

ACPOS

Recommended Record Retention Periods

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VERSION CONTROL AND APPROVAL				
Version	Date	Description	Status	Action
1.0	14 Oct 2003	Amalgamation of sectional retention schedules drafted to date by ACPOS Freedom of Information Implementation Group Records Retention Schedules Sub-Group.	Approved	Approval by ACPOS intimated to ACPOS Freedom of Information Implementation Group, 13 Nov 2003.
1.1	24 May 2004	Minor amendments prior to annual review of schedule: Insertion of Crime section following approval of ACPOS Policy for Disposal of Crime Records & Productions by ACPOS Crime Standing Committee. Insertion of Appendix 1: Scottish Criminal Record Office Criminal History System Weeding Periods. Amendments to recommendations Administration 1.0 and 1.10 made on resolution of ACPOS Records Management Group meeting of 4 April 2004.	Approved	Approved by ACPOS Freedom of Information Implementation Group, 4 Jun 2004.
1.2	25 Oct 2004	First draft of proposed amendments in annual review of schedule: Separate schedules prepared for additions and amendments only to Administration, Intelligence, Operations, Personnel, Training & Recruitment and Professional Standards matrices, and for new Legal Services, Property Services and Support Services matrices.	Draft	Circulated for consideration at meeting of ACPOS Records Management Group, 2 Nov 2004.
1.3	4 Nov 2004	Second draft of proposed amendments in annual review of schedule: amalgamation of proposed amendments into approved schedule - Insertion of Administration 1.27 to 1.30, Administration (Correspondence) 2.13, Administration (IT) 4.2 and 4.3, Administration (Legal Services) 5.1; Intelligence (Special Branch) 2.1 to 2.3; Operations 1.12 to 1.16; Operational Support Services 1.1 to 8.5; Personnel, Training & Recruitment, Promotion 1.1 to 1.4; and Property 1.1 to 1.3. Amendments to Introduction and to recommendations Administration 1.7 and 1.23, Administration (Correspondence) 2.2; Community Safety 1.9; Finance 1.11; Media & Communications 1.1; and Professional Standards 1.1 and 1.2. Re-numbering of Administration (Other Bodies) 6.1 and 6.2, Administration (Police Surgeons) 7.1 and 7.2, Administration (Publications) 8.1 and 8.2, and Administration (Records Management) 9.1 to 9.6.	Draft	Circulated for consideration of members of ACPOS Records Management Group, 4 Nov 2004.

1.4	19 Nov 2004	Third draft of proposed amendments in annual review of schedule: update from receipt of comments of ACPOS Records Management Group members – Amendments to recommendations Administration 1.7, 1.23, 2.2 and 5.1; Finance 1.0, 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.8, 1.9, 1.10, 1.11, 1.12, 1.13, 1.14; Media & Communications 1.1; Operations 1.12; and Property Services 1.3	Draft	Circulated for consideration of members of ACPOS Records Management Group, 19 Nov 2004. Referred for approval to ACPOS Freedom of Information Group, 30 Nov 2004.
2.0	25 Apr 2005	Version 1.4, approved without further amendment.	Approved	Approved for forwarding to ACPOS Information Management Committee by ACPOS FoI Implementation Group, 30 Nov 2004. ACPOS Information Management Committee members invited to forward comments, 23 Feb 2004. No comments received. Endorsed by ACPOS Council, 25 Apr 2005.

CONTENTS

INTRODUCTION.....	6
ADMINISTRATION.....	9
COMMUNITY SAFETY	18
CRIME.....	22
FINANCE	25
FIREARMS LICENSING	33
HEALTH & SAFETY.....	40
INTELLIGENCE	46
LICENSING.....	52
MEDIA & COMMUNICATIONS	56
OPERATIONAL SUPPORT SERVICES	60
OPERATIONS.....	64
PERSONNEL, TRAINING & RECRUITMENT.....	71
PROFESSIONAL STANDARDS	77
PROJECTS	81
PROPERTY	83

APPENDIX A: SCOTTISH CRIMINAL RECORD OFFICE CRIMINAL HISTORY SYSTEM WEEDING PERIODS86

INDEX88

INTRODUCTION

Background

These guidelines for the retention of records have been produced by the ACPOS Freedom of Information Group's Retention Sub-Group following consultation with all Scottish Police Forces, the Scottish Police College, the Scottish Criminal Records Office and the Scottish Drug Enforcement Agency. The document is intended to assist police forces and common police services in areas of good business practice, Freedom of Information, Data Protection and related legislation. It is hoped that this document will promote the rationalisation of retention policies throughout the Scottish Police Service and assist future data sharing initiatives.

The guidelines include both police-specific and general organisational records. It is intended for use as a research and reference document to facilitate the development of retention schedules by police forces and common police services. The guidelines are intended to be as wide-ranging as possible, but it is recognised that particular functions or information may not be included. In these instances each organisation must set a policy based on local requirements. In producing the guidelines, the ACPOS Freedom of Information Implementation Group took cognisance of relevant legislation or, in the absence of legislation, based the recommendations on existing good practice within the Scottish Police Service.

Responsibility for the ongoing maintenance and development of this document has been vested in the Records Management Sub-Group.

Objectives of the Guidelines

- To identify those records worth preserving
- To prevent premature destruction of records
- To prevent unnecessary retention of records
- To promote a consistent approach to record keeping where there are no statutory requirements
- To contribute to good records management as part of a wider programme
- To promote public confidence and understanding in records held by police forces and common police services

Operating the Guidelines

Prior to the development of these guidelines, forces/agencies had addressed record retention individually. Forces/agencies had often adopted different retention criteria and in some cases this resulted in forces/agencies retaining similar documents for different time periods. Understandably it may take some time before the effects of previous force/agency document retention policies no longer apply. This may result in records now recommended for a long retention having previously been destroyed. However the new guidelines will ensure greater commonality of approach to record retention in the future.

All forces and agencies are encouraged to follow the guidelines particularly where they relate to records of an operational nature. However it is recognised that local circumstances may result in local variations deviation particularly in the area of general organisational records. In such cases, forces and agencies should stipulate this in their own retention schedule.

The guidelines are intended to be independent of any particular format or media of records and information. Notwithstanding the method of recording information, forces and agencies should generally be able to apply the same retention policy.

Retention recommendations are for master set of records only. Duplicate records may be destroyed at any point appropriate to the work of the organisation. Heavily annotated records cannot be considered duplicates and must be maintained using the same rules as the master records.

The retention period in the guidelines stipulates the length of time the information should be retained. Unless subject to a review or an exemption, records should be destroyed within the prescribed timescale. This includes back-up copies stored on alternative media. Failure to destroy such records will bring organisations into conflict with Data Protection and FoI legislation. Of course, the recommendations in this document do not prevent the retention of individual records in the event of ongoing activity.

It is recommended that where records are to be offered to archives, this is taken to mean the local authority archives or record office. It is the responsibility of each force and agency to make proper provision for the maintenance of its archives and to ensure that an appropriate deposit agreement is drawn up.

Applying the Guidelines

The guidelines are separated into broad functional areas. Activities may be structured differently in each force/agency, but this should not prevent the application of the guidelines. For the purpose of the guidelines:

- Unless otherwise stated “Current year” means current calendar year
- Records should be disposed of as soon as practically possible once the retention period has ended. Forces/agencies should consider the time and resources necessary to carry out this work and include details in their records management procedures.
- The s.61 Code of Practice under the FoI Act 2002 requires a list of destroyed records to be retained. Refer to the Administration list for further details.
- Where records are recommended for review after a set period, it is the responsibility of each force/agency to develop and maintain guidelines for this procedure.

Review of the Guidelines

This document will be reviewed regularly by the ACPOS Records Management Sub-Group. It is expected that new categories of records will emerge and will be incorporated within the guide. Forces are encouraged to bring any issues to this group as soon as practicable.

Explanation of Headings in the Guidelines

Reference Number

The reference number provides a citation for ease of reference.

Function Description

Defines each function in terms of its activities and processes. May also include some record types.

Retention Action

This entry stipulates how long information should be kept and when it should be destroyed.

Examples of Records

Lists different types of common records that may result from the function described. It is not an exhaustive list and is intended purely as a sample.

Notes

Any relevant information, including the reason for setting the retention period.

ADMINISTRATION

Reference No	Function Description	Retention Action	Examples of Records	Notes
Administration 1.1	The process of administering staff Annual Leave and TOIL	Current year + 1		Best Practice Where leave is recorded in a computerised resource management system, refer to Operations Matrix.
Administration 1.2	The process of managing Asset Registers for office equipment & furniture, computer hardware, software & licences, vehicles, etc.	Current year + 6	Registers Asset Disposal Forms Asset Write-Offs	Statutory – as per Finance Matrix
Administration 1.3	The process of collating and administering Building Disaster Plan & Evacuation Procedures	Until Superseded	Disaster Plan Business Continuity Plan	Best Practice
Administration 1.4	The process of administering Car Allowances – Essential and Casual	Current year + 6	Notification of change to allowances	
Administration 1.5	The process of administering Car Leasing	Current year + 6	Contract Correspondence	Statutory – as per Finance Matrix
Administration 1.6	The process of administering Car Loans	Current year + 6	Contract Correspondence	Statutory – as per Finance Matrix
Administration 1.7	Court Lists (copies received)	Between 1 - 5 years to be stipulated by individual forces/agencies		Retention should be determined to accord with local procedures
Administration 1.8	Executive Management Groups (or equivalent) Records	Archive	Minutes Agenda and Papers Briefing Papers	Best Practice
Administration 1.9	The process of administering staff Flexi-Leave schemes	Current year		Best Practice
Administration	The process of Force Project Management	Project records – refer to Project Matrix	Project Initiation Document	Best Practice

1.10		to Project Matrix Financial Records – refer to Finance Matrix	Specification Review and Evaluation Report Working Papers Minutes	Particular care should be taken when reviewing these records, the subject of the work may dictate a long retention for all records, e.g. shift system, uniform, etc.
Administration 1.11	Force Working Groups Records	Archive Final Report All other records Review current year + 2	Report Minutes Working Papers Interim Reports	Best Practice Particular care should be taken when reviewing these records, the subject of the work may dictate a long retention for all records, e.g. shift system, uniform, etc.
Administration 1.12	The process of administering and managing General Administration Records	Review Current year + 3	Records that document how the force functions	Not otherwise included in a schedule
Administration 1.13	The process of creating, collating and administering records for Heads of Division, Department and other meetings	All records current year + 3	Minutes Agenda and Papers	If policy agreed at these meetings, consider permanent retention and offer to Archives
Administration 1.14	Joint Police Board/Police Authority and Sub-Committees' Records	Archive	Minutes Agenda and Papers Briefing Papers	Lead council has the legal responsibility to maintain the signed master set of these records
Administration 1.15	Minute Taking	Destroy after date of confirmation of minutes	Draft/Rough Minutes Audio Tapes	Best Practice
Administration	The process of administering Money Seizures	Current year + 5	Correspondence	End date = date seizure goes to Joint

1.16			Reports Working Papers	Board/Police Authority
Administration 1.17	Standard Operating Procedure	Destroy routinely	Compliments Slips Catalogues/Trade Journals Message Slips Declined invitations Trivial e-mail messages Distribution Lists Rough Working Papers	Best Practice
Administration 1.18	The management of the Force Museum or historical object collection, donations and visits	Archive records of donations and disposals, repairs, purchases and sales. All other records of visits, returned loans Current year + 1	Donation Records Collecting Policy Records of Conservation Work Purchase and sale of items Loans and returns Visits Letters of appreciation	Best Practice SMC Regulations and Guidelines Does not include Force Archives
Administration 1.19	The process of arranging Travel and Accommodation for work purposes	Current year + 6	Booking Forms Travel Warrant Receipts E-mailed receipts and booking details	Statutory – as per Finance Matrix
Administration 1.20	The process of developing and managing Force Procedures, Policies, Strategies, Plans and Best Practice	Archive all Procedures, Policy, Strategy and Best Practice All working papers Review Current year + 1	Force Procedure Manual Force Standing Orders Force Policy Documents Force Strategy Documents Force Memos and Orders Corporate Plan	Include all versions and superseded sections
Administration 1.21	The process of developing and managing internal Service Level Agreements (SLAs)	SLA until superseded + 1 year All other records Current year + 1	Service Level Agreement Draft Agreements Working Papers Statistics Performance Reviews	Best Practice

Administration 1.22	The process of preparing Business for Cross-Departmental and/or Divisional consideration and making the record of discussion, debate and resolutions	Current year + 3	Minor meetings Correspondence	Best Practice
Administration 1.23	The process of preparing statistical information as per statutory or regulatory requirements Compiled data Working documents	Archive Current year + 1	Crime Statistics * Current Performance Indicators	*May be contained in other documents (e.g. annual reports)
Administration 1.24	The process of preparing an Honours Submission	Current year + 2	Honours Nomination Form Related documents	Best Practice
Administration 1.25	The process of organising staff and public Surveys	Final Report Review Current year + 6 Collated Data Current year + 1	Report Statistical Data Completed Survey Forms	Best Practice
Administration 1.26	The management of enquiries, complaints and submissions that result in a significant change to Policy or Procedures	Archive	e.g. Chokkar Report Dunblane Enquiry	Best Practice Originating Force only
Administration 1.27	The process of conducting compliance audits Transaction validations Full audit paperwork Final audit report	2 years Current year + 3 6 years	PNC audits SCRO audits Internal audit reports, working papers	Internal audits of Force systems may be retained for a shorter period
Administration 1.28	HMIC Primary Inspection	Review at subsequent inspection + 5 years	Protocols Support Evidence Recommendations action plan Minutes of meetings Correspondence with HMIC	
Administration	HMIC Thematic Inspection	Review at closure of	Protocols with responses	

1.29		file + 5 years	Support Evidence Correspondence with HMIC	
Administration 1.30	Internal Inspection, Audits and Best Value Reviews	Review at closure of file + 5 years	Report Questionnaires with data gathering Supporting documentation Progress reports Minutes of meetings	Refer to Administration 1.27 for data protection audits.
Administration 1.31	Suggestion scheme Idea submission and evaluation Procedures and administration	At closure of scheme + 6 years Review at current year + 3 years		If scheme does not involve monetary compensation, retention period may be shortened.
Correspondence 2.1	Abstract Requests	Current year + 3		
Correspondence 2.2	Complaints (general)	Current year + 2	Correspondence regarding Force policies, service delivery	Refer to Professional Standards for complaints against named officers
Correspondence 2.3	Correspondence Books (or electronic equivalent). Includes correspondence workflow audit trail	Current year + 3	Correspondence Tracking Systems Correspondence Books	Workflows for specific functions should be retained to correspond with the retention period for the related record (e.g. SARs)
Correspondence 2.4	Criminal Injuries Compensation	Current year + 6		
Correspondence 2.5	Data Protection Subject Access Requests (SARs)	Current year + 3		Unless SAR is part of invoice, then current year + 6
Correspondence 2.6	Disclosure Unit Enquiries	Current year + 3		
Correspondence	Donations to Benevolent Funds from members of the	Letters of thanks	Letters of Thanks	

2.7	public	Current year + 1 Records of donations Current year + 6	Donation letters Transfer of Money to Funds	
Correspondence 2.8	General Enquiries (not related to a specific incident). The process of replying to correspondence regarding the administration and management of the force, its procedures, policies, etc.	Current year + 2	Enquiries made possible by Fol Act	Best Practice
Correspondence 2.9	General Enquiries (related to a specific incident). The process of dealing with victims and witnesses to crimes, complaints about incidents and problems, etc.	Refer to crime matrix		
Correspondence 2.10	Invitations to officers and staff to functions, events, etc.	Destroy after end of administrative use		Best Practice
Correspondence 2.11	Police History and Genealogical Enquiries.	Current year + 1	History of the Force History of former constabularies Family History Research	FAQs should be considered for inclusion in publication scheme/Internet
Correspondence 2.12	Precognition Requests	Current year + 1		
Correspondence 2.13	Process of handling calls to Force communication centres Telephone calls and text messages received from the public Record of action taken / guidance provided Prepared answers to routine questions	Current year + 6 Destroy when superseded	Customer relationship management databases Recorded calls Call handling guides	Calls transferred to internal numbers without further action do not have to be recorded. For incident logging, refer to Operations 1.5.
Hospitality 3.1	Catering Request Forms	Current year + 1		Statutory – as per Finance Matrix
Hospitality 3.2	Courtesy Meals Authorisation Forms	Current year + 1		Statutory – as per Finance Matrix
Hospitality	Register of Gifts	Archive		Best Practice

3.3				
Hospitality 3.4	Room & Equipment Bookings	Current month only*		*If charged for this service, retention must be current year + 6
IT 4.1	IT & Telecommunications Cabling Plans	Until superseded + 1 year		Business Use
IT 4.2	Information Security accreditation document sets Generic Other	Current year + 3 Until superseded		
IT 4.3	Information Security technical documentation	Until superseded		
Legal Services 5.1	The process of administering Litigation Files	Review at closure + 10 years		
Other Bodies 6.1	ACPOS Records (Force copy)	Current year + 3		ACPOS responsible for master records
Other Bodies 6.2	JNCC/JSCC or equivalent staff consultative body Records	Current year + 5	Minutes, papers	Best Practice
Police Surgeons 7.1	The process of arranging and managing Police Surgeons' recording of work, contracts and the payment of fees and expenses <i>Arranging and Managing Police Surgeons Work</i> Police Surgeons' Contracts Payment of Fees and Expenses	Current year + 1 Expiry + 6 Yrs Current year + 6	Call out forms Fees & Expenses forms and invoices	Statutory – as per Finance Matrix
Police Surgeons 7.2	The process of managing police casualty surgeons lists, including vetting, references, proof of qualifications and annual checking of professional indemnity certificates Police Surgeons Lists	Until superseded + 1 year	Police Surgeons' Lists References Qualifications Professional Indemnity	Best Practice Do not destroy records if there are outstanding complaints against a doctor

	Register of Surgeons	Archive		
	All other records	Service + 3 years		
Publications 8.1	Development and publication of Force Annual Reports, Public Performance Reports or equivalent	Archive Annual Report All other records Current year + 1	Annual Report (or equivalent) Working Papers	Local Government (Scotland) Act 1994
Publications 8.2	Development and publication of Force Publication Scheme under the Fol (Scotland) Act 2002	Archive Scheme All other records Current year + 1	Publication Scheme Working Papers	Freedom of Information (Scotland) Act 2002
Records Management 9.1	Archive Deposit Agreement	Archive		Best Practice in Management of Assets
Records Management 9.2	Catalogue/Inventory of Records transferred to Archives	Archive		Best Practice in Management of Assets
Records Management 9.3	File Plans, Indexes and Inventories	Destroy when all records referred to are destroyed		Can be useful for researching older records
Records Management 9.4	Guidance Notes and Procedures	Review when superseded		Can be useful for researching older records
Records Management 9.5	List of Records Destroyed	Archive	Disposal Certificates Index/Catalogue of records destroyed	Fol (Scot) Act 2002 s61 RM Code of Practice
Records Management 9.6	Process of Developing and Maintaining the Record Retention Schedule	Archive	Retention Schedule Review/Appraisal Criteria and Guidelines	Fol (Scot) Act 2002

COMMUNITY SAFETY

Reference No	Function Description	Retention Action	Examples of Records	Notes
Community Safety 1.1	The process of administering Architectural Liaison	Destroy at completion of build + 3 years Unusual buildings may be retained and reviewed annually	Plans, drawings, correspondence, guidance	Superseded documents, drafts and ephemera can be destroyed at any time prior to the retention date
Community Safety 1.2	The process of administering the Arrest Referral Scheme (referring individuals to social justice team for assistance)	Current year + 3	Correspondence Referrals	Retain statistics as archives
Community Safety 1.3	The process of administering Awards/Thank you Letters /nomination of members of public for awards	Award/Refusal + 1 year	Correspondence Nomination Forms	
Community Safety 1.4	The provision of strategic advice and guidance for CCTV Installations and use	Current year + 3	Correspondence	
Community Safety 1.5	The process of administering Community Council liaison	Current year + 1	Community Council Minutes, Agenda, Papers, Correspondence	
Community Safety 1.6	The process of administering Community Planning initiatives, developing and managing projects (part) funded from external sources working with partner organisations	Current year + 5	Correspondence Funding Applications Working Papers Project Planning	Refer also to project list
Community Safety 1.7	The process of developing and administering specific Community Safety Initiatives not otherwise included	Review Current year + 3	Correspondence Forward Planning	Archive strategic plans and top-level details of schemes. May be contained in business plans
Community Safety 1.8	The process of planning, implementing and managing awareness and education in Crime Prevention	Current year + 3	Correspondence Workplans	Archive strategic plans and top-level details of schemes. May be contained in business plans
Community Safety	The process of administering Diversity Issues , including the planning, implementation and management of race	Review Current + 3 years	Correspondence Workplans	Archive strategic plans and top-level

1.9	relations, asylum seeker liaison, lgbt monitoring and related issues		Strategy Documents	details of schemes. May be contained in business plans
Community Safety 1.10	The process of planning, implementing and managing awareness and education on the subject of Drugs	Current year + 3	Correspondence Workplans Publicity Material	Archive strategic plans and top-level details of schemes. May be contained in business plans
Community Safety 1.11	The process of administering liaison and contact with Local Authorities to ensure good communications, consistency and understanding	Current year + 3	Correspondence	
Community Safety 1.12	The process of developing, managing and monitoring the Race Equality Scheme	Review Current year + 5	Correspondence Strategic Plans	Archive strategic plans and top-level details of schemes. May be contained in business plans
Community Safety 1.13	The process of receiving, collating and reporting on Racially Motivated Incidents	Current year + 6	Incident reports Statistics	Archive statistics For race, hate & homophobic crimes, refer to Crime section
Community Safety 1.14	The process of planning and administering the Restorative Justice Programme , including the scheme facilitating meetings between victims and perpetrators of crime	Current year + 3	Correspondence Planning Documents	Archive statistics, strategic plans and top-level details of schemes. May be contained in business plans
Community Safety 1.15	The process of planning, implementing, recording and reporting on initiatives and projects run under the Safer Scotland banner, directed by ACPOS Central Planning team (formerly Spotlight)	Review Current year + 1	Correspondence Workplans	Archive statistics, strategic plans and top-level details of schemes.
Community Safety 1.16	The process of collating and maintaining Statistics on domestic abuse, drugs deaths, non-offence referrals to Reporter, youth detention and related community safety functions	Archive Statistics Destroy working papers after completion	Statistics Working Papers	Often found in annual report
Community Safety	The process of recording Stop and Search instances	Current year + 6	Incident Reports	Statistics may be found in annual

1.17		Archive Statistics	Statistics	report
Community Safety 1.18	Text and related material for the provision of regular talks and Lectures on community safety issues	When superseded	Presentations Slides Lecture Notes	
Community Safety 1.19	The process of managing and monitoring Vulnerable Victims (i.e. those coming to police notice through domestic abuse, etc. allegations)	Last contact + 6 years	Incident Reports Databases	
Community Safety 1.20	The process of managing a Youth Advisory Scheme , managing contact cards detailing incidents and offences that may/may not result in referral to the reporter	Personal details must be destroyed when youth attains age 16. (with the exception of older youths under supervision orders where personal information is retained until the supervision order runs out) Non-personal information may be retained for a maximum of 5 years thereafter	Contact cards Databases	

CRIME

Reference No	Function Description	Retention Action	Examples of Records	Notes
Crime 1.0	<p>The process of Recording and Investigating the incidence of Crimes & Offences made known to the police</p> <p>Serious Crime Enquiry (undetected)</p> <p>Serious Crime Enquiry (detected)</p> <p>Standard Crime Enquiry (undetected & detected)</p>	<p>Retain until case is detected</p> <p>From date made known to Police, Current Year + 12. Where accused is detected more than 12 months after date made known, retention period to be calculated from date case is reported to Crown. (Case assessment may initiate further retention)</p> <p>From date made known to Police, Current Year + 6. (Case assessment may initiate further retention)</p>	<p>Police Officers Notebook</p> <p>Police and Civilian Statements</p> <p>Crime Report</p> <p>Production Register</p> <p>Voluntary Attendance Forms</p> <p>Arrest / Detention Forms</p> <p>Interview Tapes</p> <p>Q & A Interviews Record of Statement</p> <p>Voluntary Statement made by Accused</p> <p>Prisoner Processing Record</p> <p>Police Casualty Surgeon Examination Report</p> <p>Police Reports to Fiscal</p> <p>Scenes of Crime Examination</p> <p>Identity Parade Forms</p> <p>Surveillance Authorisations / Logs</p> <p>Major Enquiry Forms</p> <p>Major Enquiry HOLMES tapes</p> <p>Witness Protection Authorisations / Files</p> <p>Financial Investigation / Disclosures</p> <p>Racial Incident forms</p> <p>Homophobic Incident forms</p> <p>Policy Files</p>	<p>Unless otherwise directed by Crown Office or Procurator Fiscal Service or subject to an order under the Criminal Procedure Scotland Act 1997 Section 194 in respect of the Scottish Criminal Cases Review Commission.</p> <p>In addition, where there is a requirement for a convicted person to register on the Sex Offenders Register, the registration does not take place until after the completion of a custodial sentence. Police forces and law enforcement agencies must ensure that where the custodial sentence exceeds the retention periods (6 and 12 years), appropriate records should be retained to facilitate risk assessments which require to be undertaken</p>

<p>Crime 1.1</p>	<p>The process of retaining productions relating to a Crime or Offence made known to the Police:</p> <p>Serious Crime Enquiry (undetected)</p> <p>Serious Crime Enquiry (detected)</p> <p>Standard Crime Enquiry (undetected)</p> <p>Standard Crime Enquiry (detected)</p>	<p>Retain until case is detected</p> <p>Dispose of at conclusion of criminal proceedings unless instructed otherwise by Court or Crown</p> <p>From date made known to Police, Current Year + 6. (Case assessment may initiate further retention) In very minor cases, Current Year + 2.</p> <p>Dispose of at conclusion of criminal proceedings unless instructed otherwise by Court or Crown</p>	<p>Productions</p>	<p>See also ACPOS Policy for Disposal of Crime Records & Productions</p>
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FINANCE

Applicable Legislation

Prescription and Limitation (Scotland) Act 1973

Prescription and Limitation (Scotland) Act 1984

VAT Act 1983

VAT Act 1994

Finance Act 1985

Companies Act 1985

Companies Act 1989

Taxes Management Act 1970

Town and Country Planning Act 1972

Note

Unless otherwise stated, 'current year' for finance records shall be taken to mean the 'current financial year'

Reference No	Function Description	Retention Action	Examples of Records	Notes
Finance 1.0	<p>Process of administering accountancy and financial records for the force, including:</p> <p><i>Abstract of Accounts</i> <i>Financial Ledger</i></p> <p><i>Abstract Working Papers</i> <i>Budgetary Control Records</i> <i>Costing Records</i> <i>Grant Claim Records (Non-EC)</i> <i>Journals</i> <i>VAT Claims & Records</i> <i>Voluntary Fund Accounts</i> <i>Virement Requests</i></p> <p><i>Projects funded through a European Programme</i></p> <p><i>Leasing Records</i></p> <p><i>Budget Working Papers</i></p>	<p>Offer to Archives</p> <p>Current Year + 6</p> <p>7 Yrs after closure of Programme</p> <p>Termination + 2 Yrs</p> <p>Current Year + 3</p>	<p>Signed copies</p> <p>Devolved Budgets</p> <p>Application forms, finance records & cash receipts</p>	
Finance 1.1	<p>Process of administering cash and bank records for the force, including:</p> <p><i>Main Cash Book</i></p> <p><i>Cancelled Cheques</i> <i>Cheque Lists (creditors/payroll)</i> <i>Loan Records and Correspondence</i> <i>Returned Cheque Records</i></p>	<p>Archive</p> <p>Current Year + 6</p>	<p>Contingent Accounts</p> <p>Weekly Monies</p>	

	<p><i>Cashflow Report</i></p> <p><i>Bank Pass Books</i></p> <p><i>Bank Paying-in Counterfoils</i></p> <p><i>Banking Returns</i></p> <p><i>Bank Reconciliation</i></p> <p><i>Bank Statements</i></p> <p><i>Cash Received Sheets</i></p> <p><i>Cheque Books & Counterfoils</i></p> <p><i>Cheque Payment Sheets</i></p> <p><i>Cheques/Remittance Advice</i></p> <p><i>Financial Request Forms</i></p> <p><i>GIRO Statements of Accounts</i></p> <p><i>Imprest Statements</i></p> <p><i>Independent Fund Records</i></p> <p><i>Payment Requisitions</i></p> <p><i>Petty Cash Records & Claims</i></p>	<p>Current Year + 1</p> <p>Current Year + 6</p>		
Finance 1.2	<p>Process of administering Contractual Arrangements entered into by the force, including:</p> <p><i>Final Accounts of Contracts</i></p> <p><i>Major Agreements of Significance</i></p> <p><i>Contracts with Agents</i></p> <p><i>Contracts with Customers</i></p> <p><i>Contracts with Suppliers</i></p> <p><i>Indemnities & Guarantees</i></p> <p><i>Licensing Agreements</i></p> <p><i>Rental & Hire Purchase Agreements</i></p> <p><i>Other Contracts & Agreements</i></p> <p><i>Construction Industry Scheme Records</i></p> <p><i>Royalty Payments</i></p> <p><i>Successful Tenders</i></p>	<p>Archive</p> <p>Expiry + 6 Yrs</p> <p>Current Year + 6</p> <p>Termination + 3 Yrs</p> <p>3 Yrs after Final</p>	<p>Construction Contracts</p> <p>Vehicle Fleet Acquisitions</p> <p>IT Provision</p>	

	<i>Unsuccessful Tenders</i>	Payment 3 Yrs		
Finance 1.3	<p>Process of administering records relating to Creditors of the force, including:</p> <p><i>Creditors Invoices – Capital Items</i></p> <p><i>Bank Statements</i> <i>Creditors Feeder BACS</i> <i>Creditors Feeder Cheque</i> <i>Creditor Invoices – Revenue Items</i> <i>Periodic Payment Records</i> <i>Reconciliations</i> <i>Replacement Cheque Lists</i></p> <p><i>Cheque Payment Listings</i> <i>Excess Payments Report</i></p> <p><i>Control Sheets & Reports</i> <i>Feeder Controls</i></p>	<p>10 Yrs</p> <p>Current Year + 6</p> <p>Current Year + 3</p> <p>Current Year + 1</p>		Some Forces may be unable to distinguish between Capital / Revenue Invoices
Finance 1.4	<p>Process of administering records relating to Donations/Grants and Subscriptions for the force, including:</p> <p><i>Grant Application Form & Related Correspondence</i> <i>Subscription Records</i></p>	Current Year + 6	CCTV System Grant	
Finance 1.5	<p>Process of administering records relating to Income received by the force, including:</p> <p><i>Cash Count Forms/Income</i> <i>Income Returns</i> <i>Receipt Books</i> <i>Receipts for Cash</i> <i>Record of Receipt Books Issued</i></p> <p><i>Catering Records</i></p>	<p>Current Year + 6</p> <p>Current Year + 6</p>	<p>Policing Major Sporting Events</p> <p>Provision of Mutual Aid</p> <p>Internal Catering Provision</p>	

	<i>Till Rolls</i> <i>Income related Correspondence</i> <i>Postal Remittance Register</i> <i>Credit Card Transaction Slips (income related)</i>	Current Year + 2 Current Year + 1		
Finance 1.6	Process of administering Insurance related records involving the force, including: <i>Expired Insurance Contracts</i> <i>Insurance Policy Documentation</i> <i>Insurance Register</i> <i>Insurance Schedules</i> <i>Insurance Claims</i>	Permanent 10 years Current Year + 6	Public Liability Insurance Employers Liability Insurance Property Claims Vehicle Claims	
Finance 1.7	Process of administering Inventories of equipment held by the force	Current Year + 6	Station Inventories Asset Registers	
Finance 1.8	Process of administering records relating to Investments held by the force, including: <i>Contract Notes for Purchases & Sales</i> <i>Investment Policies</i> <i>Investment Records</i> <i>Register of Certificates</i> <i>Tax Claims</i>	Current Year + 6		
Finance 1.9	Process of administering records relating to Loans involving the force, including: <i>Debtors Accounts Control Report</i> <i>Debtors Ledger, Invoices & Supporting Documentation</i>	Current Year + 6		
Finance 1.10	Process of administering records relating to Pensions for Police & Support Staff , including: <i>Actuarial Valuation Records</i> <i>Trust Deeds and Rules</i> <i>Contribution Records</i>	Archive		

	<p><i>Fund Annual Accounts</i> <i>Pension Investment Records</i> <i>Trustees Minute Book</i></p> <p><i>Pension Scheme Investment Policies</i> <i>Records of Ex-Pensioners</i></p> <p><i>Certificate of Existence & Continued Entitlement</i> <i>Changes of Payment</i></p>	<p>6 Years after Cessation of Benefit</p> <p>Current Year + 6</p>		
Finance 1.11	<p>Process of administering records relating to Property held by the force, including:</p> <p><i>Property Leases</i></p> <p><i>Land Searches</i></p>	<p>Refer to Property matrix</p>		
Finance 1.12	<p>Process of administering Salaries and Wages paid to employees of the force, including:</p> <p><i>Annual Return of Superannuation Contributions</i></p> <p><i>Monthly Return of Superannuation Contributions</i> <i>Reconciliation of Superannuation Contributions</i></p> <p><i>BACS Listings</i> <i>BACS Amendments & Output</i></p> <p><i>Clock Cards</i></p> <p><i>Inland Revenue & Contributions Agency documents</i> <i>Expenses Claims</i> <i>New Start/Termination/Transfer Forms</i> <i>Overtime Claims</i> <i>Payroll Adjustment Documentation</i> <i>Payroll Reconciliations</i> <i>Sick Pay Records</i> <i>Timesheets</i></p>	<p>Archive</p> <p>10 Years</p> <p>3 Years</p> <p>2 Years</p> <p>Current Year + 6</p>	<p>Computerised Resource Management Systems</p>	<p>Taxes Mgemnt Act, 1970</p>

	<i>Voluntary Deductions</i>			
Finance 1.13	<p>Process of administering records relating to Stocks and Stores held by the force, including:</p> <p><i>Delivery Notes</i> <i>Goods Inward & Outwards Record Books</i> <i>Goods Received Sheet</i> <i>Purchase Order Copies</i> <i>Stock Adjustment Sheets</i> <i>Stock Inventories & Stock sheets</i> <i>Stores Requisitions</i> <i>Stores Transfer & Sales</i></p> <p><i>Bin Cards</i></p>	<p>Current Year + 6</p> <p>Current Year + 6</p> <p>3 Years</p>	Stationery, Uniform Clothing, Fuel Stock Control Systems	
Finance 1.14	<p>Process of administering records relating to accounts of Commercial Suppliers to the force, including:</p> <p><i>Capital Invoices</i></p> <p><i>Revenue Invoices</i></p> <p><i>Revenue Expenditure – Unsuccessful Quotations</i></p> <p><i>Capital Purchase Orders</i> <i>Revenue Purchase Orders</i> <i>Purchase Requisitions</i> <i>Revenue Expenditure – Successful Quotations</i></p>	<p>10 Years</p> <p>Current Year + 6</p> <p>Current Year + 1</p> <p>Current Year + 3</p>		Some Forces may be unable to distinguish between Capital / Revenue Invoices

FIREARMS LICENSING

Applicable Legislation

Firearms Act 1968

Firearms Act 1982

Firearms (Amendment) Act 1988

Firearms Acts (Amendment) Regulations 1992

Firearms (Amendment) Act 1994

Firearms (Amendment) Act 1997

Firearms (Amendment) (No 2) Act 1997

Firearms Rules 1998

Control of Explosives Regulations 1991

Reference No	Function Description	Retention Action	Examples of Records	Notes
Firearms 1.0	The process of administering records relating to Current Certificates in respect of firearm and shot gun licensing:			
	<i>Initial Application Form & Enquiry Papers</i>	Life of File	Initial Application Form Enquiry Papers	File life will depend on termination criteria
	<i>Firearm Certificate Renewal Application</i>	Current & Penultimate Applications	Application Forms Enquiry Papers	
	<i>Shot gun Certificate Renewal Application</i>	Current Application	Application Forms Enquiry Papers	
	<i>Transfer of firearm/shotgun notification</i>	Completion of Next Renewal	Notifications of Transfer Enquiry Papers	All transactions must be accounted for
	<i>Address Change Notification</i>	Completion of Next Renewal	Notifications of Address Change Enquiry Papers	
	<i>Information Memoranda</i>	Completion of Next Renewal	Internal Reports Correspondence	Nature of information may extend retention
	<i>Warning Letter to Holder & Related Memoranda</i>	Current Year + 15 then Review	Internal Reports Correspondence	Nature of information may extend retention
	<i>Firearm Variation Applications</i>	Retain with current & penultimate renewal firearm applications	Variation Application Forms Enquiry Papers	
<i>Transfer of firearms to Northern Ireland</i>	Current Year + 1	Application Form Enquiry Papers		

	<i>Change of Name Notification</i>	Life of File	Notifications of Name Change Enquiry Papers	
Firearms 1.1	The process of administering records relating to Cancelled Certificates for firearm and shot gun certificates:	Current Year + 1	Cancellation Documentation Internal Reports Correspondence File Content	
Firearms 1.2	The process of administering records relating to the Revocation of firearm and shot gun certificates:	Revocation + 20 Yrs, thereafter Review every 5 Yrs	Internal Reports Correspondence Application Forms File Content	
Firearms 1.3	The process of administering records relating to the Refusal to Grant a firearm or shot gun certificate:	Refusal + 20 Yrs, thereafter Review every 5 Yrs	Application Forms Internal Reports Correspondence File Content	
Firearms 1.4	The process of administering records relating to the Voluntary Surrender of a firearm or shot gun certificate:	Surrender + 20 Yrs, thereafter Review every 5 Yrs	Application Forms Internal Reports Correspondence File Content	
Firearms 1.5	The process of administering records relating to the Voluntary Withdrawal of firearm and shot gun applications: <i>Withdrawn during enquiry for genuine reasons</i> <i>Withdrawn during enquiry prior to recommendation of refusal</i>	Current Year + 1 Withdrawal + 20 Yrs, thereafter Review every 5 Yrs	Application Forms Enquiry Reports	
Firearms 1.6	The process of administering Temporary Permits (Section 7):	Current Year + 1	Correspondence & Enquiry Papers relating to Application	
Firearms 1.7	The process of administering records relating to the Disposal of Firearms and Shotguns :	Current Year + 10	Firearms surrendered e.g. Amnesty Initiative	

Firearms 1.8	<p>The process of administering records relating to transactions in firearms conducted by Firearms Dealers:</p> <p><i>Initial Application Form & Enquiry Papers</i></p> <p><i>Firearms Dealer Renewal Application</i></p> <p><i>Firearms Dealer Routine Inspection Records</i></p> <p><i>Cancelled Firearms Dealers Records</i></p> <p><i>Record of Sales/Transactions of Firearms/Shot guns on removal of dealer from the Register</i></p> <p><i>Removal of dealer from Police Register</i></p> <p><i>Additional Place of Business</i></p> <p><i>Game Fair Authorisations and Temporary Dealerships</i></p>	<p>Life of File</p> <p>Current Application</p> <p>Completion of next renewal</p> <p>Current Year + 5</p> <p>Current Year + 5</p> <p>Removal + 20 Yrs. Thereafter review every 5 Yrs.</p> <p>Life of File</p> <p>Current Year + 1</p>	<p>Application Forms Enquiry Papers Correspondence File Content</p> <p>Record of Sales and Transactions Registers.</p> <p>Application Correspondence Enquiry Papers</p>	<p>Nature of information may extend retention</p>
Firearms 1.9	<p>The process of administering records relating to the issue of:</p> <p>European Firearms Passes</p> <p>Article 7 Authorisations</p>	<p>Life of the Pass</p> <p>Life of the Authorisation</p>	<p>Current Pass only</p> <p>Current Authorisation only</p>	
Firearms 1.10	<p>The process of administering records relating to Approved Rifle & Muzzle Loading Target Shooting Clubs</p> <p><i>ARMLTS Club Initial Applications & Enquiry Papers</i></p>	<p>Life of File</p>	<p>Application Forms Internal Reports</p>	

	<p><i>ARMLTS Club Renewal Applications</i></p> <p><i>ARMLTS Range safety certificate</i></p> <p><i>ARMLTS Scottish Ministers' approval</i></p> <p><i>ARMLTS Variations to Club Firearm Certificate</i></p> <p>ARMLTS notification of change of Certificate Holder:</p>	<p>Current & Penultimate Applications</p> <p>Life of File</p> <p>Current approval only</p> <p>Retain with current & penultimate renewal applications</p> <p>Retain with current & penultimate renewal applications</p>	<p>Correspondence File Content</p> <p>Variation Application Forms Enquiry Report</p>	
Firearms 1.11	The process of administering records relating to British Visitor Permits for Firearms & Shotguns:	Current Year + 1	Application Forms Internal Reports Correspondence File Content	
Firearms 1.12	<p>The process of administering records relating to Explosive Premises</p> <p><i>Explosive Premises Initial Application Form</i></p> <p><i>Explosive Premises Renewal Application</i></p> <p><i>Explosive Premises Routine Inspection Record</i></p> <p><i>Cancelled Explosive Premises Records</i></p> <p><i>Acquire Only Explosives Certificates</i></p>	<p>Life of File</p> <p>Current Application</p> <p>Until Next Renewal</p> <p>Current Year + 3</p> <p>Current application and penultimate application</p>	<p>Application Forms Internal Reports Correspondence</p> <p>Inspection Records File Content</p> <p>Application Forms Enquiry Papers</p>	

	<i>Acquire & Keep Explosives Certificates (Private Use)</i>	Current application and penultimate application	Application Forms Enquiry Papers	
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HEALTH & SAFETY

Applicable Legislation

Health & Safety at Work etc Act 1974

Management of Health & Safety at Work Regulations 1999

Social Security (Claims & Payments) Regulations 1979

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995

Control of Asbestos at Work Regulations 2002

Control of Lead at Work Regulations 2002

Control of Substances Hazardous to Health Regulations 2002

Ionising Radiations Regulations 1995

Ionising Radiations (Outside Workers) Regulations 1993

Work in Compressed Air Regulations 1996

Special Waste Regulations 1996

Environmental Protection (Duty of Care) Regulations 1991

Provision & Use of Work Equipment Regulations 1998

Fire Precautions Act 1971 as amended by Fire Precautions (Workplace)(Amendment) Regulations 1999

Construction (Design and Management) Regulations 1994

Lifting Operations and Lifting Equipment Regulations 1998

Noise at Work Regulations 1989

Health & Safety (Display Screen Equipment) Regulations 1992

Reference No	Function Description	Retention Action	Examples of Records	Notes
Health/Safety 1.0	Policy statement of Force relating to Health and Safety at Work	Permanent	Policy Statement	Health & Safety at Work, etc Act 1974
Health/Safety 1.1	Records relating to the management of Health and Safety at Work: <i>Inspection Reports</i> <i>Generic Risk Assessments</i>	6 Yrs after Issue Current year + 10	H & S Inspection Reports Manual Handling Risk Assessment Operational Risk Assessment	Management of Health & Safety at Work Regs 1999
Health/Safety 1.2	Records relating to Accidents, Injuries, Diseases and Dangerous Occurrences at work: <i>Accident Book</i> <i>Accidents & Dangerous Occurrences</i> <i>Diseases</i>	Last Entry + 5 Yrs Current Year + 5 Current Year + 5	Accident Book Report Form F2508 Report Form F2508A	Social Security (Claims & Payments) Regs 1979 Reporting of Injuries, Diseases and Dangerous Occurrences Regs 1995
Health/Safety 1.3	Records relating to employees exposed to asbestos at work under Control of Asbestos at Work Regulations 1987: <i>Health surveillance of employees exposed to asbestos</i> <i>Asbestos Inspections</i> <i>Asbestos Registers</i> <i>Asbestos Incidents</i>	Current Year + 40	Health Surveillance Records Inspection Reports Registers Reports, Correspondence	Control of Asbestos at Work Regs 2002
Health/Safety 1.4	Records relating to employees exposed to Lead at work under Control of Lead at Work Regulations 1980: <i>Reg 8(4) – maintenance, examination & test of control measures</i>	Current Year + 5	Maintenance records	Control of Lead at Work Regs 2002

	<i>Movement of special waste</i>	3 Years	Consignment Notes	
Health/Safety 1.9	Records relating to the transfer of Controlled Waste	Current Year + 2	Consignment Notes	Environmental Protection (Duty of Care) Regs 1991
Health/Safety 1.10	Records relating to the use of Work Equipment in terms of the Provision & Use of Work Regulations 1998 : <i>Maintenance of equipment</i> <i>Thorough Inspection Reports</i> <i>Incidents arising</i>	Last entry + 10 Yrs Last entry + 10 Yrs Last action + 5 Yrs or Claim settlement + 6 Yrs	Maintenance Logs Test Certificates Inspection Reports Incident Reports	Provision & Use of Work Equipment Regs 1998, Lifting Operations and Lifting Equipment Regs 1998
Health/Safety 1.11	Records relating to precautionary measures taken in respect of Fire <i>Fire Certificates</i> <i>Fire Precautions & Services</i>	Expiry + 12 Yrs or until superseded Issue + 10 Yrs	Fire Certificates Fire Risk Assessments	Fire Precautions Act 1971 Fire Precautions (Workplace)(Amendment) Regulations 1999
Health/Safety 1.12	Records relating to the design and management aspects of Construction Work : <i>Maintenance Logs</i> <i>Incident Reports</i> <i>Maintenance Schedules</i> <i>Health & Safety Files & Plans</i>	Final Entry + 6 Yrs Claim settlement + 6 Yrs 10 Yrs after superseded Life of Property	Maintenance Logs Incident Reports Maintenance Schedules Health & Safety Files/Plans	Construction (Design & Management) Regulations 1994
Health/Safety	Records relating to the monitoring of noise in the workplace in terms of the Noise at Work Regulations			Noise at Work Regs 1989

1.13	workplace in terms of the Noise at Work Regulations 1989: <i>Reg 4(1) - Noise Assessments</i> <i>Reg 4(2) – Noise Assessment Reviews</i> <i>Hearing Tests</i> <i>Exemption Certificates</i>	Until Superseded Until Superseded Current Year + 3 Current Year + 3	Audiometric Test Records Hearing Test Results	
Health/Safety 1.14	Records relating to the monitoring of Display Screens and related workstations in the workplace: <i>Eyesight Tests</i> <i>Workstation Assessments</i>	Current Year + 3 Current Year + 3	Eyesight Test Results Workstation Assessments	Health & Safety (Display Screen Equipment) Regs 1992

INTELLIGENCE

In the prevention and detection of crime, law enforcement agencies have a duty to seek out, record and disseminate intelligence material relating to offenders and those suspected of criminal activity. Although the Data Protection Act 1998 affords law enforcement agencies a degree of latitude with regard to openness in this pursuit, there remains an underlying need to have a legitimate basis for processing data and observe the data protection principles, particularly those regarding data quality and security in the handling of intelligence material.

While the requirement for information from intelligence sources to be subject to evaluation of reliability and worth prior to being recorded on an intelligence system is acknowledged, it is equally crucial that such material is retained only for so long as it remains relevant. The undue guarding of historical and extraneous information not only undermines data protection principles, but also diminishes the capability for officers to reflect on accurate and compelling intelligence.

Definitive procedures with regard to the retention and weeding of intelligence material are clearly established within the associated Manual of Standards, Code of Practice and the Data Protection Act 1998. Accordingly, the retention and weeding of intelligence material controlled by SID will be conducted in accordance with these provisions.

The Data Protection Act 1998 requires that personal data should not be kept longer than is necessary for the purpose for which it was acquired. Accordingly, SID intelligence material will be subject to regular review and weeding. Intelligence material that is no longer of intelligence value should, except where paragraph 1.32 applies, be destroyed.

Where it is believed that intelligence material, notwithstanding the requirement of paragraph 1.58, be retained on the grounds of *Significant Public Interest**, the material; may be retained subject to:

A record being made of the reason for the retention;

Regular review of its continuing retention; and

The imposition of additional safeguards concerning access.

A Significant Public Interest includes the maintenance of the security and integrity of law enforcement agencies or other public authorities.

While neither legislation nor any supporting Code of Practice / Manual of Standards is proscriptive in the timescales for the retention, review and weeding of intelligence material, it is clearly a requirement that such activities take place.

It will be the responsibility for LIO's to apply and justify the appropriate timescales for the review, weeding and continued retention of intelligence material. While it may be appropriate to apply a generic interpretation of standards and requirements in most cases, LIO's must

always consider such actions on a case by case basis, particularly in regard to that intelligence which is significant in nature or which relates to core Nominals. Where longer periods of review and weeding are selected, officers will be required to justify their actions in this regard.

Although a default weeding period of 12 months will apply in all cases, LIO's are required to select an appropriate weeding date based on the aforementioned principles. It would be reasonable to assume that the selected weeding date would range from 1 year up to 10 years, dependent on legislative requirements such as Part V of the Police Act 1997, or the nature, evaluation, validity and threat posed by the intelligence itself.

The following matrix should be used as a principal reference point when considering and determining the review and weeding periods for any intelligence material held within SID:

		3 Years	Scottish Intelligence Database 5x5x5 System	or Where intelligence assessed and graded as C1 to C3 and E1 to E3 indicates that the person has committed a sexual offence against a child or vulnerable person.
		1 Year	Scottish Intelligence Database 5x5x5 System	Where intelligence indicates that a person is involved in crime for which the punishment is imprisonment. Where intelligence indicates that a person is involved in any form of criminality, which includes serious road traffic offences other than those for which the punishment is imprisonment.
Intelligence 1.1	RIPA, RIPSAs & Part III Police Act	6 years	Applications Authorisations Reviews Renewals	All examples relate to Directed and Intrusive Surveillance and Part III of Police Act.
Intelligence 1.2	RIPA, RIPSAs covering Covert Human Intelligence Sources (CHIS)	Review after 3 years	Applications Authorisations Reviews Renewals	RIPA legislation states records should be kept for 3 years. Before being destroyed the permission of the Authorising Officer or similar rank is required.
Special Branch 2.1	Nominal files and associated intelligence reports	First review after 1 year, subsequent reviews at least every 5		

		years		
Special Branch 2.2	Policies and procedures	Review when superseded		
Special Branch 2.3	Aliens registration cards	Closure + 5 years		

LICENSING

Applicable Legislation

Licensing (Scotland) Act 1976

Civic Government (Scotland) Act 1982

Betting, Gaming & Lotteries Act 1963

Gaming Act 1968

Lotteries & Amusements Act 1976

Gaming (Bingo) Act 1985

Pedlars Act 1871

Misuse of Drugs Act 1971

Reference No	Function Description	Retention Action	Examples of Records	Notes
Licensing 1.0	<p>The process of administering records in respect of Liquor Licensing:</p> <p><i>Licensed Premises:</i></p> <p><i>Architectural Plans of Buildings</i></p> <p><i>Grant, Transfer, and Renewal Applications (No observation / objection)</i></p> <p><i>Grant, Transfer, and Renewal Applications (Observation / objection made)</i></p> <p><i>Occasional Licences & Permissions</i></p>	<p>Until superseded</p> <p>Until completion of next Renewal / Expiry</p> <p>Current Year + 6</p> <p>Current Year + 1</p>	<p>Enquiry Papers, Internal Reports, Databases & Correspondence relating to Licensees and Licensed Premises, e.g. Public Houses Hotels Restricted Hotels Entertainment Refreshment Restaurant Off Sales Seamen's Canteens Registered Clubs</p>	<p>Licensing (Scotland) Act 1976</p> <p>Retention period may be extended in event of information likely to result in observation / objection to licensing authority</p>
Licensing 1.1	<p>The process of administering records in respect of Miscellaneous Licensing in terms of the Civic Government (Scotland) Act 1982:</p> <p><i>Grant & Renewal Applications (No observation / objection)</i></p> <p><i>Grant & Renewal Applications (Observation / objection made)</i></p>	<p>Until completion of next Renewal / Expiry</p> <p>Current Year + 6</p>	<p>Enquiry Papers, Internal Reports, Databases & Correspondence relating to: Taxi & Private Hire Car Licences, Second-Hand Dealers' Licences, Metal Dealers' Licences, Boat Hire Licences, Street Traders' Licences, Market Operators' Licences, Public Entertainment Licences Indoor Sports Entertainment Licences, Late Hour Catering Licences, Window Cleaners' Licences,</p>	<p>Civic Government (Scotland) Act 1982</p> <p>Retention period may be extended in event of information likely to result in observation / objection to licensing authority</p>

			Charitable Collections, Sex Shop Licences	
Licensing 1.2	The process of administering records relating to Betting, Gaming and Lotteries <i>Grant & Renewal Applications</i> <i>(No observation / objection)</i> <i>Grant & Renewal Applications</i> <i>(Observation / objection made)</i>	Until completion of next Renewal / Expiry Current Year + 6	Enquiry Papers, Internal Reports, Databases & Correspondence relating to: Betting Offices Bookmakers Gaming Machines Bingo Clubs Casinos Registered Societies	Betting, Gaming & Lotteries Act 1963, Gaming Act 1968, Lotteries & Amusements Act 1976, Gaming (Bingo) Act 1985, Retention period may be extended in event of information likely to result in observation / objection to licensing authority
Licensing 1.3	The process of administering records relating to Pedlars <i>Grant & Renewal Applications</i> <i>Police Register</i>	Until completion of next Renewal / Expiry Offer to Archives	Enquiry Papers, Internal Reports, & Correspondence Station Registers	Pedlars Act 1871
Licensing 1.4	The process of administering records relating to checks of Chemist Registers <i>Inspection Records</i> <i>Destruction of Controlled Drugs</i>	Current Year + 2 Current Year + 2	Computerised Systems Forms P129 Drugs Destruction Forms	Misuse of Drugs Act 1971

MEDIA & COMMUNICATIONS

Applicable Legislation

Copyright, Designs and Patents Act 1988 (this covers both audio and visual material including video recordings, satellite broadcasts, posters, graphics and computer-generated material).

Standards

ISO 5466 Storage of Processed Safety Photographic Film

BS-ISO 10356 Storage and Handling of Nitrate-based motion picture film

BS-ISO 12606 Care and preservation of magnetic audio recordings for motion picture and television

Notes

This matrix deals with two broad areas:

- Dealing with the media on the work of the police
- Special events, such as exhibitions, campaigns, etc.

Most media and communications records created by the media, press or public relations departments are commissioned by other police departments/sections, i.e., Personnel requesting a job advertisement, Community Safety commissioning community information packs, etc., when this is the case, the appropriate commissioning department matrix should be referred to. Because of the unique nature of the records in this matrix, it is as important to consider the storage of the material (it being created and stored on a range of media), as it is to consider the appropriate legislation, hence the three BSI storage standards listed above.

Reference No	Function Description	Retention Action	Examples of Records	Notes
Media/Comms 1.0	Advertising and publicity material for use in internal or external Campaigns and Projects <i>Recurring Campaigns/Projects</i> <i>Drafts and development material</i>	Destroy at end of project/campaign Review at Creation + 2 Yrs Review/Destroy when final copies prepared	Posters, Photographs, leaflets, working briefs, audio-visual, online material	For photographs and audio-visual material, see BSI storage guidelines above.
Media/Comms 1.1	Providing Information to the Media <i>Non-incident related</i> <i>Standard crime enquiries / Incidents</i> <i>Serious crime enquiries / Major incidents</i> <i>Finding aids (indexes, catalogues, etc.)</i> <i>Image library</i> <i>Prepared answers to routine questions</i>	Current year + 2 Yrs Current year + 6 Yrs Review current year + 12 Yrs Current year + 12 Yrs Select Destroy when superseded	Press releases Press conference previews Paper based / computerised press release indexing systems	Consider retention of information supplied to media relating to serious crime enquiries / major incidents for as long as case is retained
Media/Comms 1.2	Monitoring Information in the media <i>Non-incident related</i> <i>Incident</i> <i>Major incidents</i> <i>Digests of information / finding aids</i>	Current year + 2 Current year + 6 Current year + 12 Archive	Press cuttings Audiovisual tapes of televised / radio reports Press report digests	See BSI storage guidelines above

Media/Comms 1.3	<p>Special events</p> <p><i>Events of Historical Significance</i></p> <p><i>Other Events</i></p>	<p>Review and offer to archives</p> <p>Review at current year + 3 Yrs</p>	<p>Correspondence</p> <p>Reports</p> <p>Visitor books</p> <p>Calendars</p> <p>Brochures and guides</p> <p>Programme of events</p> <p>Audiovisual record of proceedings</p>	<p>Seek to retain at least one copy for reference/historical purposes.</p> <p>See BSI storage guidelines above.</p>
Media/Comms 1.4	Development and publication of Force Magazines or equivalent	<p>Archive Magazines</p> <p>Select photos</p> <p>All other records</p> <p>Current year + 1</p>	<p>Force Magazine</p> <p>Force Newsletter</p> <p>Working Papers</p> <p>Photographs</p>	Select photos for permanent retention
Media/Comms 1.5	Journals	Review at current year + 1 Yr	Magazines, journals, papers, received by Police	It may be prudent to retain one copy for reference in a 'library', with guidelines as to how far back issues are kept.

OPERATIONAL SUPPORT SERVICES

Reference No	Function Description	Retention Action	Examples of Records	Notes
Air Support 1.1	Administration of Helicopter Flying Hours and Duties Incidents requiring Helicopter Assistance Accidents involving helicopter Records of Flying Hours	As per crime list Archive Current year + 1*		*Summarised statistics may be retained
ARV 2.1	Administration of Force Firearms Register of Force Firearms	Archive	Purchase and disposal records, serial numbers	
ARV 2.2	Process of issuing and recording the use of Police Firearms Daily Weapons Checks Incident Reports	Refer to Operations		
Dog Branch 3.1	Administration of Injuries and Accidents caused by Force Dogs Injury to Force Employee Injury to Member of the Public Accident/Damage caused by/involving Force dogs	Archive Personnel copy Current year + 3 Current year + 3		
Dog Branch 3.2	Breeding, Purchase, Disposal and Care of Dogs Dog Branch Records/Files	Disposal + 3 years*	Breeding, pedigree, acquisition, care and disposal records.	Summary details of breeding programme may be reviewed for archives
Dog Branch 3.3	Development and Provision of Training Courses for Dogs and Handlers Development of Dog and Handler Training Provision of Dog and Handler Training Record of Dog and Handler Training	Refer to Training Refer to Training Refer to Personnel list		

	Register of Dog and Handlers Trained	Permanent		
Mounted Branch 4.1	<p>Administration of Injuries and Accidents caused by Force Horses</p> <p>Injury to Force Employee</p> <p>Injury to Member of the Public</p> <p>Accident/Damage caused by/involving Force horses</p>	<p>Archive Personnel copy</p> <p>Current year + 3</p> <p>Current year + 3</p>		
Mounted Branch 4.2	<p>Development and Provision of Training Courses for Horses and Riders</p> <p>Development of Rider Training</p> <p>Provision of Rider Training</p> <p>Record of Rider Training</p> <p>Development of Horse Training</p> <p>Record of Training given to specific horses</p>	<p>Refer to Training</p> <p>Refer to Training</p> <p>Refer to Personnel list</p> <p>As Training</p> <p>Disposal + 1 year</p>		
Mounted Branch 4.3	<p>Purchase, Disposal and Care of Horses</p> <p>Equine Registers</p> <p>Record of Rest Days</p>	<p>Disposal + 1 year</p> <p>Current month + 1</p>	<p>Vets records, History, Training</p> <p>Control Sheets</p>	
Mountain Rescue 5.1	<p>Development and Provision of Mountain Rescue Training</p> <p>Development of Mountain Rescue Training</p> <p>Provision of Mountain Rescue Training</p> <p>Record of Mountain Rescue Training</p>	<p>Refer to Training</p> <p>Refer to Training</p> <p>Refer to Personnel</p>		
Mountain Rescue 5.2	<p>Administering the Care and Management of Mountain Rescue Equipment</p> <p>Equipment Maintenance</p>	<p>Refer to Health & Safety</p>		

Public Order 6.1	Development and Provision of Public Order Training Development of Public Order Training Provision of Public Order Training Record of Staff Public Order Training	Refer to Training Refer to Training Refer to Personnel		
Underwater Unit 7.1	Development and Provision of Police Diving/Underwater Skills Training Development of Diving/Underwater Training Provision of Diving/Underwater Training Record of Staff Diving/Underwater Training	Refer to Training Refer to Training Refer to Personnel		
Underwater Unit 7.2	Administering the Care and Management of Diving Equipment Equipment Maintenance	Refer to Health & Safety		
Support Services 8.1	Policing Arrangements for Managing Bomb Threats and Terrorism	Review Current year + 2		
Support Services 8.2	Administration of Public Visits to or from Support Services Premises and Staff (e.g. Kennels, Stables) Records of Visits Letters of Appreciation	Current year + 1	Correspondence	Includes arrangements for PR work undertaken by Support Services at shows, galas, events, etc.
Support Services 8.3	Process of Incident Logging	Refer to Operations		
Support Services 8.4	Process of Crime Recording and Investigation	Refer to Crime		
Support Services 8.5	Police Search Co-ordinators and Advisers Record of Search Co-ordinator/Adviser Training Search Co-ordinator/Adviser's Licensing Scheme Records	Refer to Personnel Current + 1 year*	Personal Log Book	*Licensing scheme requires examination of logbook 1 year after training and every three years thereafter.

OPERATIONS

Applicable Legislation

Working Time Regulations 1998

Civic Government (Scotland) Act 1982

Road Traffic Act 1988

Reference No	Function Description	Retention Action	Examples of Records	Notes
Operations 1.0	<p>Process of maintaining records relating to persons held in Police Custody at police stations and courts – including</p> <p><i>Nominal Details (Incl. Name, Alias, Birth, Occupation, Address)</i> <i>Injuries & Risk Assessment</i> <i>Apprehension/Detention Details</i> <i>Property</i> <i>Personal Description</i> <i>National Computer Cross Checks (PNC/SCRO)</i> <i>Medical Examinations & Treatment</i> <i>Visits to / Checks of Prisoner</i></p>	Current Year + 6	Computerised & Paper-based Custody Record Systems	'Serious' Criminal Enquiries will extend the retention period – see Crime Matrix
Operations 1.1	<p>Process of maintaining records of Duty Tours performed by personnel – including:</p> <p><i>Nominal Details (Incl. Name, Rank, Number, Station, Skills)</i> <i>Hours Worked</i> <i>Overtime/Time off in Lieu</i> <i>Rest Days</i> <i>Public Holidays</i> <i>Training Dates</i> <i>Court Attendance</i> <i>Nature of Duties Performed</i> <i>Sickness/Injury</i> <i>Annual Leave</i></p>	Current Year + 6	Computerised Resource Management Systems, Manual Records	Working Time Regulations 1998 Some Forces have separate systems to record different aspects of duty tours
Operations 1.2	<p>The policing arrangements prepared for Operational Events – including</p> <p><i>Exceptional events & operations (e.g. War, Major Disasters, Foot & Mouth Outbreak)</i></p>	Offer to Archives	Paper-based / Computerised Briefing & Debriefing Systems Operational Risk Assessments	

	<i>Large scale operations (Incl. Major Public Marches & Demonstrations, Major Industrial Disputes, Major Sporting Events, Parliamentary Elections)</i>	Current Year + 6		
	<i>Routine operations (Incl. <u>Minor</u> Parades, Sporting Events)</i>	Current Year + 1		
Operations 1.3	Process of maintaining records relating to Lost & Found Property – including: <i>Reports of Lost Property Found Property Handed in to Police Sales of Unclaimed Found Property</i>	Current Year + 6	Computerised and Paper-based Record Systems	Civic Government (Scotland) Act 1982 Includes financial receipts for Found Property
Operations 1.4	Process of maintaining records (HORT2) relating to the production of driving documents at police stations – namely: <i>Completed HORT2 Registers</i>	Current Year + 2	HORT2 Books	Road Traffic Act 1988
Operations 1.5	Process of Incident Logging – including records arising from requests for police assistance and the deployment and management of police resources: <i>Telephone Calls from the Public Messages from internal Force Personnel Messages from external Forces & Agencies Radio & Telephone Calls to/from Force Control Rooms</i>	Current Year + 6 Current Year + 1	Command & Control Systems, Message Forms Decision Logs Policy Files Operational Risk Assessments	
Operations 1.6	Process of circulating Operational Messages throughout the Force – including: <i>Action Messages Lookout Messages Information Messages All Stations Circulations Station Scroll Books</i>	Current Year + 1	Email Systems Scroll Books	
Operations	Process of recording Occurrences investigated by the		Computerised and Paper-	

1.7	Force – including: <i>Major Incidents (non criminal)</i> <i>Sudden Deaths</i> <i>Fires</i> <i>Missing Persons:</i> <i>Untraced</i> <i>Traced</i>	Review Current Year + 12 Current Year + 5 Current Year + 5 Current Year + 5 Permanently Current Year + 5	based Record Systems	
Operations 1.8	Process of maintaining records relating to the use of Police Vehicles - including: <i>Vehicle Log Books</i>	Vehicle Disposal + 1 Yr	HORT4 Books	Road Traffic Act 1988
Operations 1.9	Process of recording the issuing of specific items of Police Equipment – including: <i>CS Spray</i> <i>Police Firearms</i>	Current Year + 1 (If discharged – at determination of CC)		
Operations 1.10	Process of maintaining records relating to Emergency & Contingency Exercises – including: <i>Exercises led by Central Government</i> <i>Local Multi-Agency Exercises</i>	Current Year + 10, then Review Current Year + 5, then Review	Remount /Aglow Exercises Local Authority Emergency Planning Exercises	

Operations 1.11	<p>Process of maintaining records relating to Traffic Policing – including:</p> <p>The application of Fixed Penalty Notices</p> <p>The reporting and investigation of damage & non-serious injury traffic collisions <i>The prosecution of minor traffic-related offences</i></p> <p><i>The reporting and investigation of serious injury & fatal traffic collisions</i></p>	<p>Current Year + 3</p> <p>Current Year + 6</p> <p>Current Year + 12, then Review</p>	<p>Computerised and Paper-based Record Systems</p> <p>Fixed Penalty Notices Photographic Evidence</p> <p>Traffic collision reports Scene records – plans, videos Breath Procedure Logs Prosecution Reports</p>	
Operations 1.12	<p>Execution of warrants</p> <p>Executed warrants (all types)</p> <p>Arrest warrants not executed</p> <p>Means enquiry warrants not executed</p> <p>Receipt of money when fine paid</p> <p>Search warrants</p> <p>Extract convictions warrants not executed</p>	<p>Current financial year + 6 years</p> <p>Following notification by PF + 3 years</p> <p>Following notification by court + 3 financial years</p> <p>Refer to Finance matrix</p> <p>Refer to Crime matrix</p> <p>Following notification by PF + 3 years</p>	<p>Warrant enquiry records</p> <p>Search record</p>	<p>Original warrant returned to issuing court when subject arrested</p> <p>Police (CC) Circular 8/1985 Appendix B</p>
Operations 1.13	<p>Bail orders</p>	<p>6 months from date of cancellation</p>	<p>Copy bail orders SCRO bail order chapter entries</p>	<p>Historical bail details held on SCRO for 3 years from date of cancellation. The issuing court will hold the principal document.</p>

Operations 1.14	Undertaking to appear	Refer to Crime matrix	Copy of undertaking to appear signed by accused released from custody in terms of Section 22, Criminal Procedure (Scotland) Act 1995	
Operations 1.15	Interdicts	Current year + 3 from date of cancellation. Review for currency annually where interdicts do not state date of cancellation.	Interdicts granted under the Matrimonial Homes (Family Protection) (Scotland) Act 1981, the Protection from Abuse (Scotland) Act 2001 and similar where a copy is served on the Chief Constable.	
Operations 1.16	Files relating to Anti-Social Behaviour Orders and Interim Anti-Social Behaviour Orders (ASBOs) Fixed term Indefinite term	Duration of order + 3 years from date of cancellation Review for currency 5 years after ASBO issued	Copy of Order provided to the Chief Constable Copy of observations made by Chief Constable during statutory consultation made when application for ASBO being pursued by Local Authority / Registered Social Landlord	

PERSONNEL, TRAINING & RECRUITMENT

Applicable Legislation

There are a large number of Acts of Parliament, regulations, statutes and professional guidelines that determine and manage employment and employment terms and conditions of service. In general terms there is little within these documents that either stipulate or recommend how long records and information should be kept. However the spirit and purpose of these documents can be used to assist in determining retention periods. Therefore, where no specific, named source is given for a recommended retention within this ACPOS document, it can be assumed that the retention is suggested on this basis. Sources for identifying the appropriate documents are noted below.

- All forces and common police services will have and provide for staff consultation the following documents, which may contain details of the relevant and current legislation and regulations that can to be used to review retention:
 - Procedure Manuals
 - Conditions of Service Manuals
 - Discipline and Grievance Procedures
 - Health and Safety Manuals
- All records relating to payments are dealt with under the Recommended Record Retention Periods for Finance.
- Other useful sources include (not a comprehensive list):
 - Data Protection Act 1998 (although it does not stipulate retention)
 - European Convention on Human Rights
 - Employment Rights Act 1996
 - Police (Scotland) Acts (various)
 - Police Scotland Regulations 2004 SSI 2004/257s15(3)
 - Official Secrets Act 1989
- While the records of training are similarly not generally included in legislation and statute, it is good practice to retain evidence of training to show that forces are undertaking their obligations under the various acts. This includes for example, evidence of time spent on firearms practice, equal opportunities training received, etc.

Reference No	Function Description	Retention Action	Examples of Records	Notes
Personnel 1.0	Process of administering the employment of Police, Cadets and Special Constables - summary information including: Name(s) – including changes from marriage/divorce Date of Birth Date of Appointment Work History Summary (Divisions, roles, promotions and transfers, titles and dates held) Training received Awards, Commendations, Incidents of Note Date of Leaving and reason Photograph	Offer to Archives	Employment Register Personnel Database (weeded) Personnel Files (weeded)	Common Practice The retention dates suggested assume that pension administration is not reliant on these records
Personnel 1.1	Process of administering the employment of Police, Cadets and Special Constables in accordance with terms and conditions - including: Maternity, Paternity and Special Leave Changes to personal details Vetting and Validation Payments, salaries and wages Assessments and Appraisal/Performance Details	Between 6 – 10 years* following termination of employment (* to be stipulated by individual forces/agencies)	Force forms Reports File Notes Personnel Database (unweeded) Personnel Files (unweeded)	Salaries and Wages Entitlements The retention dates suggested assume that pension administration is not reliant on these records
Personnel 2.0	Process of administering the employment of Force Support Staff - summary information including: Name(s) – including changes from marriage/divorce Date of Birth Date of Appointment Work History Summary (Divisions, roles, promotions and transfers, titles and dates held) Date of Leaving Pension Details	Archive	Employment Register Personnel Database (weeded) Personnel Files (weeded)	Common Practice The retention dates suggested assume that pension administration is not reliant on these records
Personnel 2.1	Process of administering the employment of Force Support Staff in accordance with terms and conditions - including: Maternity, Paternity and Special Leave	Between 6 – 10 years* following termination of employment	Force forms Reports File Notes Personnel Database	Salaries and Wages Entitlements The retention dates suggested assume that pension administration is not reliant on these records

	Changes to personal details Vetting and Validation Payments, salaries and wages Assessments and Appraisal/Performance Details	(* to be stipulated by individual forces/agencies)	(unweeded) Personnel Files (unweeded)	suggested assume that pension administration is not reliant on these records
Personnel 3.0	Recording, Monitoring and Management of Absence	Current year + 6	Absence Management Database	
Personnel 4.0	The recording and amendment of staff Conditions of Service , including statutory and policy based conditions	Archive	Conditions of Service Manual	Common Practice
Personnel 4.1	Equal Opportunities investigation and reporting on cases and grievances	Current year + 6	Equal Opportunities Case/Grievance File	Common Practice
Personnel 4.2	General administration of the Force Personnel Function . Examples include: Restructuring Civilianisation Staffing Proposals Industrial Relations	Review current year + 2	Files Records and Documents Minutes of Meetings Reports	Common Practice
Training 1.0	Development and provision of Staff Training courses: Aims and Objectives Course Outline	Archive	Course Booklet Course Outline	Common Practice
Training 1.1	Development and provision of Staff Training courses: Course Documentation Presentations Pre-Reading	Destroy when superseded	Course Handout Master PowerPoint presentations Pre-Reading List Master Research Material Course Development Records	
Training 1.2	Development and provision of Staff Training courses: Administration of courses	Current year + 1		
Training 2.0	General administration and projects of the Force Training function. Examples include: Training and development strategy Responses to legislative and regulatory changes	Review and weed using force criteria at end of project or once every 2 years.	Project Files Project Records and Documents Minutes of Meetings Reports	Common Practice
Recruiting 1.0	The process of Recruitment and Selection of Police Officers, Special Constables and Cadets . (Successful candidates)	Retain and pass to personnel	Application Form Vetting Form Copy Birth Certificate	

			Home Assessment Record of Interview	
Recruiting 1.1	The process of Recruitment and Selection of Police Officers, Special Constables and Cadets. (Unsuccessful candidates)	Retain no more than Current year + 6	Application Form Vetting Form Copy Birth Certificate Home Assessment Recruiting Database Records Record of Interview	Common Practice. Used for candidates re-applying
Recruiting 2.0	The process of Recruitment and Selection of Force Support Staff. (Successful candidates)	Retain and pass to personnel	Application Form Vetting Form Copy Birth Certificate Record of Interview	
Recruiting 2.1	The process of Recruitment and Selection of Force Support Staff (Unsuccessful candidates)	6 months	Application Form Vetting Form Copy Birth Certificate Recruiting Database Records Record of Interviews	
Recruiting 3.0	The development and monitoring of Recruitment Selection Criteria and Policy	Archive	Selection Criteria Minimum requirements Recruitment Policy	
Recruiting 4.0	General administration and projects of the Force Recruiting function. Examples include: Changes to selection criteria Careers fairs and promotions	Review and weed using force criteria at end of project or once every 2 years.	Project Files Project Records and Documents Minutes of Meetings Reports	Common Practice
Occupational Health	The process of managing the Medical Welfare and Health of staff	Destroy 75 years after date of appointment	Medical records Occupational Health Records	Common Practice
Promotion 5.1	The development and monitoring of Promotion Selection Criteria and Policy	Archive	Promotion Policy Selection Criteria Record of Competencies under assessment Record of Standard of Assessments	
Promotion 5.2	Process of Application by Police Officers for Promotion (successful and unsuccessful candidates)	Current year + 2 years	Application Form References	

Promotion 5.3	Promotion Process	Between 6 months and current year + 2 years* (* to be stipulated by individual forces / agencies)	Assessment Centres / Promotion Panels Exercise Assessment Sheets Record of Interview Record of Overall Assessment Record of Feedback	
Promotion 5.4	Formal notification of outcome of application	Retain and pass to Personnel	Letter to candidate Record of feedback	

PROFESSIONAL STANDARDS

Applicable Legislation

Police (Scotland) Act 1967

Police (Conduct) (Scotland) Regulations 1996

Police (Conduct) (Senior Officers) Scotland Regulations 1999

Professional Standards 1.3	Process of maintaining records of complaints made against Police Officers by persons considered to be Vexatious Complainers	Current Year + 6, then Review	Forms CD1, Investigating Officer Notebooks, Case Papers	
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PROJECTS

PROPERTY

Reference No	Function Description	Retention Action	Examples of Records	Notes
Property 1.1	Activities associated with the acquisition and disposal of property			
	Property registers and reports	Archive	Consolidated property and buildings annual reports Summary of leased property Summary of local authority's owned property Site register Register of leases	
	Title deeds and associated documents	Retain until property disposed of. Offer to Archives if not required by new owner.		
	Leases and associated documents	Expiry of lease + 12 years	Leases Memoranda of terms Subletting agreements Schedules of alterations	
	Land searches	Current year + 6		
Property 1.2	Activities associated with the development and renovation of property			
	Buildings and estates of 'special interest'	Permanent	Project specifications Plans	
	All other buildings and estates	Retain for life of property or building	Installation manuals Planning and building control consents and correspondence Prints and negatives – work in	

	<p>Construction contract records</p> <p>Construction project management records</p> <p>Records relating to special events: official openings, dedications, major refurbishments</p>	<p>Refer to Finance matrix</p> <p>Refer to Projects matrix</p> <p>Refer to Media / Communications matrix</p>	<p>progress, completed works</p>	<p>Particular care should be taken when reviewing these records, the nature of the development may dictate a long retention for all records.</p>
Property 1.3	<p>Activities associated with the maintenance of property</p> <p>Management of maintenance activities</p> <p>Maintenance contract records</p> <p>Records of inspections of property, plant and equipment</p> <p>Records documenting routine maintenance</p> <p>Maintenance and operational manuals</p>	<p>Last action + 10 years</p> <p>Refer to Finance matrix</p> <p>Refer to Health & Safety matrix</p> <p>Current year + 6</p> <p>When equipment disposed of, destroy or transfer to new owner</p>	<p>Maintenance programme</p> <p>Maintenance schedules</p> <p>Forward maintenance registers (FMR)</p> <p>Maintenance diaries</p> <p>Maintenance requests for cleaning, painting, grounds maintenance, electrical maintenance</p>	<p>Refer to Health & Safety matrix for recommendations relating to property hazards, incidents and inspections</p>

APPENDIX A

SCOTTISH CRIMINAL RECORD OFFICE CRIMINAL HISTORY SYSTEM

WEEDING PERIODS

Convictions, recorded in accordance with the Scottish Criminal Record Office Executive Committee Policy, are to be weeded:

- (1) When the subject has attained 40 years of age and the conviction is 20 years old plus any period of disqualification, unless the conviction is one of the excepted categories.
- (2) The following convictions are excepted categories:-
 - (a) a conviction on indictment;
 - (b) a conviction for any act implying indecency;
 - (c) a conviction or ruling disposed of under the Mental Health Acts
 - (d) a conviction where a sentence of imprisonment is imposed
- (3) A conviction in any of the excepted categories will be retained until the subject has attained 70 years of age and the conviction is 30 years old plus any period of disqualification
- (4) Retention of an excepted category conviction is not to affect the life of any subsequent conviction
- (5) No record is to contain more than 3 drunk and incapable convictions (i.e. the last 3)
- (6) Warnings to prostitutes are to be weeded as a conviction in accordance with (1) above (under review)
- (7) All disposals for child offenders are to be weeded when a child has attained 16 years of age except:-
 - (a) a supervision requirement order
 - (b) a disposal in a court of law

The following convictions will be retained for 100 years:

- (a) Life Imprisonment
- (b) Detained during Her Majesties Pleasure
- (c) Detained without limit of time

INDEX

- | | | | | |
|---|-------------------------------|---------------------|--------------------------------------|---|
| A | Absence Management | Personnel 3.0 | Casinos | Licensing 1.2 |
| | Abstract of Accounts | Finance 1.0 | Catering Request Forms | Administration 3.1 |
| | Abstract Requests | Administration 2.1 | CCTV Installation | Comm Safety 1.4 |
| | Accidents at Work | Health Safety 1.2 | Charitable Collection Licensing | Licensing 1.1 |
| | Accountancy Records | Finance 1.0 | Chemists Registers Inspection | Licensing 1.4 |
| | ACPOS Records (Force Copy) | Administration 6.1 | Cheques | Finance 1.1 |
| | Advertising Campaigns | Media 1.0 | Commercial Suppliers Accounts | Finance 1.14 |
| | Aliens Registration | Intelligence 2.3 | Community Council Liaison | Comm Safety 1.5 |
| | Annual Leave | Administration 1.1 | Community Planning Initiatives | Comm Safety 1.6 |
| | Annual Reports | Administration 8.1 | Community Safety initiatives | Comm Safety 1.7 |
| | Architectural Liaison | Comm Safety 1.1 | Complaints (general) | Administration 2.2 |
| | Archive Catalogue | Administration 9.2 | Complaints against Police | Prof Standards 1.1 |
| | Archive Deposit Agreement | Administration 9.1 | Compliance Audits | Administration 1.27 |
| | ARMLTS Clubs | Firearms 1.10 | Compressed Air Surveillance | Health Safety 1.7 |
| | Arrest Referral Scheme | Comm Safety 1.2 | Conditions of Service | Personnel 4.0 |
| | Asbestos Exposure/Inspections | Health Safety 1.3 | Construction Industry Scheme Records | Finance 1.2 |
| | ASBOs | Operations 1.16 | Construction Work | Health Safety 1.12 |
| | Asset Register | Administration 1.2 | Contractual Agreements | Finance 1.2 |
| | Awards to Public | Comm Safety 1.3 | Controlled Waste | Health Safety 1.9 |
| B | BACS | Finance 1.12 | Correspondence Books | Administration 2.3 |
| | Bail Orders | Operations 1.13 | Court Lists | Administration 1.7 |
| | Bank Records | Finance 1.1 | Courtesy Meals Authorisation Forms | Administration 3.2 |
| | Benevolent Fund Donations | Administration 2.7 | Covert Human Intelligence Sources | Intelligence 1.2 |
| | Best Value Reviews | Administration 1.30 | Creditors | Finance 1.3 |
| | Betting Officers Licensing | Licensing 1.2 | Crime Records | Crime 1.0 |
| | Betting, Gaming Lotteries | Licensing 1.2 | Crime Prevention | Comm Safety 1.8 |
| | Bingo Machines | Licensing 1.2 | Criminal Complaints against Police | Prof Standards 1.1 |
| | Boat Hire Licensing | Licensing 1.1 | Criminal Injuries Compensation | Administration 2.4 |
| | Bookmakers Licensing | Licensing 1.2 | CS Spray | Operations 1.9 |
| | Budgetary Control Records | Finance 1.0 | D | Data Protection Subject Access Requests |
| C | Cabling Plans | Administration 4.1 | Debtors | Administration 2.5 |
| | Cadet Employment Records | Personnel 1.0/1.1 | Delivery Notes | Finance 1.9 |
| | Cadet Recruitment | Recruitment 1.0/1.1 | Destruction of Controlled Drugs | Finance 1.13 |
| | Car Allowances | Administration 1.4 | Disaster Plan | Licensing 1.4 |
| | Car Leasing | Administration 1.5 | Disclosure Unit Enquiries | Administration 1.3 |
| | Car Loans | Administration 1.6 | Diseases at Work | Administration 2.6 |
| | Cash Records | Finance 1.1 | Display Screen Assessments | Health Safety 1.2 |
| | | | | Health Safety 1.14 |

	Diversity Issues	Comm Safety 1.9	G	Gaming Machines	Licensing 1.2
	Diving	Op Support 7.1/7.2		General Administration Records	Administration 1.12
	Dogs	Op Support 3.1-3.3		General Enquiries (non-specific incident)	Administration 2.8
	Donations	Finance 1.4		General Enquiries (specific incident)	Administration 2.9
	Driving Documents	Operations 1.4		Generic Risk Assessments	Health Safety 1.1
	Drugs Education	Comm Safety 1.10		Grants	Finance 1.4
	Duty Tours	Operations 1.1		Guidance Notes and Procedures	Administration 9.4
E	Emergency Exercises	Operations 1.10	H	Hazardous Substances	Health Safety 1.5
	Equal Opportunities	Personnel 4.1		Hazardous Waste	Health Safety 1.8
	Executive Management Groups	Administration 1.8		Heads of Department/Division Meetings	Administration 1.13
	Explosives Premises	Firearms 1.12		Helicopters	Op Support 1.1
	Eyesight Tests	Health Safety 1.15		HMIC inspections	Admin 1.28/1.29
F	File Plans	Administration 9.3		Honours Submission	Administration 1.24
	Financial Ledger	Finance 1.0		Horses	Op Support 4.1-4.3
	Finding Aids	Media 1.2		HORT2	Operations 1.4
	Fire Certificates	Health Safety 1.11		HORT4	Operations 1.8
	Fire Precautions	Health Safety 1.11	I	Image Library	Media 1.1
	Firearms Dealers	Firearms 1.8		Incident Logging	Operations 1.5
	Firearms Disposal	Firearms 1.7		Income	Finance 1.5
	Firearms European Passes	Firearms 1.9		Indoor Sports Entertainment Licensing	Licensing 1.1
	Firearms Licences (cancelled)	Firearms 1.1		Information Security	Administration 4.2/4.3
	Firearms Licences (current)	Firearms 1.0		Injury Reports	Health Safety 1.2
	Firearms Licences (refused)	Firearms 1.3		Inland Revenue Records	Finance 1.12
	Firearms Licences (revoked)	Firearms 1.2		Inspection Records	Administration 1.30
	Firearms Licences (voluntary surrender)	Firearms 1.4		Inspection Reports	Health Safety 1.1
	Firearms Licences (voluntary withdrawal)	Firearms 1.5		Insurance Records	Finance 1.6
	Firearms Temporary Permits	Firearms 1.6		Intelligence Recording	Intelligence 1.0
	Firearms Transfer to Northern Ireland	Firearms 1.0		Interdicts	Operations 1.15
	Firearms Visitor Permits	Firearms 1.11		Inventories	Finance 1.7
	Fixed Penalty Notices	Operations 1.11		Investments	Finance 1.8
	Flexi-Leave Schemes	Administration 1.9	J	Invitations	Administration 2.10
	Fol Publication Scheme	Administration 8.2		JNCC/JSCC	Administration 6.2
	Force Communication Centre Records	Administration 2.13		Joint Police Board Meetings	Administration 1.14
	Force Control Room Records	Operations 1.5		Journals	Media 1.5
	Force Firearms	Op Support 2.1/2.2	L	Land Searches	Property 1.1
	Force Magazines	Media 1.4		Later Hour Catering Licensing	Licensing 1.1
	Force Newsletter	Media 1.4		Lead Exposure	Health Safety 1.4
	Force Support Staff Employment Records	Personnel 2.0/2.1		Leasing Records	Finance 1.0
	Force Support Staff Recruitment	Recruitment 2.0/2.1		Lectures	Comm Safety 1.18

	Letters of Thanks to Public	Comm Safety 1.3	Police Surgeons	Administration 7.1/7.2
	Liquor Licensing	Licensing 1.0	Police Vehicles	Operations 1.8
	Litigation Files	Administration 5.1	Policing arrangements: bombs, terrorism	Op Support 8.1
	Loans	Finance 1.9	Policy	Administration 1.20
	Local Authority Liaison	Comm Safety 1.11	Precognition Requests	Administration 2.12
M	Lost and Found Property	Operations 1.3	Press Cuttings	Media 1.2
	Major Incidents	Operations 1.7	Procedure	Administration 1.20
	Media Information Provision	Media 1.1	Productions	Crime 1.1
	Media Monitoring	Media 1.2	Project Management	Administration 1.10
	Metal Dealers Licensing	Licensing 1.1	Project Management	Projects 1.0/1.1
	Minute Taking	Administration 1.15	Promotion Applications	Personnel 5.2/5.4
	Miscellaneous Licensing	Licensing 1.1	Promotion Policy	Personnel 5.1
	Misconduct Complaints	Prof Standards 1.2	Promotion Process	Personnel 5.3
	Missing Persons	Operations 1.7	Property Development	Property 1.2
	Money Seizures	Administration 1.16	Property Leases	Property 1.1
	Mountain Rescue	Op Support 5.1/5.2	Property Maintenance	Property 1.3
	Museum	Administration 1.18	Property Registers	Property 1.1
N	Noise at Work	Health Safety 1.13	Public Entertainment Licensing	Licensing 1.1
O	Occupational Health	Occupational Health	Public Order Training	Op Support 6.1
	Occurrences	Operations 1.7	Public Performance Reports	Administration 8.1
	Operational Events Policing	Operations 1.2	Purchase Orders	Finance 1.14
	Operational Messages	Operations 1.6	Race Equality Scheme	Comm Safety 1.12
	Overtime	Finance 1.12	Racially Motivated Incidents	Comm Safety 1.13
P	Parades	Operations 1.2	Radiation in Workplace	Health Safety 1.6
	Payroll	Finance 1.12	Receipts	Finance 1.5
	Pedlars	Licensing 1.3	Record Retention Schedule	Administration 9.6
	Pensions Administration	Finance 1.10	Records Destroyed	Administration 9.5
	Personnel General	Personnel 4.2	Recruitment Administration	Recruitment 4.0
	Petty Cash	Finance 1.1	Recruitment and Selection Policy	Recruitment 3.0
	Photographs	Media 1.1	Register of Gifts	Administration 3.3
	Police Act part III	Intelligence 1.1	Registered Societies	Licensing 1.2
	Police Authority Meetings	Administration 1.14	Resource Management	Operations 1.1
	Police Custody Records	Operations 1.0	Restorative Justice Programme	Comm Safety 1.14
	Police Employment Records	Personnel 1.0/1.1	Revenue	Finance 1.14
	Police Equipment	Operations 1.9	RIPA	Intelligence 1.1
	Police Firearms	Operations 1.9	RIPSA	Intelligence 1.1
	Police History Enquiries	Administration 2.11	Room and Equipment Bookings	Administration 3.4
	Police Recruitment	Recruitment 1.0/1.1	Safer Scotland	Comm Safety 1.15
	Police Search Advisors/Co-ordinators	Op Support 8.5	Salaries and Wages	Finance 1.12
			R	
			S	

Scottish Executive Statistics	Administration 1.23	T	Taxi Licensing	Licensing 1.1
Second Hand Dealers Licensing	Licensing 1.1		Tenders	Finance 1.2
Service Level Agreements	Administration 1.21		Title Deeds	Property 1.1
Sex Shop Licensing	Licensing 1.1		TOIL	Administration 1.1
Shooting Clubs	Firearms 1.10		Traffic Collisions	Operations 1.11
Sick Pay	Finance 1.12		Traffic Policing	Operations 1.11
Special Branch Nominal Files	Intelligence 2.1		Training Courses Administration	Training 1.2
Special Branch Policies	Intelligence 2.2		Training Courses Development	Training 1.0
Special Constables Records	Personnel 1.0/1.1		Training Courses Records	Training 1.1
Special Constables Recruitment	Recruitment 1.0/1.1		Training General Administration	Training 1.3
Special Events	Media 1.3		Travel and Accommodation	Administration 1.19
Sporting Events Policing	Operations 1.2	U	Undertakings to Appear	Operations 1.14
Standard Operating Procedure	Administration 1.17	V	Vehicle Log Books	Operations 1.8
Statistics	Administration 1.23		Vexatious Complainers	Prof Standards 1.3
Statistics	Comm Safety 1.16		Virement Requests	Finance 1.0
Stocks and Stores	Finance 1.13		Visits	Op Support 8.2
Stop and Search Instances	Comm Safety 1.17		Voluntary Deductions	Finance 1.12
Strategy and Planing	Administration 1.20		Vulnerable Victims	Comm Safety 1.19
Street Traders Licensing	Licensing 1.1	W	Warrants	Operations 1.12
Subscriptions	Finance 1.4		Window Cleaners Licensing	Licensing 1.1
Sudden Deaths	Operations 1.7		Work Equipment Maintenance	Health Safety 1.10
Suggestion Scheme	Administration 1.31		Working Groups	Administration 1.11
Superannuation	Finance 1.12	Y	Youth Advisory Scheme	Comm Safety 1.20
Surveys	Administration 1.25			