forms: MEDACS form 450a & Clinical Assessment form, & Prisoner Escort Form (PER)	As per electronic custody record E490	Civil Litigation (Limitation Act 1980 )
E495	Custody Photographs	Criminal Justice	Photographs taken in Custody	MoPI Group Retention applies. See APP with regard to deletion requests.	MoPI / APP See also Home Office Custody Images Review Feb 2017.
E500	Deaths (sudden)	Crime	Electronic records relating to sudden deaths, coroners' reports, notification of death (Form 68), police papers relating to inquests	Minimum 6 years, or MoPI group retention as applicable.	Administration need; MoPI; Force policy/procedures



E520	Digital device data extraction	Digital Forensics	Mobile phone data, computer contents etc	Requests - Minimum of 6 years Extraction data - case dependent	APP MoPI; CPIA; force policy
	<i>DNA - See Biometrics</i>				
E540	Dog Bite	Criminal Justice	Records of Dog Bites	Minimum of 6 years, until the injured party is 21, or relevant MoPI Group Retention, whichever is longer.	Civil Litigation (Limitation Act 1980)/MoPI (recorded as an occurrence)
E550	Dogs - Dangerous	Criminal Justice	Dangerous Dogs/Worrying livestock investigation records/complaints	MoPI Group Retention Applies	Civil Litigation (Limitation Act 1980)/MoPI (recorded as an occurrence)
E570	Dogs - Police Dogs	Operational	Individual Police dogs files (includes bites records / register)	Service of the dog + 6 Years	Civil Litigation (Limitation Act 1980)
E582	Domestic Abuse Form 253	Crime	Includes: Domestic Abuse, Honour Based Violence, Stalking & Harassment	MoPI Group Retention Applies	MoPI
	<i>Drink Driving - see Breath Testing</i>				

	<i>Exhibits - see Property/Refer to Exhibits procedure</i>				
E640	Explosive Certificates	Operational	Explosive certificate records (including cancelled certificates)	6 years from expiry or last contact with applicant	Explosives Regulations 2014 / Force Policy / Civil Litigation (Limitations Act 1980).
E641	FA1 documents	Operational	Records of Firearms Incidents	MoPI Group Retention Applies	This form is no longer in use; but existing records are held electronically.
	<i>Fingerprint/Palm Prints - see Biometrics</i>				
E660	Fingerprint Files	Crime	Crime scene cases and Evidence cases (i.e. written records, not prints)	Minimum of 6 years; MoPI Group Retention Applies	CPIA / MoPI / RIPA / CLA
E670	Fingerprint Files - Serving Officers and staff	Crime	1 - prints of serving officers and staff 2 - Fingerprints dockets from scenes of crime	Retain for duration of service + 6 months (If used for elimination purposes in court, additional retention may be needed.)	Home Office Regs/National Guidance
E690	Fingerprints - Undetected	Crime	Crime scene marks	MoPI Group Retention applies	MoPI
E700	Firearms - Police: issued and returns	Operational	Records of issues and returns.	6 years	Force Policy / Civil Litigation(Limitation Act 1980)

E730	Firearms Licensing local records	Firearms	Licence Application Forms; Dealers Licences; Certificates, Licences, including temp and visitors; Cancelled certificates; Rifle Club files	End of licence period or last contact with applicant + 6 years, or in line with MoPI where there is a policing purpose to retain for longer in connection with crime/offence related records.	Civil Litigation (Limitation Act 1980) / MoPI
E740	Firearms Licensing - Refused or revoked	Firearms	Licences refused and licences revoked	Retain until subject has reached 100 years of age, or in line with relevant NFLMS/local record retention period if this is longer. Review every 10 years.	EU Directive 2017/853; MoPI
E750	Firearms Licensing - NFLMS records	Firearms	Weapons and Person Records held on National Firearms Licensing Management System	<b>Weapon records:</b> 30 years from date of destruction of weapon or essential components. <b>Person records:</b> Until disposal of last linked weapons record (ie 30 years from destruction of all weapons held). Where subject to refusal or revocation, retain to age 100 if longer.	EU Directive 2017/853
E755	Firearms Licensing Appeals	Legal	Firearms Licensing Appeals legal files	Life of file + 6 years	Civil Litigation (Limitation Act 1980)

E760	Firearms - Police: presented or discharged	Operational	Records of firearms presented or discharged	MoPI Group Retention Applies	CPIA, Civil Litigation (Limitation Act 1980), MoPI , National Guidance
E775	Firearms surrender records	Operational	Record of firearms surrendered	20 years minimum; MoPI Group Retention Applies	MoPI, EU Directive 2008/51
E810	Fixed Penalty Notices - Disorder	Operational	PNDs - Public order offences	MoPI Group Retention Applies. <i>(Pentip Retention Rules apply to information held by PENTIP)</i>	MoPI; Civil Litigation (Limitation Act 1980)
E820	Fixed Penalty Notices - Endorsable	Operational	Endorsable fixed penalty tickets (issued up to 20 April 2015); Endorsable Traffic Offence reports (TORs); Endorsable Graduated Fixed Penalty Notices.	MoPI Group Retention Applies. <i>(Pentip Retention Rules apply to information held by PENTIP)</i>	MoPI; Civil Litigation (Limitation Act 1980)
E830	Fixed Penalty Notices - Non Endorsable	Operational	Non-endorsable TORs; HO/RT1s and 2's; VDRS (Roadside Deposits)	MoPI Group Retention Applies. <i>(Pentip Retention Rules apply to information held by PENTIP)</i>	MoPI; Civil Litigation (Limitation Act 1980)
E845	FCR Blue Disclosure Books	Operational	FCR Call Taker notes	All information transferred to appropriate case file / system for MoPI group retention.	MoPI; Civil Litigation (Limitation Act 1980)

E862	Harassment Warnings (Police Information Notices) <b>No longer issued</b>	Operational	Signed form of Police Information Notice/Early Harassment Notice issued to subject	MoPI Group Retention Applies	MoPI, Force procedure
E865	Hate Crime Form 174	Crime	Completed for Hate Crime & Occurrences	MoPI Group Retention Applies	MoPI /electronic copy stored
	<i>Headcam</i>		<i>See CCTV / Bodycam / Headcam / Webcam</i>		
E880	ID Parade paperwork	Criminal Justice	Identification Parades: videos, pictures, records, audit trails	CPIA / MoPI group retention, depending on case/outcome	CPIA , MoPI, Civil Litigation (Limitation Act 1980)
E900	Intelligence	Operational		MoPI Group Retention Applies	MoPI, RIPA, NIM
E920	Interview Tapes (see E941 for ABEG interviews)	Criminal Justice	Taped interviews	<b>Masters:</b> CPIA/MoPI group retention depending on case/outcome. <b>Working copies:</b> 31 days from conclusion of proceedings (including any appeal period) or finalisation.	CPIA, PACE, Civil Litigation (Limitation Act 1980), MoPI, Force Policy

E941	Interviews - ABE Video Interviews (Child / vulnerable adult)	Criminal Justice	Could be victim, witness, suspect, offender. Interviews falling under ABE guidance.	<b>Master:</b> MoPI group retention applies. <i>Minimum</i> 6 years, or age 18 plus 6 years for children. <b>Working copies:</b> 31 days from conclusion of proceedings (including any appeal period), or 5 years from interview date (ABEG)	CPIA, DPA, MoPI, Civil Litigation (Limitation Act 1980), CPS Achieving Best Evidence guidance, NPCC national retention guidance
E960	Licensed & Supervised Trades	Operational	Gaming licences, pedlars certificates, betting shop files, sex establishments.	6 years	In line with National Guidance, licence objections, Civil Litigation(Limitation Act 1980)
	<i>Licensing see Firearms, Liquor Licensing, Licensed and supervised trades</i>				
E980	Liquor Licensing	Operational	Liquor licences; reports; premises files	10 years	In line with National Guidance, and length of licence issued.
	<i>Major Incident Planning see Operational Orders</i>				

E1000	Major Incidents	Operational	Major Incidents: train or air crashes etc	25 years, then review for historic retention	Judicial Inquiry, Civil Litigation (Limitation Act 1980), historic interest
E1010	Missing Persons	Crime	Found Cases	Retain for a minimum of 6 years . Must be a clear period of 6 years and no further indication of risk	NPCC Guidance on Missing Persons, MoPI
E1020	Missing Persons	Crime	Outstanding Cases	Retain until located	MoPI
E1021	Missing Persons Form 61B	Crime	Paper copy of completed form 61B	MoPI Retention Group Applies	MoPI
E1022	Non Molestation Orders	Operational	Paper work received from solicitors advising order applied	MoPI group retention, or length of order, whichever is longest.	MoPI
E1030	Notable Events ( <i>see also Public Events</i> )	Operational	Historical Events e.g. Royal visits / Industrial Actions / National Strikes / major incidents	25 years and review. Events of historical interest to be transferred to Corporate Files for permanent retention/archive	Historical Interest
E1035	Occurrences - non crime	Operational	All other occurrences that are not crime e.g. ASB, Highways disruption, alarm activations	MoPI Group retention applies	MoPI

E1040	Operational Orders	Operational	<p>Operational plans and orders relating to people (eg domestic violence/crime victims, VIPs with police protection), places (eg prisons, hospitals, airports, rivers) and events (eg Major Incidents, Public order, Public events). Notifiable Events Planning: Op Orders and Notifications for Royal/VIP visits, public events, sponsored events, races, fetes, cycle races, rallies, horse racing, bonfires, parades, football matches etc. Includes supporting and developmental documentation, and notices of events.</p>	<p><b>Routine Operational Orders for planned events etc</b> – review at 6 years, and dispose if no further policing need. <b>Crime and incident related Operational Orders</b> - retain in line with MoPI/related crime or occurrence record. <b>Major events/historical interest</b> - review at 25 years. Consider longer retention where appropriate to policing purpose/public interest. Consider for permanent retention in cases of historical interest.</p>	MoPI, Force policy, operational and organisational need, historical interest
E1045	Overseas Visitor Registration	Operational	<p>Register or change of details; Landing cards. Asylum seekers, naturalisation enquirers, temporary workers etc</p>	<p>6 years, the retention period commencing from the latest of: the date the overseas visitor last reported to the police, their visa expiry date, the date they transferred to another Force area, or the date notified they were leaving the United Kingdom.</p>	MoPI/Force Policy



E1050	Person records	Operational	Person/nominal records	MoPI Group retention applies	MoPI
E1060	Photographs: Scenes of crimes	Crime	Photographs taken at scenes of crimes; DVDs, Videos, CDs etc	Minimum 6 years. CPIA / MoPI group retention, depending on case/outcome	CPIA, MoPI
E1070	Pocket Note Books	Operational	Pocket Note Books	Relevant information is transferred to electronic case record for the relevant MoPI retention.	CPIA, Civil Litigation (Limitation Act 1980), Audit purpose
E1080	Police National Computer Transaction enquiries	Crime/ PNC liaison	NYP records of PNC checks made	6 years	Civil Litigation (Limitation Act 1980) PNC, Audit purpose
E1085	Police National Computer batch output	PNC liaison	Batch output reports from PNC, eg Daily Activity Files, weekly/monthly reports for action/monitoring purposes	24 months	Administrative / Audit purpose

E1090	Potentially Dangerous People	Crime	Someone who has <b>not</b> been convicted of, or cautioned for, any offence of a sexual or violent nature and who does not fall within any MAPPA categories but gives reasonable grounds for believing that there is a real likelihood of them committing an offence or offences to cause serious harm	MoPI Group Retention Applies	MoPI, Associated Risk
E1100	Premises Searched Records	Crime	Premises Searched Records	MoPI Group Retention Applies	RIPA, MoPI, Civil Litigation (Limitation Act 1980)
E1101	Premises Searched Registers	Admin	Registers of Premises Searched records filed or scanned, Registers held by Busines Admin	Entries disposed after 100 years	Register required under PACE, MoPI retention, Force Policy
E1120	Property - Auction	Operational	Auction records	EoCY + 6 Years	Civil Litigation (Limitation Act 1980)
E1150	Property - Lost and Found Items	<i>Operational / Admin</i>	Lost and found property	42 days ( unless falls into exception outlined in Force Procedure)	Force Procedure
E1160	Property - Lost and Found Records	<i>Operational / Admin</i>	Lost and found property forms / records / register	MoPI Group Retention Applies	MoPI
E1170	Property - Seized / Detained / Exhibits - Items	Crime	Seized / detained property items, exhibits.	In line with PACE / CPIA	PACE, CPIA , Force Procedure

E1180	Property - Seized / Detained / Exhibits - Records	Admin	Seized property forms; detained property records / log books; crime exhibit cards, books, registers.	Minimum 6 years, MoPI Group Retention Applies	Civil Litigation (Limitation Act 1980), MoPI
E1199	Restraining orders	Criminal Justice	Orders imposed or rejected	MoPI Group Retention, or length of order, whichever is longest.	MoPI
E1210	Road Search	Operational	Vehicles stopped at road checks (authority/records relating to case/investigation should be retained in line with case file)	12 months, unless needed for investigative purposes. If evidential, MoPI group retention applies.	National Guidance, Force Policy
	<i>Roadside breath tests - see Breath Testing</i>				
	<i>RTC see Collisions</i>				
E1240	Safeguarding	Operational	PVP - not resulting in crime. Issues of child or vulnerable person concern/safety; minutes of meetings/conferences etc	MoPI Group Retention applies; decision to be made at RRD MoPI review considering risk.	MoPI, associated risk level
E1250	Seized Vehicles records	Admin	Records to support process	MoPI	MoPI, Force Procedure
E1280	SOCO Files (Crime Scene Investigation)	Crime	Scene of Crime Officer files. Details of examinations etc	MoPI Group Retention Applies	MoPI

E1290	Stop and Search	Operational	Copy of form issued following search	12 months, unless needed for investigative purposes. If evidential, MoPI group retention applies.	PACE , MoPI
E1300	Subscriber Check Records	Crime	Subscriber requests & results, class as intelligence product	CPIA / MoPI group retention, depending on case/outcome	RIPA, CPIA, DPA, MoPI
E1315	Taser - Police	Operational	Presented or Discharged - Police Use Forms.	6 years	Review where linked to serious matters, eg coroners.
E1316	Taser - Police	Operational	Taser Wires, Probes and Paper aphids	6 years	Civil Litigation(Limitation Act 1980), IPCC & discipline cases.
E1317	Taser - Police	Operational	Taser issue and return records	6 years	Civil Litigation(Limitation Act 1980), IPCC & discipline cases.
E1330	TSU FILES	Crime	Requests for Technical Support	6 years	RIPA, CPIA, DPA, MoPI

E1370	Video Interviews (Child / vulnerable adult)	Crime	Could be victim, witness, suspect, offender	Minimum 6 years, or age 18 plus 6 years for children. CPIA / MoPI group retention, depending on case/outcome	CPIA, DPA, MoPI, Civil Litigation (Limitation Act 1980), CPS Achieving Best Evidence guidance
1371	Treat as Urgent Markers held on Command and Control	Command & Control	Markers relating to officer safety issues etc	Review Annually for relevance	Data Protection Act, Force Procedure
E1380	Warrants	Criminal Justice	All warrant records and associated documents; outstanding warrants - non-appearance, non payment etc	MoPI Group Retention Applies Original paper record retain until executed/withdrawn	CPIA / MoPI
	<i>Webcam - see CCTV / Bodycam / Headcam / Webcam</i>		<i>See CCTV / Bodycam / Headcam / Webcam</i>		
E1410	Wildlife files	Operational	Files pertaining to e.g. badger digging; cruelty to animals; diseases; illegal importation of animals; protection of wild birds etc	MoPI Group Retention Applies	MoPI, Wildlife & Countryside Act; Hunting Act

## North Yorkshire Police RETENTION & DISPOSAL SCHEDULE: CORPORATE RECORDS V3.9

URN	INFORMATION	CATEGORY	DESCRIPTION	MINIMUM RECOMMENDED RETENTION (from closure)	RATIONALE / LEGISLATION
C100	Accidents at work	Human Resources	Accident report forms; Injury on Duty reports; Reportable injuries, diseases and dangerous occurrences; related Employers Liability Claims.	In line with Personal Record, unless a longer 'Health & Safety' retention period applies. If Injury on Duty, or may affect Pension, retain in line with Pensions-related records.	Force Policy, Civil Litigation (Limitation Act 1980), Health & Safety Executive, RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regs 1995).
C130	Accounts	Finance	Receivable accounts	6 years	Auditors
C140	Accounts	Finance	Final accounts tabulations	Indefinitely	Auditors
C150	Accounts	Finance	Statements of accounts rendered and payable; accounts outstanding and outstanding orders	EoFY + 6 years	NPCC retention guidance
C190	Annual Leave Records	Human Resources	Annual leave records	In line with Personal Record.	Force Policy
C200	Annual Reports	Corporate	Chief Constable's	Indefinitely	For Archive purposes/Public interest
C220	Assets	Various	Assets/equipment registers/records	When last item in register has been disposed of + 6yrs	Auditors
C230	Audits - Finance	Finance	Audit reports: Finance - internal and external	Indefinitely	Force policy

C235	Audits - System and security	Corporate	Audit reports: system and security; transactional, data and compliance audits	6 years	Force policy, Auditors, National Archives & NPCC retention guidance.
C236	Audit logs on Niche	Corporate	Audit logs on Niche	6 years	Force policy
C237	Audit logs on Sharepoint	Corporate	Audit logs on Sharepoint	2 years	Force policy
C250	Awards	Corporate	Documentation re Honours, gallantry, commendations, long service, MBE citations etc	Indefinitely	For Archive purposes/Public interest
C260	Banking Records	Finance	Cheque book/butts for all accounts; Dishonoured cheques; Stoppage of cheque payment notices; Record of cheques opened books; Cheque registers	EoFY + 6 years	Auditors, Disputes, Claims, Contract Law
C270	Banking Records	Finance	Fresh cheques; record of cheques paid/presented	EoFY + 6 years	Auditors, Disputes, Claims, Contract Law
C280	Banking Records	Finance	Bank deposit books/slips/butts; Bank deposit summary sheets; Summaries of daily banking; Cheque schedules; Register of cheques lodged for collection	EoFY + 6 years	Auditors, Disputes, Claims, Contract Law
C290	Banking Records	Finance	Reconciliation files/sheets; Daily list of paid cheques; Unpaid cheque records	EoFY + 6 years	Auditors, Disputes, Claims, Contract Law

C300	Banking Records	Finance	Bank statements, periodic reconciliation's Bank certificates of balance	EoFY + 6 years	Auditors, Disputes, Claims, Contract Law
C310	Banking Records	Finance	Electronic records, audit trails	EoFY + 6 years	Auditors, Disputes, Claims, Contract Law, Force Policy
C320	Budgets	Finance	Control year-end tabulations; End of year summaries; quarterly summaries.	EoFY + 6 years	Auditors
C330	Budgets	Finance	Chartered Institute of Public Finance and Accountancy, estimates and actuals	Indefinitely	Auditors
C335	Business Continuity Plans	Corporate	Business Continuity Plans, current and superceded	Until superceded plus 6 years. Review at 6 years for further retention need.	Limitation Act 1980, Force policy
C341	Business Interests	Professional Standards	Records of notification of Business Interests to Professional Standards	Date of leaving + 6 years	Administration / Reference / Disputes
C350	Campaigns	Corporate	Campaigns - plans, briefs final documents	6 yrs then review	
C360	Cash Books/Sheets	Finance	Expenditure sheets; Cash books/sheets; Monies book	EoFY + 6 years	Force Policy, Auditors, Disputes, Claims
C370	Central Stores Requisitions	Finance	Purchase orders	EoFY + 6 years	Auditors, Disputes, Claims, Contract Law



C380	Ceremonial, official openings, dedications	Corporate	Force ceremonials, openings, events etc	Indefinitely	For Archive purposes, Force Policy
C390	Civil Orders - legal records	Legal	Domestic Violence Protection Orders (DVPO), Domestic Violence protection Notice (DVPN), Sexual Risk Order (SRO), Sexual Harm Prevention Order (SHPO), Civil Injunction (CIVINJ).	MoPI Group Retention Applies	MoPI
C391	Civil Orders - legal records	Legal	Sexual Offences Prevention Order (SOPO), Risk of Sexual Harm Order (RSHO), Violent Offender Order (VOO), Sex Offender Order (SOO), Foreign Travel Order (FTO), Notification Order (NOTO).	Review 25 years from reported date. MoPI group retention applies if longer.	MoPI
C392	Civil Orders - legal records	Legal	Football Banning Order (FBO), Anti-Social Behaviour Order (ASBO), Criminal Behaviour Order (CBO).	6 years from expiry of order. MoPI group retention applies if longer.	MoPI
C393	Civil Orders - legal records	Legal	Proceeds of Crime Act Cash Seizure (POCA), Police Property Act (PPA).	Life of file + 6 years.	Civil Litigation (Limitations Act 1980)
	<i>Claims against the force see Litigation against the force</i>				

C410	Committees - Police Authority/PCC	Corporate	Main Committee Agendas and Minutes	Permanently	Force Policy; NPCC national retention guidance
C420	Committees - County Council	Corporate	Agendas and Minutes for Committees other than Major Incident Planning Committees/Groups	EoFY + 6 years	Administrative need, Civil Litigation (Limitation Act 1980)
C430	Committees - Force	Corporate	Chief Officer and Senior Management meetings: agendas and minutes	EoFY + 6 years	Force Policy, Civil Litigation(Limitation Act 1980)
C450	Committees - Others	Corporate	Agendas & minutes from outside agencies	EoFY + 6years	Administrative need, Civil Litigation (Limitation Act 1980)
C470	Committees - Staff Associations and Clubs	Corporate	Agendas & minutes	ECY + 6years	Administrative need, Civil Litigation (Limitation Act 1980)
C480	Complaints	Professional Standards	Complaints received and locally resolved, including triage	Minimum 6 years from closure; MoPI retention applies where allegations are related to a crime, or behaviour/action which, if substantiated, would constitute an offence.	Administrative need, reference, dispute,Civil Litigation (Limitation Act 1980), MoPI
C490	Contingency Planning	Corporate	Planning and Policy matters; meetings	25 years then review	Health & Safety Executive, Civil Litigation (Limitation Act 1980), Force Policy

C500	Continuous Improvement Reviews	Corporate	Performance indicators & all associated spreadsheets and statistics relating to their production. Best Value Reviews	2 years	NPCC retention guidance
	<i>Contracts (see Procurement)</i>				
	<i>Copyright See Photocopying</i>				
C540	Correspondence - General	Corporate	Correspondence from members of the public which does not fall under longer retention, based on content	6 years	Force policy, NPCC retention guidance, Civil Litigation
C560	Creditors	Finance	Creditors history records, lists and reports	EoFY + 6 years	Contract Law
C570	Crime Statistics	Corporate	Various: Breath testing statistics, Crimsec reports, Scorecards, depersonalised information provided to the Home Office on a regular basis.	EoFY + 3 years	Force policy; consider also operational need, public interest, historical/archive purposes.
C580	Criminal Injuries Compensation Authority Claims ( <i>see also Litigation against the force</i> )	Corporate	Claims by persons injured	EoFY + 6 years If involving a child: age 18 + 6 years.	Civil Litigation (Limitation Act 1980)

C595	Data Breach Records/Investigations	Corporate	Non-crime	6 years from completion	Limitation Act 1980
C597	Data Processing Contracts/Agreements	Corporate	Data processing contracts with external organisations	Life of contract or end of agreement + 6 years	Limitation Act 1980
C598	Data Protection Impact Assessments	IM	Data Protection Impact Assessments	Length of processing + 2 years	NPCC national retention guidance
C600	Debtors	Finance	Debtors records and invoices, debit notes, invoices paid or unpaid etc	EoFY + 6 years	Force Policy
C605	Delivery Notes	Corporate		12 months	Force Policy
C610	Discipline Records - Police Officer (Remains in Force)	Human Resources / Professional Standards / Legal	Misconduct / Complaints. Investigation conducted by Professional Standards in line with Police Regulations 2003. Individual remains in force.	In line with Personal Record; MoPI Group applies if related to crime.	Force Policy, Consider Police Regulations 2003 (sect 15).
C620	Discipline Records - Police Officer (Leaves Force)	Human Resources / Professional Standards / Legal	Misconduct / Complaints. Investigation conducted by Professional Standards in line with Police Regulations 2003 - Individual leaves force as a result (added to disapprove register).	In line with Personal Record; MoPI Group applies if related to crime.	Force Policy, added to CoP Disapprove Register shared with other forces / safeguarding

C630	Discipline Records - Police Staff	Human Resources / Professional Standards / Legal	Misconduct / Complaint	In line with Personal Record; MoPI Group applies if related to crime.	Force Policy
	<i>Disclosures see Freedom of Information; Data Protection Subject Access; Information Sharing</i>				
C650	Duty Records	Finance	Duty records/registers	EoFY + 6 years	Civil Litigation (Limitation Act 1980); Force Policy
C660	Employment Cost	Finance	Cost of employment - Salary records	Period of Service + 6 years	HMRC
C665	Employment - Judicial Review	Legal	Judicial Review legal records	In line with Personal Record, or Conclusion of case + 6 years if longer.	Civil Litigation (Limitation Act 1980)
C666	Employment - Legal	Legal	Records held by Legal: general advice	In line with Personal Record, or conclusion + 6 years if longer.	Civil Litigation (Limitation Act 1980)
C670	Employment Tribunals	Human Resources / Legal	Employment Tribunal records and files	In line with Personal Record, or Conclusion of case + 6 years if longer.	Civil Litigation (Limitation Act 1980)

C700	Equipment and Supplies	Corporate	Personal protective equipment supplied, maintenance logs etc	EoFY + 6 years Inspections: until superceded.	The Provision and Use of Work Equipment Regulations 1998, Regulation 6 (3)
	<i>Events - see Public Events</i>				
C730	Expenditure Records	Finance	Creditors' history records; lists/reports	EoFY + 6 years	HMRC
C740	Expenditure Records	Finance	Statements of accounts outstanding; outstanding orders; statements of accounts - rendered payable	EoFY + 6 years	Force Policy, HMRC
C750	Expenses	Finance	Mileage/travel and subsistence - claims and authorisation; Credit Card statements and receipts	EoFY + 6 years	Taxes Management Act 1970 (Section 103)
C760	Financial Working Papers	Finance	Closing Papers; estimates working papers (including spreadsheets); grants working papers (or until completion of audit)	EoFY + 6 years	Auditors
C761	Firearms Training Certificates	Operational / Corporate	Firearms Training Certificates	In line with HR Personal Record / until age 100	Force policy
C762	Firearms Training Course material	Operational / Corporate	Firearms Training Course material / course content	Treat as policy / procedure. 25 years then review and dispose/archive	Force Policy

C780	Fire Tests	Corporate	Monthly fire tests at Force buildings	Life of the building + 6 years	Regulatory Reform (Fire Safety) Regulations 2005, Force Policy, Civil Liability (Civil Limitation Act 1980)
C790	Force Newspaper	Corporate	Force newspaper	Permanent	Archive purposes
C800	Grievances	Human Resources	Equal opportunities & Sexual/racial harassment etc reports and statements. Not just about people). Not to be confused with Discipline.	In line with Personal Record	Civil Liability (Limitation Act 1980), Force Policy
C810	Health & Safety - Audits	Corporate	Audits, safety inspections	5 years	No legal requirement to keep audit reports but the Management of Health & Safety at Work Regs 1999 refer to monitoring, review and risk assessments which are likely to include audits and inspections.
C840	Health & Safety Records	Human Resources	Records where exposure to a substance may lead to disease many years later	40 years	Approved Code of Practice to the Control of Substances Hazardous to Health Regs 2002 - Regulation 11(3) Schedule 9 - Special provision relating to biological agents

C850	Health & Safety Records - Air Monitoring	Human Resources	Air monitoring - lead	5 years	ACPO / NPCC, Force Policy, Control of Lead at Work Regulations 1980 Reg 9(5)
C860	Health & Safety Records - Asbestos	Human Resources	Asbestos Records of those exposed to asbestos	40 years	The Control of Asbestos Regulations 2012, Regulation 22
C870	Health & Safety Records - Asbestos	Estates	Asbestos inspections and building records	Removal of asbestos + 5 years or subsequent inspection + 5 years	The Control of Asbestos Regulations 2012, Regulation 13
C880	Health & Safety Records - Awareness Records	Human Resources	Health and safety awareness records	In line with Personal Record	Force Policy
C890	Health & Safety Records - Biological Agents	Human Resources	List of employees exposed to group 3 & 4 biological agents	40 years from last exposure	Control of Substances Hazardous to Health Regulations 2002, Schedule 3, Section 4
C900	Health & Safety Records - Buildings	Human Resources / Estates	Buildings	Lifetime of building + 6 years	The Construction (Design and Management Regs) 2015



C910	Health & Safety Records - Compressed Air	Human Resources	Compressed Air	40 years from last exposure	Compressed Air Regulations 1996
C920	Health & Safety Records - Exposure to Lead	Human Resources	Exposure to Lead	40 years from last exposure	ACPO/NPCC, Force Policy, Control of Lead at Work Regulations 1980
C930	Health & Safety Records - Exposure to Lead	Human Resources	Maintenance control measures	5 years from date of entry	Control of Lead at Work Regulations 1980 Reg 8(4)
C940	Health & Safety Records - Fire	Estates	Fire Certificates/ now Fire Risk Assessments	Until superseded, or 12 years after expiry	Fire Precautions Act 1971; Regulatory Reform (Fire Safety) Order 2005/Fire Safety Order 2006; NPCC National retention guidance
C950	Health & Safety Records - Fire	Estates	Fire precautions and services	10 yrs after issue; retain until superseded	Regulatory Reform (Fire Safety) Order 2005/Fire Safety Order 2006; NPCC National retention guidance
C955	Health & Safety Records - Fixed Wire Testing	Estates	Certificate of Tests every 5 years	Until superseded, or 12 years after expiry	

C970	Health & Safety Records - Inspections Reports	Human Resources	Inspections Reports	5 Years	Regulation 4 of the Management of Health and Safety at Work Regulations 1992; Control of substances Hazardous to Health Regulations 2002, Section 9
C980	Health & Safety Records - Ionising Radiation equipment	Human Resources	Examination of respiratory protective equipment and passbook	5 years after last use	The Ionising Radiations Regulations 1999
C990	Health & Safety Records - Ionising Radiations	Human Resources	Ionising radiations health records	Until age 75; minimum 50 years from date of last entry	The Ionising Radiations Regulations 1999
C1000	Health & Safety Records - Medical Reports	Human Resources	Medical Reports	40 years	Control of Substances Hazardous to Health Regulations 2002 – Reg 11 – Health surveillance of employees who are, or are liable to be, exposed to a substance hazardous to health. Control of lead at Work Regs 2002, Work in Compressed Air Regs 1996, Control of Asbestos at Work Regs 1987

C1010	Health & Safety Records - Portable Appliance Testing	Estates	Records of tests	Lifetime of equipment	Electricity at Work Regulations 1989 re general safety requirement. No legal requirement re records.
C1020	Health & Safety Records - Risk Assessments	Human Resources	Risk Assessments	Current + 10 years	Regulation 3 of the Management of Health and Safety at Work Regulations 1992 (EC Directive 89/381/EEC) SI 1992 No 2051
C1025	Health & Safety Records - Water Hygiene Testing	Estates	Legionella Risk Assessments (5 years); Monthly monitoring of water temp onto IWS portal	Until superseded, or 12 years after expiry	
C1030	Historical Interest	Corporate	Records identified from operational events and other files as likely to be of historical interest.	Indefinitely. Contact Records Manager for advice.	Archive purposes
C1050	HMIC Inspection Reports	Corporate	Inspection Reports; Thematic Inspection Reports; HMIC Audit reports	1 year from completion of actions	HMIC owned, Force policy

C1060	Home Office Circulars	Corporate	Home Office Circulars, reports, related documentation issued before 2003	Indefinitely	Archive purposes; Home office circulars from 2003 onwards are available online/National Archives.
C1070	Income Generation	Corporate	Income generation, sponsorship	EoFY + 6 years	HMRC
C1075	Identity Access Management Records (PND Users)	Information	Records of the supporting evidence and methods used to verify and validate identity	7 Years from the end of the business relationship	HMG Minimum Requirements for the Verification of the Identity of Individuals, Section 2.3
C1080	Information Sharing Agreements, Protocols, Memoranda of Understanding	Corporate / Legal	Copies of Information sharing protocols & Memoranda of Understanding	All versions retained until 6 years after agreement ceases.	Civil Litigation (Limitation Act 1980)
C1100	Information Technology - Back Up Tapes	Information Communications & Technology	Back up tapes	6 weeks	Force Back up and Restore Procedure

C1115	Insurance Policy Claims	Transport / Legal	Legal records for insurance policy claims, including Motor claims/Third Party Motor claims:	EoFY + 10 years; if involving a child: age 18 + 10 years)	Civil Litigation (Limitation Act 1980) / Good Practice
C1120	Insurance Policy Documents	Legal	Fidelity Guarantee; Liability & Aviation; Motor; 3rd Party Motor; Personal Accident & travel; Professional Indemnity; Property & Engineering.	EoFY + 10 years, starting from date superseded or cancelled.	Civil Litigation (Limitation Act 1980) / Good Practice
C1180	Insurance Policy Documents	Legal	Employers' Liability Insurance Certificates	Indefinitely	Employers' Liability (Compulsory Insurance) Regs 1998
C1185	Insurance Policy Query Files	Legal	Legal files ref insurance queries	EoFY + 6 years	Civil Litigation (Limitation Act 1980) / administrative need
C1210	Invoices	Finance	Paid invoices (except utility invoices)	EoFY + 6 years	VAT implications
C1220	Invoices	Finance	Utility invoices	EoFY + 6 years	Force policy; HMRC
C1230	Ledger Records	Finance	General and subsidiary ledgers produced for the purposes of preparing certified financial statements or published information; Creditors' ledgers	EoFY + 6 years	Force policy; HMRC
C1240	Ledger Records	Finance	Audit sheets - ledger postings	EoFY + 6 years	Force policy; HMRC

C1250	Ledger Records	Finance	Journals - prime records for the raising of charges	EoFY + 6 years	Force policy; HMRC
C1270	Letters of Appreciation	Corporate	Letters of appreciation from members of the public, others forces etc	EoFY + 6 years	Home Office Annual Returns
C1280	Litigation against the Force	Corporate / Legal Services	Including claims for compensation. Solicitors' documents, statements, letters etc. All records including advice, reports, evidence, etc in relation to Employers Liability Claims, Litigation against the force, CICA claims	Life of File + 6 years involving a child: 18 years old + 6 years	Civil Litigation (Limitation Act 1980)
C1290	Museum and Force Archives	Corporate	Documents, photographs, artefacts of historical interest	Indefinitely	Archive purposes
C1300	NVQ Documents	Training	Documents relating to NVQ courses, (to end of scheme in 2015)	3 years	NVQ Code of Practice
C1310	Organisation	Corporate	Amalgamations, boundary issues, establishment, inspection reports	25 years then review	Archive purposes

C1320	Overtime Forms	Finance	Overtime forms	EoFY + 6 years	Force policy, NPCC retention guidance
C1330	Payroll	Finance	Payroll records/personal record cards	EoFY + 6 years	Force policy, NPCC retention guidance
C1340	Payroll	Finance	External Payroll records/personal record cards	EoFY + 6 years	Force policy, NPCC retention guidance
C1350	Payroll	Finance	Pay ledger	EoFY + 6 years	Force policy, NPCC retention guidance
C1360	Payroll - external	Finance	Government forms etc. Required for tax.	EoFY + 6years	Force policy, NPCC retention guidance
C1370	Payroll - internal	Finance	Not required for tax	EoFY + 6 years	Force policy, NPCC retention guidance
C1380	Pension related records	Finance / Legal	Payroll/related records required for pensions claims and payments.	Death of all beneficiaries + 6 years	Force policy, Pensions Regulator, Limitations Act 1980

C1390	<b>Personal Records</b>	Human Resources	Staff and Officer Personal Files: career history, health, Occ Health records; personnel data as related to pay and pension; etc. SPECIFIC RULES APPLY TO DISCIPLINE XREFER WITH C610-30	<b>Officer:</b> until age 100 <b>Staff:</b> end of service + 7 years <b>If NYP have placed onto the CoP Barred or Advisory list:</b> retain whilst on the list +6 years	Force Policy
C1400	Petty Cash	Finance	Petty cash records/books/sheets; Petty cash receipts	EoFY + 6 years	VAT implications
C1420	Police (PCC) Buildings and Land - Deeds / Land Certificates	Estates	Deeds	Sale of the property + 6 years	Force Policy; NPCC national retention guidance
C1430	Police (PCC) Buildings and Land - Police Houses & Stations	Estates	Documents/information relating to the ownership or sale of buildings and land; property plans and records of work etc	Sale of the property + 6 years	Some police buildings documents are of historic interest and will be kept indefinitely for archive purposes
C1470	Policy - Force	Corporate / Legal	Policy documents/information relating to the introduction and interpretation of new legislation, and the formation of policy (including major incident planning)	25 years then review / archive	Force policy
C1500	Policy & Procedure	Corporate	Policy & Procedures (electronic) manual	25 years then review / archive	Force policy



C1510	Postage	Finance	Postage expenditure records / franking machine records / Recorded delivery records	EoFY + 6 years	Force Policy; NPCC national retention guidance; dispute
C1520	Precept Notification	Finance	Precept charges	EoFY + 6 years	NPCC retention guidance
C1540	Press Releases	Corporate	Press Office Press Releases	6 years, or indefinitely if of historical interest	Archive purposes
C1550	Procurement	Corporate	Contracts under seal (after the completion of the contract); Contract Documents, tender, acceptance, variations, etc	Life of Contract + 12 years	Contract Law
C1560	Procurement	Corporate	Other contracts (after the completion of the contract); Contract Documents, tender, acceptance, variations, etc	Life of Contract + 6 years	Contract Law
C1570	Procurement	Corporate	Register of tenders	3yrs after date of last entry	Force Policy; NPCC national retention guidance
C1580	Procurement	Corporate	Unsuccessful tenders (after the award of the contract); expressions of interest	3 years	The Public Contracts Regulations 2015 84(9); disputes
C1600	Projects	Corporate	Project reports, plans, briefs etc	Minimum 5 years after completion. Consider longer on case by case basis, consider final report of major projects for permanent retention.	Force Policy; NPCC national retention guidance

C1610	Promotion Board Notes	Human Resources	National Police Performance Framework process notes.	Individual outcomes in line with Personal Record; board/process notes 1 year	Force policy; appeals
C1620	Property - Buildings not owned by PCC	Corporate	Leases	End or expiry of contract + 16 years	Contract Law; NPCC retention guidance
C1670	Property - sub-letting of PCC buildings	Finance	Leases	End or expiry of contract + 16 years	Land Law, Contract Law, Limitation Act
C1680	Public Events	Corporate	Corporate info relating to sponsored events, races, fetes, cycle races, rallies, horse racing, bonfires, parades, football matches etc. For Operational records, see E1040 Operational Orders	6 years	Force policy
C1710	Publications - Printed	Corporate	Printed Publications	6 years, or indefinitely if of historical interest	Force policy; NPCC retention guidance
C1720	Purchase Orders - Official	Finance	Certified copies of official orders	EoFY + 6 years	Contract Law

C1730	Recruitment - Police Officers - External	Human Resources	Unsuccessful applications - all relevant records	Completion of recruitment process/decision/ correspondence + 1 year. This can be extended as appropriate where the applicant agrees to be placed on a holding list.	CIPD guidance
C1740	Recruitment - Police Officers - External	Human Resources	Successful applications - all relevant records	In line with Personal records	Force Policy
C1745	Recruitment - Police Officers - Internal	Human Resources	Recruitment records relating to applicants already employed by NYP. All relevant records including reasons for selection or rejection	In line with Personal records	Force Policy
C1750	Recruitment - Police Staff	Human Resources	Unsuccessful applications - all relevant records	Completion of recruitment process/decision/correspondence + 1 year. This can be extended as appropriate where the applicant agrees to be placed on a holding list.	CIPD guidance
C1760	Recruitment - Police Staff	Human Resources	Successful applications - all relevant records	In line with Personal records	Force Policy
C1765	Recruitment - Medical questionnaires (unsuccessful applicants)	Human Resources	Medical Questionnaires/occupational health records for unsuccessful recruits, PCSO's & Specials	Completion of recruitment process/decision/correspondence + 1 year. This can be extended as appropriate where the applicant agrees to be placed on a holding list.	Force Policy

C1770	Revenue	Finance	Revenue Estimates, summaries	EoFY + 6 years	Force Policy; NPCC national retention guidance
C1780	Revenue Outturn	Finance	Revenue outturn	EoFY + 6 years	HMRC
C1790	Risks	Corporate	Risk records; risk register	Indefinitely	Force Policy
C1820	Sickness Records	Human Resources	Sickness forms	In line with Personal records	Force Policy
C1830	Stocktaking	Finance	Inventories, stock or store records	EoFY + 3 years	NPCC National retention guidance.
C1840	Surveys	Corporate	Public surveys, research reports	2 years, consider indefinitely if of historical interest	NPCC National retention guidance.
C1850	Time sheets	Human Resources	Time sheet registers	In line with Personal records	Force Policy
C1860	Training Administration Records	Training	Records relating to admin for training, not training itself	2 years	NPCC National retention guidance.

C1870	Training Course Content - non operational	Training	Lesson plans, course notes, handouts, presentations etc	6 years after training ceases	NPCC National retention guidance.
C1880	Training Course Content - operational	Training	Lesson plans, course notes, handouts, presentations etc	25 years then review / archive	Force Policy
C1890	Training Evaluation Questionnaires	Training	Questionnaires completed after training courses	2 years	NPCC national retention guidance
C1891	Training Medical Questionnaires	Training	For Use of Force and Method of Entry	ECY + 6years	
C1900	Training Records	Human Resources	Staff training records	In line with Personal records	Force Policy
C1901	Training - Driver Training Records	Training	Record of Training provided / assessments	In line with HR personal record	Force Policy; Dependency claims
C1930	Value Added Tax (VAT)	Finance	Quarterly VAT tabulations	EoFY + 6 years	VAT implications

C1940	Vehicles (Police) Defects	Finance	Vehicles defect reporting, registers	Disposal of vehicle + 3 years; If involved in a POLAC then 6 years or age 21 where involving a child	Force policy; NPCC retention guidance; Civil Litigation (Limitation Act 1980)
C1950	Vehicles (Police) Equipment Specifications	Finance	Vehicle Equipment Specification Sheets	Disposal of vehicle + 3 years; If involved in a POLAC then 6 years or age 21 where involving a child	Force policy; NPCC retention guidance; Civil Litigation (Limitation Act 1980)
C1960	Vehicles (Police) Log	Finance	Log books; mileage records etc	Disposal of vehicle + 3 years; If involved in a POLAC then 6 years or age 21 where involving a child	Force policy; NPCC retention guidance; Civil Litigation (Limitation Act 1980)
C1970	Vehicles (Police) Maintenance Records	Finance	Vehicle history; Maintenance records register; Job cards; Parts records	Disposal of vehicle + 3 years; If involved in a POLAC then 6 years or age 21 where involving a child	Force policy; NPCC retention guidance; Civil Litigation (Limitation Act 1980)

C1980	Vehicles (Police) New Vehicle Check Form	Finance	Check list for vehicles prior to being accepted and commissioned into fleet	Disposal of vehicle + 3 years; If involved in a POLAC then 6 years or age 21 where involving a child	Force policy; NPCC retention guidance; Civil Litigation (Limitation Act 1980)
C1990	Vehicles on demonstration	Finance	Test log for vehicles trailed by the Force; Appraisal forms	3 years	Force Policy; NPCC national retention guidance
C2000	Vehicles on Hire	Finance	Request to Hire etc	EoFY + 6 years	Force Policy; NPCC national retention guidance
C2010	Vetting - Contractor	Corporate	Contractor vetting	End of contract + 1 year	Force Policy; NPCC national retention guidance
C2020	Vetting	Human Resources	Successful vetting: Personnel vetting, local intelligence checks, references, referees checks, counter terrorist checks etc	Length of employment + 6 years	Civil Litigation (Limitation Act 1980)
C2030	Vetting - refusals	Human Resources	Failed vetting	6 years / End of contract + 6 years	Civil Litigation (Limitation Act 1980)

C2040	Vetting - Temporary Staff & Contractors	Human Resources	Developed vetting	End of contract + 6 years	Force Policy; NPCC national retention guidance
C2050	Visitors	Corporate/Business Administration	Record of Persons on premises, visitors books, passes handed out to people visiting police property.	3 years (if paper record/book: 3 years from last entry in that record/book)	NPCC retention guidance
C2060	Warrant Cards & ID cards	Human Resources / Business Administration	Warrant cards; other identity cards, markers etc	Laminate destroyed on leaving service	
C2070	Waste Management - Controlled/Special Waste	Finance	Records for the handling of controlled waste' consignment notes	3 years	Special Waste Regulations 1996, Environmental Protection (Duty of Care) Regs 1991



## North Yorkshire Police RETENTION & DISPOSAL SCHEDULE: DISCLOSURE RECORDS V3.9

URN	INFORMATION	CATEGORY	DESCRIPTION	MINIMUM RECOMMENDED RETENTION (from closure)	RATIONALE / LEGISLATION
D10	CICA Claim Forms	Busines Admin / Legal	Claims received - Criminal Injuries Compensation Authority	6 years from time dealt with	
D100	DBS Disclosures	Operational / Corporate	Requests + disclosed information; register of requests.	Retain for 10 years from date of request	
D101	DBS Historic INI Requests	Operational / Corporate	Request log for INI hits from other forces	Retain for 10 years from date of request	In line with D100 and original request
D110	Data Protection Subject Access	Legal	Subject Access Requests / Requests for personal information under DPA - local and national / register of requests	6 years from disclosure or from completion of any appeal, local or ICO. If involving a child: age 18 + 6 years.	Civil Litigation (Limitations Act 1980)
D120	Disclosures	Legal	Schedule 2, Part 1, Paragraph 2 (DPA 2018)	6 years from disclosure. If involving a child: age 18 + 6 years.	Civil Litigation (Limitations Act 1980)
D130	Disclosures	Operational / Corporate	S3 Mental Health Act Requests	6 years from disclosure. If involving a child: age 18 + 6 years.	Civil Litigation (Limitations Act 1980)
D140	Disclosures	Legal	Social Services urgent/non urgent checks	6 years from disclosure. If involving a child: age 18 + 6 years.	Civil Litigation (Limitations Act 1980)

D150	Disclosures	Legal	Cafcass checks	6 years from disclosure. If involving a child: age 18 + 6 years.	Civil Litigation (Limitations Act 1980)
D155	Disclosures	Legal	Court Orders	6 years from disclosure. If involving a child: age 18 + 6 years.	Civil Litigation (Limitations Act 1980)
D160	Disclosures	Legal	General – Adhoc / Misc	6 years from disclosure. If involving a child: age 18 + 6 years.	Civil Litigation (Limitations Act 1980)
D170	Disclosures	Legal	Common Law Police Disclosures (CLPD), formerly known as Notifiable Occupations	6 years from disclosure.	Civil Litigation (Limitations Act 1980)
D210	Freedom of Information	Legal	Requests for information under FOI Act	2 years from disclosure or from completion of any appeal, local or ICO.	Force Policy

# Note that Disclosures related to crimes, RTC, or other 'record types' should be retained in line with those specific record types / MoPI