



Review, Retention and Disposal Schedule

Police Service of Northern Ireland

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Section 1 - Introduction

Records Management Functions within the Police Service of Northern Ireland

In recognition that 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, 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 throughout the records life cycle.

The Review, Retention and Disposal Schedule apply to all records created or received by the PSNI, irrespective of format.

Purpose of the Review, Retention and Disposal Schedule

This review, retention and disposal schedule (hereafter known as the 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).

Retention Period

The retention period for each asset is recorded against that asset.

Categories of Disposal

The categories of disposal which relate to records are:

Permanent Retention in PSNI

The records are permanently retained in PSNI for administrative, legislative, investigative or legacy purposes and will be physically or digitally managed in an accessible format within accredited record keeping systems.

Destroy

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;

The only exception to destruction is if the information is subject to an ongoing interest, legal, audit, legacy or inquest. In such circumstances destruction must be approved by Operational Business Owners.

PRONI Appraisal

The long term historical and evidential value of the records cannot be confirmed and therefore requires appraisal by PRONI. If it is deemed that there is no long term value, the records can be destroyed; otherwise they are transferred to PRONI, in line with policies and procedures.

Permanent Preservation in PRONI

The records are transferred to the PRONI under warrant or certified imperial letter, where they will be maintained and securely held. Records identified for permanent preservation in PRONI will normally transfer under warrant or certified imperial letter once they have reached 20 years old (as calculated from the date of the last paper). They are therefore considered to have become Historical Records (as defined within the Freedom of Information Act 2000, Part 6), and must be accompanied by clear FOIA access recommendations. Implementation of the 20 Year Rule commenced in 2013 with the Protection of Freedoms Act 2012 bringing Northern Ireland into line with the legislative changes introduced in the Constitutional Reform and Governance Act 2010. The full extent of the reduction from 30 Years to 20 will not be implemented immediately but will be phased in over 10 years (from 2013 to 2023).

However, in line with the Public Records Act (NI) 1923 (s.3(c)), certain record classes may be designated by the Public Authority for 'early transfer', usually because the record class is open and the information is already available in the public domain. In rare circumstances (for example, if the creating organisation is facing imminent dissolution, or a Public Inquiry wishes to transfer the complete record urgently), PRONI can accept early transfer.

Records to be retained for 100 years or until the person has reached 100 years of age

This applies to either certain classes of personnel records or police information concerning public protection and is based on the Management of Police Information principles

New/Changed Functions

If any assets that are created or changed during the life of the Schedule, and are not reflected in the current Schedule, advice must be taken from PRONI on whether there is a requirement for the Department to re-draft, and resubmit the Schedule to the NI Assembly.

Court Convictions

Court convictions are not eligible for record deletion as Chief Officers cannot overrule convictions handed down by the courts. An individual cannot apply for record deletion where an investigation or court proceeding remain ongoing as the full circumstances of the case may not be known at the time the application is made.

Policing Obligation

In order to discharge its policing obligations PSNI where necessary adequate and proportionate to do so, will retain an individuals criminal record, offending history and any information that is deemed necessary on our systems for 100 years from the person's date of birth. Controls are in place with regards access to this data ensuring it is only accessed or disclosed where there is a law enforcement requirement or legal obligation to do so."

PSNI acknowledges and takes credence of the guidance contained in the NPCC National Guidance on the minimum standards for the Retention and Disposal of Police Records. Where this guidance is revised in the future it will be considered against the appraisal obligations contained in this schedule and PRONI consulted as to whether the Service is required to resubmit the Schedule to the NI Assembly.

Roles and Responsibilities

The roles and responsibilities in PSNI are outlined below:

All Staff

All members of staff are responsible for documenting their actions and decisions by creating records and for maintaining the records in accordance with records management best practice.

Records Manager

In consultation with the Public Record Office of Northern Ireland (PRONI), the Service Records Manager as the officer specially conversant under Public Records Act (NI) 1923 (s.5-6) will provide guidance on the principles of retention and on the preparation of disposal schedules and will ensure the Schedule is submitted to PRONI for laying before the Northern Ireland Assembly.

Operational Business Owners

Operational Business Owners (OBO's) will have an understanding of the records held by their business area and will approve the appraisal decisions, and associated mechanisms, to ensure compliance within their business area.

Section 2 - Schedule Numbers, Functions & Description of Records held by the Police Service of Northern Ireland

Schedule Number	Function	Description
1	Communications Management	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
2	Estates Management	This category covers records created and retained in relation to the management and maintenance of the Police Estate.
3	Financial Management	This covers records relating to the management of finance across the PSNI.
4	Information Management	This category covers records relating to managing information & communications with other areas of Government & the community/public.
5	Legal Management	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.
6	Meetings & Events Management	This category covers records relating to graduations, committees, meetings and conferences and similar events
7.1	Operational Policing and Crime Management – All-Purpose	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, and encompasses the principles of the Management of Police Information.
7.2	Operational Policing and Crime Management - Biometric	
7.3	Operational Policing and Crime Management - Legacy	
7.4	Operational Policing and Crime Management - Operational Planning	
7.5	Operational Policing and Crime Management - Road Policing	

8.1	People Management - Health and Safety	This category covers records created in relation to the management of Personnel, Vetting, Police Discipline, Training, Occupational Health and Wellbeing, Health and Safety pertaining to Police Officers and Police Staff.
8.2	People Management - Occupational Health & Well-Being	
8.3	People Management - Personnel	
8.4	People Management – Police Discipline	
8.5	People Management - Training	
8.6	People Management - Vetting	
9	Procurement & Logistics Management	This category includes records relating to the management of PSNI contracts & logistics.
10	Programmes & Project Management	This category covers records relating to projects carried out either Service wide or within specific business areas of the PSNI.
11	Strategic Management	This category covers records relating to the establishment of Service wide objectives and goals. It includes the management of policy, business plans, policing plans and performance targets. It also refers to the management of records relating to the monitoring of performance across the PSNI.
12	Technology Management	<p>This category covers records created and retained in relation to the management and maintenance of the Police Estate.</p> <p>This category covers records relating to the implementation and management of Information Technology systems, communications and infrastructure.</p>
13	Transport Management	This category covers records relating to the management and maintenance of the PSNI's vehicle fleet.

Section 3

Review, Retention and Disposal Schedule

Schedule 1 - Communications Management

URN	Information Asset	Description/Example of Record	Retention (Minimum Period)	Rationale or Legislation	Final Action
1.1	Internal Communications	Internal PSNI Magazine	Review after 10 years	Business Need	Destroy
1.2	Internal and external Web Site Content Management	Information displayed on the web sites	Review 5 years	Business Need	Destroy
1.3	Media Monitoring	Press coverage	Review after 10 years	Business Need	Destroy
1.4	Press Releases	Information released to the press or as a result of media enquiries.	Review 5 years following release	Business Need	Destroy
1.5	Publications	Promotional material Promotional photography	Review 2 years after end of campaign	Business Need	Destroy
1.6	Social Media Platforms	Information on social media platforms	Review after 10 years	Business Need	Destroy

Schedule 2 - Estates Management

URN	Information Asset	Description/Example of Record	Retention (Minimum Period)	Rationale or Legislation	Final Action
2.1	Legal Information and building records.	Title Deeds, Leases	Review 15 years from disposal of the property or negligent act during contract period. *(historic interest record drawings to be retained)	Limitations Act 1980 Latent Damages Act 1986.	PRONI Appraisal
2.2		Contracts, Way Leaves, Consents and the like. Building specific health & safety and current record drawings.			Destroy
2.3	Property Management Contracts & Administration	Projects, Maintenance, and Property Management Contract files containing reports, approvals and correspondence.	Review 15 years from completion of project or negligent act during contract period.	Limitations Act 1980 Latent Damages Act 1986.	Destroy
2.4	Site access records	Records of visits to PSNI site and details of personnel access to parts of the site	Review 3 years plus current year	NPCC National Guidance	Destroy

* The drawings for buildings which have not been selected for permanent preservation in the Public Record Office **must not** be destroyed without referring first to The Public Record Office.

Schedule 3 - Financial Management*

URN	Information Asset	Description/Example of Record	Retention (Minimum Period)	Rationale or Legislation	Final Action
3.1	Asset Data	Details of asset	Review 6 years plus current year from date of disposal of the Asset. If a crime implication retain as per MoPI guidelines	Her Majesty Revenue and Customs MoPI	Destroy
3.2	Assisted Removals	Records of financial claims submitted by officers/staff members.	Review 6 years plus current financial year	Business Need	Destroy
3.3	Banking Data	Bank statements, reconciliations, payments, cash orders, sealed packages	Review 6 years plus current financial year. If a crime implication retain as per MoPI guidelines	Her Majesty Revenue and Customs MoPI	Destroy
3.4	Cash Book Records	Details of the payment totals made each month	Review 6 years plus current financial year	HMRC compliance	Destroy
3.5	Corporate Financial Audit Records	NIO and Internal Audit Reports, Statements and recommendations	Review 6 years plus current financial year	Her Majesty Revenue and Customs	Destroy
3.6	Financial Information (PSNI Contracts)	Records in relation to contracts held for the acquisition of goods & services	Review 6 years plus current financial year after the contract end date	Business Need	Destroy

3.7	Financial Planning and Controls Records	Budgetary control Budgetary estimates Financial Disclosures Working papers	Review 6 years plus current financial year	Her Majesty Revenue and Customs	Destroy
3.8	Financial Statements (Monthly)	Monthly Periodic financial statements Ad hoc statements	Review 1 year plus current financial year	Business Need	Destroy
3.9	Grant Funding Records	Grant agreement documentation Grant Approval forms	Review 6 years plus current financial year after action completed / final grant made	Her Majesty Revenue and Customs	Destroy
3.10	Leavers File Records	Final pay, final payments, P45.	Review 6 years plus current financial year after date of leaving	Her Majesty Revenue and Customs	Destroy
3.11	Management Financial Statements (Annual)	Resource & Budgetary Management reports and statements for inclusion in monthly / quarterly / annual reports	Review 6 years plus current financial year	Her Majesty Revenue and Customs	Destroy
3.12	Nominal Ledger Records	Records to prepare certified financial statements/ reports and all backing paperwork – excluding contract information	Review 6 years plus current financial year	Her Majesty Revenue and Customs	Destroy
3.13	Payment Data	Details of BACs transmissions	Review 6 years plus current financial year. If a crime implication retain as per MoPI guidelines	Her Majesty Revenue and Customs MoPI	Destroy

3.14	Payroll Computer Action Sheets	Details of changes made to the payroll system	Review 1 year plus current financial year	Business Need	Destroy
3.15	Pension award estimates	Pension estimates	Review 1 year from pension put into payment	Police Pensions regulations 1988, 2006, 2015.	Destroy
3.16	Pension Records	Normal Retirement, Ill Health Retirement	Review 6 years plus current after death of any survivor	Police Pensions regulations 1988, 2006, 2015. HMRC compliance	Destroy
3.17	Pension Records	Injury on Duty Retirement	Review 6 years plus current after death of any survivor	Police Pensions regulations 1988, 2006, 2015. Police Injury regulations. HMRC compliance	Destroy
3.18	Pension Records	Widows/Widowers/Dependents	Review 6 years plus current after death/closure	Police Pensions regulations 1988, 2006, 2015. HMRC compliance	Destroy
3.19	Police Pay	Pay records, amounts paid tax and pension contributions	Review 6 years plus current financial Year	Police Pay regulations 2005. Her Majesty Revenue and Customs	Destroy
3.20	Police Staff Pay	Pay records, amounts paid tax and pension contributions	Review 6 years plus current financial Year	Northern Ireland Civil Service Regulations, Her Majesty Revenue and Customs	Destroy

3.21	Purchasing Data	Details of orders, goods received and invoices. Supplier set ups.	Review 6 years plus current financial year. If the data has a crime implication retain as per MoPI guidelines	Her Majesty Revenue and Customs MoPI	Destroy
3.22	Refunds of Pensions	Details of reckonable service, amount and date of refund	Review 6 years plus current after death/closure	Police Pensions regulations 1988, 2006, 2015. Plus HMRC compliance	Destroy
3.23	Sales data	Invoice requests, sales invoices, lodgement details, diary entries for bad debts.	Review 6 years plus current financial year. If a crime implication retain as per MoPI guidelines	Her Majesty Revenue and Customs MoPI	Destroy
3.24	Supplier Data	Supplier maintenance, amendments	Review 6 years + current year	Her Majesty Revenue and Customs	Destroy
3.25	Tax Codes Notices	Details of individual tax code changes	Review 6 years plus current financial year	Her Majesty Revenue and Customs	Destroy
3.26	VAT returns	Service VAT submissions	Review 6 years plus current financial year. If a crime implication retain as per MoPI guidelines	Her Majesty Revenue and Customs MoPI	Destroy

*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

Schedule 4 - Information Management

URN	Information Asset	Description/Example of Record	Retention (Minimum Period)	Rationale or Legislation	Final Action
4.1	Appeals Information Tribunal (FOI)	Includes information generated as a result of an appeal to the First Tier (Information Rights) Tribunal and higher appeal courts.	Review after 6 years	Limitation (NI) Order 1989	Destroy
4.2	Correspondence External	General Correspondence received from the public or external organisations	Review 2 years from final communication on the topic Retain in line with retention period for other paperwork i.e.HR, Crime	Business Need	Destroy
4.3	Correspondence Internal	Correspondence between Districts, Departments, officers staff etc.	Review 2 years from final communication on the topic. Retain in line with the retention period for other paperwork i.e.HR, Crime	Business Need	Destroy
4.4	Complaints from the Public	Complaints lodged against the Service received from the public	Review 6 Years from closure of the complaint	Business Need	Destroy

4.5	Data processing Agreements	Data processing agreements with external organisations	Retain for life of contract or end of agreement	NPCC National Guidance	Destroy
4.6	Disclosure	Subject Access Requests FOI requests Environmental Improvement Regulations Associated fees and receipts	Review 2 Years from disclosure or from completion of any appeal, local or ICO.	NPCC National Guidance	Destroy
4.7	Disclosure	Information sharing	Review 2 Years from disclosure or from completion of any appeal, local or ICO	NPCC National Guidance	Destroy
4.8	Disclosures (No Trace)	Access N.I./ Disclosure and Barring Service/ Disclosure Scotland/ Ad Hoc	Review 10 Years from date of disclosure	Part.5 Police Act and Public Safeguarding	Destroy
4.9	Disclosures (Traced)	Access N.I./ Disclosure and Barring Service/ Disclosure Scotland/ Ad Hoc –	Review 30 Years from date of disclosure	Part.5 Police Act and Public Safeguarding	Destroy
4.10	Disclosures (No Trace)	Organisational Bodies with reference to Common Law Police Disclosures (CLPD)	Review 10 Years from date of disclosure	Common Law and Public Safeguarding	Destroy

4.11	Disclosures (Traced)	Organisational Bodies with reference to Common Law Police Disclosures (CLPD)	Review 30 Years from date of disclosure	Common Law and Public Safeguarding	Destroy
4.12	Disclosures (No Trace)	An Garda Siochana	Review 10 Years from date of disclosure	Council Framework Decision 2006/960/JHA and Public Safeguarding	Destroy
4.13	Disclosures (Traced)	An Garda Siochana	Review 30 Years from date of disclosure	Council Framework Decision 2006/960/JHA and Public Safeguarding	Destroy
4.14	Disclosures (No Trace)	Probation Board	Review 10 Years from date of disclosure	DPA, FOI, Human Rights Act and Common Law	Destroy
4.15	Disclosures (Traced)	Probation Board	Review 30 Years from date of disclosure	DPA, FOI, Human Rights Act and Common Law	Destroy
4.16	Disclosures (No Trace)	N.I. Social Services	Review 10 Years from date of disclosure	Art 66 Children's (NI) Order	Destroy
4.17	Disclosures(Traced)	N.I. Social Services	Review 30 Years from date of disclosure	Art 66 Children's (NI) Order	Destroy
4.18	Equipment Maintenance	Office machine maintenance	Review after 1 year plus current year	Business Need	Destroy

4.19	External Monthly Strength Figures	Monthly strength figures by rank/grade of police member.	Destroy once administrative use ceases or superseded.	Business Need	Destroy
4.20	Firearms Receipt	Receipt & Transit Voucher	Review 12 months of closure. Further retention in line with MoPI Guidelines.	Business Need MoPI	Destroy
4.21	First line advice and guidance	Management of and response to queries/advice (internal/external) FOI/DP legislation Information sharing queries,	Review 2 years after enquiry finished	Business need.	Destroy
4.22	Incident management	Breach Investigations Internal information Incidents	Review 2 Years from completion of investigation	Business Need	Destroy
4.23	Information Sharing Protocols	Information sharing protocols & Memoranda of Understanding	Retain Until superseded or revoked Consider historical value	NPCC National Guidance	Destroy (Subject to historical archive)

4.24	Internal Branch Directories	Telephone numbers and contact details	Review 6 years plus current Year	Business Need	Destroy
4.25	Notebooks journals, daybooks Forensic Science Scene Notes of Officers/Staff	Officers/Staff notebooks journals, daybooks and Forensic Science Scene Notes	Review according to crime type minimum of 6 years. Retain as per MoPI Guidelines. Subsequent reviews every 10 years for adequacy and necessity	MoPI	Destroy
4.26	On call rotas	On Call rotas	Review 6 years plus current Year	Business Need	Destroy
4.27	Parliamentary/Legislative Assembly/Policing Board enquiries	Response to questions tabled	Review 2 years after the enquiry closed	NPCC National Guidance	Destroy
4.28	Publication scheme	PSNI publication Scheme	Review 2 years after case closed	Business need	Destroy
4.29	Records Management	Retention and Disposal Schedules Retention and Disposal logs Notebook/Journal logs Information Asset register	Permanent Retention	Business Need	Permanent retention in PSNI

4.30	Records Management	Correspondence relating to the compilation of retention schedules	Review 10 years after retention schedule agreed by the Legislative Assembly	National Archives	Destroy
4.31	Records Management	Copies of catalogues/ lists of records transferred to The Public Records Office or agreed place of deposit	Permanent Retention	Business Need	Permanent Retention in PSNI
4.32	Records Management	Records relating to the use and transfer of records to off-site storage	Permanent Retention	Business Need	Permanent Retention in PSNI
4.33	Reference material	Reference material, guidance	Review 1 year after reference material no longer valid.	Business Need	Destroy
4.34	Registers	Fixed penalty notice Weapons /ammunition safe keeping register (A22) Unoccupied Premises Stolen Vehicles	Review 1 year after completion of register	Business Need	Destroy
4.35	Research	Surveys Research Reports Customer Feedback	Review 5 years from conclusion of survey and/or publication of any reports	Business Need	Destroy
4.36	Section 45 consultations	Requests and advice to other organisations who have received requests relating to PSNI information under FOI legislation	Review 6 years following consultation	Business need	Destroy

4.37	Statistics	Absence Management	Retain monthly statistics for 2 years + current year & an annual summary for 10 years.	Business Need	Destroy
4.38		Corporate Statistics	Permanent retention	Business Need	Permanent Retention in PSNI
4.39		Establishment	Retain daily figures for 5 years + current year, then review.	Business Need	Destroy
4.40			Retain monthly figures permanently	Business Need	Permanent Retention in PSNI
4.41		HMICFRS Returns	Review 5 years after closure of folder	Business Need	Destroy
4.42		Operational Statistics	Review 2 years after publication	Business Need	Destroy
4.43		Service Strength	Destroy once administrative use ceases or superseded.	Business Need	Destroy

Schedule 5 - Legal Management

URN	Information Asset	Description/Example of Record	Retention (Minimum Period)	Rationale or Legislation	Final Action
5.1	Compensation Claims (Concluded)	Claim Types AW – Wrongful Arrest (including legacy issues) PI – Personal Injury AT – ATO Damage CP – Civilian Property PP – Police Property IT – Industrial Tribunal	Review 6 years + current year	Service Policy HMRC compliance	Destroy
5.2	Compensation Claims (Not Proceeded with etc.)	PI – Personal Injury	Review 3 years + 1 from date of incident	Legislation – Limitation NI Order 1989	Destroy
5.3		AW – Wrongful Arrest (including legacy issues) AT – ATO Damage CP – Civilian Property PP – Police Property IT – Industrial Tribunal	Review 6 years + 1 from date of incident		
5.4		Claims made by Minors	Review 7 years after Minor is 18 years of age		

5.5	Disclosure	Requests from Solicitors & Court Orders for PSNI documents	Review 2 years after date required, consider in line with retention period for subject matter, and/ or MoPI guidelines	Business Need MoPI	Destroy
5.6	Judicial Review Files	Requests lodged in court to review PSNI decision making	Review 2 years after conclusion, consider in line with retention period for subject matter, and/ or MoPI guidelines	Business Need MoPI	Destroy
5.7	Legal Advice	Operational Employment Human Rights Discipline Matters	Review after 2 years, consider in line with retention period for subject matter, and/ or MoPI guidelines	Business Need MoPI	Destroy
5.8	Legal Matters	Section 31 Property Applications Restoration of Driving Licences Estreatment Files Licensing & Betting Applications	Barrister Work –Review after 6 years + 1	Service Policy HMRC Guidelines	Destroy
5.9			Non Barrister work – Review after 2 years		Destroy

5.10	Proceeds of Crime Applications	Applications lodged in court to confiscate money/property/goods considered to be proceeds of crime	Review 6 years + current year, consider in line with retention period for subject matter, and/ or MoPI guidelines	Service Policy HMRC Guidelines MoPI	Destroy
5.11	Restraint Orders	Requests to Land Registry for inhibition to be registered	Review 6 years + 1	Service Policy HMRC Guidelines	Destroy
5.12	Sexual Offences Prevention Order/Violent Offences Prevention Order files	Orders/ Variations/ Withdrawals	Review 10 years after conclusion, consider in line with retention period for subject matter, and/ or MoPI guidelines	Business Need MoPI	Destroy

Schedule 6 - Meetings and Events Management

URN	Information Asset	Description/Example of Record	Retention (Minimum Period)	Rationale or Legislation	Final Action
6.1	Corporate Meetings	Senior Executive	Permanent Preservation	Business Need	Transfer to PRONI 20 years after closure
6.2		Governance Boards	Permanent Preservation	Business Need	Transfer to PRONI 20 years after closure
6.3		Corporate Steering Groups	Permanent Preservation	Business Need	Transfer to PRONI 20 years after closure
6.4	External Accountability	External oversight bodies i.e. NIPB, HMIC Accountability Committees	Review after 6 years	Business Need	Destroy
6.5	External Community	Meetings with MP's, MLA's External Interest Groups	Review after 5 years	Business Need	Destroy
6.6	Internal accountability	District/Departmental accountability	Review after 6 years	Business Need	Destroy

6.7	Official Events	Service ceremonies Civic ceremonies wider community events Graduations	Review after 5 Years	National Archives	Destroy
6.8	Operational Meetings	District/Departmental matters Health and Safety Security	Review after 6 years	NPCC National Guidance	Destroy
6.9	Partnership Meetings	Meetings with strategic collaborative partners/agencies	Permanent Preservation	Business Need	Transfer to PRONI 20 years after closure
6.10		Meetings with operational collaborative partners/agencies	Review after 3 years	Business Need	Destroy
6.11	Programmes and projects Meetings	Minutes Action registers	Retained in accordance with Programmes and Project retention timelines (Section 10)	Business Need	Destroy
6.12	Relations with Trade Unions & Staff Associations	Formal minutes of meetings in respect of trade unions & staff associations.	Permanent Preservation	Business Need	Permanent Retention in PSNI

Schedule 7.1 - Operational Policing and Crime Management

All-Purpose

URN	Information Asset	Description/Example of Record	Retention (Minimum Period)	Rationale or Legislation	Final Action
7.1.1	Adult Safeguarding	Details of each Adult Safeguarding incident/referral Video Interviews Registers)	Retain until subject has reached 100 years of age Review every 10 years to ensure adequacy and necessity	Business Need	Destroy
7.1.2	Alarms	Public & Police Alarms Systems	Review 1 year from end of contract	Business Need	Destroy
7.1.3	Bodycam Evidential	Body Worn Video Footage	Retain for initial 6-year clear period then review. Further retention in line with MoPI guidelines	MoPI	Destroy
7.1.4	Bodycam Non Evidential	Body Worn Video Footage	Review after 31 Days	NPCC National Guidance	Destroy
7.1.5	Briefings	Daily Grip Weekly Pacesetter	Review after 2 years	Business Need	Destroy
7.1.6	Call Recording Evidential	999 emergency calls 101 non-emergency	Relevant Parts Copied And Retained As Per MoPI guidelines or If the Whole recording Is Evidential Retain As Per MoPI	MoPI	Destroy

7.1.7	Call Recording Non Evidential	999 emergency calls 101 non-emergency	Review after 31 Days	NPCC National Guidance	Destroy
7.1.8	CCTV evidential	Digital media produced by any CCTV system	Relevant parts copied and retained as per MoPI guidelines or if the whole source is evidential retain as per MoPI.	MoPI	Destroy
7.1.9	CCTV Non evidential	Digital media produced by any CCTV system	Review after 31 days	NPCC National Guidance	Destroy
7.1.10	Child Sexual Abuse and Exploitation (CSAE)	Details of each CSAE incident/referral Video Interviews Registers	Retain until subject has reached 100 years of age Review every 10 years to ensure adequacy and necessity	MoPI	Destroy
7.1.11	Community Resolution Notices	Community Resolution Notices	Review after 6 years	Business Need	Destroy
7.1.12	Court Liaison	Outline of case Bail objections	Retain for initial 6-year clear period. unless the offence has a public protection implication retain as per MoPI guidelines	Business Need	Destroy
7.1.13	Court Orders	Non Molestation Restraining Disruption Notice	Review 6 years from date of court order. Further retention as per MoPI guidelines	Business Need MoPI	Destroy

7.1.14	Crime File MoPI Group 1 Offence	Incident report, crime report, statements of evidence, Video Interviews Investigative Analysis products, Custody Records	Retain until subject has reached 100 years of age Review every 10 years to ensure adequacy and necessity	MoPI	Destroy*
7.1.15	Crime File MoPI Group 2 Offence	Incident report, crime report, statements of evidence, Video Interviews Investigative Analysis products, Custody Records	Review after an initial 10-year clear period If subject is deemed to pose a high risk of harm retain and review after a further 10-year clear period	MoPI	Destroy*
7.1.16	Crime File MoPI Group 3 Offence	Incident report, crime report statements of evidence, Video Interviews Investigative Analysis products Custody Records	Retain for initial 6-year clear period. Review and risk assess. If the offence has a public protection implication retain as per MoPI guidelines	MoPI	Destroy*

*It is recommended that any crime, process or custody records held locally relating to a Nominal holding a current firearm/shotgun licence must be retained. This means that the firearm/shotgun licence re-sets the clear period and the nominal record must be retained for the length of the certification period.

7.1.17	Crime File MoPI Group 4 Offence	Missing Persons Resolved	Retain for a minimum of 6 years, from found date. Dispose of if this period has been 'clear' and there are no further indicators of risk.	MoPI	Destroy
7.1.18		Missing Persons Unresolved	Permanent Retention	MoPI	Permanent Retention in PSNI
7.1.19	Crime Scene Investigations	Details of examinations	Retain for initial 6-year clear period. Further retention as per MoPI guidelines	MoPI	Destroy
7.1.20	Criminal Injury Claims	Claims Statements	Review 6 years from time dealt with. Further retention as per MoPI guidelines	CLA Criminal Injuries Compensation Act 1995	Destroy
7.1.21	Custody Medical Records	Medical Record of Custody Detainee	Review after 10 years	Business Need	Destroy
7.1.22	Deaths	Non suspicious	Review after 2 years. If death suspicious it is assumed that a case file will be created and managed in line with MoPI gradings	Business Need	Destroy
7.1.23	Digital /Document Data Evidential	Child internet protection Air Support Unit Videos Video Interviews Telephone calls	Relevant evidential parts copied and retained as per MoPI guidelines or if the whole source is evidential retain as per MoPI guidelines	MoPI	Destroy
7.1.24	Digital/Document Data Non Evidential	Child internet protection Air Support Unit Videos Video Interviews Telephone calls	Review after 31 days	NPCC National Guidance	Destroy

7.1.25	Dog Bites	Incident report, crime report statements	Retain for initial 6-year clear period. unless the offence has a public protection implication retain as per MoPI guidelines or the injury is to a child (age 17 or under) then age 18 + 3 years	MoPI	Destroy
7.1.26	Dogs - Dangerous	Dangerous Dogs/Worrying livestock investigation records/complaints	Retain for initial 6-year clear period. Unless the offence has a public protection implication retain as per MoPI guidelines	MoPI	Destroy
7.1.27	Dogs – Police Dogs	Individual Police dogs files (includes bites records / register)	Service of the dog + 6 Years	NPCC National Guidance	Destroy
7.1.28	Domestic Abuse /Violence incidents	Records associated with each Domestic incident DASH forms / Form O's /Case Conference notes/Domestic Violence Histories/Court Orders Video Interviews	Retain until subject has reached 100 years of age. Review every 10 years to ensure adequacy and necessity	MoPI	Destroy
7.1.29	Explosives	Explosive disposal records	Review after 3 years	Business Need	Destroy
7.1.30	External Commissions	Criminal Cases Review Commission Parole Commissioner	Retain for an initial 6 year period. Further retention as per MoPI guidelines. Subsequent reviews every 10 years to ensure adequacy and necessity	MoPI	Destroy

7.1.31	Extradition enquiries	Incoming / outgoing incoming enquiries	Retain for initial 6-year clear period then review. Further retention in line with MoPI guidelines	MoPI	Destroy
7.1.32	Extradition requests	Incoming / outgoing requests for extradition & historic extradition papers	Retain for initial 6-year clear period then review. Further retention in line with MoPI guidelines	MoPI	Destroy
7.1.33	Firearms	Records of Issue and Return of Firearms and Ammunition	Review after 6 years	Directive 2008/51/EC The Firearms Regulations 2015 (amendment to the Firearms (Amendment) Act 1997)	Destroy
7.1.34		Presented or Discharged	Retain for initial 6-year clear period then review. Further retention in line with MoPI grades	MoPI	Destroy
7.1.35		Firearms Access Procedures	Review 7 years from date of return of firearm	Business Need	Destroy
7.1.36	Firearms Commanders Plans Non Evidential	Operational Firearms Commanders Plan	Review after 1 year	Business Need	Destroy
7.1.37	Firearms Commanders Tac Plans Evidential	Operational Firearms Commanders Tac Plans	Retain for initial 6-year clear period then review. Further retention in line with MoPI grades	Business Need	Destroy

7.1.38	Firearms Licensing	Grant, Further Grant, Variation, Renewal and Replacement applications for individuals and European Firearms Passes, Firearms Dealers and Firearms Club Authorisations Direct One On One off Variations via Firearms Dealer Cancelled firearm for individuals, Firearms Dealers and Firearms Clubs Article 13 Disposals Inspection Reports for Firearms Dealers, Firearms Clubs and PSNI Armouries	Review after 20 years	Firearms (NI) Order 2004 Directive 2008/51/EC Control of the Acquisition and possession of weapons.	Destroy
7.1.39	Firearms Licensing	Refused and Revoked individuals, Firearms Dealers and Firearms Club Authorisations (including associated papers)	Retain until subject has reached 100 years of age. Review every 10 years to ensure adequacy and necessity	Firearms (NI) Order 2004	Destroy
7.1.40	Firearms Licensing	Applications for Visitors Permits and Certificates of Approval	Review 10 years after expiry	Firearms (NI) Order 2004	Destroy

7.1.41	Foreign national offender management	Records relating to foreign national offenders	Retain for initial 6-year clear period then review. Further retention in line with MoPI guidelines	MoPI	Destroy
7.1.42	Foreign Nationals	Documentation of Foreign nationals	Review after 10 years	Nationality, Immigration and Asylum Act 2002, Section 126	Destroy
7.1.43	ID Parades	Video, Photographs,	Retain for initial 6-year clear period. Further retention as per MoPI guidelines	MoPI	Destroy
7.1.44	Identity management access	Supporting evidence and methods used to verify and validate identity. User allocation Validation audits	Review 7 years after end of business relationship	HMG requirements for the verification of the identity of individuals	Destroy
7.1.45	Identity management access forms (PND)	Records of the supporting evidence and methods used to verify and validate identity. User allocation & validation audits	Review 7 years after end of business relationship	HMG requirements for the verification of the identity of individuals	Destroy
7.1.46	Incident Records Evidential	Records of non-incidents, incidents and results. Incident logs, intervention records, bail management, prison revocations	Relevant Parts Copied And Retained As Per MoPI guidelines Or If The Whole recording Is Evidential Retain As Per MoPI	Common Law Prevention and Detection crime MoPI	Destroy

7.1.47	Incident Records Non Evidential	Records of non-incidents, incidents and results. Incident logs, intervention records, bail management, prison revocations	Review after 31 Days	Common Law Prevention and Detection crime	Destroy
7.1.48	Independent Visitation	Independent custody visitation	Review after 6 years	Business Need	Destroy
7.1.49	Interview Tapes & Interview Recordings	Master Copy	Review according to crime type minimum of 6 years. Further retention as per MoPI guidelines.	CPIA/MoPI	Destroy
7.1.50		Custody Copy	Retain 6 years from date of interview	Business Need	
7.1.51		Working Copy	One Month following case closure	CPIA	
7.1.52	Inquiries	Final report Audio records Transcripts Written submissions	Permanent Retention	Inquiries Act 2005	Transfer to PRONI after 20 years
7.1.53		Evidence of steps taken to secure witnesses	Review 7 years after final report	Inquiries Act 2005	Destroy
7.1.54		Schedule of witnesses	Review 7 years after final report	Inquiries Act 2005	Destroy
7.1.55		The initial draft report subsequent drafts in which substantial changes were made	Retain 7 years after final report	Inquiries Act 2005	Destroy

7.1.56	Intelligence Management	Intelligence Products	Review according to crime type minimum of 6 years. Further retention as per MoPI guidelines. Subsequent reviews every 10 years for adequacy and necessity	32 Police Act MoPI	Destroy
7.1.57	Licensing	Gaming licences, pedlars certificates, betting shop files, charity collection licences	Review after 6 Years	The Gaming Licence Duty Regulations 1991	Destroy
7.1.58	Liquor Licensing	Applications	Review after 10 Years	Licensing Act 2003, Section 115	Destroy
7.1.59	Major Incidents	Multi agency investigations (First Responders)	Permanent Preservation	Business Need	Transfer to PRONI 20 years after closure
7.1.60	Mutual assistance judicial/legal requests	Incoming / outgoing international letters of request, service of process, criminal conviction data	Retain for initial 6-year clear period then review. Further retention in line with MoPI guidelines	Business Need MoPI	Destroy
7.1.61	Operational Patrol Equipment	Records of issue and return of patrol equipment	Review after 6 years	Business Need	Destroy
7.1.62	PAVA/CS Gas Records	Discharge Records	Review after 6 Years	NPCC National Guidance	Destroy
7.1.63	PAVA/CS Gas Records	Issue, Return and Disposal Records	Retain for the life of Canister plus 6 months	NPCC National Guidance	Destroy
7.1.64	PND check requests	Requests and responses	Retain for initial 6-year clear period then review. Further retention in line with MoPI guidelines	MoPI	Destroy

7.1.65	Property – Disposal	Auctions – records of sales	Review 6 years + current year	NPCC Guidance	Destroy
7.1.66	Property – Lost and Found Property	Lost and Found Property - non prohibited items – includes cash	Review 30 days from date found	NPCC Guidance	Destroy
7.1.67	Property – Lost and Found Property	Lost and Found Property - prohibited items – includes drugs, knives and firearms	Review 30 days from date found	NPCC Guidance	Destroy
7.1.68	Property – Seized (Crime Exhibits)	Records of Seized property - crimed - e.g. crime exhibit cards, labels etc.	Review 6 years	MoPI/CPIA	Destroy
7.1.69	Property – Seized (Crime Exhibits)	Records of Seized property - non-crime	Review 6 years + current year	NPCC Guidance	Destroy
7.1.70	Property – Seized (Crime Exhibits)	Seized property – physical crime exhibits – includes cash, drugs, firearms, frozen exhibits and vehicles	Review period case dependent	PACE MoPI CPIA	Destroy
7.1.71	Property – Seized (Crime Exhibits)	Seized property - non crime	Review minimum 6 months	Police Property Act; CPIA; Powers of Criminal Courts Act; PoCA;	Destroy
7.1.72	Property - Sudden Death	Sudden death – property seized from location of deceased	Review once authorised for disposal by Coroner’s Office	NPCC Guidance	Destroy

7.1.73	Public Protection Administration re MARAC / DVADS / CPDS	All related admin, and research,	Retain until subject has reached 100 years of age Review every 10 years to ensure adequacy and necessity	Business Need	Destroy
7.1.74	Radio Communications Evidential	Radio Communications Network Transmissions	Relevant Parts Copied And Retained As Per MoPI guidelines Or If The Whole recording Is Evidential Retain As Per MoPI	Business Need MoPI	Destroy
7.1.75	Radio Communications Non Evidential	Radio Communications Network Transmissions	Review after 31 Days	Business Need	Destroy
7.1.76	Reducing Offending	Bail Objection Logs Offender Lists Bail condition logs Temporary Prison Release Logs; Nominal Logs	Review after 2 years	Business Need	Destroy
7.1.77		Intelligence Logs Priority Offenders	Retain for initial 6-year clear period. Further retention as per MoPI guidelines	MoPI	
7.1.78		Priority Offender Logs	Retain for initial 6-year clear period. Further retention as per MoPI guidelines	MoPI	
7.1.79		Risk Of Serious Harm Logs	Retain for initial 6-year clear period. Further retention as per MoPI guidelines	MoPI	
7.1.80		Crime file including arrest & detention up to and including attempted murder	Retain for initial 6-year clear period. Further retention as per MoPI guidelines	MoPI	

7.1.81	Regulation of Investigatory Powers Act	Requests Authorisations Results	Review according to crime type minimum of 6 years. Further retention as per MOPI guidelines. Subsequent reviews every 10 years for adequacy and necessity	Regulation of Investigatory Powers Act 2000 MoPI	Destroy
7.1.82	Search Logs/Advice	Search advice logs/books Search advice Sheets	Retain for initial 6-year clear period. Further retention as per MoPI guidelines	MoPI	Destroy
7.1.83	Sexual and Violent Offenders Management	Information pertaining to Registered Sex offenders & Violent offenders Managed under PPANI – Visor record/ Investigator Logs/PPANI reports/Court Orders. Video Interviews	Retain until subject has reached 100 years of age Review every 10 years to ensure adequacy and necessity	Sec 32 Police Act 2000/PPANI	Destroy
7.1.84	Source Management	Source Handling	Retain for a minimum of 6 years. Further retention as per MoPI guidelines. Subsequent reviews every 10 years for adequacy and necessity	S32 Police Act MoPI	Destroy
7.1.85	Stop and Search	Stop and Search records	Review after 1 year	Business Need	Destroy
7.1.86	Taser - evidential	Taser presented of discharged evidential Taser wires, probes and paper aphids	Retain for initial 6-year clear period then review. Further retention in line with MoPI guidelines	MoPI	Destroy

7.1.87	Taser – non evidential	Taser – non evidential	Review after 1 year	Business Need	Destroy
7.1.88	Technical Support	Surveillance equipment Technical Assistance	Retain for initial 6-year clear period. Further retention as per MoPI guidelines	Regulation of Investigatory Powers Act 2000; MoPI	Destroy
7.1.89	Undetected Crime Serious Specified Offences	Incident report, crime report statements Video Interviews Investigative Analysis products	Retain records for 50 years from the date the crime was reported to police. Unless the offence has a public protection implication retain as per MoPI guidelines	CJA 2003 Limitation Act	Destroy
7.1.90	Undetected Crimes Other Offences	Incident report, crime report statements Video Interviews Investigative Analysis products	Review after an initial 6 years	CJA 2003 Limitation Act	Destroy
7.1.91	Unused material	Material not provided to PPS for prosecution	Retain for initial 6-year clear period. Further retention as per MoPI guidelines	MoPI	Destroy
7.1.92	Use of Force Forms	Record of use of force incidents	Review after 6 Years	Business Need	Destroy

7.1.93	Victim/Witness Details	Victim/Witness Details	Retain for a minimum of 6 years or length of sentence if this is longer Decisions to dispose of must be made on a case by case basis Retain if victim/witness is recorded as the offender/suspect for another offence	Limitation Act 1980 CPIA 1996	Destroy
7.1.94	Warrants	Bench warrants Monetary warrants	Until withdrawn / executed	Business Need	Destroy
7.1.95	Wildlife Records	Post Mortem Records Animal Seizures Records	Review 6 years from date of post mortem	Wildlife (NI) Order 1985 as amended Welfare of Animals Act (NI) 2011	Destroy
7.1.96	Youth Diversion	Youth Diversion interventions not deemed criminal Includes all interactions with young people under 10 years old (whether crime or not).	Retain for a minimum of 12 months	Business Need	Destroy
7.1.97	Youth Diversion/Youth Engagement	Investigation of crimes committed by juveniles containing details of diversionary disposals, Youth Conferencing Disposals and Prosecutions. Includes family information correspondence from external/partner agencies.	Retain for initial 6-year clear period. Further retention as per MoPI guidelines	MoPI	Destroy

Schedule 7.2 - Operational Policing and Crime Management

Biometric

URN	Information Asset	Description/Example of Record	Retention (Minimum Period)	Rationale or Legislation	Final Action
7.2.1	Custody Biometrics (PACE)	Fingerprints/Palm Prints DNA Images	For adults retained indefinitely where there is a conviction.	Criminal Justice Act (NI) 2013	Permanent retention on PSNI premises
7.2.2			For adults where there is no conviction but a qualifying offence retain for 3 years with an option of an additional 2 years on successful application to court for an extension.		Retain for an initial 3 year period, further retention only for an additional 2 year period on successful application to court
7.2.3			For under 18s and convicted of a qualifying offence is retained indefinitely.		Permanent retention on PSNI premises
7.2.4			For under 18s when they are convicted of a second recordable/ minor offence these are retained indefinitely		Permanent retention on PSNI premises

7.2.5	Custody Biometrics (PACE) continued	Fingerprints/Palm Prints DNA Images continued	For under 18s when they are convicted of a recordable/ minor offence these are retained for 5 years	Criminal Justice Act (NI) 2013	Destroy
7.2.6			For under 18s where convicted of minor recordable offence with a custodial sentence of under 5 years, biometrics retained for 5 years + term of sentence.		Destroy
7.2.7			For under 18 and convicted of a minor recordable offence with a custodial sentence of over 5 years these are retained indefinitely		Permanent retention on PSNI premises
7.2.8			For under 18s not convicted on a qualifying offence retain for 3 years with an option of an additional 2 years on successful application to court for an extension		Retain for an initial 3 year period, further retention only for an additional 2 year period on successful application to court
7.2.9			For an adult with a PND biometrics retained for 2 years		Destroy

7.2.10	Custody Biometrics (PACE) continued	Fingerprints/Palm Prints DNA Images continued	For an adult with prosecutorial fines a 2 year retention	Criminal Justice Act (NI) 2013	Destroy
7.2.11			For an under 18 who has completed a Youth Conference Plan for a recordable offence 5 years retention		Destroy
7.2.12			For an under 18 who has a Youth Caution these will be retained for 5 years.		Destroy
7.2.13			For an under 18 at nominal level with a recordable / minor offence with more than one conviction biometrics are retained indefinitely.		Permanent retention on PSNI premises
7.2.14			For under 18 with a qualifying offence, 1st recordable minor offence conviction 5 years (plus length of prison sentence) or indefinite if prison sentence is 5 years or more, 2nd recordable minor offence conviction indefinite retention		Permanent retention on PSNI premises
7.2.15			DNA in relation to fixed penalties retain for 2 years.		Destroy

7.2.16	Custody Biometrics (TACT)	Fingerprints/Palm Prints DNA Images	For adults convicted of qualifying and minor offences biometrics retained indefinitely.	Protection of Freedoms Act (2012) introduced in England and Wales in October 2013, with compliance in Northern Ireland required by 31 st October 2016.	Permanent retention on PSNI premises
7.2.17			For under 18s qualifying offence biometrics retained indefinitely.		Permanent retention on PSNI premises
7.2.18			For under 18s for the 2 nd recordable/ minor conviction retained indefinitely.		Permanent retention on PSNI premises
7.2.19			For an adult /under 18 convicted of a qualifying offence with the exception of a “single exempt conviction” biometric retained indefinitely. *	Legacy TACT Prints taken prior to October 2013 subject to a Transitional Order to allow for their retention (2019).	Permanent retention on PSNI premises
7.2.20			For an adult/ under 18 detained under s41 TACT non-conviction or only one previous conviction which = exempt conviction rule retained for 3 years + 2 years extension upon application to court.		Retain for an initial 3 year period, further retention only for an additional 2 year period on successful application to court

7.2.21	Custody Biometrics (TACT) continued		For an adult/under 18 detained under schedule 7 TACT non-conviction or only one previous conviction =exempt conviction rule – retained for 6 months.		Destroy
7.2.22			For an adult/ under 18 detained under CTA 2008 non-conviction or only one previous conviction =exempt conviction rule – retained for 3 years		Destroy

* 'single exempt conviction' is a conviction for a recordable offence which:

- is not a qualifying offence i.e. is a minor offence;
- is the only recordable offence of which the person has been convicted; and
- was committed when the person was aged under 18.

7.2.23	Digital Evidence Gathering (Evidential) (Intelligence)	Stills Video	Retain for initial 6-year clear period. Review and risk assess. If the offence has a public protection implication retain as per MoPI guidelines	MoPI	Destroy
7.2.24	Digital Evidence Gathering (Non- Evidential) (Non- Intelligence)	Stills Video	Review after 31 Days	NPCC Guidelines	Destroy
7.2.25	Digital Photography MoPI Group 1 Offence	Stills Video	Retain until subject has reached 100 years of age Review every 10 years to ensure adequacy and necessity	MoPI	Destroy
7.2.26	Digital Photography MoPI Group 2 Offence		Review after an initial 10-year clear period If subject is deemed to pose a high risk of harm retain and review after a further 10-year clear period		Destroy
7.2.27	Digital Photography MoPI Group 3 Offence		Retain for initial 6-year clear period. Review and risk assess. If the offence has a public protection implication retain as per MoPI guidelines		Destroy
7.2.28	DNA from cadavers	DNA Profile	Retained until the conclusion of the investigation.	Business Need	Destroy

7.2.29	Facial Identification	Images Witness Identification Album Session Files	Retain for initial 6-year clear period. Review and risk assess. If the offence has a public protection implication retain as per MoPI guidelines	MoPI	Destroy
7.2.30	Finger/palm prints from donors.	Finger/palm prints from donors	Permanent Retention	Business need	Permanent retention on PSNI premises
7.2.31	Fingerprint - crime scene marks MoPI Group 1 Offence	Fingerprint case file containing lifts or photographs of fingerprint impressions, statements	Retain until subject has reached 100 years of age Review every 10 years to ensure adequacy and necessity	Criminal Procedures & Investigations Act 1996 MoPI Regulation of Investigatory Powers Act 2000	Destroy
7.2.32	Fingerprint - crime scene marks MoPI Group 2 Offence		Review after an initial 10-year clear period If subject is deemed to pose a high risk of harm retain and review after a further 10-year clear period		Destroy
7.2.33	Fingerprint - crime scene marks MoPI Group 3 Offence		Retain for initial 6-year clear period. Review and risk assess. If the offence has a public protection implication retain as per MoPI guidelines		Destroy
7.2.34	Fingerprints - Serving Officers and staff	Fingerprint impressions	Retain for duration of service plus 6 Months If used for elimination purposes in court additional retention may be required	The Police Regulations 2003,	Destroy or Additional retention defined by business need

7.2.35	Fingerprints from cadavers	Fingerprint impressions	Permanent retention	Business Need	Permanent retention on PSNI premises
7.2.36	Fingerprints from Sex Offender Registration	Fingerprint impressions	Retain until identity is confirmed	Sexual Offences Act 2003	Destroy
7.2.37	Fingerprints received from other jurisdictions	Fingerprint impressions	Retained until instructed by data owner to destroy	Business Need	Destroy
7.2.38	Fingerprints taken for vetting purposes	Fingerprint impressions	Retain until identity is confirmed	Business Need	Destroy
7.2.39	Fingerprints/DNA from Voluntary Attendees	Fingerprint impressions	Permanent Retention	Criminal Justice and Police Act 2001	Permanent retention on PSNI premises
7.2.40	Fingerprints/DNA taken for elimination purposes	Elimination DNA/Fingerprints	Retained until the conclusion of the investigation.	PACE (NI Order) 1989	Destroy
7.2.41	Historical Biometric manual ledgers	Manual ledgers	Permanent Retention	Business Need	Permanent retention on PSNI premises
7.2.42	Identifications made in the Fingerprint/DNA Bureau	Identification Records	Permanent Retention	Business Need	Permanent retention on PSNI premises
7.2.43	Physical Archive Photography	Albums Photos Negatives	Retain for initial 6-year clear period. Review and risk assess. If the offence has a public protection implication retain as per MoPI guidelines	MoPI	Destroy subject to permanent retention on PSNI premises for either Legacy investigations or Archive

7.2.44	Quality Management	Completed forms, checklists, reports and registers	Review after 5 years	Business need	Destroy
7.2.45	Quality Management	Equipment manuals Guidelines	Retain until superseded and then for 10 years	Business need	Destroy
7.2.46	Quality Management	Staff training and competence Records. Proficiency tests and collaborative exercises	Retain to aged 100. Further retention if historical narrative	Business need	Destroy (subject to historical narrative -Retain in PSNI Premises)
7.2.47	Quality Management	Quality Procedures, Standard Operating Procedures, Local Work Instructions and validation plans/reports Document master lists	Permanent Retention	Business need	Permanent retention on PSNI premises
7.2.48	Scene Survey	Survey Drawings Raw Survey data Original Notes Drawings Photos	Retain for initial 6-year clear period. Review and risk assess. If the offence has a public protection implication retain as per MoPI guidelines	MoPI	Destroy
7.2.49	Video Production Material	Completed / Published Footage	Retain for initial 6-year clear period. Review and risk assess. If the offence has a public protection implication retain as per MoPI guidelines	MoPI	Destroy

Schedule 7.3 - Operational Policing and Crime Management

Legacy

URN	Information Asset	Description/Example of Record	Retention (Minimum Period)	Rationale or Legislation	Final Action
7.3.1	Conflict of Interest records	Declarations	Review 10 Years from date of declaration	Business Need	Retain in PSNI Premises
7.3.2	Legacy Investigations	Tracing Records	Retain for 100 years	Business Need	Retain in PSNI Premises
7.3.3		Open source material	Review 10 years	Business Need	Retain in PSNI Premises
7.3.4		Persons of Interest	Retain until subject has reached 100 years of age	Business Need	Retain in PSNI Premises
7.3.5		Case sequencing	Retain for 100 years	Business Need	Retain in PSNI Premises
7.3.6		Assignment Tracking	Retain for 100 years	Business Need	Retain in PSNI Premises
7.3.7	Legal advice	Legacy Investigations	Retain for 100 years from date of original investigation	Business Need	Retain in PSNI Premises
7.3.8	Historical crimes	Incident report, crime report statements Documents	Retain for 100 years from date of original investigation	Business Need	Retain in PSNI Premises
7.3.9	Historical Enquiry Team (HET) investigations	Reports Statements	Retain for 100 years from date of original investigation	Business Need	Retain in PSNI Premises
7.3.10		Analytical records	Retain for 100 years	Business Need	Retain in PSNI Premises
7.3.11		Assignment Tracking	Retain for 100 years	Business Need	Retain in PSNI Premises
7.3.12	Serious Crime Review Team Investigations	Reports Statements	Retain for 100 years from date of original investigation	Business Need	Retain in PSNI Premises

Schedule 7.4 - Operational Policing and Crime Management

Operational Planning

URN	Information Asset	Description/Example of Record	Retention (Minimum Period)	Rationale or Legislation	Final Action
7.4.1	Duty Detailing	Daily duty Detailing	Review 2 year plus current year	Business Need	Destroy
7.4.2	Duty Rosters	Daily duty Rosters	Review 1 year plus current financial year	Working Time Regulations 1998, Regulation 9	Destroy
7.4.3	Notifiable events planning	Notifications to organise a public procession or protest meeting Operational Orders, Royal, VIP visits, bonfires, Parades Operational Risk Assessments	Review 3 years from date of event. Consider public interest for long term retention	Business Need	Destroy subject to review. If permanent retention retain in PSNI premises
7.4.4	Operational Deployments (Taskings)	DVI, CBRN, Specialist Search Scientific Support Specialist Support Principal movements	Retain for initial 6-year clear period then review. Further retention in line with MoPI grades	Business Need	Destroy
7.4.5	Taskings	Tasking Requests – MoPI 1 and 2	Retain for 100 years review every 10 years	Business Need	Destroy
7.4.6		Tasking Requests – MoPI 3	Retain for initial 6-year clear period then review	Business Need	Destroy

Schedule 7.5 - Operational Policing and Crime Management

Road Policing

URN	Information Asset	Description/Example of Record	Retention (Minimum Period)	Rationale or Legislation	Final Action
7.5.1	ANPR	Reads	1 year	NPCC National Guidance	Destroy Comply with CPIA to preserve and store any ANPR data required for investigative purposes beyond the standard 12 month retention period.
7.5.2		Hits	1 year		
7.5.3	Collisions (including Police Accidents)	Fatal and Serious	Retain for a minimum of 6 years or MOPI Group 1 causing death by dangerous driving MOPI 2 causing danger to road users MOPI Group 3 fatalities or accidents where non-violent crimes involved	Road Traffic Order (1981)	Destroy
7.5.4	Collisions (including Police Accidents)	Non serious non-fatal /damage only	Retain for a minimum of 6 years or until the injured party is 21 years of age whichever is the longest	Road Traffic Order (1981)	Destroy

7.5.5	Locate Triggers	Non Offence	Review 1 year from date of trigger	Business Need	Destroy
7.5.6	Locate Triggers	Fatal and Serious MoPI Group 1 Causing Death by dangerous driving MoPI 2 causing danger to road users MoPI Group 3 fatalities or accidents	Minimum of 6 years dictated by MoPI grading	Business Need MoPI	Destroy
7.5.7	Locate Triggers	Non serious non-fatal Damage only	Minimum of 6 years or until the injured party is 21 years of age whichever is the longest)	Business Need	Destroy
7.5.8	Priority RPU Deployment	Complaint sites and corresponding police actions.	Review 5 years from date of deployment	Business Need	Destroy
7.5.9	Road Search Records	Road check authorisation	Review after 1 year	Police and Criminal Evidence Act 1984, Regulation 3	Destroy
7.5.10	Traffic	Minor traffic offences no injuries, collision books	Review 3 years from final date dealt with	CLA	Destroy
7.5.11	Traffic	Minor motoring offences e.g. defective tyres, lights etc.	Review 1 year if NFA or 3 years from dealt with date if charged	Road Traffic Order (1981)	Destroy

Schedule 8.1 - People Management

Health and Safety

URN	Information Asset	Description / Example of Record	Retention (Minimum Period)	Rationale or Legislation	Final Action
8.1.1	Complaints	Complaints direct or via HSENI or other enforcing agencies.	Review after 10 years	Business Need.	Destroy
8.1.2	Equipment and Supplies	Personal protective equipment supplied, Maintenance logs Specialist search equipment Inspections	Review after 6 Years	The Provision and Use of Work Equipment Regulations (NI) 1999 , Regulation 5 & 6 Lifting Operations and Lifting Equipment Regulations (NI) 1999 Control of Substances Hazardous to Health Regulations (NI) 2003 Control of Lead at Work Regulations (NI) 2003 Ionising Radiation Regulations (NI) 2017 Personal Protective Equipment at Work Regulations (NI) 1993	Destroy
8.1.3	Exposure to substances Radiation	Exposure to radiation	Retain for 75 years or 30 years after last entry/report of exposure.	Ionising Radiation Regulations (NI) 2017	Destroy

8.1.4	Exposure to substances Lead Asbestos and Compressed Air Biological agents	Exposure to asbestos materials Asbestos surveys works records.	Review 40 years from date of last entry	The Control of Asbestos Regulations (NI) 2012, Regulation 22 The Control of Lead Regulations (NI) 2003 Work in compressed air Regulations (NI) 2004 Control of Substances Hazardous to Health Regulations (NI) 2003 Control of Lead at Work Regulations (NI) 2003	Destroy
8.1.5	Fire Risk Assessments	Fire risk assessments for PSNI sites and associated plans and papers	Review 12 years from expiry or superseded	The Fire Safety Regulations (NI) 2010	Destroy
8.1.6	Fire Tests	Monthly fire tests at PSNI locations	Review after 7 years	The Fire Safety Regulations (NI) 2010	Destroy
8.1.7	Health & Safety Accident, incident and near misses	Accidents/incidents/ near misses. 23/10	Review after 40 years	Business Need	Destroy
8.1.8	Health and Safety Accident Investigations	Investigation reports and associated papers	Review after 6 years	Business Need	Destroy

8.1.9	Health & Safety Advice	Responses to queries, emerging issues, change of practice, surveys, inspections etc.	Review after 5 years	Business Need	Destroy
8.1.10	Health & Safety - Audits	Audits, safety inspections	Review after 5 Years	The Management of Health and Safety at Work Regulations (NI) 2000	Destroy
8.1.11	Health & Safety Precedents	Established H&S precedents	Review after 10 years	Business Need	Destroy
8.1.12	Reporting of Injuries, Diseases & Dangerous Occurrences Regs	Statutory report of accidents, incidents or near misses	Permanent Retention	Business Need	Retain on PSNI premises
8.1.13	Risk Assessments	H&S risk assessments, generic and/or specific activities	Review after 10 years	Business Need	Destroy
8.1.14	Risk Assessments Asbestos	H&S risk assessments, generic and/or specific activities	Review after 40 years	Business Need	Destroy

Schedule 8.2 - People Management

Occupational Health and Well-Being

URN	Information Asset	Description / Example of Record	Retention (Minimum Period)	Rationale or Legislation	Final Action
8.2.1	Equipment Maintenance	Gym Equipment Annual Audits	Review after 6 years	NPCC National Guidance	Destroy
8.2.2	Health Surveillance	Noise Health Surveillance	40 years after employment ends	Noise at Work Regulations	Destroy
8.2.3	Medical Records Police Officer	Police Officers Occupational Health record during their Service	Retain to aged 100. Further retention if historical narrative	National Archives Business Need	Destroy (subject to historical narrative - Retain in PSNI Premises)
8.2.4	Medical Records Police Staff	Support Staff Occupational Health record during their Service	Review when person reaches 100 years of age	National Archives	Destroy
8.2.5	Physical & Health Education	Exercise class attendance	Review after 2 years	NPCC National Guidance	Destroy
8.2.6	Recruitment Assessments	Health Assessment Forms Physical Competency Assessments Results	Review 1 year from date of assessments	NPCC National Guidance	Destroy
8.2.7	Welfare	Case notes which do not contain confidential medical information	Review 6 years after date of last action.	Business Need	Destroy
8.2.8	Wellbeing Initiatives	Cycle to Work Admin Bike Borrow Scheme Admin Wellbeing Events	Review after 5 years	NPCC National Guidance	Destroy

Schedule 8.3 - People Management

Personnel

URN	Information Asset	Description / Example of Record	Retention (Minimum Period)	Rationale or Legislation	Final Action
8.3.1	Activity Sampling	Timesheets	Destroy 2 years after data is published on management information system.	Business Need	Destroy
8.3.2	Advice & Guidance - advice sought from Department of Finance (DoF) on Police Staff terms and conditions	Advice sought from DFP on application of Police Staff allowances e.g. overtime/on-call allowance.	Retain until superseded then review in 10 years	Business Need	Destroy
8.3.3	Annual Leave	Annual leave records	Review after 2 years	National Archives	Destroy
8.3.4	Attendance Management (Police)	Disability Considerations	Retain to aged 100. Further retention if historical narrative	National Archives Business Need	Destroy (subject to historical narrative -Retain in PSNI Premises)
8.3.5	Attendance Management (Support Staff)	Disability Considerations	Retain to aged 100	National Archives Business Need	Destroy
8.3.6	Awards / Commendations	Internal & external awards. Nominations, commendations, Long Service awards	Review entitlements after 5 years.	Business Need	Destroy
8.3.7	Bonus Nominations	Applications & results of the selection panels	Review 6 years after folder closed	National Archives	Destroy

8.3.8	Bullying & Harassment Case Work (Police & Police Staff)	Investigative information, review, decision & appeal information.	Review after 7 years	Business Need	Destroy
8.3.9	Community background notification submission	Initial submissions community background confirmations	Review 3 years after employee leaves.	The Fair Employment (Monitoring) Regulations (NI) 1999	Destroy
8.3.10	Conduct and discipline	Decisions & appeal information.	Review after 6 years	Limitation (NI) Order 1989, Data Protection Act 1989	Destroy
8.3.11	Conduct and discipline (Police & Police Staff)	Papers relating to disciplinary action which has resulted in any changes to terms and conditions of service, salary	Retain to aged 100. Further retention if historical narrative	Business Need	Destroy (subject to historical narrative -Retain in PSNI Premises)
8.3.12	Conduct and discipline no action taken	Informal warning	Review after 1 year	Limitation (NI) Order 1989, Data Protection Act 1990	Destroy
8.3.13	Contractor's employee data	Contractor's employee data	Review 6 years from end of contract	Business Need	Destroy
8.3.14	Employee Record (Police)	Relating to an individual's Service including community background designation & extensions of service	Retain to aged 100. Further retention if historical narrative	National Archives Business Need	Destroy (subject to historical narrative -Retain in PSNI Premises)
8.3.15	Employee Record (Police Staff)	Relating to an individual's Service including community background designation	Retain to aged 100 years	National Archives	Destroy

8.3.16	Equality monitoring.	Equal Opportunities monitoring information	Review 3 years from the date of application	The Fair Employment (Monitoring) Regulations (NI) 1999	Destroy
8.3.17	External Liaison	Transfer of information between PSNI Human Resources and external bodies	Review after 20 years	Business Need	Destroy
8.3.18	Extensions of Service	Applications, risk assessments, PONI, PSD checks, OHW checks.	Review 1 year	Business Need	Destroy
8.3.19	Flexi sheets	Working hours Records (Flexi)	Review after 2 years	Working Time Regulations	Destroy
8.3.20	Grievance case work (contracted personnel)	Investigative information, review, decision & appeal information	Review 6 years from the end of the contract.	National Archives	Destroy
8.3.21	Grievance Case Work Files (Police)	Investigative information, review, decision & appeal information.	Retain to aged 100. Further retention if historical narrative	Business Need	Destroy (subject to historical narrative -Retain in PSNI Premises)
8.3.22	Grievance Case Work Files (Police Staff)	Investigative information, review, decision & appeal information.	Review after 7 years	Business Need	Destroy
8.3.23	Human Resource Planning	Distribution Plan Governance approvals for additional personnel	Review after 5 years.	Business Need	Destroy
8.3.24	Job Evaluation	Job descriptions, Approvals, Grading Analyses.	Review after 10 years	Business Need	Destroy

8.3.25	NICS Temporary Worker Framework	Specifications job profiles vetting.	1 year from the end of the temporary worker's contract	Business Need	Destroy
8.3.26	Part Time Reserve Working Hours Reviews	Full reviews, administration & assessment of hours worked.	Review after 3 years.	Business Need	Destroy
8.3.27	Personal Security	Threat Management	Review after 6 years.	NPCC National Guidance	Destroy
8.3.28	Postings	Action sheets	Retain 1 year + current year.	Business Need	Destroy
8.3.29	Recruitment, Selection, Promotion, Secondments, Exchange competitions	Documents including Application form, assessment papers	Length of time of merit list + 6 months. If no merit list retain 6 months from closing date. (Unsuccessful applications retain for 6 months from notification of unsuccessful result)	Business Need	Destroy
8.3.30	Structural Planning	Detailed Structural changes Governance Approvals for structural changes	Review after 20 years	Business Need	PRONI Appraisal
8.3.31	Training Records	Record of training received by an Individual	Retain until aged 100	NPCC National Guidance	Destroy

Schedule 8.4 - People Management

Police Discipline

URN	Information Asset	Description / Example of Record	Retention (Minimum Period)	Rationale or Legislation	Final Action
8.4.1	Business Interests	Reports and forms relating to outside business interests held by police officers	Retain for duration of service	Police Service of Northern Ireland Regulations 2005	Destroy
8.4.2	Complaints	Complaint investigations including record of complaint, statements, exhibits, record of outcome and appeals – Discipline, Informal Resolution, Direction & Control & Outside Remit Files	Review 6 years after file closed	Police (Conduct) Regulations 2000	Destroy
8.4.3	Criminal and Misconduct	Criminal and misconduct investigations including, statements, exhibits, record of outcome and appeals	Review 6 years after file closed. Further retention in line with MoPI guidelines	Police (Conduct) Regulations 2000 MoPI	Destroy
8.4.4	Notifiable Memberships	Forms declaring membership of notifiable external organisations	Review 1 year after member leaves service	Police (Northern Ireland) Act 2000	Destroy

Schedule 8.5 - People Management

Training

URN	Information Asset	Description / Example of Record	Retention (Minimum Period)	Rationale or Legislation	Final Action
8.5.1	Assessment records student portfolios	Assessments	Review 10 Years from end of assessment	Business Need	Destroy
8.5.2	Exam Records	On line exams, results and, feedback	Review 10 Years from end of exam	Business Need	Destroy
8.5.3		Hard Copy Student and/or selection/exam/course exams	Review 3 months after end of course or exams	Business Need	Destroy
8.5.4	Exam questions	Exam questions in exam bank	Review 6 years following end of use	Business Need	Destroy
8.5.5	Training Administration	Records relating to admin for training,	Review after 2 Years	NPCC National Guidance	Destroy
8.5.6	Training Course content - Non Operational	Lesson plans course materials assessment frameworks	Review 6 Years from when training ceases/course content changes	NPCC National Guidance	Destroy
8.5.7	Training Course content - Operational	Lesson plans course materials assessment frameworks	Review 10 Years from when training ceases/course content changes	NPCC National Guidance	Destroy
8.5.8	Training Evaluation Questionnaires	Post training Questionnaires	Review after 2 Years	NPCC National Guidance	Destroy

Schedule 8.6 - People Management

Vetting

URN	Information Asset	Description/Example of Record	Retention (Minimum Period)	Rationale or Legislation	Final Action
8.6.1	Application rejection	Application Form and all associated documentation, examples include DV, SC, In-Service, NPP, Recruit, Alarms	Review 6 years following rejection	NPCC National Guidance	Destroy
8.6.2	Service ID Passes Administration	Details of members	Review 1 year after expiry date/end of contract/left PSNI	Business Need	Destroy
8.6.3	Vetting Application	Application Form and all associated documentation, examples include DV, SC, In-Service, NPP, Recruit, Alarms	Review 1 year after expiry date/end of contract/left PSNI, or	Business Need	Destroy
8.6.4			Review 1 year after death, or	Business Need	Destroy
8.6.5			Review at close of recruitment campaign if not appointed, or	Business Need	Destroy
8.6.6			Review at completion of re-vetting	Business Need	Destroy

Schedule 9 – Procurement & Logistics Management

URN	Information Asset	Description/Example of Record	Retention (Minimum Period)	Rationale or Legislation	Final Action
9.1	Courier Management	Request for courier collection	Review after 1 year	HMRC CH15400 National guidance NPCC	Destroy
9.2	Identifiable Items – Firearms & Ammunition	Transaction records	Permanent Retention	Business Need	Retain in PSNI Premises
9.3	Identifiable Items – System Purging (non-weapons)	All Identifiable Items excluding Firearms and Ammunition	Review 6 years + current	Business Need	Destroy
9.4	Murder Archive/ Serious Crime Exhibit Store/ CICU Request Forms	Forms completed by departments requiring access to files SCE6/SCS6/SCS4/ICU4	Permanent Retention	Business Need Corporate Policy Service Instruction – SI2417	Retain in PSNI Premises
9.5	Postal Records	Royal Mail recorded delivery books; External Courier records and Receipt books	Review after 1 year	HMRC15400	Destroy
9.6	Printing Requests	Demands for printing jobs	Review after 12 months	Business need	Destroy
9.7	Procurement Contracts	All records for Direct Award Contracts, Contract specifications, CPD advice, evaluation results, Contract meetings (below the threshold for CPD engagement only)	Successful contracts retain for 21 years	EU Procurement Guidelines	Destroy
9.8			Unsuccessful contracts retain for 12 months		

9.9	Protective Equipment	Record issues to Officers. Technical information. Claims made by Officers. Equipment e.g. Dual Purpose and Hard Overt Body Armour; PO Helmets & Flame Retardant Suits	Permanent Retention	Business Need	Retain in PSNI Premises
9.10	Safekeeping and disposal of weapons.	Records of safekeeping and disposal (destruction) of service weapons.	Permanent Retention	Business Need	Retain in PSNI Premises
9.11	Stock Control	Cycle count listings; Final reports; Transit reports/Approvals System screen prints Write off/write back vouchers Store Audit Reports Average costing Stock transactions, Identifiable Item Manual Update	Review after 3 years	NPCC page 11 – stock taking HMRC CH15400	Destroy
9.12		Order request and issue/receipt documents	Review after 1 year	HMRC CH15400 National guidance NPCC	Destroy
9.13	Weapons Issue & Returns	Records of all stock items issued by and returned to Weapon Control.	Permanent Retention	Business Need	Retain in PSNI Premises

Schedule 10 - Programmes and Projects Management

URN	Information Asset	Description/Example of Record	Retention (Minimum Period)	Rationale or Legislation	Final Action
10.1	Designing Out Crime	Application, Site Plans Reports, Certificates	Review 1 year following completion of site	Business Need	Destroy
10.2	European Commission and International Policy & Procedures	Proposal guidance, Model Grant Agreements, Annotated Model Grant Agreement	Retain until superseded and then for 10 years. Consider audit implications re finance implications	European Commission (EC)	PRONI Appraisal
10.3	European Union Project Proposals Successful	Proposal and supporting documentation	Permanent Preservation	EC Rules and Business Need	Transfer to PRONI 20 years after end of programme/project subject to partner non-disclosure agreements
10.4	European Union Project Proposals Unsuccessful	Proposal and supporting documentation	Review at end of submission plus 3 years	EC Rules and Business Need	Destroy

10.5	International Travel Insurance Policy	Insurance Schedule	Retain until superseded or cancelled + 10 years	NPCC National Guidance	Destroy
10.6	Programmes and projects including European Union and International	Unique/Significant/Major Programmes or projects	Permanent Preservation	National Archives EC Rules	Transfer to PRONI 20 years after end of programme/project subject to any partner non-disclosure agreements
10.7	Programmes and Projects not including EU & Internal Projects	All excluding Unique/Significant/Major Programmes or projects EU and International Projects	Review 5 years following end of programme/project	National Archives	Destroy

Schedule 11 - Strategic Management

URN	Information Asset	Description/Example of Record	Retention (Minimum Period)	Rationale or Legislation	Final Action
11.1	Accountability	Audit & Risk Committee External Audit Internal Audit	Review after 6 years	National audit requirement	Destroy
11.2	Business Cases	All excluding Unique/Significant/Major Programmes projects or initiatives	Review 5 years following end of programme/project	Business need	Destroy
11.3	Business Cases	Unique/Significant/Major Programmes, projects or initiatives	Permanent Preservation	Business Need	Transfer to PRONI 20 years after closure
11.4	Business Performance	Monitoring and/or reviewing the performance of PSNI	Review after 5 years	Business Need	Destroy

11.5	Business Planning	Annual Corporate Plans Annual Corporate Reports	Permanent Preservation	Police Reform and Social Responsibility Act 2011 Section 12	Transfer to PRONI 20 years after closure
11.6		In-year Reports	Review after 5 Years	Business Need	Destroy
11.7		District/Departmental plans	Review after 5 years	Police Reform and Social Responsibility Act 2011 Section 12	Transfer to PRONI 20 years after closure
11.8	EC Policy & Procedures	Proposal guidance, Model Grant Agreements, Annotated Model Grant Agreement	Review when administrative and or audit use ceases.	European Commission (EC)	PRONI Appraisal
11.9	Mutual Aid	Planning/Deployment for Mutual Aid	Review after 5 years	Business Need	Destroy
11.10		Final report of mutual aid deployment	Permanent Preservation	National Archives	Transfer to PRONI 20 years after closure

11.11	Major Incident / Contingency Planning	Finalised Emergency/ Major Incident Plans.	Review 5 years after superseded	Business Need	PRONI Appraisal
11.12		Business Continuity Plans.	Review 5 years after superseded	Business Need	Destroy
11.13		Development & formation of Emergency / Major Incident Plans Business Continuity Plans	Review 1 year after superseded	Business Need	Destroy
11.14	Policies and procedures	Final policies and procedures Force /General/ Weekly Orders RUC & PSNI Code & Manual Service Policy & Service Instructions Service Procedures and Policy Directives Service Forms & Registers	Retain until superseded and then for 10 years Consider historical value	NPCC National Guidance	Destroy (subject to historical narrative Retain in PSNI Premises)
11.15	Policy and procedure development	Documents relating to the formation of policy and procedures	Review 1 year after subsequent revision	NPCC National Guidance	Destroy

Schedule 12 - Technology Management

URN	Information Asset	Description/Example Of Record	Retention (Minimum Period)	Rationale or Legislation	Final Action
12.1	Application and System Support/Operations	System Operating Procedures Supplier Technical Documentation Test Documentation Software and Firmware	Review 7 Years after System End of Life	"Home Office Guide to Managing Information"	Destroy
12.2	Application Development	Technical Specifications	Review 5 years after system end of life	Business Need	Destroy
12.3	Audit Logs	System Audit Logs	Permanent retention	Business Need	Permanent Retention on PSNI premises
12.4	Inventories/Asset registers	Inventories/Asset registers	Review after 7 years	Business Need	Destroy
12.5	Operational Support Audit Logs	Internal Audit Log Information External Audit Log Information	Permanent Retention	Business Need	Permanent retention on PSNI premises

12.6	Operational Support Technical estate	Building Plans*, Layout Technical Information	Review 15 years from disposal of the property or negligent act during contract period. (historic interest record drawings to be retained)	Limitations Act 1980 Latent Damages Act 1986.	Destroy
12.7	System Backups(DB)	Database Backups	Retained for 7 Days 7 cycles, Last Full DB Backup of the Month goes to Tape and is retained for 10 years	Business Need	Destroy
12.8	System Backups(File)	File System Backups	Retained for 28 Days 4 cycles, Last Full System Backup of the Month goes to Tape and is retained for 10 years	Business Need	Destroy
12.9	Technical Business Continuity	Business Continuity Procedures Operating Procedures	Review 1 Year after superseded	Business Need	Destroy

* The drawings for buildings which have not been selected for permanent preservation in the Public Record Office must not be destroyed without referring first to The Public Record Office.

12.10	Technical Service Level Agreements	SLAs – External SLAs - Internal	Review 7 Years after contract or agreement end of life date	Business Need	Destroy
12.11	Telecommunications Management	Call logging & voice recording Data network Infrastructure, Communications platforms	Review 7 Years after System End of Life	Home Office Guide to Managing Information”	Destroy
12.12	Web Site Development	Web Site Development	Review 5 years following closure	Business need	Destroy

Schedule 13 - Transport Management

URN	Information Asset	Description/Example of Record	Retention (Minimum Period)	Rationale or Legislation	Final Action
13.1	PSNI full fleet history	Details of a vehicles history from purchase, maintenance job cards, log books and vehicle defects	Review following disposal of vehicle plus 6 years	The provision and use of work equipment regulations 1998	Destroy
13.2	Police road traffic collisions	Record of police RTCs, injuries to 3rd party/ officers/ Police staff and repair of vehicles	Retain for a minimum of 6 years Further retention in line with MoPI guidelines	NPCC National Guidance	Destroy

Appendix A – Signatories

The Police Service of Northern Ireland Review Retention & Disposal Schedule – prepared as required by the Public Records Act (Northern Ireland), 1923 and in accordance with the Rules made pursuant thereto, approved by Orders in Council dated 10 January 1925.

Inclusive of amendment to information asset numbers 7.1.49 to 7.1.51 submitted on 24 September 2021

David Huddleston

Head of Records Management, Cataloguing and Access Section.
Department for Communities
Public Record Office of Northern Ireland

Dr Michael Willis

Director and Deputy Keeper of the Records
Department for Communities
Public Record Office of Northern Ireland

Tracy Meharg

Permanent Secretary
Department for Communities

Assistant Chief Constable Alan Todd

Senior Information Risk Owner (SIRO)
Police Service of Northern Ireland

Michael Ross

Records Manager
Police Service of Northern Ireland

Appendix B - Management of Police Information (MoPI) Gradings

Review Group	Offence/Record Type	Action	Rationale
Group 1			
'Certain Public Protection Matters'	<ul style="list-style-type: none"> MAPPA managed offenders Serious specified offences - CJA 2003 Potentially dangerous people 	<p>Retain until subject has reached 100 years of age</p> <p>Review every 10 years to ensure adequacy and necessity</p>	This category poses the highest possible risk of harm to the public
Group 2			
Other Sexual and Violent offences	<p>Sexual offences listed in Schedule 3 Sexual Offences Act 2003</p> <p>Violent offences specified in the Home Office Counting Rules/ National Crime Recording Standard</p>	<p>Review after an initial 10-year clear period</p> <p>If subject is deemed to pose a high risk of harm retain and review after a further 10-year clear period</p>	National Retention Assessment Criteria
Group 3			
All Other Offences	Non-sexual, non-violent	Retain for initial 6-year clear period. Either review and risk assess every 5 years or carry out time-based disposal depending on Constabulary policy	Lower risk of harm. Must balance the risk posed by this group with the burden of reviewing.
Group 4			
Undetected Crime	<p>Serious specified offences</p> <p>Other offences</p>	<p>Retain records for 50 years from the date the crime was reported to police</p> <p>6 years</p>	<p>CJA 2003</p> <p>Limitation Act</p>
CRB Disclosures	Information disclosed under Part 5 of the Police Act 1997	Retain for 10 years from date of request	CRB Quality Assurance Framework
Intelligence Products	<p>Target Profiles</p> <p>Association Diagrams</p>	Review according to crime type as outlined in categories 1-3	

Review Group	Offence/Record Type	Action	Rationale
Missing Persons	Resolved	Retain for a minimum of 6 years. Dispose of if this period has been 'clear' and there are no further indicators of risk	Limitation Act 1980
	Unresolved	Retain indefinitely	
Victim/Witness Details		<p>Retain for a minimum of 6 years or length of sentence if this is longer</p> <p>Decisions to dispose of must be made on a case by case basis</p> <p>Retain if victim/witness is recorded as the offender/suspect for another offence</p>	<p>Limitation Act 1980</p> <p>CPIA 1996</p>

Appendix C Abbreviations

Abbreviation	Definition
ANPR	Automatic Number Plate Recognition
BACs	Bank Automated Clearing System
CCTV	Closed Circuit Television
CJA	Criminal Justice Act
CLA	Criminal Law Amendment
CLPD	Common Law Police Disclosures
CPDS	Child Protection Disclosure Scheme
CPIA	Criminal Procedure and investigations Act
CSAE	Child Sexual Abuse and Exploitation
PP	Public Protection
DNA	Deoxyribonucleic Acid
DPA	Data Protection Act
DV	Developed Vetting
DVADS	Domestic Violence & Abuse Disclosure Scheme
EC	European Commission
FOI	Freedom of Information
HET	Historical Enquiry Team
HMG	Her Majesty's Government
HMIC	Her Majesty's Inspectorate of Constabulary
HMRC	Her Majesty Revenue and Customs
HSENI	Health & Safety Executive Northern Ireland
ICO	Information Commissioner's Office
JHA	Justice & Home Affairs
ISO	Information Asset Owner
MAPPA	Multi Agency Public Protection Arrangements
MARAC	Multi-Agency Risk Assessment Conference
MLA's	Members of the Legislative Assembly
MOPI	Management of Police Information
MP's	Members of Parliament
NIO	Northern Ireland Office
NIPB	Northern Ireland Policing Board
NPCC	National Police Chiefs' Council
NPP	Non Police Personnel
OBO	Operational Business Owner
PACE	Police & Criminal Evidence
PND	Police National Database
PPANI	Public Protection Arrangements In Northern Ireland
PRONI	Public Record Office of Northern Ireland
PSNI	Police Service of Northern Ireland
RPU	Road Policing Unit
RTC	Road Traffic Collision
SC	Security Check
SLA	Service Level Agreement
TACT	Terrorism Act