

Review, Retention and Disposal Schedule

In compliance with the Management of Police Information (MoPI) 2010

Police Service of Northern Ireland

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Section 1 – History of Policing in Ireland

The Constabulary of Ireland was established in 1836 and was a trained and disciplined force under the central control of the government administration at Dublin Castle. It represented a fresh start in policing and members served under a strict code, which governed all aspects of their lives, on and off duty.

The Constabulary of Ireland carried out a full range of policing tasks, but its most important task was that of security, due to the ever-present threat of nationalist insurrection.

In 1867 the Constabulary was given a royal title for its part in suppressing the uprising of that year and became the Royal Irish Constabulary (RIC), the first Royal police force and a model for a number of police forces throughout the world.

Following the partition of Ireland it was decided to disband the RIC as an all-Ireland police force. In Southern Ireland the Civic Guard later Garda Síochána was formed, while in Northern Ireland the Royal Ulster Constabulary (RUC) was established on 1 June 1922 as the police force for Northern Ireland. The escalation of the terrorist campaign in the 1970's and 1980's saw the RUC develop in both size and expertise to meet the challenge.

The difficulty and dangers experienced by the RUC in the face of years of terrorism was recognised by the award of the George Cross being presented to the force in April 2000.

The Good Friday Agreement and the implementation of recommendations made by the Patten report, proposed many changes within the RUC to provide a new beginning for policing where the community and the police would work in close harmony to deliver a style of policing that would satisfy local community needs.

Significant changes took place on 4th November 2001 when the Royal Ulster Constabulary title changed to become the Police Service of Northern Ireland (PSNI) and the Northern Ireland Policing Board (NIPB) was established. It is responsible for overseeing the Police Service of Northern Ireland on behalf of the community and for ensuring the delivery of an effective and efficient policing service.

The direction and control of the service is vested in the Chief Constable, who is assisted by a Deputy Chief Constable and Assistant Chief Constables. PSNI ranks, duties, conditions of service and pay are in line with those of other UK police forces.

The first PSNI – trained officers took up duty in April 2002.

Section 2 – Abbreviations

RIC	-	Royal Irish Constabulary
RUC	-	Royal Ulster Constabulary
PSNI	-	Police Service of Northern Ireland
NIPB	-	Northern Ireland Policing Board
ACPO	-	Association of Chief Police Officers
ICO	-	Information Commissioner's Office
AVC	-	Additional Voluntary Contributions
PRONI	-	Public Record Office of Northern Ireland
PNC	-	Police National Computer
ACC	-	Assistant Chief Constable
YDO	-	Youth Diversion Officer
PFNI	-	Police Federation for Northern Ireland
NPPV	-	Non-Police Personnel Vetting

Section 3 – Introduction

1. **Records Management Functions within the Police Service of Northern Ireland**

The Police Service of Northern Ireland (PSNI) is committed to ensuring that all appropriate measures are put in place to ensure that it is able to effectively manage the records it creates and receives. This involves ensuring that records are created, registered, stored, retained, disposed of or preserved indefinitely in an efficient manner consistent with organisational business needs. Records that relate to public protection matters and particularly those involving children or vulnerable adults should be reviewed in compliance with the Management of Police Information (MoPI) 2010 guidance.

The Review, Retention and Disposal Schedule applies to records created or received by the PSNI, irrespective of the District or Department within which the records are maintained. Records form part of the corporate memory of the Service and are a valuable resource in ensuring the Service is able to meet accountability and legislative requirements.

2. **Purpose of the Review, Retention and Disposal Schedule**

This review, retention and disposal schedule identifies the disposal arrangements for records created by the Police Service of Northern Ireland. The schedule complies with the requirements in the Public Records Act (NI) 1923 and the Disposal of Documents Order (S.R. & O.1925 No 167).

The Review, Retention and Disposal Schedule incorporates guidance issued by the Association of Chief Police Officers (ACPO) with regard to the review, retention and disposal of information specific to police services across the United Kingdom. The guidance seeks to incorporate statutory or other rationale for police-specific record categories common to all police forces. The alignment of record retention policy between UK police services is seen as best practice by the Information Commissioner's Office (ICO). This guidance has following consultation been revised in accordance with PSNI business needs.

There is an acknowledged need to refine and expand the retention schedules detailed below, especially in light of the Bichard Enquiry and the Management of Police Information (MoPI) guidance. The Review, Retention and Disposal Schedule should be considered a living document, which will be added to and amended over time.

3. Categories of Disposal

The Review, Retention and Disposal Schedule categorises records into the following four categories:

- **records to be destroyed after a defined period** - this refers to information whose useful life can be predetermined, and can therefore be destroyed once it has met its specified time period. For example, financial information which can usually be destroyed seven years after the last action;
- **records to be reviewed** – this refers to information, which requires a later judgement to confirm, or change the initial retention period applied. For example, information relating to policy decisions;
- **records to be permanently preserved** – this refers to information that has social or historical value. This includes records selected for transfer to the Public Records Office of Northern Ireland (PRONI) as well as information that has long-term value to the PSNI but will not require eventual transfer to PRONI.
- **Records to be retained for 100 years or until the person has reached 100 years of age** - this applies to police information concerning public protection and is based on the Management of Police Information principles.

4. Consultation and Acknowledgements

We would like to acknowledge all those who were involved in the development and consultation of the Schedule (see Appendix A).

Section 4 – Operation of the Review, Retention and Disposal Schedule

1. Close

Records should be closed as soon as they have ceased to be of active use other than for reference purposes.

2. Retention Period

The retention period required for each type of record is calculated from the point the file/record is closed. For example finance files should be closed at the end of each calendar year and in most instances destroyed 7 years after their closure.

3. Permanent Preservation/ Transferred to PRONI

Where the action is Permanent Preservation/ Transferred to PRONI, the records are subject to the normal review procedures. A list of files marked for permanent preservation should be sent to the Records Management Unit using the appropriate Form. The Records Management Unit will make arrangements to have the records permanently preserved, or where appropriate transferred directly to PRONI.

In some cases PRONI will ask for an annual percentage of particular files or a random selection to be sent to them. The selection should be made by the Record Reviewer within each District or Department, and sent to the Records Management Unit who will arrange for them to be transferred.

4. Commitment to Preserving Files/ Records

The Police Service of Northern Ireland will take appropriate measures to ensure that all physical and electronic records it creates will be maintained and cared for while they are in its custody.

Section 5 – Definitions of Records held by the Police Service of Northern Ireland

1. Building Records

This category covers records created and retained in relation to the management and maintenance of the Police Estate. It includes:

- project documentation related to the construction, refurbishment or maintenance of premises and property;
- legal documentation associated with the acquisition and disposal of property;
- maintenance records;
- maps, plans, drawings and photographs of property, facilities or buildings owned or occupied by the PSNI and
- reports and correspondence relating to the management and maintenance of property, facilities or buildings owned or occupied by the PSNI.

2. Civic Events, Committee and Meeting Records

This category covers records relating to graduations, committees, meetings and conferences convened or attended by members of the PSNI. It refers to the management of agendas, minutes, working papers, submissions and reports.

3. Enquiry Records

This category covers records relating to the receipt of and response to enquiries received from outside the PSNI. It covers applications made under the various Information access regimes, as well as formal queries received from external bodies such as the Policing Board and other UK Police Forces.

4. Finance Records

This covers records relating to the management of finance across the PSNI, including at Headquarter level and within Districts. It includes records relating to:

- Banking;
- Expenditure;
- Revenue;
- Accounting;
- Salaries;
- Budgeting and
- Asset Management.

It covers records created and held in physical format, as well as those records maintained within the Finance System.

***Where a publicly funded organisation has been the subject of an investigation which has led to significant criticism or prosecution, the relevant physical/electronic records should be secured and retained for 10 years from the date of conclusion of the investigation or prosecution.**

5. Health & Safety Records

This category covers records relating to compliance with and implementation of the various pieces of Health & Safety legislation and associated regulations.

6. Information Technology Records

This category covers records relating to the implementation and management of Information Technology systems and infrastructure across the PSNI. It includes records relating to the management of systems implemented Service wide, as well as those systems implemented within specific business areas.

7. Legal Services Records

This category covers records relating to litigation involving the PSNI, as well as the provision of formal legal advice to business areas within the PSNI.

8. Corporate Communications Records

This category covers records relating to the PSNI's interactions with the Media, as well as the production of publications and promotional material. It also refers to records created in relation to functions hosted by the PSNI.

9. Personnel Records

This category covers records created in relation to the management, training and recruitment of Police Officers and Civilian Staff. It includes records managed at Headquarters, as well as those held within Districts. It refers to records relating to:

- Employment and career
- Pay and pensions;
- Training;
- Staffing;
- Health;
- Security;
- Grievance/discipline and
- Pay and allowances

10. Policing Records

This category covers records that contain police information relating to operational policing. It covers records created and retained at Headquarters, as well as within Districts. It refers to the following record types:

- Arrest and detention
- Response and deployment;
- Serious crime;
- Major incidents;
- Intelligence;
- Vetting;
- Minor offences;
- Property crime;
- Traffic offences;
- Youth diversion;
- Domestic violence;
- Sexual offences;
- Community safety and
- Electronic systems

Police Information

The MoPI Guidance 2010 introduced the term POLICE INFORMATION and POLICING PURPOSE. Police information is information that is required for policing purposes. The PSNI Handbook defines policing purposes as:

- (a) protecting life and property;
- (b) preserving order;
- (c) preventing the commission of offences;
- (d) bringing offenders to justice;
- (e) any duty or responsibility arising from common or statute law.

These five policing purposes provide the legal basis for collecting, recording, evaluating, sharing and retaining police information.

Police officers would commonly consider this information is needed for operational policing purposes.

The decision making process when considering the review, retention or disposal of records requires careful consideration. Key to any process is the need to retain and manage information that identifies a risk to the public. Refer to Appendix B for Risk Assessment Criteria.

The PSNI have implemented a records management system (NICHE) as a central repository for the recording of police information.

NICHE provides the PSNI with the ability to store documents electronically; this includes scanned images, graphics, spreadsheets and word processing documents. It also allows the users to quickly retrieve, track, share, distribute and revise documents.

11. Policy Records

This category covers the creation and management of operational and administrative policies, procedures and instructions.

12. Project Records

This category covers records relating to projects carried out either Service wide or within specific business areas of the PSNI.

13. Strategic Planning and Reporting Records

This category covers records relating to the establishment of Service wide objectives and goals. It includes the management of business plans, policing plans and performance targets. It also refers to the management of records relating to the monitoring of performance across the PSNI.

14. Training Records

This category covers records relating to the training of police officers and police support staff within PSNI.

15. Transport Records

This category covers records relating to the management and maintenance of the PSNI's vehicle fleet.

16. Typing Records

This category covers documents created by Typists within Headquarters and Districts.

Section 6

Review, Retention and Disposal Schedule

In compliance with the Management of Police Information (MoPI) 2010

1. BUILDING RECORDS

Work Area	Types of Files/Records	File/Record Action	Retention Period	Final Action
1	Project Documents – Specifications, Bills of quantity	Filed and closed at conclusion of project.	Review 15 years after contract end.	Review by Record Reviewer
2	Project Documents – Surveys/master set	Filed and closed at conclusion of project.	Destroy 10 years after contract end.	Destruction by Record Reviewer
3	Project Documents – Surveys/other copies	Filed.	Destroy 2 years after issue.	Destruction by Record Reviewer
4	Project Documents -Maintenance	Filed.	Destroy when administrative use ceases.	Destruction by Record Reviewer
5	Project Documents -Standing instructions	Filed and closed at conclusion of project.	Review 2 years after revision or cancellation.	Review by Record Reviewer
6	Project Documents -Client Project Board minutes & papers - record set	Filed and closed at conclusion of project.	Review 2 years after issue of last paper.	Review by Record Reviewer
7	Project Documents -Client Project Board minutes & papers - all other copies	Filed.	Destroy 2 years after date of last paper.	Destruction by Record Reviewer
8	Project Documents -Tender and evaluation	Filed and closed at conclusion of project.	Review 7 years after contract end.	Review by Record Reviewer
9	Project Documents - Certificates	Filed and closed at conclusion of project.	Review 7 years after issue	Review by Record Reviewer
10	Project Documents Claim and arbitration	Filed and closed at conclusion of project.	Review 15 years after settlement.	Review by Record Reviewer
11	Reports – Architectural	Filed and closed once business use concluded.	Review 15 years after issue.	Review by Record Reviewer
12	Reports - Structural engineering,	Filed and closed once business use concluded.	Review 25 years after issue.	Review by Record Reviewer
13	Reports - Fire precautions and services	Filed and closed once business use concluded.	Review 10 years after issue.	Review by Record Reviewer
14	Reports - Financial and accounting	Filed and closed once business use concluded.	Review 7 years after issue.	Review by Record Reviewer

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1	Reports - Asbestos inspections	Filed and closed once business use concluded.	Review 40 years after issue.	Review by Record Reviewer
2	Maps, Plans and Drawings - Site surveys	Filed and closed once business use concluded.	Review 25 years after compilation.	Review by Record Reviewer
3	Maps, Plans and Drawings - Perspective drawings	Filed and closed once business use concluded.	Destroy 25 years after compilation.	Destruction by Record Reviewer
4	Maps, Plans and Drawings - copies of the above	Filed and closed at end of calendar year.	Destroy 15 years after compilation	Destruction by Record Reviewer
5	Maps, Plans and Drawings - Consultants, Contractors drawings and associated records	Filed and closed at conclusion of project.	Review 15 years after completion of project.	Review by Record Reviewer
6	Maps, Plans and Drawings - As built	Filed and closed at conclusion of project.	Review 25 years after settlement of contract.	Review by Record Reviewer
7	Maps, Plans and Drawings - Competition drawings	Filed and closed at conclusion of project.	Review 5 years after result announced.	Review by Record Reviewer
8	Maps, Plans and Drawings - Feasibility studies	Filed and closed at end of calendar year.	Review 5 years after decision taken.	Review by Record Reviewer
9	Maintenance Records - Maintenance schedules	Filed and closed at end of calendar year.	Review 15 years after superseded.	Review by Record Reviewer
10	Maintenance Records - Maintenance diaries or logs	Filed and closed at end of calendar year.	Destroy 15 years after final entry.	Destruction by Record Reviewer
11	Maintenance Records - Installation surveys (plant and services)	Filed and closed at end of calendar year.	Review 15 years after date of survey.	Review by Record Reviewer
12	Maintenance Records - Maintenance programme	Filed and closed at end of calendar year.	Review 7 years after superseded.	Review by Record Reviewer
13	Maintenance Records - Operational manuals	Filed and closed at end of calendar year.	Destroy after 15 years or transfer to new owner.	Destruction by Record Reviewer
14	Maintenance Records - Health and safety	Filed and closed at end of calendar year.	Review 15 years after issue.	Review by Record Reviewer
15	Maintenance Records - Accident books	Filed and closed at end of calendar year.	Review 7 years after date of last entry.	Review by Record Reviewer
16	Maintenance Records – Incident/Accident reports	Filed and closed at end of calendar year.	Review 5 years after action or 6 years after claim settled.	Review by Record Reviewer
17	Maintenance Records - Plant and equipment condition surveys	Filed and closed once business use concluded.	Review 15 years after date of survey.	Review by Record Reviewer

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1	Maintenance Records - Maintenance	Filed and closed once business use concluded.	Review 15 years after end of contract.	Review by Record Reviewer
2	Maintenance Records - Meetings with contractors	Filed and closed at end of calendar year.	Review 7 years after date of meeting	Review by Record Reviewer
3	Maintenance Records - Asbestos registers	Filed and closed once business use concluded.	Review 40 years after date of last entry.	Review by Record Reviewer
4	Maintenance Records - Asbestos incidents	Filed and closed once business use concluded.	Review 40 years after date of event.	Review by Record Reviewer
5	Legal Documents - Title	Filed and closed once deeds transferred.	Transfer to new freeholder on disposal.	Review by Record Reviewer
6	Legal Documents - Leases (signed copies)	Filed and closed once lease expired.	Destroy 15 years after expiry.	Destruction by Record Reviewer
7	Legal Documents - Memoranda of terms	Filed and closed once business use concluded.	Destroy 15 years after expiry.	Destruction by Record Reviewer
8	Legal Documents - Subletting agreements	Filed and closed upon termination.	Destroy 7 years after termination.	Destruction by Record Reviewer
9	Legal Documents - Way leave agreements	Filed and closed upon termination or expiry.	Destroy 15 years after expiry or termination.	Destruction by Record Reviewer
10	Legal Documents – ‘Landlords’ consents	Filed and closed upon termination or expiry.	Destroy 15 years after surrender, expiry or termination of lease or memoranda of terms.	Destruction by Record Reviewer
11	Legal Documents - Licences	Filed and closed upon termination or expiry.	Destroy 15 years after surrender, expiry or termination of lease.	Destruction by Record Reviewer
12	Legal Documents - Register of records and documents deposited	Filed and closed once business use concluded.	Destroy 15 years after register ceases to be current.	Destruction by Record Reviewer
13	Legal Documents - Tests and statutory certificates	Filed and closed once business use concluded.	Destroy 12 years after expiry or superseded.	Destruction by Record Reviewer
14	Legal Documents - Fire certificates	Filed and closed upon expiry.	Destroy 7 years after expiry or superseded.	Destruction by Record Reviewer

1	Legal Documents - Planning consents and correspondence	Filed and closed once business use concluded.	Review 25 years after issue.	Review by Record Reviewer
2	Correspondence - Consultants and contractors.	Filed and closed at end of calendar year.	Review 15 years after date of last paper.	Review by Record Reviewer
3	Correspondence - Statutory Authorities	Filed and closed at end of calendar year.	Review 25 years after date of last paper.	Review by Record Reviewer
4	Photographs - Albums	Filed and closed once business use concluded.	Review 7 years after compilation.	Review by Record Reviewer
5	Photographs - Catalogues of photographs	Filed and closed once business use concluded.	Review 25 years after date of last entry.	Review by Record Reviewer
6	Photographs - Prints and negatives	Filed and closed once business use concluded.	Review 25 years after project or event.	Review by Record Reviewer
7	Miscellaneous - Publicity literature	Filed and closed at end of calendar year.	Review 7 years after event or publication.	Review by Record Reviewer
8	Miscellaneous - Historical narratives of the RUC/PSNI	Filed and closed once business use concluded.	Normal Review Process	Determine on Review
9	Miscellaneous - Staff work diaries	Filed and closed at end of calendar year.	Review 7 years after date of last entry.	Review by Record Reviewer
10	Miscellaneous - Any other records relating to buildings	Filed and closed at end of calendar year.	Review 7 years after date of issue, closure or last action.	Review by Record Reviewer

2. CIVIC EVENTS, COMMITTEES AND MEETINGS RECORDS

Work Area	Types of Files/Records	File/Record Action	Retention Period	Final Action
1	Senior Management Meetings	Filed and closed at end of calendar year.	Retain Permanently.	Retained in Central Store.
2	District/ Department Meetings	Filed and closed at end of calendar year.	Normal Review Process	Determine on Review
3	External Agency Working Groups/ Meetings convened by the Organisation	Filed and closed at end of calendar year.	Retain Permanently.	Retained in Central Store.
4	External Agency Working Groups/Meetings convened by other Organisations	Filed and closed at end of calendar year	Normal Review Process	Determine on Review
5	Civic Events, Graduation Ceremonies and Conferences	Filed and closed at end of calendar year.	Retain Permanently.	Retained in Central Store

3. ENQUIRY RECORDS

Work Area	Types of Files/Records	File/Record Action	Retention Period	Final Action
1	Enquiries Summary - Refers to indexes and registers.	Closed at end of calendar year.	Destroy 6 years after folder closed.	Destruction by Record Reviewer
2	Enquiries	Filed and closed at end of calendar year.	Destroy 6 years after folder closed.	Destruction by Record Reviewer
3	Parliamentary Questions	Filed and closed at end of calendar year.	Normal Review Process	Determine on Review
4	Policing Board Enquiries	Filed and closed at end of calendar year.	Normal Review Process	Determine on Review
5	Freedom of Information Queries	Filed and closed at end of calendar year.	Destroy 2 years after folder closed.	Destruction by Record Reviewer
6	Data Protection Queries	Filed and closed at end of calendar year.	Destroy 2 years after folder closed.	Destruction by Record Reviewer
7	Environmental Information Regulation Queries	Filed and closed at end of calendar year.	Destroy 2 years after folder closed.	Destruction by Record Reviewer

4. FINANCE RECORDS

Work Area	Types of Files/Records	File/Record Action	Retention Period	Final Action
1	Cheques and associated records	Closed at end of financial year.	Destroy 6 years + current year after folder closed	Destruction by Record Reviewer
2	Bank Deposits	Closed at end of financial year.	Destroy 6 years + current year after folder closed.	Destruction by Record Reviewer
3	Bank Reconciliations	Closed at end of financial year.	Destroy 6 years + current year after folder closed.	Destruction by Record Reviewer
4	Electronic banking and electronic funds transfer including audit trails	Closed at end of financial year.	Destroy 6 years + current year after closure of folder.	Destruction by Record Reviewer
5	Expenditure Records	Closed at end of financial year.	Destroy 6 years + current year after folder closed.	Destruction by Record Reviewer
6	Expenditure Records - Summary	Closed at end of financial year.	Destroy 6 years + current year after folder closed.	Destruction by Record Reviewer
7	Expenditure Records - Copies	Closed at end of financial year.	Destroy at end of business need	Destruction by Record Reviewer
8	Expenditure Records - Credit note books	Closed at end of financial year.	Destroy 6 years + current year after folder closed.	Destruction by Record Reviewer
9	Expenditure Records - Vouchers	Closed at end of financial year.	Destroy 6 years + current year after folder closed.	Destruction by Record Reviewer
10	Expenditure Records – Monthly Statements	Closed at end of financial year.	Destroy 6 years + current year after folder closed	Destruction by Record Reviewer
11	Government Procurement Card	Closed upon cancellation of card	Destroy 6 years + current year after folder closed	Destruction by Record Reviewer
12	Ledger Records –Cost cards/General ledgers and Audit Sheets	Closed at end of financial year.	Destroy 6 years + current year after folder closed.	Destruction by Record Reviewer

***Where a publicly funded organisation has been the subject of an investigation which has led to significant criticism or prosecution, the relevant physical/electronic records should be secured and retained for 10 years from the date of conclusion of the investigation or prosecution.**

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1	Receipts and Revenue Records	Closed at end of financial year.	Destroy 6 years + current year after folder closed.	Destruction by Record Reviewer
2	Receipts and Revenue Records	Closed at end of financial year	Destroy 6 years + current year after folder closed.	Destruction by Record Reviewer
3	Receipts and Revenue Records – Irregular remittance books	Closed at end of financial year.	Destroy 6 years + current year after folder closed.	Destruction by Record Reviewer
4	Receipts and Revenue Records – Revenue cash books.	Closed at end of financial year.	Destroy 6 years + current year after folder closed.	Destruction by Record Reviewer
5	Receipts and Revenue Records - Daily revenue dissections.	Closed at end of financial year.	Destroy 6 years + current year after folder closed.	Destruction by Record Reviewer
6	Salaries and Related Records - Employee pay histories	Closed at end of financial year.	Destroy 6 years + current year after folder closed.	Destruction by Record Reviewer
7	Salaries and Related Records - Salary rates register	Closed at end of financial year.	Destroy when administrative use ceases.	Destruction by Record Reviewer
8	Stores and Services Records - Delivery dockets.	Closed at end of financial year.	Destroy 6 years +current year after folder closed.	Destruction by Record Reviewer
9	Stores and Services Records - Purchase order books/records.	Closed at end of financial year.	Destroy 6 years + current year after folder closed.	Destruction by Record Reviewer
10	Asset Registers	Closed at end of financial year.	Destroy 6 years + current year after asset or last one in the register is disposed of.	Destruction by Record Reviewer
11	Depreciation Registers	Closed at end of financial year.	Destroy 6 years + current year after asset or last one in the register is disposed of.	Destruction by Record Reviewer
12	Financial Statements – Statements for inclusion in quarterly/annual reports. Ad hoc statements/ budgetary controls.	Closed at end of financial year.	Destroy 6 years + current year after folder closed.	Destruction by Record Reviewer
13	Sealed Package Register	Closed at end of financial year.	Destroy 6 years + current year after folder closed	Destruction by Record Reviewer
14	Interest Bearing Account Register	Closed at end of financial year.	Destroy 6 years + current year after folder closed	Destruction by Record Reviewer
15	Viaticum's Register	Closed at end of financial year.	Destroy 6 years + current year after folder closed	Destruction by Record Reviewer

***Where a publicly funded organisation has been the subject of an investigation which has led to significant criticism or prosecution, the relevant physical/electronic records should be secured and retained for 10 years from the date of conclusion of the investigation or prosecution.**

5. HEALTH AND SAFETY RECORDS

Work Area	Types of Files/Records	File/Record Action	Retention Period	Final Action
1	Control of Substances Hazardous to Health Regulations (Northern Ireland) 2003	Held by Health & Safety Branch and Occupational Health & Well-Being.	Destroy 10 years after last exposure.	Destruction by Record Reviewer
2	Schedule 3 - Additional provisions relating to work with biological agents.	Held by Health & Safety Branch.	Destroy 40 years after last exposure.	Destruction by Record Reviewer
3	Regulation 9 Maintenance examination and testing of control measures	Held by Health & Safety Branch and Occupational Health & Well-Being.	Destroy 5 years after folder closed.	Destruction by Record Reviewer
4	Regulation 10 – Monitoring Exposures at the work place.	Held by Health & Safety Branch and Occupational Health & Well-Being.	Destroy 40 years after folder closed.	Destruction by Record Reviewer
5	Regulation 11 – Health Surveillance.	Held by Health & Safety Branch and Occupational Health & Well-Being.	Destroy 40 years from date of last entry.	Destruction by Record Reviewer
6	Reporting of Injuries, Diseases and Dangerous Occurrences Regulation (Northern Ireland) 1997 -	Held by Health and Safety Branch.	Destroy 3 years after date of accident (injured adults).	Destruction by Record Reviewer
7	Control of Lead at Work Regulations (Northern Ireland) 2003 Regulation 8	Held by Health & Safety Branch.	Destroy 5 years from date at which entry was made.	Destruction by Record Reviewer
8	Control of Lead at Work Regulations (Northern Ireland) 2003 Regulation 6	Held by Health & Safety Branch and Occupational Health & Well-Being.	Destroy 5 years after folder closed.	Destruction by Record Reviewer
9	Control of Lead at Work Regulations (Northern Ireland) 2003 Regulation 10 (3)	Held by Health & Safety Branch and Occupational Health & Well-Being.	Destroy 40 years from date at which entry was made.	Destruction by Record Reviewer
10	Control of Asbestos at Work Regulations (Northern Ireland) 2003	Held by Health & Safety Branch and Occupational Health & Well-Being.	Destroy 40 years after last record.	Destruction by Record Reviewer

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1	Work in Compressed Air Regulations (Northern Ireland) 2004	Held by Underwater Search Unit and by Occupational Health & Well-Being.	Destroy 40 years from date of last entry.	Destruction by Record Reviewer
2	Special Waste Regulations (Northern Ireland) 1998	Held by Health & Safety Branch	Destroy 3 years after folder closed.	Destruction by Record Reviewer
3	Controlled Waste (Duty of Care) NI 2002 Regulations	Held by Health & Safety Branch.	Destroy 3 years after folder closed.	Destruction by Record Reviewer
4	Management of Health and Safety at Work Regulations (Northern Ireland) 2000 – Regulation 3	a) Generic Risk Assessments held by Health and Safety Branch. b) Local Risk Assessments held in local Stations/Branches/Departments	Destroy 3 years after review date of Risk Assessment.	Destruction by Record Reviewer
5	Management of Health and Safety at Work Regulations (Northern Ireland) 2000.	Held by Health and Safety Branch.	Destroy 6 years after issue.	Destruction by Record Reviewer
6	Provision and Use of Work Equipment Regulations (Northern Ireland) 1999	Held by Health & Safety Branch.	Destroy 10 years after last entry.	Destruction by Record Reviewer
7	Provision and Use of Work Equipment Regulations (Northern Ireland) 1999 - Incident Reports	Held by Health & Safety Branch.	Destroy 5 years after last action or 6 years after claim settled.	Destruction by Record Reviewer
8	Personal Protective Equipment at Work Regulations (Northern Ireland) 1993	Held by Health & Safety Branch.	Destroy after current year + 10.	Destruction by Record Reviewer
9	The Social Security Contributions and Benefits Act 1992 (formerly The Social Security (Claims and payments) Regulations 1979) - Regulation 25	Held by Health & Safety Branch, Finance Branch and Human Resources.	Destroy 3 years from date of last entry.	Destruction by Record Reviewer
10	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (Northern Ireland) 1997	Held by Health & Safety Branch, SAP and Datix.	Destroy after current year + 3.	Destruction by Record Reviewer

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1	Control of Asbestos at Work Regulations (Northern Ireland) 2003 - Asbestos Inspections, Registers, Incidents, correspondence, reports etc.	Held by Health & Safety Branch.	Destroy 40 years after issue.	Destruction by Record Reviewer
2	Control of Asbestos at Work Regulations (Northern Ireland) 2003 – Exposure to Asbestos and Health Surveillance	Held on SAP and by Occupational Health and Well-Being	Destroy 40 years after issue.	Destruction by Record Reviewer
3	Control of Asbestos at Work Regulations (Northern Ireland) 2003 - Asbestos Incidents, Correspondence, Reports etc.	Held by Health and Safety Branch.	Destroy 40 years after date of event.	Destruction by Record Reviewer
4	Fire Precautions (Workplace) Regulations (Northern Ireland) 2001 - Fire Certificates/Fire Risk Assessments (Certificates issued by ESBU)	Held by Health and Safety Branch.	Destroy 12 years after expiry or until superseded.	Destruction by Record Reviewer
5	Fire Precautions (Workplace) Regulations (Northern Ireland) 2001 - Fire precautions and services	Held by Health and Safety Branch.	Destroy 10 years after issue.	Destruction by Record Reviewer
6	Construction (Design and Management) (Amendment) Regulations (Northern Ireland) 2001 - Maintenance Logs, Incident reports	Held by Health and Safety Branch.	Destroy 6 years after final entry or claim settled.	Destruction by Record Reviewer
7	Construction (Design and Management) (Amendment) Regulations (Northern Ireland) 2001 - Maintenance Schedules	Held by Health and Safety Branch.	Destroy 10 years after superseded.	Destruction by Record Reviewer
8	Construction (Design and Management) (Amendment) Regulations (Northern Ireland) 2001 - Health and Safety file/Health and Safety Plan	Held by Health and Safety Branch.	Destroy after 30 years or until disposal of property.	Destruction by Record Reviewer
9	Manual Handling Operations Regulations (Northern Ireland) 1992	Held by Health and Safety Branch.	Destroy after current year + 10.	Destruction by Record Reviewer

1	Health and Safety (Display Screen Equipment) Regulations (Northern Ireland)	Held by Health and Safety Branch.	Destroy after current year + 10.	Destruction by Record Reviewer
2	The Control of Noise at Work Regulations (NI) 2006	Held by Health and Safety Branch.	Destroy after current year + 10.	Destruction by Record Reviewer
3	Lifting Operations and Lifting Equipment Regulations (NI) 1999	Held by Health and Safety Branch.	Destroy after current year + 10	Destruction by Record Reviewer
4	Health & Safety Advice	Held by Health and Safety Branch.	Review after 3 years.	Review by Record Reviewer
5	Health & Safety Precedents	Held by Health and Safety Branch.	Review after 5 years or when superseded.	Review by Record Reviewer

6. INFORMATION TECHNOLOGY RECORDS

Work Area	Types of Files/Records	File/Record Action	Retention Period	Final Action
1	Projects and Systems – In house and significant	Filed and closed once project concluded.	Retain Permanently.	Retain in Central Store
2	Projects and Systems – minor	Filed and closed once project concluded.	Destroy 10 years after the system is removed or replaced.	Destruction by Record Reviewer
3	Equipment and System Management	Filed and closed at end of calendar year.	Destroy 5 years after the folder is closed.	Destruction by Record Reviewer
4	Support Requests	Filed and closed at end of calendar year.	Destroy 5 years after the folder is closed.	Destruction by Record Reviewer

7. LEGAL SERVICE RECORDS

Work Area	Types of Files/Records	File/Record Action	Retention Period	Final Action
1	Civil Claims – Claims Concluded (including employment law)	Filed and closed when concluded.	Destroy after 7 yrs from date of last paper.	Destruction by Record Reviewer
2	Civil Claims – Not Proceeded with	File – No Writ or Civil Bill received within 4/7 yrs file can be closed.	7yrs - AW Claims 4yrs - PI Claims 7yrs - CP Claims 7ys – IT Claims From date of incident.	Destruction by Record Reviewer
3	Claims Made by Minors – Not Proceeded with	Filed	Destroy 7 yrs after claimant becoming 18 years	Destruction by Record Reviewer
4	Legal Advice	Original hard copy of paperwork returned to requester. Word copy of advice given retained by Dept. Personal Secretary	Review after 2 years	Review by Record Reviewer
5	POCAS – Refers to Proceeds of Crime Act files	Filed and closed upon completion.	Destroy 7 years after date of last paper.	Destruction by Record Reviewer
6	GP Report	Filed and closed at end of the financial year.	Destroy 7 years after folder closed.	Destruction by Record Reviewer
7	Restraint Orders – Prohibits The Disposal of Assets in the High Court.	Filed and closed upon receipt of discharge order.	Destroy 2 years after file closed.	Destruction by Record Reviewer
8	Miscellaneous Payments	Filed and closed at end of financial year	Destroy after 7 years.	Destruction by record reviewer.

8. CORPORATE COMMUNICATIONS RECORDS

Work Area	Types of Files/Records	File/Record Action	Retention Period	Final Action
1	Press Releases - Master Copy	Filed and closed at end of calendar year.	Retain Permanently.	Stored in Media and Public Relations Branch
2	Press Releases – Copies	Filed and closed at end of calendar year.	Destroy once administrative use ceases.	Destruction by Record Reviewer
3	Publicity Material	Filed and closed at end of calendar year.	Destroy 5 years after end of campaign	Destruction by Record Reviewer
4	Publicity Arrangements	Filed and closed at end of calendar year.	Destroy 2 years after action completed.	Destruction by Record Reviewer
5	Facilitation	Filed and closed at end of calendar year.	Retain Permanently.	Stored in Media and Public Relations Branch
6	Preparation of Publications	Filed and closed at end of calendar year.	Destroy once administrative use ceases.	Destruction by Record Reviewer
7	Publicity Material – copies and reference	Filed and closed at end of calendar year.	Destroy once administrative use ceases.	Destruction by Record Reviewer
8	External Web Site	Filed and closed at end of calendar year by individual record owner in District/Department	Destroy once administrative use ceases or superseded.	Destruction by Record Reviewer
9	New Media sites	Filed and closed at end of calendar year by author of article in District/Department	Destroy once information is superseded or once admin use ceases.	Destruction by Record Reviewer
10	Media Monitoring	Filed and closed at end of calendar year.	Retain Permanently.	Stored in Media and Public Relations Branch

9. PERSONNEL RECORDS

Work Area	Types of Files/Records	File/Record Action	Retention Period	Final Action
1	Recruitment Applications per competition (appointed)	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
2	Recruitment Applications per competition (unsuccessful or successful but not appointed)	Held in secure storage	12 months from notification of unsuccessful result	Destruction by Record Reviewer
3	Employment and Career – Personnel files	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
4	Employment and Career – Joining papers	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
5	Employment and Career – Contracts of employment	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
6	Employment and Career - Job History	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
7	Employment and Career - Current address details	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
8	Employment and Career - Record of location of overseas service	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
9	Employment and Career - Variation of hours	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
10	Employment and Career - Promotion,	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
11	Employment and Career - Record of previous service dates	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
12	Employment and Career - Previous service supporting papers	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
13	Employment and Career - Qualifications/references	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
14	Employment and Career - Transfer documents	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer

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1	Employment and Career - Annual/Assessment reports	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
2	Employment and Career - Annual/Assessment reports for the last 5 years of service	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
3	Employment and Career - Training history	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
4	Employment and Career - Travel and subsistence	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
5	Employment and Career - Annual leave records	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
6	Employment and Career - Job applications – internal	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
7	Employment and Career - Recruitment,	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
8	Employment and Career - Building society references	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
9	Health - Health Declaration	Held on OH &W Personal File.	Retain until age 75.	Destruction by Record Reviewer
10	Health – Police Pre Employment	Held on OH &W Personal File	Destroy 12 months after end of competition if not appointed	Destruction by Record Reviewer
11	Health – Civilian Pre Employment	Held on OH &W Personal File	Destroy 12 months after end of competition if not appointed	Destruction by Record Reviewer
12	Health – Consent to release files to individual	Held on OH &W Personal File	Retain until age 75	Destruction by Record Reviewer
13	Health – Consent to release information to management	Held on OH &W Personal File	Retain until age 75	Destruction by Record Reviewer
14	Health - Health referrals	Held on OH &W Personal File.	Retain until age 75.	Destruction by Record Reviewer
15	Health - Papers relating to any injury on duty	Held on OH &W Personal File.	Retain until age 75.	Destruction by Record Reviewer
16	Health - Medical/Self Certificates –	Held on OH &W Personal File.	Retain until age 75.	Destruction by Record Reviewer

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1	Pay and Pension - Police Pension files (including Widows)	Held by Finance Department.	Destroy 8 years after death.	Destruction by Record Reviewer
2	Pay and Pension - Secondments	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
3	Pay and Pension - Previous service to count for pension (Police)	Held by Finance Department.	Review after 25 years.	Review by Record Reviewer
4	Pay and Pension - Voluntary resignation (Police)	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
5	Pay and Pension - Career Breaks (Police)	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
6	Pay and Pension - Bank details	Held by Finance Department.	Destroy 6 + current year after employment has ended.	Destruction by Record Reviewer
7	Pay and Pension - Death certificates, Decree Absolute and Marriage certificate	Held on Personal File.	Return original to provider. Retain copy until age 75.	Destruction by Record Reviewer
8	Pay and Pension - Housing advance	Held by Finance Department.	Destroy 6 + current year after repayment.	Destruction by Record Reviewer
9	Pay and Pension - Unpaid leave periods	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
10	Pay and Pension - Statutory maternity pay documents	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
11	Pay and Pension - Other maternity pay documentation	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
12	Pay and Pension - Overpayment documentation	Held by Finance Department.	Destroy 6 + current year after repayment or write-off.	Destruction by Record Reviewer
13	Pay and Pension - Personal payroll history.	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
14	Pay and Pension - Pensions estimates and awards.	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
15	Pay and Pension - Record of: - Reckonable service for pension	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
16	Pay and Pension - Resignation, termination and/or retirement letters	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
17	Pay and Pension - Added years	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer

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1	Pay and Pension - Additional Voluntary Contributions (AVC)	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
2	Pay and Pension – Payroll/Overtime	Held by Finance Department.	Destroy 6+ current year after folder closed.	Destruction by Record Reviewer
3	Pay and Pension - Bonus nominations	Held by Finance Department.	Destroy 6 + current year after folder closed.	Destruction by Record Reviewer
4	Pay and Pension – Sick Absence Record	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
5	Pay and Pension – Disciplinary Papers	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
6	Pay and Pension - Authorisation for deputising.	Held by Finance Department.	Destroy 6 + current year after folder closed.	Destruction by Record Reviewer
7	Pay and Pension – Advance payments	Held by Finance Department.	Destroy 6 + current year after repayment.	Destruction by Record Reviewer
8	Personal - Welfare papers	Held by Occupational Health and Well-being	Destroy after minimum of 6 years after last action.	Destruction by Record Reviewer
9	Security files - Personnel files	Held on Personal File.	Retain until age 75.	Destruction by Record Reviewer
10	Emergency Housing	Filed.	Review after 5 years. Undertake risk assessment*	Review by Record Reviewer
11	Chief Constable’s Commendations – Paper copies only	Held by HR Reward and Recognition	Destroy 5 years after award	Destruction by Record Reviewer
12	Complaints – case records - Investigations	Held by Internal Investigations.	Review 7 years after folder closed.	Review by Record Reviewer
13	Complaints – case records - Discipline	Held by Internal Investigations.	Review 7 years after folder closed.	Review by Record Reviewer
14	Complaints – case records - Enquiries	Held by Internal Investigations.	Destroy 7 years after folder closed.	Destruction by Record Reviewer
15	Complaints – case records - Statistics reports	Held by Internal Investigations.	Destroy 5 years after folder closed	Destruction by Record Reviewer
16	Complaints – case records - Reports on particular complaints.	Held by Internal Investigations.	Destroy 7 years after folder closed.	Destruction by Record Reviewer

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1	Complaints – case records – Precedents	Held by Internal Investigations.	Review after 7 years.	Review by Record Reviewer
2	Complaints – case records - Register	Held by Internal Investigations.	Destroy 10 years after last action.	Destruction by Record Reviewer
3	Grievance Files	Held by HR	Review 7 years after folder closed	Review by Record Reviewer
4	Activity Sampling Forms - Paper	Held by HR Planning and Projection	Destroy 1 year after initial submission	Destruction by Record Reviewer
5	Activity Sampling Forms – Electronic	Held by HR Planning and Projection	Destroy 2 years after data is available.	Destruction by Record Reviewer/Systems Administrator
6	Resource Planning, Recruitment and promotion projections, scenario plans	Filed and closed at end of financial year	Review after 5 years	Review by Record Reviewer
7	Equality Monitoring Forms	Held by Equality/Diversity Unit	Destroy 3 years after recruiting competition has closed	Destruction by Record Reviewer
8	Community Background Notification Letters	Held by Equality/Diversity Unit	Destroy 3 years after employee leaves	Destruction by Record Reviewer
9	Pay and Allowances – Miscellaneous payments	Held by HR Reward and Recognition	Retain permanently	Retained in Central Store
10	Voluntary Severance	Forwarded to relevant HR Department on officers retirement for inclusion in personnel file	Retain until age 75	Destruction by Record Reviewer
11	Voluntary Severance – Approval and reimbursement of retraining courses	Held by Voluntary Severance	Retain until age 75	Destruction by Record Reviewer

10. POLICING RECORDS AND POLICE INFORMATION RECORDS

Work Area	Types of Files/Records	File/Record Action	Retention Period	Final Action	
*	1	Arrest and Detention – Non Serious	Filed and closed at conclusion of investigation.	Destroy 10 years after the conclusion of any prosecution or any decision to No Further Action (NFA).	Destruction by Record Reviewer
	2	Arrest & Detention – Serious Crime	Filed and closed at conclusion of investigation.	Retain until the person has reached 100 years of age.	Review by Record Reviewer
	3	Arrest and Detention - Warrants	Filed and closed at conclusion of investigation.	Destroy 10 years after last entry.	Destruction by Record Reviewer
	4	Arrest and Detention - Execution of warrants.	Filed and closed at conclusion of investigation.	Retain until person traced. Once person traced or warrant has been executed destroy after 10 years.	Destruction by Record Reviewer
	5	Arrest and Detention - Bail and Curfew conditions.	Filed and closed at conclusion of investigation.	Review after 10 years. Risk assess* to determine further retention.	Review by Record Reviewer
	6	Serious Crime Reviews	Filed and closed at conclusion of Review	All original documentation to be retained until the person is 100 years of age.	Review by Record Reviewer

***NB: SHOULD CRIME DEPARTMENT DEEM THAT RECORDS HELD ARE NO LONGER SENSITIVE, THEY MAY BE TRANSFERRED TO PRONI FOR PERMANENT PRESERVATION.**

*** Refer to Appendix B for Risk Assessment Criteria**

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*	1	Major Incident Investigation	Filed and closed at conclusion of Review.	All original documentation to be retained until the person has reached 100 years of age.	Review by Record Reviewer
*	2	Fingerprint – Scenes of Crime Jobs/duties.	File.	Retain for 100 years or until the person has reached 100 years of age which ever happens first	Review by Record Reviewer
*	3	Fingerprint – Fingerprint and palm print forms	File.	Retain until the person has reached 100 years of age	Review by Record Reviewer
*	4	Electronic Records	Filed and closed at conclusion of review	Retain until the person has reached 100 years of age.	Review by Record Reviewer
	5	Police Response and Deployment - Police assistance.	Filed and closed at conclusion of investigation.	Review 10 years after the conclusion of the incident if Serious Crime retain for 100 years. Risk assess* to determine further retention.	Review by Record Reviewer
*	6	Police Response and Deployment - Occurrence Book	Filed and closed at conclusion of investigation.	Retain for 100 years.	Review by Record Reviewer
	7	Police Response and Deployment - Duty sheets.	Filed and closed at conclusion of investigation.	Destroy 3 years after folder closed.	Destruction by Record Reviewer
	8	Call Handling	Filed in Folder in Control Room	Destroy 3 years after folder closed.	Destruction by Record Reviewer
	9	Police Deployment and Response - Forms/ reports.	Filed and closed at conclusion of investigation.	Destroy 10 years after folder closed.	Destruction by Record Reviewer/Privilege User
	10	Police Response and Deployment - Operational planning	Filed and closed at conclusion of investigation.	Retain contentious parades 10 years. Non contentious parades 5 years after event has concluded	Review by Record Reviewer

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- Refer to Appendix B for Risk Assessment Criteria

*	1	Violent Crime	Filed and closed at conclusion of investigation.	Retain for 100 years or until the youngest suspected person has reached 100 years of age which ever comes first	Review by Record Reviewer
*	2	Child Protection	Filed and closed at conclusion of investigation.	Retain for 100 years or until the youngest suspected person has reached 100 years of age which ever comes first.	Review by Record Reviewer
*	3	Youth Diversion – Non – offence / information only.	Filed and closed at end of 12-month period, subject to review.	Review at 12 months and undertake risk assessment*. At 21 years of age a final review should be undertaken if case not already closed. If involves incidents of a sexual nature retain until person has reached 100 years.	Review by Youth Diversion Officer / YDO admin support worker and Record Reviewer
*	4	Youth Diversion – Offence.	Filed and closed at conclusion of disposal, subject to review.	Review at conclusion of disposal; Incidents of a sexual nature retain until person has reached 100 years	Review by Youth Diversion Officer / YDO admin support worker and Record Reviewer.
*	5	Stranger and Adult Rape Investigations.	Filed and closed at the conclusion of an investigation	Retain for 100 years or until the youngest suspected person has reached 100 years of age which ever comes first	Review by Record Reviewer
*	6	Indecent Images of Children Investigations	Filed and closed at the conclusion of an investigation	Retain for 100 years or until the youngest suspected person has reached 100 years of age which ever comes first	Review by Record Reviewer

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*	1	Domestic Abuse/Harassment	Filed and closed at conclusion of investigation.	Retain for 100 years or until the youngest suspected person has reached 100 years of age which ever comes first	Review by Record Reviewer	
	*	2	Forced Marriage, Female Genital Mutilation and Honour Based Violence	Filed and closed at conclusion of investigation.	Retain for 100 years or until the youngest suspected person has reached 100 years of age which ever comes first.	Review by Record Reviewer
		3	Sexual Offences	Filed and closed at conclusion of investigation.	Retain for 100 years or until the youngest suspected person has reached 100 years of age which ever comes first	Review by Record Reviewer
	4	Property Crime	Filed and closed at conclusion of investigation.	Review and undertake Risk Assessment* 4 years from final court date/ No Further Action (NFA), or Length of sentence plus 6 months -- whichever is greater.	Review by Record Reviewer	
	5	Traffic - Refers to records arising from serious and fatal road traffic collisions.	Filed and closed at conclusion of investigation.	Retain for 100 years.	Review by Record Reviewer	
	6	Traffic - Records arising from the reporting and investigation of damage and non-serious injury traffic collisions	Filed and closed at conclusion of investigation.	Destroy 3 years from final court date/NFA, or Length of sentence plus 6 months -- whichever is greater.	Destruction by Record Reviewer	
	7	Traffic - Speeding	Filed and closed at conclusion of investigation.	Destroy 3 years from final court date/NFA, or Length of sentence plus 6 months -- whichever is greater.	Destruction by Record Reviewer	
	8	Traffic - Non prosecution cases.	Filed and closed at conclusion of investigation.	Destroy 2 years from closure of investigation.	Destruction by Record Reviewer	

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*** Refer to Appendix B for Risk Assessment Criteria**

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1	Missing Persons (Resolved Cases)	Filed and closed at conclusion of investigation.	Retain for 10 years from found date. Dispose off if no further risk identified i.e. clear period Risks assess* if frequent/ high-risk reports for extended retention.	Determine on Review
2	Missing Persons (Unresolved Cases)	Filed and closed at conclusion of investigation.	Destroy when missing person aged 100	Destruction by Record Reviewer
3	Child Harboring	Filed and closed at conclusion of investigation.	Retain for 100 years or until the youngest suspected person has reached 100 years of age which ever comes first	Review by Record Reviewer
4	Property Handling - lost and found property records	Filed and closed at end of calendar year.	Destroy after 1 year.	Destruction by Record Reviewer
5	Property Handling - Auction of property.	Filed and closed at end of calendar year.	Destroy 7 years after completion.	Destruction by Record Reviewer
6	Licensing - Premises	Filed and closed at end of calendar year.	Destroy 6 years after closure (i.e. the date of license renewal). Risk Assess* prior to destruction.	Destruction by Record Reviewer
7	Licensing - Revoked	Filed and closed at end of calendar year.	Destroy 6 years after closure (i.e. the date of license renewal). Risk Assess* prior to destruction.	Destruction by Record Reviewer
8	Firearms Licensing - Applications	Filed and also held electronically	10 years or superseded	Review and destruction by record reviewer/system administrator
* 9	Firearms licensing -Refused and revoked	Filed and also held electronically	Retain until subject has reached 100 yrs. To be reviewed every 10 years	Review and destruction by record reviewer/system administrator

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*** Refer to Appendix B for Risk Assessment Criteria**

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	1	Firearms licensing - Surrendered/cancelled firearms	Filed and also held electronically	10 years after surrender/cancellation	Review and destruction by record reviewer/system administrator
	2	Firearms licensing - Certificates of approval.	Held electronically	10 years or superseded	Review and destruction by record reviewer/system administrator
	3	Explosives – Inspection Reports.	Held on hardcopy file	10 years or superseded	Review and destruction by record reviewer
	4	Explosives – Consents.	Held on hardcopy file	10 years or superseded	Review and destruction by record reviewer
*	5	Explosives – Refusal	Held on hardcopy file	Retain until subject has reached 100 yrs	Review and destruction by record reviewer
*	6	Intelligence	Paper and electronic records. Filed.	Retain for 100 years.	Review by Record Reviewer
*	7	Automatic Number Plate Recognition Applications	Filed and closed	Analyst copy destroyed at conclusion of investigation	Retain Electronically Destruction by Record Reviewer
	8	Nuisance Calls – Involving threats.	Filed and closed once the data has been sent to the applicant	Retain for 100 years – for Serious Crime	Review by Record Reviewer
	9	Nuisance Calls – Not involving threats.	Filed and closed once the data has been sent to the applicant.	10 years – for minor crime	Review by Record Reviewer
	10	Foreign Nationals Registration	Filed.	Retain 7 years after death or 10 years after leaving UK/ citizenship.	Destruction by Record Reviewer
*	11	Foreign Convictions -	Retained electronically	Retain Permanently	Retain on Electronic System

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*	1	PNC – Police National Computer records	Recorded electronically on PNC.	Retain Permanently	Retain on Electronic System
*	2	Enhanced Disclosure Checks	Recorded electronically	Retain 100 years	Retain on Electronic System
*	3	Vetting Level 2 NPPV – Contractors, Consultants etc	Filed and closed at completion of vetting process.	Destroy 1 year after expiry date if applicant has not re-applied for clearance. All rejected Level 2 applicants to be retained until person reaches 100 years of age.	Destruction by Record Reviewer Review by Record Reviewer
*	4	Vetting Level 2 Police Staff	Filed and closed at completion of vetting process.	Destroy + 2 years if applicant has not been offered a post. Destroy +1 year after applicant has left PSNI. All rejected Level 2 Police Staff applicants to be retained until person reaches 100 years of age.	Destruction by Record Reviewer Review by Record Reviewer
*	5	Vetting Level 3 Police Recruit	Filed and closed at completion of vetting process.	Destroy + 2 years if applicant has not been offered a post. All rejected Level 3 Police Recruit applicants to be retained until person reaches 100 years of age.	Destruction by Record Reviewer Review by Record Reviewer

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*	1 Vetting Level 4 Management Vetting	Filed and closed at completion of vetting process.	Destroy +2 years after applicant has left PSNI. All rejected Level 4 Management Vetting applicants to be retained until person reaches 100 years of age.	Destruction by Record Reviewer Review by Record Reviewer
*	2 Vetting Level 5 Security Clearance	Filed and closed at completion of vetting process.	Destroy +2 years after applicant has left PSNI. All rejected Level 5 Security Clearance Vetting applicants to be retained until person reaches 100 years of age.	Destruction by Record Reviewer Review by Record Reviewer
*	3 Vetting Level 6 Developed Vetting	Filed and closed at completion of vetting process.	Destroy +3 years after applicant has left PSNI. All rejected Level 6 Developed Vetting applicants to be retained until person reaches 100 years of age.	Destruction by Record Reviewer Review by Record Reviewer

***NB: SHOULD CRIME DEPARTMENT DEEM THAT RECORDS HELD ARE NO LONGER SENSITIVE, THEY MAY BE TRANSFERRED TO PRONI FOR PERMANENT PERSERVATION**

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*	1	Non-Suspicious Deaths	Filed and closed at conclusion of investigation.	Risk assess* case for further retention not less than 10 years from event date.	Review by Record Reviewer
	2	Unoccupied premises	Filed.	Destroy 12 months after last entry.	Destruction by Record Reviewer
	3	Acquittal Case	Filed and closed at conclusion of investigation.	Destroy 6 years after the date of acquittal.	Destruction by Record Reviewer
	4	Minor Offences	Filed and closed at conclusion of investigation.	Risk assess* case for further retention not less than 10 years from event date.	Review by Record Reviewer
	5	Vehicle and People Checks	Filed.	Destroy 10 years after last entry.	Destruction by Record Reviewer
	6	Registers – Stolen Vehicles	Held within Central Vehicle Index.	Destroy after 1 year.	Destruction by Record Reviewer
	7	Registers - Firearm checks	Held within Central Vehicle Index.	Retain 100 years.	Review by Record Reviewer
	8	Crime Prevention	Filed	Review 1 year after folder closed. If a crime initiated the advice retain 10 years.	Review by Record Reviewer
	9	Police Notebooks & Journals Non-Serious -	Filed	Destroy 10 years after officer/police staff have left the Service	Destruction by Record Reviewer
	10	Police Notebooks & Journals Serious Crime -	Filed	Retain for 100 years.	Review by Record Reviewer
	11	PSNI Divers Log Book – Non Serious entries	Filed and retained by Underwater Search Coordinator	Destroy 10 years after officer/police staff have left the Service	Destruction by Record Reviewer
	12	PSNI Divers Log Book – Serious Crime entries	Filed and retained by Underwater Search Coordinator	Retain 100 years.	Review by Record Reviewer
	13	Firearms Training Record Book A24(a) –	Retained by Personnel Office	Destroy 10 years after officer/ police staff has left the Service	Destruction by Record Reviewer

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*** Refer to Appendix B for Risk Assessment Criteria**

11. POLICY RECORDS

Work Area	Types of Files/Records	File/Record Action	Retention Period	Final Action
1	Internal administrative policies and procedures - master copy	Filed and closed once business use concluded.	Retain Permanently.	Held by originating Department
2	Internal administrative policies and procedures – copies	Filed and closed once business use concluded.	Destroy once superseded or administrative use ceases.	Destruction by Record Reviewer
3	Police Service wide administrative policies and procedures	Filed and closed once business use concluded.	Destroy once superseded or administrative use ceases.	Destruction by Record Reviewer
4	Operational policies – master copy -	Filed and closed once business use concluded.	Retain Permanently.	Held by originating Department
5	Operational policies – copies	Filed and closed once business use concluded.	Destroy once superseded or administrative use ceases.	Destruction by Record Reviewer

12. PROJECT RECORDS

Work Area	Types of Files/Records	File/Record Action	Retention Period	Final Action
1	Proposals	Filed and closed at conclusion of project.	Destroy 10 years after completion.	Destruction by Record Reviewer
2	Project Initiation Documents	Filed and closed at conclusion of project.	Destroy 10 years after completion of project.	Destruction by Record Reviewer
3	Feasibility Studies	Filed and closed at conclusion of project.	Destroy 10 years after issue.	Destruction by Record Reviewer
4	Plans and Specifications	Filed and closed at conclusion of project.	Destroy 10 years after completion.	Destruction by Record Reviewer
5	Contracts and agreements	Filed and closed at conclusion of project.	Destroy 10 years after contract end.	Destruction by Record Reviewer
6	Contractors	Filed and closed at conclusion of project.	Destroy 6 years after the end of the project.	Destruction by Record Reviewer
7	Tender Boards	Filed and closed at conclusion of project.	Destroy 5 years after date of last paper.	Destruction by Record Reviewer
8	Maps, Plans, Drawings and photographs	Filed and closed at conclusion of project.	Destroy 10 years after completion.	Destruction by Record Reviewer
9	Equipment and supplies	Filed and closed at conclusion of project.	Destroy 6 years after completion.	Destruction by Record Reviewer
10	Land Records	Filed and closed at conclusion of project.	When land is released for other purposes or 12 years after date of disposal.	Destruction by Record Reviewer

1	Minutes and Papers	Filed and closed at conclusion of project.	Destroy 5 years after date of last paper.	Destruction by Record Reviewer
2	Reports	Filed and closed at conclusion of project.	Destroy 5 years after issue.	Destruction by Record Reviewer
3	Product descriptions	Filed and closed at conclusion of project.	Destroy 5 years after completion of project.	Destruction by Record Reviewer
4	Project operating manuals	Filed and closed at conclusion of project.	Destroy 5 years after completion of project.	Destruction by Record Reviewer
5	Miscellaneous documentation	Filed and closed at conclusion of project.	Destroy 2 years after completion of project.	Destruction by Record Reviewer

13. STRATEGIC PLANNING AND REPORTING RECORDS

Work Area	Types of Files/Records	File/Record Action	Retention Period	Final Action
1	Business Planning	Filed and closed at end of calendar year.	Normal Review Process	Determine on Review
2	Quality and performance management	Filed and closed at end of calendar year.	Destroy 5 years after closure of folder.	Destruction by Record Reviewer
3	Strategic Planning	Filed and closed once planning/business need concluded	Destroy 50 years after closure of folder	Destruction by Record Reviewer

14. TRAINING POLICE COLLEGE RECORDS

Work Area	Types of Files/Records	File/Record Action	Retention Period	Final Action
1	Academic Development - Successful applications	File closed after period of study	Destroy 6 years after file closed	Destruction by Record Reviewer
2	Academic Development - Unsuccessful applications	File closed after final appeal decision	Destroy 1 year after file closed	Destruction by Record Reviewer
3	Occupational Psychologist	Filed and closed on completion of assessment	Destroy 7 years after assessment.	Destruction by Record Reviewer
4	Occupational Psychologist - Internal Verification Documentation	Filed and closed on completion of assessment	Destroy 2 years after completion of assessment	Destruction by Record Reviewer
5	PCNI Planning and Performance	File closed at end of calendar year	Destroy 3 years from end of calendar year	Destruction by Record Reviewer
6	Quality Assurance Unit - Course Documentation	Retained for Reference	Destroy 7 years after course documentation has been archived	Destruction by Record Reviewer
7	Quality Assurance Unit - Supporting Documentation	Retained for Reference	Reviewed annually for validity, relevance and currency. Old version disposed of after annual review	Review and Destruction by Record Reviewer
8	Quality Assurance Unit - Environmental Scanning Reports	Filed and closed at completion of report	Destroy 2 years after completion of report	Destruction by Record reviewer
9	Quality Assurance Unit - Evaluation	Filed and closed at completion of report	Destroy 7 years after report has been completed	Destruction by Record Reviewer
10	Student Officer/Probationer Development	Retained for Reference and Updating	Destroy 1 week after completion	Destruction by Record Reviewer
11	Student Officer/Probationer Development - SOTP Uniform requests	Filed and closed at end of financial year	Destroy 1 financial year after file closed	Destruction by Record Reviewer

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1	Student Officer/Probationer Development - Personnel file	Retained for Reference and Updating	Retained by on personal file until age 75	Destruction by Record Reviewer
2	Student Officer/Probationer Development - Discipline minutes.	Filed and closed at end of phase training	Retained on Personal file until age 75 years	Review by Record Reviewer
3	Student Officer/Probationer Development - Performance Below Standard	Update / Reference / Usage	Destroy 31 Weeks after completion of file	Destruction by Record Reviewer
4	Student Officer/Probationer Development - PDP Reports	Retained for Reference	Destroy 2 Years after completion of report	Destruction by Record Reviewer
5	Student Officer/Probationer Development - SOTP Discipline	Retained for Reference	Destroy 2 Years after completion of file	Destruction by Record Reviewer
6	Student Officer/Probationer Development - Probationer Discipline Reports	Retained for Reference / Usage	Retain for 7 Years following end of Probationary period reviewed annually thereafter	Review by Record Reviewer
7	Student Officer/Probationer Development - Student Consultative Meetings	Filed and closed at conclusion of minute distribution	Destroy 2 Years after folder closed	Destruction by Record Reviewer
8	Student Officer/Probationer Development - Student Concern Forms	Retained for Reference	Destroy 31 Weeks after completion	Destruction by Record Reviewer
9	Student Officer/Probationer Development - Resignations/leavers files	Retained for Reference on Personal File	Retained until age 75 years	Destruction by Record Reviewer
10	Student Officer/Probationer Development - Graduation Ceremony Correspondence and Planning	Filed and Closed at end of Graduation	Destroy after graduation	Destruction by Record Reviewer
11	Student Officer/Probationer Development - Role Actors Management	Retained for Reference and Updating	Destroy 5 Years after file closed	Destruction by Record Reviewer

1	Student Officer/Probationer Development - Detailed Role Actors	Retained for Reference / Usage	Destroy 1 year after file closed	Destruction by Record Reviewer
2	Student Officer/Probationer Development - Class lists	Filed and closed at conclusion of project	Destroy 2 years after conclusion of project	Destruction by Record Reviewer
3	Student Officer/Probationer Development	Retained for Reference	Destroy 2 years after completion	Destruction by Record Reviewer
4	Student Officer/Probationer Development - SOTP and Probationer Exams	Filed and closed at conclusion of phased training	Destroy 7yrs after file closed	Destruction by Record Reviewer
5	Student Officer/Probationer Development - Exam Board Spreadsheet	Filed and closed at conclusion of project	Destroy 5 years after conclusion of project	Destruction by Record Reviewer
6	Student Officer/Probationer Development - Practical Exercise marking sheet	Filed and closed at conclusion of project	Destroy 5 years after conclusion of project	Destruction by Record Reviewer
7	Student Officer/Probationer Development - Completed Marking Sheets	Retained for Reference	Destroy 1 year after file closed	Destruction by Record Reviewer
8	Student Officer/Probationer Development - Completed Student Officer Paperwork	Retained for Reference	Destroy 3 months after completion of file	Destruction by Record Reviewer
9	Student Officer/Probationer Development - Work Experience Folder	Update / Reference / usage	Destroy 1 year after completion of folder	Destruction by Record Reviewer

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1	Training Programmes General - Applications and requests for training courses	Filed and closed at end of calendar year	Destroy 1 year after file closed	Destruction by Record Reviewer
2	Training Programmes General - Service Level Agreement	Filed and closed at end of business	Destroy 1 year after file closed	Destruction by Record Reviewer
3	Training Programmes General - Results, marking and Scores	Filed and closed at end of course	Destroy 6 years after completion of course	Destruction by Record Reviewer
4	Training Programmes General - Trainer and Student Observation and Assessment Records	Filed after completion of observation and assessment.	Destroy 6 years after completion of assessment	Destruction by Record Reviewer
5	Training Programmes General - First Aid Evaluation sheets, contracts and assessments	Filed and closed on completion of course	Destroy 6 Years from date of course	Destruction by Record Reviewer
6	Training Programmes General - Crime Training/ Time Sheets	Filed on accreditation or completion of course	Destroy 7 Years after accreditation or completion of course	Destruction by Record Reviewer
7	Training Programmes General - External Verification	Filed for external verification (NPJA, CMI, OCR, Canterbury)	Destroy 5 years after completion	Destruction by Record Reviewer
8	Training Programmes General - Dog Training Unit - records of Dog/Handler	Live working record for on-going training	Destroy 6 yrs after dog retired	Destruction by Record Reviewer
9	Training Programmes General - Dog Training Unit -Vet Books	Ongoing health record for dogs	Destroy 6 yrs after dog retired	Destruction by Record Reviewer
10	Training Programmes General - Dog Training Unit - Disclaimer forms	Forms signed once dog has been re-homed	Destroy 6 yrs from when signed	Destruction by Record Reviewer
11	Training Programmes General - Dog Training Unit -Risk Assessments	Retained For Health &Safety purposes	Destroy 6 yrs from date of assessment	Destruction by Record Reviewer
12	Training Programmes General - Public Order Limb Restraints	Digital Record	Destroy 2 years from date of course	Destruction by Record Reviewer

15. TRANSPORT RECORDS

Work Area	Types of Files/Records	File/Record Action	Retention Period	Final Action
1	Acquisition and Disposal	Filed and closed at end of calendar year.	Destroy 7 years after sale or disposal of vehicle.	Destruction by Record Reviewer
2	Allocation and Maintenance	Filed and closed at end of calendar year.	Destroy 2 years after sale or disposal of vehicle.	Destruction by Record Reviewer
3	Reporting	Filed and closed at end of calendar year.	Destroy 2 years after folder closed.	Destruction by Record Reviewer

16. TYPING RECORDS

Work Area	Types of Files/Records	File/Record Action	Retention Period	Final Action
Typing 1	Working Documents & Copies	Held on Shared and Personal Drives of Typists	Destroy 1 year after creation or business need ceases.	Destruction by Record Reviewer

Section 7 – Signatories

Police Service of Northern Ireland - Review, Retention and Disposal Schedule. Prepared as required by the Public Records Act (Northern Ireland), 1923 and in accordance with the Rules made pursuant thereto, approved by Order in Council dated 20th January 1925.

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Appendix A - Consultations

Those consulted about the content of this schedule include:

- Assistant Chief Constables (ACC's) and Heads of Departments;
- Association of Chief Police Officers (ACPO);
- Command Secretariat;
- Legal Services;
- Crime Department;
- Criminal Justice Department;
- Operational Support Department;
- Corporate Support;
- Finance and Support Services;
- Human Resources Department;
- Professional Standards Department;
- Police Federation for Northern Ireland (PFNI);
- Superintendents Association;
- Corporate Communications Department;
- Rural Region; and
- Urban Region.

Appendix B – Generic Risk Assessment Criteria

The disposal actions detailed with regards to some categories of policing records make reference to the need to undertake a risk assessment. When reviewing these record types, Record Reviewers within Districts/ Departments where the records are located should use the following criteria. This list may not be exhaustive, and will be subject to review and revision.

- Has the occurrence caused loss of life/ serious injury?
- Has the occurrence caused serious damage to property?
- Has the occurrence caused serious loss or reduction in service to the public?
- Has the occurrence caused serious loss or reduction in service to the criminal justice system?
- Has the occurrence caused an adverse impact on the operational ability of the Service?
- Has the occurrence caused an adverse impact on the reputation of the Service?
- Has the occurrence caused an adverse impact on the partnerships/communities?
- What is the known or anticipated public and/or media interest?
- Does the activity result in significant change to the Service or its partner agencies?
- Does it involve a high profile public personality or venue?
- Does it have an impact on Service policy and procedure?
- Does it relate to decisions made by police at major and/or critical incidents?
- Are the events anticipated to be the subject of subsequent litigation, internal/external enquiry or other investigation?

If the answer to any of these questions is ‘yes’ then the retention period should be extended beyond that specified for the record category. The decision to retain the record(s) must be explained on the ‘First Review’ slip and should outline the criteria on which the decision was based. Record categories such as those relating to arrest and detention, serious crime, major incidents, major crime, sexual offences, child protection and domestic violence have a high risk associated with them. As a result staff need to be mindful of the consequences of disposing of records within these categories.