



RECORD RETENTION AND DISPOSAL POLICY

The Police & Crime Commissioner for Cleveland is committed to operating in an open and transparent manner. The record disposal procedure is designed to support the Commissioner's corporate governance framework.

The PCC relies on section 46 of the Freedom of Information Act 2000 and its subsequent codes of practice to set such a retention policy. In addition, the Limitation Act 1980 is also relied on since, generally speaking, an individual has up to 6 years in which to bring a claim, after which it is statute barred by the Act from any further redress.

The purpose of this procedure is to:

- prevent the premature destruction of records
- provide consistency of preservation/destruction
- improve record management

Records should be disposed of by shredding and arranging for collection as confidential waste for destruction by the appropriate body. This should also include all back-up copies on alternative media.

Wherever there is potential for litigation or a request under the Freedom of Information Act, the records that are likely to be affected should not be amended or disposed of until the threat of litigation or actual litigation has ceased or the appeal processes under the Freedom of Information Act have been exhausted.

A record of disposal of the information detailed in the attached schedule should be maintained which identifies each record destroyed. This applies to records normally held by the office of the PCC.

Records held by the Force will be covered by the Force's own policies and procedures.

This applies to records that do need to be retained. Information which is duplicated, unimportant or of short term use can be destroyed under the procedure, including:

- Compliments slips
- Catalogues and trade journals
- Telephone message slips
- Non-acceptance of invitations
- Trivial e-messages or notes not related to PCC's business
- Requests for stock information such as business cards, compliments slips, plans or marketing material
- Out of date distribution lists
- Working papers which lead to a final report (including panel papers)
- Duplicated and superseded material such as stationery, manuals, drafts, address books and reference copies of annual reports
- E-copies of documents where a hard copy has been printed and filed
- Attendance returns except where these may be used as evidence to prove that an event occurred
- Public documents (such as home office circulars) where copies are available on the internet or from the original / owning body.

DOCUMENT RETENTION PERIODS

Records should be retained for the periods shown in the following schedule. All retention periods are given in whole years and are from the end of the financial year to which the records relate.

Documents will either be stored as a hard copy or in electronic format (including scanned documents).

Documentation	Retention Period
DEMOCRATIC PROCESSES	
Office of the PCC / Cleveland Police & Crime Panel / Audit Committee	
Bound Minute Books and Decision Records	Permanent
Handwritten Notes from Formal Minuted Meetings	6 years
Minutes, Agendas and Reports	6 years
External Meeting Papers	6 years
Partnership, Agency and External Meetings;	
Process and Resolutions (Minutes held permanently with owning local Body)	6 years after last action

Documentation	Retention Period
<p>Corporate Planning and Reporting:</p> <p>Annual Reports</p> <p>Annual Statement of Accounts</p> <p>Police & Crime Plans</p> <p>Commissioners/Local Policing Body Annual Reports</p> <p>Policies and Procedures</p>	<p>Permanent</p> <p>Permanent</p> <p>Permanent</p> <p>Permanent</p> <p>6 years after last action</p>
FINANCIAL MANAGEMENT	
<p>Accounts and Audit:</p> <p>Auditors Reports/Final Letters</p> <p>Audit of Accounts</p> <p>General Audit Correspondence</p>	<p>6 years + current</p> <p>6 years + current</p> <p>6 years + current</p>
HUMAN RESOURCES	
<p>Appointments - Chief officers, Chief Executives, Chief Financial Officer, Monitoring Officer and S151 Officer</p> <p>Successful</p> <p>Unsuccessful</p>	<p>6 years from date of leaving or retirement</p> <p>6 years after appointment of successful candidate</p>

Documentation	Retention Period
<p>Appointments – Deputy PCC:</p> <p>Successful</p> <p>Unsuccessful</p>	<p>6 years + current from date of leaving or retirement</p> <p>6 years after appointment of successful candidate</p>
<p>Personnel Administration – Officers:</p> <p>Chief Officers Pay</p> <p>Medical Appeal Files (where “owned” by the Office of the PCC)</p> <p>Personal Development Reviews (Chief Officer)</p> <p>Police Appeal Tribunals</p> <p>Police Pension Papers (Where “owned” by the Office of the PCC)</p> <p>Specific Cases</p> <p>General Correspondence/Circulars</p>	<p>6 years</p> <p>6 years from date of leaving or retirement</p> <p>6 years from date of leaving or retirement</p> <p>6 years from date of leaving or retirement</p> <p>6 years from date of leaving or retirement</p> <p>6 years from date of last pension payment</p> <p>6 years + current</p>

Documentation	Retention Period
<p>Personnel Administration – PCC / Deputy PCC:</p> <p>Diaries and Appointments</p> <p>Correspondence (re: Allowances)</p> <p>Expense Claims</p> <p>Gifts and Hospitality Records, Register of Interest, Related Party Transactions</p>	<p>6 years + current plus date of leaving or retirement</p> <p>6 years + current</p> <p>6 years + current</p> <p>6 years + current</p>
<p>Staff of the office of PCC, Personal Development Reviews</p> <p>Notes of Meetings</p> <p>Records of Development and Attendance</p> <p>Register of Interests</p> <p>Related Party Transactions Disclosures</p>	<p>6 years + current</p> <p>6 years + current</p> <p>6 years + current</p> <p>6 years + current</p>
<p>Termination:</p> <p>Dismissal of Chief officer or Staff of the Office of the PCC</p>	<p>6 years from date of leaving</p>
<p>Training and Development:</p> <p>Training records - Chief Officer and Staff of the Office of the PCC</p>	<p>6 years + current</p>

Documentation	Retention Period
INSPECTIONS	
HMIC:	
Inspection Reports	7 years
Annual Reports	7 years
Thematic Inspection Reports	7 years
PCC Response to HMIC Reports	7 years
General Correspondence	6 years
LEGAL & CONTRACTS	
Litigation:	
Process and Management of Cases	7 years after last action
Contract Management:	
Service Level Agreements	6 years after contract expiry
Compliance Reports	6 years after contract expiry
Performance Reports	6 years after contract expiry
MANAGEMENT & ADMINISTRATION	
Circulars:	
APCC	None
Home Office	None
Freedom of Information	6 years + current

Documentation	Retention Period
Correspondence: APCC Commissioner / DPCC General	6 years + current 6 years + current 6 years + current
Complaints against: Chief Officer by Members of Public Police & Crime Commissioner / Deputy PCC Officers of the PCC	6 years 6 years 6 years
Consultation: Surveys Summary of Findings	Until recorded on Summary of Findings 6 years after closure
Information Management: Information Retention and Disposal Register	Permanent
Independent Custody Visiting Scheme: Visitor Reports Visitors Correspondence Expenses Claims	6 years + current 6 years + current 6 years + current
Marketing: Promotion and Campaigns	6 years
Media: Press Releases	6 years