



Police Service
of Northern Ireland

Review, Retention and Disposal Schedule

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Section 1 - Introduction

1.1 Records Management Functions within the Police Service of Northern Ireland

The Police Service of Northern Ireland (PSNI) recognises that records form part of the corporate memory of the Service and that they are a valuable resource in ensuring the Service is able to meet accountability and legislative requirements.

A record can be described as recorded information, in any format or media, created or received and maintained as evidence by the PSNI in the transaction or pursuance of its business.

Records management is the responsibility of all PSNI officers and staff and 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 record's life cycle. More information about specific roles linked to records management in PSNI are included in Appendix A.

1.2 Purpose of the Review, Retention and Disposal Schedule

This review, retention and disposal schedule (hereafter known as the Schedule) assists PSNI in complying with its statutory obligations in relation to Information Management, by identifying what information and records it holds, how long it needs to keep these and subsequently what should happen to these records at the end of that time.

The Schedule applies to all records created or received by the PSNI, irrespective of format.

The Schedule complies with the requirements in the Public Records Act (NI) 1923 and the Disposal of Documents Order (S.R. and O.1925 No 167) and assists PSNI in meeting its legislative compliance in relation to both the Data Protection Act (DPA) 2018 and General Data Protection Regulations (GDPR) 2018. Adherence to the Schedule will ensure records are processed in line with data protection principles with records being managed; accurately, effectively, in line with a specific business purpose, and only held for as long as is necessary.

When reviewing this Schedule, PSNI take cognisance of the College of Policing "Authorised Professional Practice" (APP) and guidance in relation to Information Management. PSNI also follow the principles of the Management of Police Information (MoPI) which includes built in review periods for records depending on their MoPI grading (refer to Appendix B).

PSNI will review and assess records in line with this Schedule and any reviews that result in a decision to extend the minimum retention of records must be recorded. For operational records PSNI use a National Retention Assessment Criteria Form (NRAC), this form provides extra assurance that records are only retained when necessary to do so (this form has been reproduced in Appendix C).

1.3 The Structure of the Schedule

The Schedule is organised by functions within PSNI rather than PSNI structures. The Schedule records the information assets within PSNI and dictates the minimum retention period for these assets, as well as detailing the rationale for the time frames applied and the final action for records within that asset.

Further explanation of the content of the Schedule is noted below:

Information Asset

An information asset comprises of a collection of records that have been grouped together owing to similarities, in content, value, risk and lifecycle.

If any assets are created or changed during the life of the Schedule, and are not reflected in the current Schedule, advice must be taken from Public Record Office Northern Ireland (PRONI) on whether there is a requirement for the Service to re-draft, and resubmit the Schedule to the Northern Ireland Assembly.

Retention Period

The retention period for each asset is recorded against that asset. This details the minimum amount of time records falling within an asset will be retained. It will also detail any relevant review timeframes.

Rationale for Retention Period

This column details the reason why a particular retention period has been assigned to an asset. This will include any relevant rationale, including, legislation, regulation, or business need.

Categories of Disposal

The categories of disposal that relate to records are:

- **Destroy**

This refers to information whose value 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.

- **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.

- **Indefinite retention on PSNI premises/relevant forensic databases.**

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

- **PRONI Appraisal**

In these instances, the long-term historical and evidential value of the records cannot be confirmed by PSNI alone 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 Retention 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 retention 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.

In line with the Public Records Act (NI) 1923 (s.3(c)), certain record classes may be designated by PSNI 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.

- **Transfer to new owner**

The record will be transferred to another organisation, for example, PSNI will not destroy title deeds of a property, and they will be transferred to the relevant stakeholder.

Section 2 – Function Numbers, Functions and Description of Records held by the Police Service of Northern Ireland.

Function 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 and communications internally and externally with other areas of Government and 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 and Events Management	This category covers records relating to graduations, committees, meetings, 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 across PSNI, including records created and retained at Headquarters, as well as within Districts, and encompasses the principles of the Management of Police Information (MoPI).
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, and Health and Safety pertaining to Police Officers and Police Staff.
8.2	People Management - Occupational Health and 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 and Logistics Management	This category includes records relating to the management of PSNI contracts and logistics.
10	Programmes and 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	This category covers records relating to the implementation and management of Information Technology systems, communications and infrastructure.
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

Function 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 7 years following release, if a crime implication retain as per MoPI guidelines	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

Function 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 and other documents relating to freehold property	Review at the sale of the property.	Limitations Act 1980 Latent Damages Act 1986	Transfer to new owner
2.2		Leases, contracts, way leaves, consents and the like.	Review 16 years from either expiry or negligent act during contract period.		Destroy
2.3		Building specific health and safety, specifications, planning consents, feasibility/condition studies, evaluation reports, payments and final accounts.	Review 25 years from either disposal of the property or negligent act during contract period.		Destroy
2.4		Drawings (Technical) including internal layout of water, electrical or sewage systems.	Review 25 years from either disposal of the property or negligent act during contract period.		Destroy
2.5		Drawings (Historical) including floorplans relating to building architecture, site layout, exterior elevations, or functions of building connected specifically to the policing purpose	Review after 20 years and prepare for transfer to PRONI		Permanent retention in PRONI

2.6	Maintenance and Operational Manuals	Mechanical and electrical services equipment Building infrastructure services	Review following disposal of equipment.	National Archives	Destroy or transfer to new owner
2.7	Property Management Contracts and Administration	Projects, maintenance, and property management contract, structural, civil and M&E, health and safety, files containing reports, approvals and correspondence.	Review 16 years from either completion of project/last paper or negligent act during contract period.	Limitations Act 1980 Latent Damages Act 1986.	Destroy
2.8	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	Business Need	Destroy
2.9	Waste Management - special waste / controlled	Consignment notes	Review after 3 years.	Special Waste Regulations 1996, Environment Protection (Duty of Care) Regs 1991	Destroy

Function 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	HMRC 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	HMRC MoPI	Destroy
3.4	Cash Book Records	Details of the payment totals made each month	Review 6 years plus current financial year	HMRC	Destroy
3.5	Corporate Financial Audit Records	NIO and Internal Audit Reports, statements and recommendations	Review 6 years plus current financial year	HMRC	Destroy
3.6	Financial Information (PSNI Contracts)	Records in relation to contracts held for the acquisition of goods and services	Review 6 years plus current financial year after the contract end date	Business Need	Destroy

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3.7	Financial Planning and Controls Records	Budgetary control, budgetary estimates, financial disclosures working papers	Review 6 years plus current financial year	HMRC	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	HMRC	Destroy
3.10	Leavers File Records	Final pay, final payments, P45.	Review 6 years plus current financial year after date of leaving	HMRC	Destroy
3.11	Management Financial Statements (Annual)	Resource and budgetary management reports and statements for inclusion in monthly / quarterly / annual reports	Review 6 years plus current financial year	HMRC	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	HMRC	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	HMRC MoPI	Destroy

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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 , and HMRC	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	Destroy
3.18	Pension Records	Widows/widowers/dependents	Review 6 years plus current after death/closure	Police Pensions regulations 1988, 2006, 2015, HMRC	Destroy
3.19	Police Pay	Pay records, amounts paid tax and pension contributions	Review 6 years plus current financial Year	Police Pay regulations 2005, HMRC	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, HMRC	Destroy

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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	HMRC 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. HMRC	Destroy
3.23	Sales data	Invoice requests, sales invoices, lodgment details, diary entries for bad debts.	Review 6 years plus current financial year. If a crime implication retain as per MoPI guidelines	HMRC MoPI	Destroy
3.24	Supplier Data	Supplier maintenance, amendments	Review 6 years plus current year	HMRC	Destroy
3.25	Tax Codes Notices	Details of individual tax code changes	Review 6 years plus current financial year	HMRC	Destroy
3.26	VAT returns	Service VAT submissions	Review 6 years plus current financial year. If a crime implication retain as per MoPI guidelines	HMRC MoPI	Destroy

*Where a publicly funded organisation has been the subject of an (financial) 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

Function 4 - Information Management

URN	Information Asset	Description/Example of Record	Retention (Minimum Period)	Rationale Or Legislation	Final Action
4.1	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
4.2	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
4.3	Complaints from the Public	Complaints lodged against the Service received from the public	Review 6 years from closure of the complaint	Business Need	Destroy
4.4	Data processing Agreements	Data processing agreements with external organisations	Retain for life of contract/end of agreement plus 6 years	NPCC National Guidance	Destroy

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4.5	Data Protection Impact Assessments	Data Protection Impact Assessments	Length of processing plus 6 years.	Business Need	Destroy
4.6	Disclosure	Subject Access Requests (SAR), FOI requests, Environmental Improvement Regulations, associated fees and receipts	Review 6 years from disclosure or from completion of any appeal, local or ICO. In relation to a SAR for a Child – 18 years of age plus 6 years	Business Need NPCC National Guidance	Destroy
4.7	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
4.8	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
4.9	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
4.10	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

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4.11	Disclosures (No Trace)	An Garda Siochana	Review 10 years from date of disclosure	Council Framework Decision 2006/960/JHA and Public Safeguarding	Destroy
4.12	Disclosures (Traced)	An Garda Siochana	Review 30 years from date of disclosure	Council Framework Decision 2006/960/JHA and Public Safeguarding	Destroy
4.13	Disclosures (No Trace)	Probation Board	Review 10 years from date of disclosure	DPA, FOIA, Human Rights Act and Common Law	Destroy
4.14	Disclosures (Traced)	Probation Board	Review 30 years from date of disclosure	DPA, FOIA, Human Rights Act and Common Law	Destroy
4.15	Disclosures (No Trace)	N.I. Social Services	Review 10 years from date of disclosure	Art 66 Children's (NI) Order	Destroy
4.16	Disclosures(Traced)	N.I. Social Services	Review 30 years from date of disclosure	Art 66 Children's (NI) Order	Destroy
4.17	Equipment Maintenance	Documentation regarding provision and management of office equipment	Review after 1 year plus current year	Business Need	Destroy
4.18	External Monthly Strength Figures	Monthly strength figures by rank/grade of police member.	Destroy once administrative use ceases or superseded.	Business Need	Destroy

4.19	Firearms Receipt	Receipt and transit Voucher	Review 12 months of closure. Further retention in line with MoPI Guidelines.	Business Need MoPI	Destroy
4.20	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
4.21	Incident management	Breach Investigations Internal information Incidents	Review 2 years from completion of investigation	Business Need	Destroy
4.22	Information Sharing Protocols	Information sharing protocols and Memoranda of Understanding	End of contract/agreement plus 6 years	NPCC National Guidance	Destroy
4.23	Internal Branch Directories	Telephone numbers and contact details	Review 6 years plus current year	Business Need	Destroy
4.24	Notebooks, journals, daybooks, forensic science scene notes	Officers/Staff notebooks, journals, daybooks and forensic science scene notes completed by officers/staff	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

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4.25	On call rotas	On Call rotas	Review 6 years plus current year	Business Need	Destroy
4.26	Parliamentary/ Legislative Assembly/Policing Board enquiries	Response to questions tabled	Review 2 years from final communication on topic	NPCC National Guidance	Destroy
4.27	Printing Requests	Demands for printing jobs	Review after 12 months	Business need	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	Catalogues/lists of records transferred to PRONI 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. Further retention in line with MoPI.	Business Need	Destroy
4.34		Incidental photos/maps of local areas	Review 1 year after reference material no longer valid. Further retention in line with MoPI guidelines or if historical narrative.	Business Need	PRONI Appraisal
4.35	Registers	Fixed penalty notice, weapons /ammunition safe keeping register, (A22) unoccupied premises, stolen vehicles	Review 1 year after completion of register	Business Need	Destroy
4.36	Research	Surveys, research reports, customer feedback	Review 5 years from conclusion of survey and/or publication of any reports	Business Need	Destroy
4.37	Section 45 consultation	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

4.38	Security Surveys	Security Branch and CTSA security surveys/ recommendations/ assessments to PSNI/ NaCTSO and partner agencies	10 years after decommission of site. Further retention if historical narrative	Business Need	Destroy subject to historical narrative - retain in PSNI premises	
4.39	Statistics	Absence Management	Retain monthly statistics for 2 years plus current year and an annual summary for 10 years.	Business Need	Destroy	
4.40		Corporate Statistics	Permanent Retention	Business Need	Permanent retention in PSNI	
4.41		Establishment		Retain daily figures for 5 years plus current year, then review.	Business Need	Destroy
4.42				Retain monthly figures permanently	Business Need	Permanent retention in PSNI
4.43		HMICFRS Returns	Review 5 years after closure of folder	Business Need	Destroy	
4.44		Operational Statistics	Review 2 years after publication	Business Need	Destroy	
4.45		Service Strength	Destroy once administrative use ceases or superseded.	Business Need	Destroy	

Function 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, CS – Support Staff Property	Review 6 years plus current year	Service Policy, HMRC	Destroy
5.2	Compensation Claims (Not Proceeded with etc.)	PI – Personal Injury	Review 3 years plus 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, CS – Support Staff Property	Review 6 years plus 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 and 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

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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, Inquests, restoration of driving licences, estreatment files, licensing and betting applications	Barrister work –review after 6 years plus 1	Service Policy, HMRC	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 plus current year, consider in line with retention period for subject matter, and/ or MoPI guidelines	Service Policy, HMRC, MoPI	Destroy

5.11	Restraint Orders	Requests to Land Registry for inhibition to be registered	Review 6 years plus 1	Service Policy, HMRC	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

Function 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, Governance Boards, Corporate Steering Groups	Review after 20 years and prepare for transfer to PRONI	Business Need	Permanent retention in PRONI
6.2	External Accountability	External oversight bodies e.g. NIPB, HMICFRS, CJINI Accountability committees	Review after 6 years	Business Need	Destroy
6.3	External Community	Meetings with MP's, MLA's External Interest Groups	Review after 5 years	Business Need	PRONI Appraisal
6.4	Internal accountability	District/Departmental accountability	Review after 6 years	Business Need	Destroy
6.5	Official Events	Service ceremonies, civic ceremonies, wider community events, graduations	Review after 5 years	NPCC National Guidance	PRONI Appraisal

6.6	Operational Meetings	District/Departmental matters, Health and Safety, security	Review after 6 years	NPCC National Guidance	Destroy
6.7	Partnership Meetings	Meetings with strategic collaborative partners/agencies	Review after 20 years and prepare for transfer to PRONI	Business Need	Permanent retention in PRONI
6.8		Meetings with operational collaborative partners/agencies	Review after 3 years	Business Need	Destroy
6.9	Programmes and projects meetings	Minutes, action registers	Retained in accordance with "Programmes and Project" retention timelines (Section 10)	Business Need	Destroy
6.10	Relations with Trade Unions and Staff Associations	Formal minutes of meetings in respect of trade unions and staff associations.	Permanent Retention	Business Need	Permanent retention in PSNI

Function 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 and 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 Management - Incident and Call Records	Telephony data/ Control Works records, Non-Crime Hate Incidents	6 years or relevant parts copied and retained as per MoPI rules	CLA	Destroy

7.1.7	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
7.1.8	CCTV Non evidential	Digital media produced by any CCTV system	Review after 31 days	NPCC National Guidance	Destroy
7.1.9	Child Abduction Warning Notices	Child Abduction Warning Notices	Until child age 18 plus 6 years	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, bail management and prison revocations, mobile phone extraction data.	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, bail management and prison revocations, mobile phone extraction data.	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, bail management and prison revocations, mobile phone extraction data.	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 Scene Investigations	Details of examinations	Retain for initial 6-year clear period. Further retention as per MoPI guidelines	MoPI	Destroy
7.1.18	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
7.1.19	Custody Medical Records	Medical record of custody detainee	Review after 10 years	Business Need	Destroy
7.1.20	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
7.1.21	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
7.1.22	Digital/Document Data Non Evidential	Child internet protection, air support unit videos, video interviews, telephone calls	Review after 31 days	NPCC National Guidance Business Need	Destroy
7.1.23	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 plus 3 years	MoPI	Destroy

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7.1.24	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
7.1.25	Dogs – Police Dogs	Individual police dogs files (includes bites records / register)	Service of the dog plus 6 years	NPCC National Guidance	Destroy
7.1.26	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
7.1.27	Explosives	Explosive disposal records	Review after 3 years	Business Need	Destroy
7.1.28	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
7.1.29	Extradition enquiries	Incoming / outgoing enquiries	Retain for initial 6-year clear period then review. Further retention in line with MoPI guidelines	MoPI	Destroy
7.1.30	Extradition requests	Incoming / outgoing requests for extradition and historic extradition papers	Retain for initial 6-year clear period then review. Further retention in line with MoPI guidelines	MoPI	Destroy

7.1.31	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
7.1.32		Presented or discharged	Retain for initial 6-year clear period then review. Further retention in line with MoPI grades	MoPI	Destroy
7.1.33		Firearms access procedures	Review 7 years from date of return of firearm	Business Need	Destroy
7.1.34	Firearms Commanders Plans Non Evidential	Firearms Commanders Plan	Review after 1 year	Business Need	Destroy
7.1.35	Firearms Commanders Plans Evidential	Firearms Commanders Plans	Retain for initial 6-year clear period then review. Further retention in line with MoPI grades	Business Need	Destroy
7.1.36	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	Review after 20 years	Firearms (NI) Order 2004 Directive 2008/51/EC Control of the Acquisition and possession of weapons.	Destroy

		dealer, cancelled firearm for individuals, firearms dealers and firearms clubs, Article 13 disposals inspection reports for firearms dealers, firearms clubs and PSNI armouries			
7.1.37	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
7.1.38	Firearms Licensing	Applications for visitors permits and Certificates of Approval	Review 10 years after expiry	Firearms (NI) Order 2004	Destroy
7.1.39	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
7.1.40	Foreign Nationals	Documentation of Foreign nationals	6 years plus current year	Nationality, Immigration and Asylum Act 2002, Section 126	Destroy
7.1.41	ID Parades	Video, photographs	Retain for initial 6-year clear period. Further retention as per MoPI guidelines	MoPI	Destroy

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7.1.42	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
7.1.43	Independent Visitation	Independent custody visitation	Review after 6 years	Business Need	Destroy
7.1.44	Interview Tapes and Interview Recordings	Master Copy	Review according to crime type minimum of 6 years. Further retention as per MoPI guidelines.	CPIA/MoPI	Destroy
7.1.45		Custody Copy	Retain 6 years from date of interview	Business Need	
7.1.46		Working Copy	One month following case closure	CPIA	
7.1.47	Inquiries	Final, report, audio, records, transcripts, written submissions	Review after 20 years and prepare for transfer to PRONI	Inquiries Act 2005	Permanent retention in PRONI
7.1.48		Evidence of steps taken to secure witnesses	Review 7 years after final report	Inquiries Act 2005	Destroy
7.1.49		Schedule of witnesses	Review 7 years after final report	Inquiries Act 2005	Destroy
7.1.50		The initial draft report, subsequent drafts in which substantial changes were made	Retain 7 years after final report	Inquiries Act 2005	Destroy

7.1.51	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 Inquiries Act 2005 NPCC National Guidance	Destroy
7.1.52	Investigatory Powers Act (IPA) Communications Data	Requests Authorisations Cancellations	Minimum retention from conclusion of operation as per MoPI guidelines. Further retention as per investigational requirements and/or MoPI guidelines. Subsequent reviews every 6 months for adequacy, necessity and proportionality.	Codes of Practice; CPIA; DPA /UK GDPR; IPA; MoPI; NPCC Guidance	Destroy
7.1.53		Data Results	First review at conclusion of operation. No retention of irrelevant material. Minimum retention of relevant material as per MoPI guidelines. Further retention as per investigational requirements and/or MoPI guidelines. Subsequent reviews every 6 months for adequacy, necessity and proportionality.		
7.1.54	Investigatory Powers Act (IPA) Targeted Equipment Interference	Requests Authorisations Cancellations	Minimum retention from conclusion of operation as per MoPI guidelines. Further retention as per investigational requirements and/or MoPI guidelines. Subsequent reviews every 6 months for adequacy, necessity and proportionality.	Codes of Practice; CPIA; DPA / UK GDPR; IPA; MoPI; NPCC Guidance	Destroy

7.1.55		Data Results	First review at conclusion of operation. No retention of irrelevant material. Retention of relevant material as per investigational requirements and/or MoPI guidelines. Subsequent reviews every 6 months for adequacy, necessity and proportionality.		
7.1.56	Licensing	Gaming licences, pedlars certificates, betting shop files, charity collection licences	Review after 6 years	The Gaming Licence Duty Regulations 1991	Destroy
7.1.57	Liquor Licensing	Applications	Review after 10 years	Licensing Act 2003, Section 115	Destroy
7.1.58	Major Incidents	Multi agency investigations (First Responders)	Review after 20 years and prepare for transfer to PRONI	Business Need	Permanent retention in PRONI
7.1.59	Missing Persons	Resolved	Review at 20 years. Dispose if no further indicators of risk, or not required for any legal proceedings.	Business Need	Destroy
7.1.60		Unresolved	Permanent Retention	College of Policing Guidance Business Need	Permanent retention in PSNI

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7.1.61	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
7.1.62	Operational Patrol Equipment	Records of issue and return of patrol equipment	Review after 6 years	Business Need	Destroy
7.1.63	PAVA/CS Gas Records	Discharge records	Review after 6 years	NPCC National Guidance	Destroy
7.1.64	PAVA/CS Gas Records	Issue, return and disposal records	Retain for the life of canister plus 6 months	NPCC National Guidance	Destroy
7.1.65	PND check requests	Requests and responses	Retain for initial 6-year clear period then review. Further retention in line with MoPI Guidelines	MoPI	Destroy
7.1.66	Property – Disposal	Auctions – records of sales	Review 6 years plus current year	NPCC Guidance	Destroy
7.1.67	Property – Lost and Found Property	Lost and found property - non prohibited items – includes cash	Review 30 days from date found	NPCC Guidance	Destroy
7.1.68	Property – Lost and Found Property	Lost and found property - prohibited items – includes drugs, knives and firearms	Review 30 days from date found (as prohibited non-returnable)	NPCC Guidance	Destroy

7.1.69	Property – Seized (Crime Exhibits)	Records of seized property- crime- e.g. crime exhibit cards, labels etc.	Review 6 years	MoPI/CPIA	Destroy
7.1.70	Property – Seized (Crime Exhibits)	Records of seized property - non-crime	Review 6 years plus current year	NPCC Guidance	Destroy
7.1.71	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
7.1.72	Property – Seized (Crime Exhibits)	Seized property - non crime	Review minimum 6 months	Police Property Act; CPIA; Powers of Criminal Courts Act; PoCA;	Destroy
7.1.73	Property - Sudden Death	Sudden death – property seized from location of deceased	Review once authorised for disposal by Coroner’s Office	NPCC Guidance	Destroy
7.1.74	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
7.1.75	Radio Communications	Radio communications network transmissions	6 years or relevant parts copied and retained as per MoPI rules.	Business Need MoPI	Destroy

7.1.76	Reducing Offending	Priority Offender Management (RMs):- Priority Offender Action Logs (POAL), Bail Objection Logs (BOL) and additional nominal information.	Retain for initial 6-year clear period. Further retention as per MoPI guidelines	MoPI	Destroy
7.1.77		Priority Offender Cohort Management including selection and review lists, re-offending scores and prison release lists.	Review after 3 years	Business Need	
7.1.78	Regulation of Investigatory Powers Act 2000 (RIPA)	Special category material	First review at collection. No retention of irrelevant material. Retention of relevant material as per investigational requirements and/or MoPI guidelines. Subsequent reviews as per MoPI guidelines for adequacy, necessity and proportionality.	Codes of Practice; CPIA; DPA / UK GDPR; MoPI; NPCC Guidance; Police Act; RIPA	Destroy
7.1.79	Regulation of Investigatory Powers Act 2000 (RIPA) Covert Human Intelligence Source	Requests Authorisations Cancellations	Minimum retention from conclusion of operation as per MoPI guidelines. Further retention as per duty of care, investigational requirements and/or MoPI guidelines. Subsequent reviews as per MoPI guidelines for adequacy, necessity and proportionality.	Codes of Practice; CPIA; DPA / UK GDPR; MoPI; NPCC Guidance; Police Act; PPANI; RIPA	Destroy

7.1.80		Data Results	<p>First review at conclusion of operation. No retention of irrelevant material.</p> <p>Minimum retention of relevant material as MoPI guidelines.</p> <p>Further retention as per duty of care, operational requirement, and/or MoPI guidelines.</p> <p>Subsequent reviews as per MoPI guidelines for adequacy, necessity and proportionality.</p>		
7.1.81	Regulation of Investigatory Powers Act 2000 (RIPA) Surveillance	Requests Authorisations Cancellations	<p>Minimum retention from conclusion of operation as per MoPI guidelines.</p> <p>Further retention as per investigational requirements and/or MoPI guidelines.</p> <p>Subsequent reviews as per MoPI guidelines for adequacy, necessity and proportionality.</p>	Codes of Practice; CIA; DPA / UK GDPR; MoPI; NPCC Guidance; Police Act; RIPA	Destroy
7.1.82		Data Results	<p>First review at conclusion of operation. No retention of irrelevant material.</p> <p>Minimum retention of relevant material as MoPI guidelines.</p> <p>Further retention as per investigational requirement, and/or MoPI guidelines.</p> <p>Subsequent reviews as per MoPI guidelines for adequacy, necessity and proportionality.</p>		

7.1.83	Regulation of Investigatory Powers Act 2000 (RIPA) Under Cover Operative	Requests Authorisations Cancellations	Minimum retention from conclusion of operation as per MoPI guidelines. Further retention as per investigational requirements and/or MoPI guidelines. Subsequent reviews as per MoPI guidelines for adequacy, necessity and proportionality.	Codes of Practice; CPIA; DPA / UK GDPR; MoPI; NPCC Guidance; PPANI; RIPA	Destroy
7.1.84		Data Results	First review at conclusion of operation. No retention of irrelevant material. Minimum retention of relevant material as MoPI guidelines. Further retention as per operational requirement, and/or MoPI guidelines. Subsequent reviews as per MoPI guidelines for adequacy, necessity and proportionality.		
7.1.85	Resource deployment	Locate and general data	6 years or relevant parts copied and retained as per MoPI rules	Business Need MoPI	Destroy
7.1.86	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

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7.1.87	Sexual and Violent Offenders Management	Information pertaining to registered sex offenders and violent offenders managed under PPANI – visitor 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
7.1.88	Stop and Search	Stop and Search records	Review after 1 year	Business Need	Destroy
7.1.89	Taser - evidential	Taser use form, Taser device downloads, Taser wires, probes and paper aphids	Retain for initial 6-year clear period then review. Further retention in line with MoPI guidelines	MoPI	Destroy
7.1.90	Taser – non evidential	Taser device downloads	Review after 1 year	Business Need	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 Justice Agency referrals including sexting referrals, vaping referrals, CRN (Y.A) referrals, Children's Diversionary Forum referrals. Referrals to partner agencies. Youth Diversion Register (Non Offence)	Retain for a minimum of 12 months	Business Need	Destroy
7.1.97	Youth Justice Records	Youth engagement clinic booklets, youth conference disposals, record of diversionary outcomes, youth diversion register offence behaviour.	Retain for initial 6-year clear period. Further retention as per MoPI guidelines	MoPI Business Need	Destroy
7.1.98	Youth Safeguarding Records	Details of youth safeguarding, interagency reviews and associated records. Problem solving folders	Review after 10 years	Business Need	Destroy

Function 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 or Voluntary Attendee Biometrics (PACE)	Fingerprints/palm prints DNA profile/ custody images	Indefinite retention on interim basis pending review on commencement of any new Northern Ireland biometric retention legislation but may be deleted/destroyed on application to Biometric Ratification Committee	Police and Criminal Evidence (NI) Order 1989; Criminal Justice Act (NI) 2013; Data Protection Act 2018; Northern Ireland Troubles (Legacy and Reconciliation) Bill;- Criminal Procedure and Investigation Act 1996 (CPIA); 2020 Dept of Justice Consultation on proposals to amend the legislation governing the retention of DNA and fingerprints in NI.	Indefinite retention on PSNI premises/relevant forensic databases, unless directed for deletion by Biometric Ratification Committee, in which case destroy.
7.2.2		DNA sample	Review on extraction of DNA Profile (CPIA protection status), or when no longer required to retain DNA sample.		Destroy
7.2.3	Custody Biometrics - detained under S41 TACT	Fingerprints/palm prints DNA profile/ custody images	Review 3 years after material was obtained (if person has no previous convictions for a recordable offence, or only one exempt conviction)	Protection of Freedoms Act (2012); Terrorism Act 2000, subject to transitional order**; Criminal Procedure and Investigation Act 1996 (CPIA).	Destroy
7.2.4			Indefinite retention (if person has been convicted of a recordable offence, other than a single exempt conviction*)		Indefinite retention on PSNI premises/relevant forensic databases.

7.2.5		DNA sample	Review on extraction of DNA Profile (CPIA protection status) or within 6 months from the date the sample was taken, whichever is the earliest.		Destroy
7.2.6	Biometrics – detained under Schedule 7 TACT or Schedule 3 CTBS Act	Fingerprints/palm prints DNA profile/ custody images	Review 6 months after material was taken (if person has no previous convictions for a recordable offence, or only one exempt conviction).	Protection of Freedoms Act (2012), Terrorism Act (TACT) 2000; Counter-Terrorism and Border Security (CTBS) Act 2019, subject to transitional order**.	Destroy
7.2.7			Indefinite retention (if person has been convicted of a recordable offence, other than a single exempt conviction*)		Indefinite retention on relevant forensic databases.
7.2.8		DNA sample	Review on extraction of DNA Profile, or within 6 months from the date the sample was taken, whichever is the earliest.		Destroy
7.2.9	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
7.2.10	Digital Evidence Gathering (Non- Evidential) (Non- Intelligence)	Stills Video	Review after 31 Days	Business Need	Destroy

7.2.11	Digital Photography	Stills Video	Retain as per MoPI guidelines Further retention if historical narrative	MoPI	Destroy subject to historical narrative - retain in PSNI premises
7.2.12	DNA from cadavers	DNA Profile	Retained until the conclusion of the investigation.	Business Need	Destroy
7.2.13	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
7.2.14	Finger/palm prints from donors.	Donor finger/palm print for Ground Truth Database	Permanent retention unless destruction requested	Business Need	Permanent retention in PSNI unless destruction requested
7.2.15	Fingerprint - crime scene marks	Fingerprint case file containing lifts or photographs of fingerprint impressions, statements	Retain as per MoPI guidelines	Criminal Procedures and Investigations Act 1996 MoPI Regulation of Investigatory Powers Act 2000	Destroy
7.2.16	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

7.2.17	Fingerprints from cadavers	Fingerprint impressions	Permanent retention	Business Need	Permanent retention in PSNI
7.2.18	Fingerprints from Sex Offender Registration	Fingerprint impressions	Retain until identity is confirmed	Sexual Offences Act 2003	Destroy
7.2.19	Fingerprints received from other jurisdictions	Fingerprint impressions	Retained until instructed by data owner to destroy	Business Need	Destroy
7.2.20	Fingerprints taken for vetting purposes	Fingerprint impressions	Retain until identity is confirmed	Business Need	Destroy
7.2.21	Fingerprints/DNA taken for elimination purposes	Elimination DNA/Fingerprints	Retained until the conclusion of the investigation.	PACE (NI Order) 1989	Destroy
7.2.22	Historical Biometric manual ledgers	Manual ledgers	Permanent Retention	Business Need	Permanent retention in PSNI
7.2.23	Identifications made in the Fingerprint/DNA Bureau	Identification Records	Permanent Retention	Business Need	Permanent retention in PSNI
7.2.24	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 Further retention if historical narrative	MoPI	Destroy subject to historical narrative - retain in PSNI premises

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7.2.25	Quality Management	Completed forms, checklists, reports and registers	Review after 5 years	Business Need	Destroy
7.2.26	Quality Management	Equipment manuals Guidelines	Retain until superseded and then for 10 years	Business Need	Destroy
7.2.27	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
7.2.28	Quality Management	Quality procedures, standard operating procedures, local work instructions and validation plans/reports, document master lists	Permanent Retention	Business Need	Permanent retention in PSNI
7.2.29	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
7.2.30	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

*Exempt conviction: If a person has previously been convicted of a recordable offence, the conviction is exempt if it is in respect of a recordable offence, other than a qualifying offence, committed when the person was aged under 18.

** The Protection of Freedoms Act 2012(Destruction, Retention and Use of Biometric Data) (Transitional, Transitory and Saving Provisions) Order 2013 and The Protection of Freedoms Act 2012(Destruction, Retention and Use of Biometric Data) (Transitional, Transitory and Saving Provisions) (Amendment) Order 2022 that allows for the retention of biometric material taken under counter-terrorism powers in Northern Ireland prior to 31st October 2013.

Function 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	Destroy
7.3.2	Legacy Investigations	Tracing Records	Retain for 100 years	Business Need	Destroy
7.3.3		Open source material	Review 10 years	Business Need	Destroy
7.3.4		Persons of Interest	Retain until subject has reached 100 years of age	Business Need	Destroy
7.3.5		Case sequencing	Retain for 100 years	Business Need	Destroy
7.3.6		Assignment Tracking	Retain for 100 years	Business Need	Destroy
7.3.7	Legal advice	Legacy Investigations	Retain for 100 years from date of original investigation	Business Need	Destroy
7.3.8	Historical crimes	Incident report, crime report statements Documents	Retain for 100 years from date of original investigation	Business Need	Destroy
7.3.9	Historical Enquiry Team (HET) investigations	Reports Statements	Retain for 100 years from date of original investigation	Business Need	PRONI Appraisal
7.3.10		Analytical records	Retain for 100 years	Business Need	Destroy
7.3.11		Assignment Tracking	Retain for 100 years	Business Need	Destroy
7.3.12	Serious Crime Review Team Investigations	Reports Statements	Retain for 100 years from date of original investigation	Business Need	PRONI Appraisal

*PSNI will consider the public interest for the long-term retention of legacy records and, where relevant, will retain these in PSNI premises. The future management of legacy records will be subject to the requirements of the Northern Ireland Troubles (Legacy and Reconciliation) Act 2023.

Function 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, overtime authorisation forms	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	Events Planning – Emergency/Notifiable	Notifications to organise a public procession or protest meeting Operational Orders, Royal, VIP visits, bonfires, Parades Operational Risk Assessments, TAC Advice	Review 3 years from date of event. Consider interest for long term retention	Business Need	Destroy subject to historical narrative - retain in PSNI premises
7.4.4	Operational Deployments (Taskings)	DVI, CBRN, specialist search, scientific support, specialist support, principal movements, Public Order Log	Retain for initial 6- year clear period then review. Further retention in line with MoPI guidelines	Business Need	Destroy
7.4.5	Taskings	Tasking requests	Retain as per MoPI guidelines	Business Need	Destroy

Function 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 (further retention in line with CPIA for investigative purposes)	NPCC National Guidance	Destroy
7.5.2		Hits	1 year (further retention in line with CPIA for investigative purposes)		
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

Function 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 and 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, registers or incidents	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 and 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 and Safety Advice	Responses to queries, emerging issues, change of practice, surveys, inspections etc.	Review after 5 years	Business Need	Destroy
8.1.10	Health and 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 and Safety Precedents	Established H&S precedents	Review after 10 years	Business Need	Destroy
8.1.12	Reporting of Injuries, Diseases and Dangerous Occurrences Regs	Statutory report of accidents, incidents or near misses	Permanent Retention	Business Need	Permanent retention in PSNI
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, asbestos registers and incidents records	Review after 40 years	Business Need Control of Asbestos Regulations 2012.	Destroy

Function 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 age 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	Retain to age 100	National Archives	Destroy
8.2.5	Physical and Health Education	Exercise class attendance	Review after 2 years	Business Need	Destroy
8.2.6	Recruitment Assessments	Health assessment forms, physical competency assessments results	Review 1 year from date of assessments	Business Need	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	Business Need	Destroy

Function 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 and 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 and external awards. Nominations, commendations, long service awards	Review after 5 years.	Business Need	Destroy

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8.3.7	Bonus Nominations	Applications and results of the selection panels	Review 6 years after folder closed	National Archives	Destroy
8.3.8	Bullying and Harassment Case Work (Police and Police Staff)	Investigative information, review, decision and 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 and appeal information.	Review after 6 years	Limitation (NI) Order 1989, Data Protection Act 1989	Destroy
8.3.11	Conduct and discipline (Police and 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 and 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

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8.3.15	Employee Record (Police Staff)	Relating to an individual's Service including community background designation	Retain to aged 100 years Further retention if historical narrative	National Archives Business Need	Destroy subject to historical narrative - retain in PSNI premises
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 and appeal information	Review 6 years from the end of the contract.	Business Need	Destroy
8.3.21	Grievance Case Work Files (Police)	Investigative information, review, decision and 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 and appeal information.	Review after 7 years	Business Need	Destroy
8.3.23	Historic Threat Assessment	Threat files of an individual, including anonymity requests	Retain until aged 100	Business Need	Destroy
8.3.24	Human Resource Planning	Distribution plan governance approvals for additional personnel	Review after 5 years.	Business Need	Destroy
8.3.25	Job Evaluation	Job descriptions, approvals, grading, analyses.	Review after 10 years	Business Need	Destroy
8.3.26	NICS Temporary Worker Framework	Specifications, job profiles, vetting.	1 year from the end of the temporary worker's contract	Business Need	Destroy
8.3.27	Part Time Reserve Working Hours Reviews	Full reviews, administration and assessment of hours worked.	Review after 3 years.	Business Need	Destroy
8.3.28	Personal Security	Threat Management	Review after 6 years.	Business Need	Destroy
8.3.29	Police Officer Deaths	Documentation surrounding police officer deaths, including Roll of Honour/ book of remembrance entries	Permanent Retention	Business Need	Permanent retention in PSNI

8.3.30	Postings	Action sheets	Retain 1 year plus current year.	Business Need	Destroy
8.3.31	Protective Security Schemes	Documentation relating to protective security schemes including Home Protection Scheme and Home Security Aid	Retain until aged 100	Business Need	Destroy
8.3.32	Recruitment, Selection, Promotion, Secondments, Exchange competitions	Documents including application form, assessment papers	Length of time of merit list plus 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
8.3.33	Structural Planning	Detailed structural changes, governance, approvals for structural changes	Review after 20 years	Business Need	PRONI Appraisal
8.3.34	Training Records	Record of training received by an Individual	Retain until aged 100. Further retention if historical narrative	NPCC National Guidance Business Need	Destroy subject to historical narrative - retain in PSNI premises

Function 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 and Control, and 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

Function 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, driving school attendance and unsuccessful competency reports	Review 10 years from end of assessment	Business Need	Destroy
8.5.2		Driving School successful development portfolios/ assessments	Review on successful completion of course	NPCC National Guidance	Destroy
8.5.3		Student Officer training records on Classis-Online	Deleted on attestation or on leaving if prior to attestation.	Business Area	Destroy
8.5.4	Exam Records	Student exams, results, feedback	Review 5 years from end of exam	Business Need	Destroy
8.5.5	Exam questions	Exam questions in exam bank	Review 6 years following end of use	Business Need	Destroy
8.5.6	Training Administration	Records relating to admin for training	Review after 2 years	NPCC National Guidance	Destroy
8.5.7	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

8.5.8	Training Course content - Operational	Lesson plans course materials assessment frameworks	Review 10 years from when training ceases/course content changes	NPCC National Guidance	Destroy
8.5.9	Training Evaluation Questionnaires	Post training Questionnaires	Review after 2 years	NPCC National Guidance	Destroy

Function 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	Business Need	Destroy
8.6.4			Review 1 year after death	Business Need	Destroy
8.6.5			Review at close of recruitment campaign if not appointed	Business Need	Destroy
8.6.6			Review at completion of re-vetting	Business Need	Destroy
8.6.7			Review 3 months after application has been discontinued	Business Need	Destroy

Function 9 – Procurement and 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, Business Need	Destroy
9.2	Identifiable Items – Firearms and Ammunition	Transaction records	Permanent Retention	Business Need	Permanent retention in PSNI
9.3	Identifiable Items – System Purging (non-weapons)	All Identifiable Items excluding Firearms and Ammunition	Review 6 years plus 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	Permanent retention in PSNI
9.5	Postal Records	Royal Mail recorded delivery books, external courier records and receipt books	Review after 1 year	HMRC15400	Destroy
9.6	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
9.7			Unsuccessful contracts retain for 12 months		

9.8	Protective Equipment	Record issues to Officers, technical information, claims made by Officers. Equipment e.g. dual purpose and hard overt body armour; PO helmets and flame retardant suits	Permanent Retention	Business Need	Permanent retention in PSNI
9.9	Safekeeping and disposal of weapons.	Records of safekeeping and disposal (destruction) of service weapons.	Permanent Retention	Business Need	Permanent retention in PSNI
9.10	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 financial years	NPCC National Guidance HMRC CH15400	Destroy
9.11		Order request and issue/receipt documents	Review after 1 year	HMRC CH15400	Destroy
9.12	Weapons Issue and Returns	Records of all stock items issued by and returned to Weapon Control.	Permanent Retention	Business Need	Permanent retention in PSNI

Function 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 and 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	Transfer to PRONI 20 years after end of programme or project subject to partner non-disclosure agreements	EC Rules and Business Need	Permanent retention in PRONI
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 plus 10 years	NPCC National Guidance	Destroy
10.6	Programmes and projects including European Union and International	Unique/significant/major programmes or projects	Transfer to PRONI 20 years after end of programme or project subject to any partner non-disclosure agreements	NPCC Guidance Business Need EC Rules	Permanent retention in PRONI
10.7	Programmes and Projects not including EU and International Projects	All excluding unique/significant/major programmes or projects EU and international projects	Review 5 years following end of program/project	NPCC Guidance Business Need	Destroy

Function 11 - Strategic Management

URN	Information Asset	Description/Example of Record	Retention (Minimum Period)	Rationale or Legislation	Final Action
11.1	Accountability	Audit and 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 program/project	Business Need	Destroy
11.3	Business Cases	Unique/significant/major programmes, projects or initiatives	Review after 20 years and prepare for transfer to PRONI	Business Need	Permanent retention in PRONI
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	Review after 20 years and prepare for transfer to PRONI	Police Reform and Social Responsibility Act 2011 Section 12	Permanent retention in PRONI
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	Permanent retention in PRONI
11.8	Covid Track and Trace	Officer and staff details, COVID symptoms, locations visited and close contacts.	Review after 3 years (further retention subject to the requirements of the Public Inquiry)	UK Public Inquiry	Destroy
11.9	EC Policy and Procedures	Proposal guidance, Model Grant agreements, Annotated Model Grant agreement	Review when administrative and or audit use ceases.	European Commission (EC)	PRONI Appraisal
11.10	Mutual Aid	Planning/deployment for Mutual Aid	Review after 5 years	Business Need	Destroy
11.11		Final report of mutual aid deployment	Review after 20 years and prepare for transfer to PRONI	Business Need	Permanent retention in PRONI

11.12	Major Incident / Contingency Planning	Finalised emergency/ major incident plans.	Review 5 years after superseded	Business Need	PRONI Appraisal
11.13		Business continuity plans.	Review 5 years after superseded	Business Need	Destroy
11.14		Development and formation of emergency /major Incident Plans, business continuity plans	Review 1 year after superseded	Business Need	Destroy
11.15	Policies and procedures	Final policies and procedures, Force /General/ Weekly Orders, RUC and PSNI Code and Manual, Service Instructions and policy directives, service forms and registers	Review after 15 years Consider historical value	NPCC National Guidance	Destroy subject to historical narrative - retain in PSNI premises
11.16	Policy and procedure development	Documents relating to the formation of policy and procedures	Review 1 year after subsequent revision	Business Need	Destroy

Function 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 in PSNI
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 in PSNI
12.6	Operational Support Technical Plans	Layout of IT equipment	Review 7 years after project	Business Need	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
12.10	Technical Processing Agreements	SLAs and MOUs (external), SLAs and MOUs (internal)	Review 7 years after contract or agreement end of life date	Business Need	Destroy
12.11	Telecommunications Management	Call logging and voice recording, data network infrastructure, communications and Infrastructure planning 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

Function 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 unless injury to child then age 18 plus 3 years. Further retention in line with MoPI guidelines	NPCC National Guidance	Destroy

Appendix A - Roles and Responsibilities

The roles and responsibilities in PSNI are outlined below:

Senior Information Risk Officer (SIRO)

The Senior Information Risk Officer has overall responsibility for the organisational function of records management within PSNI.

Information Asset Owners (IAOs)

IAOs are senior members of staff involved in running the relevant business and/or system. Their role is to be responsible for records management by understanding what information is held, understanding what is retained and what is destroyed, how information is moved, and who has access and why. As a result, they are able to understand and address risks to the information, ensure that information is fully used within the law for the public good and provide written input to the SIRO on the security and use of information assets.

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.

All Staff

All members of staff are responsible for ensuring they understand the records management principles and embed a culture of personal responsibility and accountability for maintaining the records in accordance with records management best practice.

Appendix B - Management of Police Information (MoPI) Gradings

PSNI adhere to the principles of MoPI as set out by the College of Policing Authorised Professional Practice.

Review group	Examples of offence/ record type	Action	Rationale
Group 1			
Serious offences and public protection matters	<p>Multi-agency public protection arrangements (MAPPA) managed offenders.</p> <p>Offences specified in the Sentencing Act 2020 Schedule 18 that carry a maximum sentence of 10 years or more.</p> <p>Potentially dangerous people.</p>	<p>Retain until subject has reached 100 years of age then manual review.</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 for recorded crime/National Crime Recording Standard.</p> <p>This group also includes offences specified in Schedule 18 of the Sentencing Act 2020 which are not Group 1 offences, ie, carry a maximum sentence of less than 10 years.</p> <p>Other serious offences are recorded as such on the PNLD.</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	All other offences	<p>Retain for initial 6-year clear period followed by subsequent 5 year clear period reviews.</p> <p>Either review and risk assess after 6 years clear period or carry out time-based disposal depending on force policy.</p>	<p>Lower risk of harm.</p> <p>Forces must balance the risk posed by this group with the burden of reviewing.</p>

Appendix C – National Retention Assessment Criteria Form (NRAC)**National Retention Assessment Criteria – NRAC-PSNI (POLICE SERVICE OF NORTHERN IRELAND)
Retention Criteria (all questions to be completed)****Record Title****Record Reference Number****Date of Review** Click or tap to enter a date.**Date of PNC check** Click or tap to enter a date.**Date of PND check** Click or tap to enter a date.**MoPI Grading/Review Type** Choose an item.

	Factors - Risk of Harm	Yes/No Pick from drop down	If yes provide an explanation of how/why
1	Is there evidence of a capacity to inflict serious harm, e.g. Threats, violence towards partner, hate based behaviour, predatory behaviour?	NO	
2	Are there any concerns in relation to children or vulnerable adults?	NO	
3	Did the behaviour involve a breach of trust?	NO	
4	Is there evidence of establishment links or associations, which might increase the risk of harm. E.g. Gang membership, contact with known paedophiles or other established criminal groups?	NO	
5	Is there evidence of substance misuse?	YES	
6	Are there concerns about the individual's mental state? E.g. Symptoms of mental illness, obsessive or compulsive behaviour, morbid jealousy, paranoia, lack of self-control?	NO	
7	Could this individual be of interest to an independent inquiry e.g. sexual abuse enquiry?	NO	
8	Any other reasons? (e.g. offender deceased but victims alive, offender has PNC or PND offences on record, offender convicted of 4 other MoPI 3 offences in last 10 year period, vulnerable people, required for Public Inquiry/Legacy/Historical Value review)	NO	
9	Is the information proportionate and being retained for a law enforcement purpose?	NO	
10	Is the information under review adequate and up to date?	NO	

Outcome of Review – Select one Choose an item.**Record Reviewer Name** **Service/Staff Number**
Next Review Date (If Applicable) Click or tap to enter a date.

Appendix D – Acronyms

Acronyms	Definition
ANPR	Automatic Number Plate Recognition
APP	Authorised Professional Practice
ATO	Army Technical Officer
BACs	Bank Automated Clearing System
CBRN	Chemical, Biological, Radiological and Nuclear
CCTV	Closed Circuit Television
CICU	Central Information Collation Unit
CJINI	Criminal Justice Inspection Northern Ireland
CLA	Criminal Law Amendment
CLPD	Common Law Police Disclosures
CPD	Construction and Procurement Delivery
CPDS	Child Protection Disclosure Scheme
CPIA	Criminal Procedure and investigations Act
CSAE	Child Sexual Abuse and Exploitation
CTSA	Counter Terrorism Security Advisers
DASH	Domestic Abuse Stalking Harassment
DNA	Deoxyribonucleic Acid
DPA	Data Protection Act
DV	Developed Vetting
DVI	Disaster Victim Identification
DVADS	Domestic Violence and Abuse Disclosure Scheme
EC	European Commission
FOIA	Freedom of Information Act
GDPR	General Data Protection Regulations
HET	Historical Enquiry Team
HMG	His Majesty's Government
HMICFRS	His Majesty's Inspectorate of Constabulary and Fire Rescue Services
HMRC	His Majesty Revenue and Customs
HSENI	Health and Safety Executive Northern Ireland
IAO	Information Asset Owner
ICO	Information Commissioner's Office
JHA	Justice and Home Affairs
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
NaCTSO	National Counter Terrorism Security Office
NFA	No further action
NIO	Northern Ireland Office
NIPB	Northern Ireland Policing Board
NPCC	National Police Chiefs' Council
NPP	Non Police Personnel
NRAC	National Retention Assessment Criteria Form (PSNI)
PACE	Police and Criminal Evidence
PNC	Police National Computer
PND	Police National Database
PoCA	Proceeds of Crime Act

PPANI	Public Protection Arrangements In Northern Ireland
PRONI	Public Record Office of Northern Ireland
PSNI	Police Service of Northern Ireland
RPV	Road Policing Unit
RTC	Road Traffic Collision
SC	Security Check
SIRO	Senior Information Risk Officer
SLA	Service Level Agreement
TAC	Tactical Advisor
TACT	Terrorism Act
URN	Unique Reference Number

Appendix E - Signatories

The 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 Orders in Council dated 10 January 1925.

Wesley Geddis

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