

## POLICE AND CRIME COMMISSIONER FOR THAMES VALLEY RECORDS MANAGEMENT & DISPOSAL POLICY

*This document should be updated and amended as necessary to comply with local agreements and changes in legislation and to comply with General Data Protection Regulations (GDPR) .Please note that this policy relates to the Office of the Police and Crime Commissioner and not the Police Authority.*

This policy complies with the following principles as outlined by the GDPR:-

- Personal data must be processed lawfully, fairly and in a transparent manner in relation to the data subject.
- Collection of personal data should be for specified and legitimate purposes.
- Data collected should be adequate, relevant and limited to what is necessary.
- The data held must be accurate and, where necessary, kept up to date.
- The data held must be in a form which permits identification of data subjects for no longer than is necessary.
- The data held must be processed in a manner that ensures appropriate security of personal data.

Records should be retained for the periods shown in the attached schedule and retained for no longer than is necessary. All retention periods are given in whole years and are from the end of the financial year to which the records relate or from the date of the last entry in the records as appropriate. All records and duplicates should be disposed of by a secure means e.g. shredding / collected as confidential waste. Duplicates should be destroyed before or at the same time as the official copy.

NOTE: Whenever there is a possibility of 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 has ended or disclosure has been made or the appeal processes under the Freedom of Information Act have been exhausted.

### Standard Operating Procedure

Information which is duplicated, unimportant and does not contain personal or operational data, or of short term use where that use has finished can be destroyed under the Standard Operating Procedure, such information might include:

- internal correspondence (including compliment/telephone slips)
- catalogues and trade journals
- non-acceptance of invitations
- trivial emails or notes not related to PCC business
- requests for stock information such as maps, plans or marketing material working papers where the results have been written into a final report (including Committee papers) duplicated and superseded material such as stationery, manuals, drafts, address books and reference copies of annual reports

## 1. OFFICE OF THE POLICE AND CRIME COMMISSIONER BUSINESS

Function	Records	Retention
Meetings  Meetings to include Partnership, agency, working groups, steering groups and external meetings	Minutes, agendas and reports Indexes	3 years
Complaints against Chief Constable/PCC/OPCC staff	The complaint file including documents and correspondence	7 years
Independent Custody Visiting Scheme	Reports Registers of visits, Custody Visitor details	5 years  2 years - following departure
Corporate planning and reporting	Police and Crime Plan Annual reports	Permanent – since 2012
Statutory Inspections, reviews and external audit reports	External Audit Annual audit letters	Permanent – since 2012
Statutory returns	Reports to Central Government	7 years
Ceremonial, official openings, dedications	Force ceremonials, openings and events	5 years subject to review of importance of information and consider whether necessary to transfer to local archive – NB recommendation of Hillsborough Panel

## 2. MANAGEMENT AND ADMINISTRATION

Function	Records	Retention
Registers of PCC interests, gifts and hospitality	Register of Interests Register of Gifts and Hospitality	5 years
Expenses	Payment details	2 years
PCC Diaries and calendars	Electronic and manual diaries/calendars	1 year after leaving office

Public consultation	Supporting papers and results	5 years
Media relations	Media reports (press release)	5 years
Marketing	Developing and promoting the Office of PCC events	5 years
Office Management	Contracts with suppliers	6 years from end of contract

### 3. VICTIMS FIRST HUB (in addition to above)

Function	Records	Retention
Enquiries	Routine responses to enquiries	2 years
Case Management	Victims Case Records	3 years since last contact (unless concerning a domestic homicide review or serious case review that can be of further use or interest).

### 4. LEGAL AND CONTRACTS

Function	Records	Retention
Litigation	Correspondence, advice Criminal and civil case files	7 years after last action
Agreements Contract development (ordinary)	Service level agreements with TVP Tender specification	7 years after agreement expires
Contract development (under seal)	Tender specification	12 years after terms have expired
Evaluation of tenders (ordinary)	Evaluation criteria Successful tender document	7 years after terms have expired
Evaluation of tenders (under seal)	Evaluation criteria Successful tender document	12 years after terms have expired
Post tender negotiation	Minutes Correspondence	1 year after terms of contract have expired

Asset acquisition/disposal See Property and Land Management for real property assets	Legal docs relating to acquisition (by financial lease or purchase) and disposal (by sale or write off) process Leases Tender documents	Destroy 7 years if under £50,000 or Destroy 12 years if over £50,000 after all obligations are concluded
---	---	---

## 5. FINANCIAL MANAGEMENT

Function	Records	Retention
Annual reports	Annual statement of accounts	Permanent - since 2012
Finance reports	Budget reports Working papers	4 years
Approvals/purchase	Purchase/sales order	5 years
Expenditure	Invoices/receipts Bank statements Vouchers/ledger	5 years
Budget setting	Final annual budget	Permanent – since 2012
	Draft budgets and estimates	4 years
	Budget reviews	4 years
Asset monitoring & maintenance	Asset registers Inventories	7 years
VAT Concessions	VAT return and backing papers Partial Exemption Calculation Backing papers to Partial Exemption Calculation	6 years
	Previous VAT inspections, voluntary disclosures or assessments Daily income sheets including payment advices Fin 28's (analysis of the income received at police stations each week)	3 years

	Proformas, their related copy VAT invoices & receipts and the journals putting VAT into the account to be claimed Payments made in the Customs & Excise VAT department through the Bankline system Sundry debtor and creditor invoices Bad debts written off	4 years
	Backing documentation for expenses claims (kept by employee)	2 years

6. INTERNAL AUDIT

Function	Records	Retention
Audit working files	Working papers Audit reports General audit correspondence and follow up details	6 years
	Audit management and operational procedures Reports Documentation and guidance.	Once no longer required for the effective operation of the service.

7. PROPERTY AND LAND MANAGEMENT

Function	Records	Retention
Property disposal	Legal documents Survey reports Tender documents Conditions of contracts	Permanent – since 2012
Management of buildings of special interest	Project specs Plans Certificates of approval	Permanent – since 2012

8. INFORMATION MANAGEMENT

<b>Function</b>	<b>Records</b>	<b>Retention</b>
Data breach records/investigations	Non-crime	7 years – following breach or conclusion of ICO investigation
Freedom of Information	Request answered by OPCC	7 years from disclosure or from completion of any appeal, either OPCC or to ICO
Information Sharing Agreements, Protocols or Memoranda of Understanding, Data Processing Agreements		Until superseded or revoked, 7 years from date of being superseded or revoked.
Information requested under Data Protection legislation	Right of access applications	2 years from disclosure or from completion of any review to the OPCC or ICO (then review)

NOTE: Information that may be kept for historical interest, must be information that would be found interesting or useful to journalists, academics or the general public. Not simply things that a single individual may find interesting.

Policy reviewed: October 2018

Review date: October 2019