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SCOTLAND**

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## **Record Retention**

### **Standard Operating Procedure**

**This SOP provides clear direction and procedural instruction to provide a consistency of response in accordance with force policy, however it is recognised that policing is a dynamic profession and the standard response may not be appropriate in every circumstance. In every situation, your decisions and actions should be supported by the National Decision Model and based on the values and ethics of Police Scotland. You may be expected to provide a clear and reasonable rationale for any decision or action which you take.**

#### **Notice:**

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<b>Owning Department:</b>	Information Management
<b>Version Number:</b>	4.00 (Publication Scheme)
<b>Date Published:</b>	25/11/2020

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### **1. Purpose / Scope**

This Standard Operating Procedure (SOP) supports the Police Service of Scotland, (hereafter referred to as Police Scotland (PS)) Records Management Policy. The purpose of this SOP is to:

- Define specific retention rules for the records held by PS
- Provide instruction to all PS Officers and Staff in interpreting record retention rules and in carrying out the routine review and disposal of records in line with those rules
- Provide instruction on the process for amending and defining new record retention rules.

The application of these rules will ensure good business practice and compliance with the relevant legislation and standards including, but not limited to:

- The Public Records (Scotland) Act 2011
- The Freedom of Information (Scotland) Act 2002
- Data Protection Act 2018 (DPA 2018) / General Data Protection Regulation (GDPR)

The retention rules were adopted from the ACPOS Recommended Record Retention Schedule on inception of PS. They have subsequently been updated, and continue to be updated as required, following consultation with the relevant business areas across Scotland and are based on either relevant legislation or existing good practice within and out with PS.

In particular, the objectives of the SOP are as follows:

- To identify records with historical value worthy of preservation.
- To identify vital records for business continuity.
- To prevent premature destruction of records.
- To prevent unnecessary retention of records.
- To ensure 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 PS.

### **2. Applicability**

All records created and held by PS must be managed in line with the retention rules within this SOP.

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The retention rules are separated into broad functional areas within this SOP. Activities may be structured differently in each Local Policing Area, but this should not prevent the application of the rules.

Whilst some sections of this SOP broadly align to business areas (such as Personnel or Licensing) they reflect the functions carried out by PS regardless of the name of department carrying out those functions at any given time. This allows for flexibility and continued reliability of the rules regardless of future restructuring of departments etc.

Some business areas may hold records relevant to functions that are not their core business - these still require to be managed in line with the function that they relate to (e.g. local budget records must be managed in line with the Finance section, or local personnel information in line with the Personnel section).

The retention rules are intended to be independent of any particular format or media of records and information and cover hardcopy records including (but not limited to) paper, microfilm, microfiche, DVDs, audio and video tapes as well as digital records including (but not limited to) databases, data created on mobile devices, spreadsheets, word processed documents and email. Generally, notwithstanding the method of recording information, the same retention policy must be applied.

Retention rules are for master sets of records only. Duplicate records may be destroyed at any point appropriate to the work of PS. However, heavily annotated records cannot be considered duplicates and must be maintained using the same rules as the master records.

### 3. Roles and Responsibilities

Records Management	Responsible for the regular review of this SOP and for incorporating new categories of records within the document as they emerge over time.
Strategic and Tactical Information Asset Owners	Responsible for ensuring that records falling within their remit are managed in line with this SOP.

### 4. Interpretation of Retention Rules

Each retention rule follows the same format:

**Section and sub-section:** The rows that stretch the full width of the table are section headers that indicate the broad functional area that the retention rules beneath relate to (for example, Administration or Fleet). These are further broken down into specific sub-sections of rules (e.g. Administration – Correspondence and Operational Support Services – Mountain Rescue).

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**Ref:** Each rule has a unique alphanumeric reference number within its section (e.g. the first rule within the Fleet section is **FLT-001**).

**Function Description:** This describes the specific function that creates records, which would be related and managed under the same retention rule.

**Trigger:** This action starts the retention period. The most common trigger is **current year** – i.e. the end of the year in which the record was created. This means that if a retention rule for records created in 2014 is destroy at current year + 6, they should be destroyed 6 years from the end of 2014: the end of 2020. This allows records to be destroyed in bulk for a year.

For financial records, current year means the end of the financial year in which the record was created, e.g. if the above example was a financial record from financial year 2014/2015, it should be destroyed 6 years from April 2015: April 2021.

**Retention Period:** This is the amount of time that a record must be retained for from the point that the retention clock is triggered.

**Action:** Specifies what must be done with records past the stated retention period.

- **Destroy:** The default action to be taken at the end of most retention periods is to destroy the records. This must be carried out in accordance with record destruction procedures outlined in the Management of Records SOP and the security requirements outlined in the Information Security SOP.
- **Review:** Records scheduled for review must be assessed for ongoing operational relevance or for historical significance. The review process will determine whether records should be destroyed, retained for a further period before being reviewed again, or preserved permanently (archived). It should be noted that in the case of certain records (e.g. Crime records and Public Protection records), particular criteria for review are specified.
- **Archive:** In this context, archive means to commit records of historic importance to permanent preservation as part of the public record of policing in Scotland. Records with a disposal recorded as Archive may be offered as a deposit to the appropriate partnership archive service when their operational and/or administrative usefulness has come to an end and generally before they reach 30 years of age. Refer to Records Management department for archive arrangements.

**Example of Records:** This gives specific (but not exhaustive) examples of record types that are created by the function. Records that fit the function but are not listed as an example can still be managed by the rule.

**Notes:** Provides extra details to record relevant legislation, criteria for retaining records longer and other relevant information.

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## **5. Recording the Outcome**

### **Recording Records Retained Following Review**

The decision to retain records following a review must be recorded, and the reviewer must stipulate the period after which the records will be reviewed again. The method of recording review outcomes will vary according to record type, but includes:

- Recording an action on the register / inventory used to control the records (hard copy or electronic).
- Completing a relevant field within an electronic system.
- Endorsing the exterior of a hard copy file.

### **Recording Destroyed Records**

The Scottish Ministers' Code of Practice on Records Management by Scottish Public Authorities under the Freedom of Information (Scotland) Act 2002 requires a list of destroyed records to be retained by PS.

Record Destruction Authorisation (Form 081-003) provides a format for recording record series and / or files which have been destroyed (electronic or paper), who authorised destruction and when it was carried out. This form should be forwarded to Records Management on completion.

### **Recording Records Transferred To an Archive**

Records will only be transferred to an archive through agreement with Records Management, who will retain a record of deposit.

## **6. Moratoriums on Destruction**

Where records have been retained for the required retention period but are required for ongoing external inquiries (e.g. National Inquiries, Scottish Criminal Case Review Commission (SCCRC), Police Investigations & Review Commissioner (PIRC) and other regulatory bodies such as the Office of the Scottish Information Commissioner), they must not be destroyed until conclusion of such inquiries.

Similarly, where records have been retained for the required record retention period, but they are required for ongoing internal inquiries they must not be destroyed until conclusion of that inquiry.

Records that have passed the required retention period should not be held just in case of future Freedom of Information requests etc.; so long as they are not actively required by an inquiry, they must be destroyed at conclusion of retention period.

## **7. Amending the Record Retention SOP**

The introduction of any new retention rules or changes to existing rules must be developed by business areas in conjunction with Records Management, who will advise on all aspects of amendments to the SOP, approval of those amendments, and their implementation.

The Records Management team will work with the relevant business area to go through a methodology of:

- Legislative / Regulatory Obligations
- Operational / Business Requirements.
- Historical Value / Commit to Archive.

## **8. Key Contacts**

Records Management should be contacted with any queries relating to records retention:

**Information has been removed due to its content being exempt in terms of the Freedom of Information (Scotland) Act 2002, Section 30, Prejudice to effective conduct of public affairs.**

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
<b>Administration</b>						
<b>Administration – General</b>						
ADM-001	The process of administering staff <b>Annual Leave</b> and <b>TOIL</b>	Current year	1 year	Destroy		Best practice - Where leave is recorded in a computerised resource management system, refer to Operations
ADM-002	The process of managing <b>Asset Registers</b> for office equipment & furniture, computer hardware, software & licences, vehicles, etc.	Current year	6 years	Destroy	Registers, asset disposal forms, asset write-offs	Statutory - as per Finance
ADM-003	The process of collating and administering <b>Building Disaster Plan &amp; Evacuation Procedures</b>	Creation	Until superseded	Destroy	Disaster plan, business continuity plan	Best practice
ADM-004	The process of administering <b>Car Allowances</b> - Essential and Casual	Current year	6 years	Destroy	Notification of change to allowances	Statutory - as per Finance
ADM-005	The process of administering <b>Car Leasing</b>	Current year	6 years	Destroy	Contract, correspondence	Statutory - as per Finance
ADM-006	The process of administering <b>Car Loans</b>	Current year	6 years	Destroy	Contract, correspondence	Statutory - as per Finance

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
ADM-007	<b>Court Lists</b> (copies received)	Current year	For either the completion of data quality checks only or for a period up to a maximum of 5 years	Destroy		Retention should be determined to accord with local procedures
ADM-008	<b>Executive Management Groups</b> (or equivalent) records	Current year	Until business / operational requirements have ceased	Offer to Archive	Minute, agenda, papers, briefing papers	Best practice
ADM-009	The process of administering staff <b>Flexi-Leave</b> schemes	Current year	1 year	Destroy		Best practice
ADM-010	<b>Working Group</b> final reports	Current year	Until business / operational requirements have ceased	Offer to Archive	Report	Best practice
ADM-011	<b>Working Group</b> working papers	Current year	2 years	Review	Minutes, interim reports	Particular care should be taken when reviewing these records as the subject may dictate a long retention for all records, e.g. shift system, uniform, etc.
ADM-012	<b>General Administration</b> records	Current year	3 years	Review	Records that document how the Force functions	Not otherwise included in a schedule

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
ADM-013	The process of creating, collating and administering records for <b>Heads of Division, Department and Other Meetings</b>	Current year	3 years	Review	Minutes, agenda & papers	If policy agreed at these meetings, consider permanent retention and offer to archives
ADM-014	<b>Joint Police Board/ Police Authority and Sub-Committees</b>	Current year	Until business / operational requirements have ceased	Offer to Archive	Minutes, agenda & papers, briefing papers	Lead council has legal responsibility to maintain the signed master set of these records
ADM-015	<b>Minute Taking</b>	Date of confirmation of minutes	Action directly	Destroy	Draft / rough minutes, audio tapes	Best practice
ADM-016	The process of administering <b>Money Seizures</b>	Current year seizure goes to Joint Board / Police Authority	5 years	Destroy	Correspondence, reports, working papers	
ADM-017	<b>Ephemera</b> - Non essential administrative records / communications / reference materials	Current year	Until business / operational requirements have ceased	Destroy	Compliments slips, catalogues / trade journals, message slips, declined invitations, trivial email messages, distribution lists, rough working papers	Best practice
ADM-018	Inventory management of Force <b>Museum(s)</b> or historical object collections	Current year	Until business / operational requirements have ceased	Offer to Archive	Donation records, collecting policy, records of conservation work, purchase and sale of items	Best practice SMC Regulations and Guidelines  Does not include Force archives

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
ADM-019	Visits to and loans from Force <b>Museum(s)</b> or historical object collections	Current year	1 year	Destroy	Loans & returns, visits, letters of appreciation	
ADM-020	The process of arranging <b>Travel and Accommodation</b> for work purposes	Current year	6 years	Destroy	Booking forms, travel warrant receipts, e-mailed receipts & booking details	Statutory - as per Finance
ADM-021	Force <b>Policies, Standard Operating Procedures (SOPs), Strategies, Plans and Best Practice</b>	Current year	Until superseded	Offer to Archive	Force procedure manual, standing orders, policy documents, strategy documents, memos and orders, corporate plan	Include all versions and superseded sections
ADM-022	Development of Force <b>Policies, Standard Operating Procedures (SOPs), Strategies, Plans and Best Practice</b>	Current year	1 year	Review	All working papers	
ADM-023	Internal <b>Service Level Agreements (SLAs)</b>	Current year	Until superseded	Destroy	Service Level Agreement	Best practice
ADM-024	The process of developing and managing internal <b>Service Level Agreements (SLAs)</b>	Current year	1 year	Destroy	Draft agreements, working papers, statistics, performance reviews	
ADM-025	The process of preparing <b>Business for Cross-Departmental</b> and / or <b>Divisional</b> consideration and making the record of discussion, debate and resolutions	Current year	3 years	Destroy	Minor meetings, correspondence	Best practice

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
ADM-026	<b>Statistical Information</b> as per statutory or regulatory requirements	Current year	Until business / operational requirements have ceased	Offer to Archive	Compiled data Crime statistics * Current performance indicators	*May be contained in other documents (e.g. annual reports)
ADM-027	The process of preparing <b>Statistical Information</b> as per statutory or regulatory requirements	Current year	1 year	Destroy	Working documents	
ADM-028	The process of preparing an <b>Honours Submission</b>	Current year	2 years	Destroy	Honours nomination form Related documents	Best practice
ADM-029	Staff and public <b>Surveys</b>	Current year	6 years	Review	Final Report	Best practice
ADM-030	The process of organising staff and public <b>Surveys</b>	Current year	1 year	Destroy	Statistical data Completed survey forms	Best practice
ADM-031	The management of enquiries, complaints and submissions that result in a significant change to <b>Policy</b> or <b>Procedures</b>	Current year	Until business / operational requirements have ceased	Offer to Archive	e.g. Chokkar Report Dunblane Enquiry	Best practice Originating Force only
ADM-032	<b>Compliance Audits</b> Transaction validations	Current year	2 years	Destroy	PNC audits, CHS audits, Internal audit reports, working papers	Internal audits of Force systems may be retained for a shorter period
ADM-033	Full audit paperwork	Current year	3 years	Destroy		
ADM-034	Final audit reports	Current year	6 years	Destroy		

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
ADM-035	<b>HMIC Primary Inspection</b>	Subsequent inspection	5 years	Review	Protocols, support evidence, recommendations action plan, minutes of meetings, correspondence with HMIC	
ADM-036	<b>HMIC Thematic Inspection</b>	Closure of file	5 years	Review	Protocols with responses, support evidence, correspondence with HMIC	
ADM-037	<b>Internal Inspection &amp; Audit, Continuous Improvement &amp; Business Benefit activities, and Best Value Reviews</b>	Closure of file	5 years	Review	Report, questionnaires with data gathering, supporting documentation, progress reports, minutes of meetings	Refer to ADM-032 to 034 for data protection audits
ADM-038	<b>Suggestion Scheme</b> idea submission and evaluation	Scheme closure	6 years	Destroy		If scheme does not involve monetary compensation, retention period may be shortened
ADM-039	<b>Suggestion Scheme</b> procedures and administration	Current year	3 years	Review		
<b>Administration - Correspondence</b>						
ADM-040	<b>Abstract Requests</b>	Current year	3 years	Destroy		
ADM-041	<b>Complaints</b> (general)	Current year	3 years	Destroy	Correspondence regarding Force policies, service delivery	Refer to Professional Standards for complaints against named officers
ADM-042	<b>Correspondence Books</b> (or electronic equivalent) including correspondence workflow audit trail	Current year	3 years	Destroy	Correspondence tracking systems / books	Retention of workflows for specific functions should correspond with the related record (e.g. SARs)
ADM-043	<b>Criminal Injuries Compensation</b>	Current year	6 years	Destroy		

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
ADM-044	Acknowledgement of <b>Donations to Benevolent Funds</b> from members of the public	Current year	1 year	Destroy	Letters of thanks	
ADM-045	Records of <b>Donations to Benevolent Funds</b> from members of the public	Current year	6 years	Destroy	Donation letters Transfer of money to funds	
ADM-046	<b>General Enquiries (related to a specific incident).</b> The process of dealing with victims and witnesses to crimes, complaints about incidents and problems, etc.	Refer to Crime				
ADM-047	<b>Invitations</b> to officers and staff to functions, events, etc.	End of administrative use	Action directly	Destroy		Best practice
ADM-048	<b>Precognition Requests</b>	Current year	1 year	Destroy		
ADM-049	Process of <b>handling calls to Service communication centres</b> (not incident reporting)  Telephone calls & text messages received from the public Record of action taken / guidance provided	Current year	6 years	Destroy	Customer relationship management databases, recorded calls	Calls transferred to internal numbers without further action do not have to be recorded. For incident logging, refer to OPS-020 to 024

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
ADM-050	Prepared answers to routine questions	Current year	Until superseded	Destroy	Call handling guides	
ADM-051	<b>E-Mail mailboxes</b> of officers and staff leaving PS.	Formal leaving date	3 months	Destroy	Mailbox & all contents	
<b>Administration - Hospitality</b>						
ADM-052	<b>Catering Request Forms</b>	Current year	1 year	Destroy		Statutory - as per Finance
ADM-053	<b>Courtesy Meals Authorisation</b> Forms	Current year	1 year	Destroy		Statutory - as per Finance
ADM-054	<b>Register of Gifts</b>	Current year	Until business / operational requirements have ceased	Offer to Archive		Best practice
ADM-055	<b>Room &amp; Equipment Bookings:</b> No charge for service	Current month	Action directly	Destroy		
ADM-056	Charge for service	Current year	6 years	Destroy		
<b>Administration - Information Technology</b>						
ADM-057	IT & Telecommunications <b>Cabling Plans</b>	Date superseded	1 year	Destroy		Business requirement
ADM-058	<b>Results of IT Scripts</b> generated on behalf of the Force	Confirmation of readability	Action directly	Destroy	Spreadsheets etc. containing data extracted from IT systems	
<b>Administration - Legal Services</b>						
ADM-059	The process of administering <b>Litigation Files</b>	File closure	10 years	Review		

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Administration - Other Bodies						
ADM-060	ACPOS Records (Force copy)	Current year	3 years	Destroy		Although now defunct, ACPOS was responsible for master records which should continue to be considered for archival value
ADM-061	JNCC / JSCC or equivalent staff consultative body Records	Current year	5 years	Destroy	Minutes, papers	Best practice
Administration - Police Surgeons						
ADM-062	The process of arranging and managing <b>Police Surgeons'</b> recording of work, contracts and the payment of fees / expenses:  Arranging and Managing Police Surgeons Work	Current year	1 year	Destroy	Call out forms	
ADM-063	Police Surgeons' Contracts	Expiry	6 years	Destroy		
ADM-064	Payment of Fees and Expenses	Current year	6 years	Destroy	Fees & Expenses forms and invoices	Statutory - as per Finance'
ADM-065	Police Surgeons Lists	Until superseded	1 year	Destroy		Best practice  Do not destroy records if there are outstanding complaints against a doctor

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
ADM-066	Register of Surgeons	Current year	Until business / operational requirements have ceased	Offer to Archive		Best practice
ADM-067	All other records	End of service	3 years	Destroy	References, qualifications, professional indemnity	Best practice Do not destroy records if there are outstanding complaints against a doctor
<b>Administration - Publications</b>						
ADM-068	Development and publication of <b>Annual Reports, Public Performance Reports</b> or equivalent: Annual Report	Current year	Until business / operational requirements have ceased	Offer to Archive	Annual Report (or equivalent)	Local Government etc. (Scotland) Act 1994 s.136
ADM-069	All other records	Current year	1 year	Destroy	Working papers	
<b>Administration – Volunteer Schemes</b>						
ADM-070	Administration of the <b>Police Scotland Youth Volunteers (PSYV)</b> Scheme	End of voluntary service	1 year	Destroy	Application	A certificate of service is permanently retained for each volunteer containing name, position held, date joined, date left, amount of hours completed

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# Community Safety

<b>CMS-001</b>	The process of administering <b>Architectural Liaison</b>	Completion of build	3 years	Destroy	Plans, drawings, correspondence, guidance	Superseded documents, drafts and ephemera can be destroyed at any time prior to the retention date  Unusual buildings may be retained and reviewed annually
<b>CMS-002</b>	The process of administering the <b>Arrest Referral Scheme</b> (referring individuals to social justice team for assistance)	Current year	3 years	Destroy	Correspondence, referrals	Retain statistics as archives
<b>CMS-003</b>	The process of administering <b>Awards / Thank you Letters /</b> nomination of members of public for awards	Award / refusal	1 year	Destroy	Correspondence, nomination forms	
<b>CMS-004</b>	The provision of strategic advice and guidance for <b>CCTV Installations</b> and use	Current year	3 years	Destroy	Correspondence	
<b>CMS-005</b>	The process of administering <b>Community Council</b> liaison	Current year	1 year	Destroy	Minutes, agenda, papers, correspondence	
<b>CMS-006</b>	The process of administering <b>Community Planning</b> initiatives, developing and managing projects (part) funded from external sources working with partner organisations	Current year	5 years	Destroy	Correspondence, funding applications, working papers, project planning	Refer also to Projects

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
CMS-007	The process of developing and administering specific <b>Community Safety Initiatives</b> not otherwise included	Current year	3 years	Review	Correspondence, forward planning	Archive strategic plans & top-level details of schemes. May be contained in business plans
CMS-008	The process of planning, implementing and managing awareness and education in <b>Crime Prevention</b>	Current year	3 years	Destroy	Correspondence, workplans	Archive strategic plans & top-level details of schemes. May be contained in business plans
CMS-009	The process of administering <b>Diversity Issues</b> , including the planning, implementation and management of race relations, asylum seeker liaison, LGBT monitoring and related issues	Current year	3 years	Review	Correspondence, workplans, strategy documents	Archive strategic plans & top-level details of schemes. May be contained in business plans
CMS-010	The process of planning, implementing and managing awareness and education on the subject of <b>Drugs</b>	Current year	3 years	Destroy	Correspondence, workplans, publicity material	Archive strategic plans & top-level details of schemes. May be contained in business plans
CMS-011	The process of administering liaison and contact with <b>Local Authorities</b> to ensure good communications, consistency and understanding	Current year	3 years	Destroy	Correspondence	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
CMS-012	The process of developing, managing and monitoring the <b>Race Equality Scheme</b>	Current year	5 years	Review	Correspondence, strategic plans	Archive strategic plans & top-level details of schemes. May be contained in business plans
CMS-013	The process of receiving, collating and reporting on <b>Incidents Motivated by Hate</b>	Current year	6 years	Destroy	Incident reports, statistics	Archive statistics For hate crimes, refer to Crime
CMS-014	The process of planning and administering the <b>Restorative Justice Programme</b> , including the scheme facilitating meetings between victims and perpetrators of crime	Current year	3 years	Destroy	Correspondence, planning documents	Archive statistics, strategic plans and top-level details of schemes. May be contained in business plans
CMS-015	The process of planning and administering the <b>Restorative Justice Programme</b> , including the scheme facilitating meetings between victims and perpetrators of crime:  <b>Restorative Justice Warnings</b> Information held as an integral part of electronic crime recording system	Current year	2 years	Destroy	Senior Officers' warning letters	
CMS-016	<b>Warning letters</b> (when the crime recording system does not record the text of the letter)	Current year	1 year	Destroy	Senior Officers' warning letters	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
CMS-017	The process of planning, implementing, recording and reporting on initiatives and projects run under the <b>Safer Scotland</b> banner, directed by ACPOS Central Planning team (formerly <b>Spotlight</b> )	Current year	1 year	Review	Correspondence, workplans	Archive statistics, strategic plans and top-level details of schemes
CMS-018	The process of collating and maintaining <b>Statistics</b> on domestic abuse, drugs deaths, non-offence referrals to Reporter, youth detention and related community safety functions:  Statistics	Current year	Until business / operational requirements have ceased	Offer to Archive		Often found in annual report
CMS-019	Working papers	Current year	Until completion	Destroy		
CMS-020	The process of recording <b>Stop and Search</b> instances	Current year	3 years	Destroy	Stop and Search Database Nominal information	
CMS-021	The process of recording <b>Stop and Search</b> statistics	Current year	Until business / operational requirements have ceased	Offer to Archive	Statistics	Statistics may be found in annual report
CMS-022	Text and related material for the provision of regular talks and <b>Lectures</b> on community safety issues	Current year	Until superseded	Destroy	Presentations, slides, lecture notes	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
CMS-023	The process of managing a <b>Youth Advisory Scheme</b> , managing contact cards detailing incidents and offences that may / may not result in referral to the reporter:  Personal Details	Current year	Until youth attains 16 years	Destroy	Contact cards, databases	For older youths under supervision orders - retain until the order runs out
CMS-024	Non-personal information	When youth attains 16 years of age	5 years	Destroy	Contact cards, databases	For older youths under supervision orders - retain until the order runs out
CMS-025	The process of responding to requests - for disclosure of information to persons potentially at risk of becoming victims of domestic abuse - made under the <b>Disclosure Scheme for Domestic Abuse Scotland (DSDAS)</b>	Date of decision	6 years	Destroy	Applications and responses	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
<b>Crime and Productions</b>						
The retention periods for Crime and Productions are currently under review and will likely be amended following this process. Please contact Records Management for further information.						
CRP-001	The process of <b>Recording</b> and <b>Investigating</b> the incidence of <b>Crimes &amp; Offences</b> made known to the police:  Serious Crime Enquiry (unresolved)	Current year made known to Police	Retain until case is resolved	Thereafter as per resolved serious crime	Arrest / Detention Forms Casualty Surgeon Examination Report Crime Report Disclosure Schedules Financial Investigation / disclosures Hate Crime Records	Unless otherwise directed by Crown Office or Procurator Fiscal Service or subject to an order under the Criminal Procedure (Scotland) Act 1995 Section 194A in respect of the Scottish

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
CRP-002	Serious Crime Enquiry (resolved)	Current year made known to Police	12 years  (Case assessment may initiate further retention)  (Where accused is detected more than 12 months after date made known, retention period to be calculated from date case is reported to Crown)	Destroy	Identity Parade Forms Interview Tapes / DVDs Major Enquiry Forms Major Enquiry HOLMES tapes Notebooks Police and Civilian Statements Police Reports to Fiscal Policy Files Prisoner Processing Record Production Register Q & A Interviews Record of Statement Scenes of Crime Examination Solicitor Access Forms Surveillance Authorisations / Logs Voluntary Attendance Forms Voluntary Statement by Accused Witness Protection Authorisations / Files	Criminal Cases Review Commission.  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 & 12 years), appropriate records should be retained to facilitate risk assessments which require to be undertaken
CRP-003	Standard Crime Enquiry (Both resolved & unresolved)	Current year made known to Police	6 years  (Case assessment may initiate further retention)	Destroy		

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
CRP-004	The process of retaining <b>Productions</b> relating to a Crime or Offence made known to the Police:  Serious Crime Enquiry (unresolved)	Retain until case is resolved			Productions	
CRP-005	Serious Crime Enquiry (resolved) & Standard Crime Enquiry (resolved)	Current year made known to Police	Until conclusion of criminal proceedings unless instructed otherwise by Court or Crown	Dispose		
CRP-006	Standard Crime Enquiry (unresolved)	Current year made known to Police (or, in minor cases, 6 months)	2 years  (Case assessment may initiate further retention)	Dispose		

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### Retention, Review and Disposal of Crime Records

Based on the definitions below, every case will fall into one of three general categories:

- **Serious unresolved cases** - retain until case is resolved
- **Serious resolved cases** - retain for current year + 12 years from the date made known to the police
- **Standard cases (resolved & unresolved)** - retain for current year + 6 years from the date made known to the police

(Where a case is resolved more than 12 months after the date made known to the police, substitute this date with the date on which the matter was reported to the relevant prosecuting authority)

Where appropriate however, as defined further in this document, a case may be subject to review based on certain criteria and retention may then be extended as appropriate.

Furthermore, where a case is the subject of a notified appeal, dispute, complaint or civil litigation or where notification to preserve records has been received from the Scottish Criminal Cases Review Commission (SCCRC), disposal must be suspended until the outcome is known.

Resolved cases include all detected cases and those where it has been established that no crime has taken place as well as, for example, those cases which either result in a not proven or not guilty verdict but where enquiries have been concluded to the satisfaction of the investigating Force.

Unresolved cases include all undetected cases as well as, for example, those where the case is detected but the offender has absconded or cannot yet be brought to justice. Additionally, homicide cases that result in a not guilty verdict or acquittal must be treated as unresolved as a result of the [Double Jeopardy \(Scotland\) Act 2011](#).

### Serious Crime Enquiries

Investigations into any of the crimes listed below will be classed as **Serious Crime Enquiries**. **Unresolved cases** will be retained until the case is resolved and **resolved cases** are subject to a retention period of current plus 12 years.

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### **Murder, Culpable Homicide (including statutory) & Drug Related Deaths**

- Any contravention of Sections 1 or 3A of the Road Traffic Act 1988
- Any Drug Related Death as defined in the 1994 Scottish Office Ministerial Drugs Task Force Report

### **Serious & Series Sexual Offences**

The following crimes and offences in all circumstances:

#### **The Sexual Offences (Scotland) Act 2009:**

- Section 1 (rape)
- Section 18 (rape of a young child)
- Section 19 (sexual assault on a young child by penetration)
- Section 20 (sexual assault on a young child)
- Section 21 (causing a young child to participate in a sexual activity)
- Section 22 (causing a young child to be present during a sexual activity)
- Section 23 (causing a young child to look at a sexual image)
- Section 24 (communicating indecently with a young child etc.)
- Section 25 (sexual exposure to a young child)
- Section 26 (voyeurism towards a young child)
- Section 28 (having intercourse with an older child) Section 29 (engaging in penetrative sexual activity with or towards an older child)
- Section 30 (engaging in sexual activity with or towards an older child)
- Section 31 (causing an older child to participate in a sexual activity)
- Section 32 (causing an older child to be present during a sexual activity)
- Section 33 (causing an older child to look at a sexual image)

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- Section 34 (communicating indecently with an older child etc.)
- Section 35 (sexual exposure to an older child)
- Section 36 (voyeurism towards an older child)
- Section 42 (Sexual abuse of trust)
- Section 46 (Sexual abuse of trust of a mentally disordered person)

The following crimes and offences abolished under the Sexual Offences (Scotland) Act 2009 are categorised as serious: rape at common law; clandestine injury to women; sodomy; indecent assault (when committed against a child); lewd, indecent or libidinous practice or behaviour (when committed against a child); Section 3 of the Sexual Offences (Amendment) Act 2000 (c.44) (abuse of position in trust) (where the offender was 20 or over); Section 311(1) (non-consensual acts) and Section 313(1) (persons providing care services: sexual offences) of the Mental Health (Care and Treatment) (Scotland) Act 2003.

### **The Protection of Children and Prevention of Sexual Offences (Scotland) Act 2005**

- Section 1 (meeting a child following certain preliminary contact)
- Section 9 (paying for sexual services of a child)
- Section 10 (Causing or inciting provision by child of sexual services or child pornography)
- Section 11 (Controlling a child providing sexual services or involved in pornography)
- Section 12 (Arranging or facilitating provision by child of sexual services or child pornography)

### **The Criminal Law (Consolidation) (Scotland) Act 1995:**

- Section 8 (abduction of girl under 18 for the purposes of unlawful intercourse)
- Section 10 (person having parental responsibilities causing or encouraging sexual activity in relation to girl under 16)

### **The Mental Health (Scotland) Act 1984:**

- Section 106(1) (protection of mentally handicapped females)

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- Section 107(1) (protection of patients)

### **The Civic Government (Scotland) Act 1982**

- Section 52 (taking and distribution of indecent images of children)
- Section 52A (possession of indecent images of children)

The following crimes and offences when committed against a child:

### **The Sexual Offences (Scotland) Act 2009:**

- Section 2 (**sexual assault by penetration**)
- Section 3 (sexual assault)
- Section 10 (administering a substance for sexual purposes)

### **The Criminal Law (Consolidation) (Scotland) Act 1995:**

- Section 1 (incest) (excluding circumstances where all parties are children and willing participants)
- Section 2 (intercourse with a step child)

Abduction of a woman or girl with intent to rape  
Assault with intent to rape or ravish.

### **Serious Violence**

Any serious assault where:

- There is involvement of a firearm or imitation
- A victim suffers significant permanent impairment or disfigurement
- There has been endangerment to life

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### **Abduction Involving Extortion**

Including cases where the abduction is resolved prior to any demand being issued but evidence or intelligence exists to suggest the motive was extortion

### **Any Act of Terrorism**

### **High Value Acquisitive Crime**

This category includes:

- Robberies involving cash or property to the value of £50,000 or more
- Non-violent acquisitive crime and cases of seizure or restraints under the Proceeds of Crime Act 2002 involving cash or property to the value of £100,000 or more

This category does not normally include acquisitive crimes involving clandestine possession (e.g. Section 178 Road Traffic Act 1988)

### **Major Drug Trafficking**

This category includes:

- Enquiries involving the importation or exportation of controlled drugs (including offences under Customs and Excise Management Act 1979)
- Any case of domestic (UK) drug trafficking involving a monetary street value of £100,000 or more

On conclusion of a case or at any point during the retention period however, the retention of a serious case record may be extended by a further six years followed by review, where the case meets any of the following criteria:

- Do the records contain information necessary for the prevention and detection of crime or apprehension and prosecution of offenders which is not otherwise available, e.g. on CHS or PNC
- Did the case involve a custodial sentence in excess of twelve years?

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- Did the case involve as yet unidentified forensic evidence?

All cases where a decision has been made either to destroy the case records or extend the retention period, the decision-maker's details, the reason(s) for the decision and date of the decision must be recorded.

### Standard Crime Enquiries

All other criminal investigations not listed above will be classed as **Standard Crime Enquiries** and are therefore subject to a retention period of current year plus 6 years.

On conclusion of the case, or at any point during this period however, a standard crime enquiry may be reclassified as serious, thereby extending the retention to current year plus 12 years, where the case meets any of the following criteria:

- Does other information / intelligence exist which suggests that the crime may be part of a sequence of escalating violent and / or sexual offending behaviour?
- Does the case record indicate that the accused is likely to pose a continuing risk to either children or vulnerable adults?
- Did the case involve a custodial sentence in excess of six years?
- Did the case involve as yet unidentified forensic evidence?
- Does the case involve ongoing operational issues?
- Does the case involve significant witness protection issues?
- Did the case involve serious damage (£100,000 or more) to property?

In all of the above cases, the decision-maker's details, the reason(s) for re-designation and date of the decision must be recorded.

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### Records with Historical Value

Certain criminal investigations are of intrinsic historical interest to society, whether on a national or local scale. Once there are no longer operational policing reasons to retain investigative material, consideration may be given to retain these records as historical archives. Such further retention will however be the exception rather than the rule and the following aspects must be considered:

- Did the case have a significant impact on policing strategy?
- Did the case cause grave public concern or have a significant impact on the community/ society?
- Did the case involve substantial police resources?
- Did the case involve landmark developments in policing methods (e.g. new forensic techniques, case law)?
- Did the case attract or is it likely to attract significant media or external scrutiny?

### Retention, Review and Disposal of Productions

Productions are items seized in the course of a criminal and / or deaths investigation into an incident which may give rise to criminal proceedings or a fatal accident inquiry, and which have evidential value in terms of the investigation and possible subsequent court proceedings.

The disposal of productions will be conducted as follows:

**Unresolved Serious Case productions** will be retained until the case is resolved.

Notwithstanding this, where issues of health and safety, security or best value arise, permission should be sought from the Procurator Fiscal (PF) regarding earlier disposal. The same applies where the Senior Investigating Officer (SIO) determines that certain productions no longer require to be retained. In these cases, the decision-maker's details, the reason(s) for the decision and date of the decision must be recorded.

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**Unresolved Standard Case productions** will be retained for current year + 2 years from the date made known to the police except where the case has been identified for exceptional retention during a review. In such circumstances, the productions will be retained in line with the case records.

**Unresolved Minor Case productions** may be retained for a lesser period of 6 months from the date made known to the police in the following circumstances:

- Cases where there are no injuries or minor injuries
- Cases where property damaged / stolen is of low value
- Cases where there are no aggravations
- Cases where there is no available evidence / intelligence to suggest that the crime is part of a sequence of offending behaviour

**All Resolved Case productions, both Serious & Standard and death related productions,** will be disposed of following notification from the PF that criminal proceedings are concluded.

Retention of productions for longer periods can only be achieved through formal representation to or from the PF and such retention will be reviewed annually unless the PF has stipulated a longer retention period. In such cases, the reason for further retention, together with details of the decision-maker and date of the decision should be recorded.

**Deterioration of Productions** - Productions should be stored in conditions which preserve their evidential value however, due to their very nature, some productions will deteriorate over time to the point where they have no evidential value - for example forensic evidence such as gel foot and fingerprint lifts and some DNA evidence. Any such productions may be destroyed. In such cases, the reason for the destruction, together with details of the decision-maker and date of the decision should be recorded.

**Valuable / Sentimental Items** - None of the above prevents best practice of returning valuable or sentimental items to owners. If this course of action is taken the item may be photographed, replaced by a signed label, together with a supporting corroborative statement from the owner.

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**Notebooks / Personal Digital Assistants (PDA)** - Where a Police Notebook or equivalent PDA record has been lodged as a production it must be regarded as such until the conclusion of criminal proceedings at which time it will be retained in accordance with the general rules on notebook management.

**Scottish Criminal Cases Review Commission (SCCRC)** - Productions must not be destroyed in instances where notification to preserve them has been received from the SCCRC.

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
<h1>Criminal History</h1>						
CHY-001	<p>The process of retaining information about an individual's <b>Criminal History</b> where:</p> <p>A sentence of life imprisonment has been imposed;</p> <p>Subject is detained during Her Majesty's pleasure or without limit of time;</p> <p>The antecedent is a sexual or sexually aggravated offence</p>	Date created	Until subject attains 100 years of age	Destroy	Criminal History System (CHS) records	Lifetime of offender is practically defined by CHS weeding rules as 100 years of age
CHY-002	<p>The conviction is on indictment (solemn procedure);</p> <p>The disposal is a ruling under the Mental Health Acts;</p> <p>A custodial sentence has been imposed (imprisonment)</p>	Date created	Until subject has attained 70 years of age <b>and</b> the information has been on record for 30 years	Destroy	Criminal History System (CHS) records	Known as the <i>70/30 rule</i> within CHS documentation

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
CHY-003	Cases recorded and subsequently disposed as an antecedent on CHS where no other retention criteria met	Date created	Retain until subject has attained 40 years of age <b>and</b> the information has been on record for 20 years	Destroy	Criminal History System (CHS) records	Known as the <i>40/20 rule</i> within CHS documentation

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
CHY-004	Warnings to prostitutes					
	Police and Senior Police Officer's warnings					
	Police fixed penalty notices					
	Fiscal warnings					
	Fiscal disposals (fines, compensation orders, combined orders and work orders) for non-sexual and non-serious violent offences*	Date created	2 years	Destroy	Criminal History System (CHS) records	Where a second warning to a prostitute has been recorded in the same period the 40/20 rule applies
	Children's Hearing disposals (grounds accepted and grounds established) for non-sexual or non serious violent offending					

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
CHY-005	<p>Fiscal disposals (fines, compensation orders, combined orders and work orders) for sexual and serious violent offences</p> <p>Non findings of guilt, cases Not Called at Court, cases Deserted and Fiscal decisions of No Further Proceedings for sexual and serious violent offences</p>	Date created	3 years	Destroy	Criminal History System (CHS) records	<p>Offences prescribed by legislation in Criminal Justice and Licensing (Scotland) Act 2010 Sections 77 to 82 which amends sections 18 and 19 of the Criminal Justice and Licensing Act 1995 (as amended 2007)</p>
CHY-006	<p>Children’s Hearing disposals (grounds accepted and grounds established) for sexual and serious violent offences</p>	Date created	3 years	Review, thereafter annually	Criminal History System (CHS) records	<p>Offences covered in The Police Act 1997 and the Protection of Vulnerable Groups (Scotland) Act 2007 Remedial Order 2015 schedule 8A and 8B</p> <p>Review is as per the requirement to review the associated fingerprint and DNA retention</p>

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
CHY-007	Records marked as temporary retention	Date created	6 months	Destroy	Criminal History System (CHS) records	i.e. non findings of guilt such as no proceedings, no further proceedings, grounds not established etc. where case isn't sexual or violent
CHY-008	Historical records of bail granted and bail conditions	End of bail order	6 months	Destroy	Criminal History System (CHS) records	
CHY-009	Cases Not Progressed	Date created	3 years	Destroy	Criminal History System (CHS) records	Cases which are recorded but not dealt with within 3 years  Deletion subject to rigorous reporting and checking schedules to ensure cases are properly managed rather than automatically deleted in error

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
CHY-010	Images	Date created	Retain where image is part of on-going case and/or where image is of same date or newer than the oldest case which resulted in conviction or Absolute Discharge	Destroy	Criminal History System (CHS) records	See Operations for Custody image capture and processing to CHS

**Finance**

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
FIN-001	Process of administering <b>Accountancy</b> and <b>Financial</b> records for Police Scotland and its predecessor Forces, including:  Abstract of accounts Financial ledger	Current year	Until business / operational requirements have ceased	Offer to Archive	Signed copies	<b>Applicable Legislation</b>  Prescription and Limitation (Scotland) Act 1973  Prescription and Limitation (Scotland) Act 1984  Value Added Tax Act 1994 Sections 14, 15, 48, 49(2A), 69(2), 69A and Schedules 11(6) and 11(6A)
FIN-002	Abstract working papers Budgetary control records Costing records Grant claim records (Non-EC) Journals VAT claims & records Voluntary fund accounts Virement requests	Current year	6 years	Destroy		Finance Act 1985  Finance Act 2012 Section 60(6)
FIN-003	Projects funded through a European Programme	Closure of Programme	7 years	Destroy	Devolved budgets	Companies Act 1985
FIN-004	Leasing records	Termination of lease	2 years	Destroy	Application forms, finance records & cash receipts	Companies Act 2006 Sections 248(2), 355, 358, 386, 387, 388, 389, 911(3), 926(3), 1083 and 1090(3)
FIN-005	Budget working papers	Current year	3 years	Destroy		

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
FIN-006	Process of administering <b>cash</b> and <b>bank</b> records for PS and its predecessor Forces, including:  Main cash book	Current year	Until business / operational requirements have ceased	Offer to Archive		<p>Taxes Management Act 1970 Section 12B and schedule 1A(2A)</p> <p><b>Note:</b> Unless otherwise stated, current year for finance records shall be taken to mean the current financial year</p>
FIN-007	Cancelled cheques Cheque lists (creditors/payroll) Loan records and correspondence Returned cheque records	Current year	6 years	Destroy		
FIN-008	Cash flow report	Current year	1 year	Destroy		
FIN-009	Bank pass books Bank paying-in counterfoils Banking returns Bank reconciliation Bank statements Cash received sheets Cheque books & counterfoils Cheque payment sheets Cheques / remittance advice Financial request forms GIRO statements of accounts Imprest statements Independent fund records Payment requisitions Petty cash records & claims	Current year	6 years	Destroy		

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
FIN-010	Process of administering <b>Contractual Arrangements</b> entered into by PS and its predecessor Forces, including:  Final accounts of contracts Major agreements of significance	Current year	Until business / operational requirements have ceased	Offer to Archive		
FIN-011	Contracts with agents / contracts with customers / contracts with suppliers Indemnities & guarantees Licensing agreements Rental & hire purchase agreements Other contracts & agreements	Expiry	6 years	Destroy	Construction contracts Vehicle fleet Acquisitions IT provision	
FIN-012	Construction industry scheme records	Current year	6 years	Destroy		
FIN-013	Royalty payments	Termination	3 years	Destroy		
FIN-014	Successful tenders	Final payment	3 years	Destroy		
FIN-015	Unsuccessful tenders	Decision	3 years	Destroy		

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
FIN-016	Process of administering records relating to <b>Creditors</b> of PS and its predecessor Forces, including:  Creditors invoices - capital items	Current year	10 years	Destroy		
FIN-017	Bank statements Creditors feeder BACS Creditors feeder cheque Creditor invoices - revenue items Periodic payment records Reconciliations Replacement cheque lists	Current year	6 years	Destroy		
FIN-018	Cheque payment listings Excess payments report	Current year	3 years	Destroy		
FIN-019	Control sheets & reports Feeder controls	Current year	1 year	Destroy		

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
FIN-020	Process of administering records relating to <b>Donations / Grants</b> and <b>Subscriptions</b> for PS and its predecessor Forces, including:  Grant application form & related correspondence / subscription records	Current year	6 years	Destroy	CCTV system grant	
FIN-021	Process of administering records relating to <b>Income</b> received by PS and its predecessor Forces, including:  Cash count forms / income Income returns Receipt books Receipts for cash Record of receipt books issued	Current year	6 years	Destroy	Policing major sporting events Provision of Mutual Aid Internal catering provision	
FIN-022	Catering records	Current year	6 years	Destroy		
FIN-023	Till rolls Income related correspondence Postal remittance register	Current year	2 years	Destroy		
FIN-024	Credit card transaction slips (income related)	Current year	1 year	Destroy		

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
FIN-025	Process of administering <b>Insurance</b> related records involving PS and its predecessor Forces, including:  Expired insurance contracts Insurance policy documentation Insurance register	Current year	Until business / operational requirements have ceased	Offer to Archive	Public liability insurance Employers liability insurance	
FIN-026	Insurance schedules	Current year	10 years	Destroy		
FIN-027	Insurance claims	Current year	6 years	Destroy	Property claims Vehicle claims	
FIN-028	Process of administering <b>Inventories</b> of equipment held by PS and its predecessor Forces	Current year	6 years	Destroy	Station inventories Asset registers	
FIN-029	Process of administering records relating to <b>Investments</b> held by PS and its predecessor Forces, including:  Contract notes for purchases & sales Investment policies Investment records Register of certificates Tax claims	Current year	6 years	Destroy		

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
FIN-030	<p>Process of administering records relating to <b>Loans</b> involving PS and its predecessor Forces, including:</p> <p>Debtors accounts control report Debtors ledger, invoices &amp; supporting documentation</p>	Current year	6 years	Destroy		
FIN-031	<p>Process of administering records relating to <b>Pensions for Police &amp; Support Staff</b>, including:</p> <p>Actuarial valuation records Trust deeds and rules Contribution records Fund annual accounts Pension investment records Trustees minute book</p>	Current year	Until business / operational requirements have ceased	Offer to Archive		
FIN-032	<p>Pension scheme investment policies Records of ex-pensioners</p>	Cessation of benefit	6 years	Destroy		

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes	
FIN-033	Certificate of existence & continued entitlement Changes of payment	Current year	6 years	Destroy			
FIN-034	Process of administering records relating to <b>Property</b> held by PS, including:  Property leases, land searches	Refer to Property					
FIN-035	Process of administering <b>Salaries and Wages</b> paid to employees of PS and its predecessor Forces, including:  Annual return of superannuation contributions	Current year	Until business / operational requirements have ceased	Offer to Archive			
FIN-036	Monthly return of superannuation contributions Reconciliation of superannuation contributions	Current year	10 years	Destroy			
FIN-037	BACS listings / BACS amendments & output	Current year	3 years	Destroy			
FIN-038	Clock Cards	Current year	2 years	Destroy			

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
FIN-039	Inland revenue & contributions Agency documents Expenses claims / overtime claims New start / termination / transfer forms Payroll adjustment documentation / payroll reconciliations Sick pay records / data timesheets Voluntary deductions	Current year	6 years	Destroy		
FIN-040	Fit notes / medical certificates	Current year	Retain until SCoPE updated	Destroy		

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
FIN-041	<p>Process of administering records relating to <b>Stocks and Stores</b> held by PS and its predecessor Forces, including:</p> <p>Delivery notes  Goods inward &amp; outwards record books / goods received sheet  Purchase order copies  Stock adjustment sheets / stock inventories &amp; stock sheets  Stores requisitions / stores transfer &amp; sales</p>	Current year	6 years	Destroy	Stationery, uniform clothing, fuel stock control systems	
FIN-042	Bin cards	Current year	3 years	Destroy		
FIN-043	<p>Process of administering records relating to accounts of <b>Commercial Suppliers</b> to PS and its predecessor Forces, including:</p> <p>Capital invoices</p>	Current year	10 years	Destroy		
FIN-044	Revenue invoices	Current year	6 years	Destroy		

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
FIN-045	Revenue expenditure - unsuccessful quotations	Current year	1 year	Destroy		
FIN-046	Capital purchase orders / revenue purchase orders Purchase requisitions Revenue expenditure - successful quotations	Current year	3 years	Destroy		

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
<b>Firearms</b>						
FIR-001	The process of administering records relating to <b>Current Certificates</b> in respect of firearm, shot gun and air weapon licensing:  Initial Grant Application	Date created	Until first renewal is complete	Destroy	Initial Application Form NFEL Enquiry Report Supplementary Forms GP response Form	GP response required for subsequent renewals – retain initial response while certificate is valid.
FIR-002	Firearm certificate renewal application	Current year	Until completion of next renewal	Destroy	Application Form NFEL Enquiry Report Supplementary Forms	
FIR-003	Shot gun certificate renewal application	Current year	Until completion of next renewal	Destroy	Application Form NFEL Enquiry Report Supplementary Forms	
FIR-004	Air Weapon certificate renewal application	Current year	Until completion of next renewal	Destroy	Application Form NFEL Enquiry Report Supplementary Forms	
FIR-005	Transfer of firearm / shotgun notification	Current year	30 years from destruction of weapon	Destroy	Application Form NFEL Enquiry Report Notification of weapon transfers	To comply with EU Directive 2017/853
FIR-006	Address change notification	Current year	Until completion of next renewal	Destroy	Notifications of change NFEL Enquiry Report	
FIR-007	Information memoranda	Current year	Until completion of next renewal	Destroy	NFEL Enquiry Report Correspondence	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
FIR-008	Advisory letter to holder & related memoranda	Current year	Until completion of next renewal	Review	NFEL Enquiry Report Correspondence	
FIR-009	Firearm variation applications	Current year	Until completion of next renewal	Destroy	Variation application forms NFEL Enquiry Report Correspondence	
FIR-010	Transfer of firearms to Northern Ireland	Current year	1 year	Destroy	Application form NFEL Enquiry Report Internal Correspondence	
FIR-011	Change of name notification	Current year	Until completion of next renewal	Destroy	Notifications of change NFEL Enquiry Report	Name change will be stored in Shogun Log, notification until next renewal
FIR-012	The process of administering records relating to <b>Cancelled Certificates</b> for firearm, shot gun and air weapon certificates	Current year	1 year	Destroy	Cancellation documentation NFEL Enquiry Report Internal Correspondence	Weapon transfer information must be retained for 30 years after destruction of weapons to comply with EU Directive 2017/853
FIR-013	The process of administering records relating to the <b>Revocation</b> of firearm, shot gun and air weapon certificates	Revocation	10 years	Review	NFEL Enquiry Report Internal Correspondence	Weapon transfer information must be retained for 30 years after destruction of weapons to comply with EU Directive 2017/853
FIR-014	The process of administering records relating to the <b>Refusal to Grant</b> a firearm shot gun and air weapon certificates	Refusal	10 years	Review, then review every 5 years	Application form NFEL Enquiry Report Internal Correspondence	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
FIR-015	The process of administering records relating to the <b>Voluntary Surrender</b> of a firearm, shot gun or air weapon certificate	Surrender	10 years	Review	Application form NFEL Enquiry Report Internal Correspondence	Weapon transfer information must be retained for 30 years after destruction of weapons to comply with EU Directive 2017/853
FIR-016	The process of administering records relating to the <b>Voluntary Withdrawal</b> of firearm, shot gun and air weapon applications:  Withdrawn during enquiry for genuine reasons (no suitability review pending or ongoing)	Current year	1 year	Destroy	Application form NFEL Enquiry Report Internal Correspondence	
FIR-017	Withdrawn during enquiry prior to recommendation of refusal	Withdrawal	10 years	Review, then review every 5 years	Application form NFEL Enquiry Report Internal Correspondence	
FIR-018	The process of administering <b>Temporary Permits</b> (Section 7)	Current year	1 year	Destroy	Application form NFEL Enquiry Report Internal Correspondence	
FIR-019	The process of administering records relating to the <b>Disposal of Firearms and Shotguns</b>	Current year	30 years after destruction of weapons	Destroy	Firearms surrendered e.g. Amnesty Initiative	To comply with EU Directive 2017/853

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
FIR-020	The process of administering records relating to transactions in firearms conducted by <b>Firearms Dealers:</b>  Initial application form & enquiry papers	Current year	Until first renewal is complete	Destroy	Application form NFEL Enquiry Report Internal Correspondence	Business plans and crime prevention surveys must be retained for life of certificate
FIR-021	Firearms dealer renewal application	Current year	Until next renewal is complete	Destroy	Application form NFEL Enquiry Report Internal Correspondence	
FIR-022	Firearms dealer routine inspection records	Current year	30 years after destruction of weapons listed on reports	Destroy	NFEL Enquiry Report Internal Correspondence	To comply with EU Directive 2017/853
FIR-023	Cancelled firearms dealers records	Current year	30 years after destruction of weapons listed on reports	Destroy	NFEL Enquiry Report Internal Correspondence	To comply with EU Directive 2017/853  Dealer records should be handed over to Police
FIR-024	Record of sales / transactions of firearms / shot guns on removal of dealer from the register	Current year	30 years after destruction of weapons listed on reports	Destroy	Record of sales and transactions registers	To comply with EU Directive 2017/853  Dealer records should be handed over to Police

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
FIR-025	Refusal to enter or removal of dealer from police register	Current year	10 years	Review	Surrendered Dealer Records Revoked Dealer Records Refused applications for Registration	All weapon transfer information must be retained for 30 years after destruction of weapons to comply with EU Directive 2017/853  Dealer records should be hand over to Police
FIR-026	Additional place of business	Current year	Until next renewal is complete	Destroy	NFEL Enquiry Report Internal Correspondence	
FIR-027	Game fair authorisations and temporary dealerships	Current year	1 year	Destroy	NFEL Enquiry Report Internal Correspondence	
FIR-028	The process of administering records relating to the issue of <b>European Firearms Passes</b>	Current year	Life of the pass	Destroy		Current pass only (Scheme stops on 31/12/2020)
FIR-029	The process of administering records relating to the issue of <b>Article 7 Authorisations</b>	Current year	Life of the authorisation	Destroy		Current authorisation only
FIR-030	The process of administering records relating to <b>Approved Rifle &amp; Muzzle Loading Target Shooting Clubs:</b>  ARMLTS club initial applications & enquiry papers	Current year	Until next renewal is complete	Destroy	Application forms NFEL Enquiry Report Internal Correspondence	
FIR-031	ARMLTS club renewal applications	Current year	Until next renewal is complete	Destroy	Application forms NFEL Enquiry Report Internal Correspondence	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
FIR-032	ARMLTS range safety certificate	Current year	Life of certificate	Destroy	NFEL Enquiry Report Internal Correspondence	
FIR-033	ARMLTS Scottish Ministers' approval	Current year	Until superseded	Destroy	NFEL Enquiry Report Internal Correspondence	
FIR-034	ARMLTS variations to club firearm certificate ARMLTS notification of change of certificate holder	Current year	30 years after destruction of weapons listed on Club FC	Destroy	NFEL Enquiry Report Internal Correspondence	To comply with EU directive 2017/853
FIR-035	Refusal to grant or renew Scottish Ministers Approval	Current year	10 years	Review	NFEL Enquiry Report Internal Correspondence Scottish Government Correspondence	Weapon information on Club Certificate must be retained for 30 years after destruction of weapons to comply with EU directive 2017/853
FIR-036	The process of administering records relating to <b>British Visitor Permits</b> for firearms, shotguns and air weapons	Current year	1 year	Destroy	Application Form Internal Correspondence	PID must be retained with all weapon transfer information for 30 years after destruction of weapon to comply with EU Directive 2017/853
FIR-037	The process of administering records relating to <b>Explosive Premises:</b>  Explosive premises initial application form	Current year	Until first renewal is complete	Destroy	Application forms internal reports correspondence	
FIR-038	Explosive premises renewal application	Current year	Until next renewal is complete	Destroy	Application forms internal reports correspondence	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
FIR-039	Explosive premises routine inspection record	Current year	Until next renewal is complete	Destroy	Inspection records file content	
FIR-040	Cancelled explosive premises records	Current year	5 Years	Destroy	Application forms enquiry papers	
FIR-041	Acquire Only explosives certificates Acquire & Keep explosives certificates (private use)	Current year	Until next renewal is complete	Destroy	Application forms enquiry papers	
FIR-042	Refusal to grant explosives certificates and licenses	Current year	10 years	Review	NFEL Enquiry Report Internal Correspondence Application Forms HSE Correspondence	
FIR-043	Administration of applications for a <b>Snaring</b> Operator Identification Number	Current year	Lifetime of license	Destroy	Applications	Wildlife and Natural Environment Act (Scotland) 2011

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
<b>Fleet</b>						
FLT-001	Process of administering the purchase, maintenance and service history of <b>Police Vehicles</b>	Disposal of vehicle	6 years	Destroy	Maintenance records, service history, MOT	
FLT-002	V5 forms	Disposal of vehicle	3 years	Destroy	Handover form	Record of sale of the vehicle
FLT-003	Vehicle logs	Disposal of vehicle	1 year	Destroy	HORT4 books, vehicle journey records	Road Traffic Act 1988 s.172
FLT-004	Process of administering <b>Fuel cards:</b>  Fuel transaction receipts	Current month	3 months	Destroy	Fuel transaction receipts, fuel transaction disks	
FLT-005	Detailed transaction sheet	Current year	2 years	Destroy	Detailed transaction sheet	Detailed transaction sheet is not the financial record which will be held by Finance (current year + 6)
FLT-006	Process of administering <b>Vehicle Hires:</b>  Booking, receipt & return of hired vehicle (TranMan system)	Current year	6 years	Destroy		
FLT-007	Booking request and return of vehicle forms	Current year	3 years	Destroy		

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
FLT-008	Fleet <b>Statistics</b>	Current year	6 years	Destroy	Annual mileage, fleet size, accidents	
FLT-009	Records related to accident damage and repairs to <b>Non-Fleet Vehicles</b>	Current year	6 years	Destroy	TranMan system	
FLT-010	The process of administering records relating to <b>Telematics</b> deployed in Fleet vehicles:  Journey data	Disposal of vehicle	1 year	Destroy	Data relating to: Ignition; braking; indicators; lights; high beam; flashing headlights; side lights; siren; blue lights - on/off; rear flashing red lights; date and time; distance; mileage	
FLT-011	High Frequency Collision Data	Upload to server	24 hours	Destroy	Data relating to: GPS latitude; GPS longitude; system parameter accelerator pedal position; system parameter brake switch; system parameter clutch switch; system parameter left turn switch; system parameter right turn switch; system parameter revolutions per minute (RPM)	Data typically held in vehicle hardware memory for 3 days until overwritten. This can only be recovered by physical interrogation by an authorised user and requires de-encryption before sending to PS via the server to an authorized recipient. Once downloaded, the recipient becomes the sole owner of the data. It is no longer retrievable from the vehicle or the server.

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
FLT-012	Attributable Driver Behaviour Data	Upload to server	24 hours	Destroy	Data relating to: Acceleration; braking; turning; safety Events	
FLT-013	Vehicle Diagnostics Alerts	Disposal of vehicle	1 year	Destroy		
FLT-014	Driver Identity	Current year	12 years	Destroy		Identity of driver of a police vehicle required for any given time by Section 172 of the Road Traffic Act of 1988  Subject to bi-annual review by SRO

# Health & Safety

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
HAS-001	Policy Statement of PS and its predecessor Forces relating to <b>Health and Safety at Work</b>	Current year	Permanent	Retain	Policy statement	Health & Safety at Work, etc. Act 1974 s2(3)
HAS-002	Records relating to the management of <b>Health and Safety at Work:</b> Inspection reports	Date of issue	6 years	Destroy	H&S inspection reports	Management of Health & Safety at Work Regs 1999/3242 regs 3 & 5
HAS-003	Generic risk assessments	Current year	10 years	Destroy	Manual handling risk assessments, operational risk assessments	
HAS-004	Records relating to <b>Accidents, Injuries, Diseases and Dangerous Occurrences</b> at work: Accident book	Last entry	5 years	Destroy	Accident book	
HAS-005	Accidents & dangerous occurrences	Current year	5 years	Destroy	Report form F2508	Social Security (Claims & Payments) Regs 1979/628 Regs 24 & 25 Reporting of Injuries, Diseases & Dangerous Occurrences Regs 2013/1471 Schedule 1 Part 2
HAS-006	Diseases	Current year	5 years	Destroy	Report form F2508A	

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HAS-007	<p>Records relating to employees exposed to <b>Asbestos</b> at work under Control of Asbestos Regulations 2012:</p> <p>Health surveillance of employees exposed to asbestos Asbestos inspections Asbestos registers Asbestos incidents</p>	Current year	40 years	Destroy	Health surveillance records, inspection reports, registers, reports, correspondence	Control of Asbestos Regs 2012/632, Regs 6, 13, 19, 22, 33
HAS-008	<p>Records relating to employees exposed to <b>Lead</b> at work under Control of Lead at Work Regulations 2002:</p> <p>Maintenance, examination &amp; test of control measures - Reg 8(4)</p>	Current year	5 years	Destroy	Maintenance records	Control of Lead at Work Regs 2002/2676, Reg 8(4)
HAS-009	Monitoring exposure - Reg 9(4)	Current year	5 years	Destroy	Air monitoring	Control of Lead at Work Regs 2002/2676, Reg 9(4)
HAS-010	Health surveillance of employees exposed to lead - Reg 10(5)	Current year	40 years	Destroy	Health surveillance records	Control of Lead at Work Regs 2002/2676, Reg 10(5)

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HAS-011	Records relating to employees exposed to <b>Hazardous Substances</b> under COSHH Regulations 2002:  Assessment of risk to health - Reg 6	Current year	5 years	Destroy	COSHH assessment	Control of Substances Hazardous to Health Regs, 2002/ 2677, reg 6
HAS-012	Group 3 & 4 biological agents - Reg 7(10) Schedule 3 Regulation 4(3)	Last entry	40 years	Destroy		Control of Substances Hazardous to Health Regs, 2002/2677, reg 7(10), Schedule 3 reg 4(3)
HAS-013	Special provision re biological agents - Schedule 9	Last exposure	40 years	Destroy		Control of Substances Hazardous to Health Regs, 2002/2677 Schedule 9
HAS-014	Maintenance, examination & test of control measures - Reg 9(4)	Current year	5 years	Destroy		Control of Substances Hazardous to Health Regs, 2002/2677, reg 9(4)
HAS-015	Monitoring general exposure at workplace - Reg 10(5)	Current year	5 years	Destroy		Control of Substances Hazardous to Health Regs, 2002/2677, reg 10(5)
HAS-016	Monitoring personal exposure at workplace - Reg 10(5)	Current year	40 years	Destroy	List of relevant employees	Control of Substances Hazardous to Health Regs, 2002/2677, reg 10(5)
HAS-017	Health surveillance of employees exposed to hazardous substance - Reg 11(2)	Last entry	40 years	Destroy	List of relevant employees Health surveillance reports	Control of Substances Hazardous to Health Regs, 2002/ 2677, reg 11(2)

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HAS-018	Records relating to the protection of employees and others from <b>Radiation</b> in the workplace:  Health surveillance of workers exposed to radiation - Reg 25(2)	Last entry	50 years	Destroy	Health surveillance reports	Ionising Radiations Regulations 2017/3232, 25(2)
HAS-019	Examining of respiratory protective equipment - Reg 11(2)	Current year	2 years	Destroy	Equip examination records	Ionising Radiations Regulations 2017/3232, 11(2)
HAS-020	Monitoring equipment carried by outside workers	Last use	5 years	Destroy	Radiation Passbooks	Ionising Radiations Regulations 2017/3232, Schedule 8(9)
HAS-021	Records relating to the protection of employees working in conditions involving <b>Compressed Air</b> :  Health surveillance of workers exposed to compressed air - Reg 10(3)	Last entry	40 years	Destroy	Health surveillance records	Work in Compressed Air Regs 1996/1656, 10(3)
HAS-022	Monitoring exposure at workplace - Reg 11(4)	Last entry	40 years	Destroy	Exposure records	Work in Compressed Air Regs 1996/1656, 11(4)
HAS-023	Records relating to the transportation of <b>Hazardous Waste</b>  Movement of special waste	Current year	3 years	Destroy	Consignment notes	Special Waste Regs 1996/972 regs 15(4), 15(5), 15(7) and 15A(3)

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HAS-024	Records relating to the transfer of <b>Controlled Waste</b>	Current year	2 years	Destroy	Consignment notes	Environmental Protection (Duty of Care) Regs 1991/2839 reg 3
HAS-025	Records relating to the use of <b>Work Equipment</b> in terms of the <b>Provision &amp; Use of Work Equipment Regulations 1998:</b>	Last entry	10 years	Destroy	Maintenance logs, test certificates	Provision & Use of Work Equipment Regs 1998/2306 reg 35(1)
	Maintenance of equipment					
HAS-026	Thorough inspection reports	Last entry	10 years	Destroy	Inspection reports	Provision & Use of Work Equipment Regs 1998/2306 reg 35(1)  Lifting Operations and Lifting Equipment Regs 1998/2307 reg 11(2)
HAS-027	Incidents arising	Last action	5 years	Destroy	Incident reports	
HAS-028	Incidents arising resulting in claim settlement	Claim settlement	6 years	Destroy	Incident reports	
HAS-029	Records relating to precautionary measures taken in respect of <b>Fire:</b>  Fire certificates	Expiry	12 years <b>or</b> until superseded	Destroy	Fire certificates	Fire (Scotland) Act 2005 ss. 42(2) and 42(3)
HAS-030	Fire precautions & services	Date of issue	10 years	Destroy	Fire risk assessments	

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<b>HAS-031</b>	Records relating to the design and management aspects of <b>Construction Work:</b> Maintenance logs Incident reports	Final entry or claim settlement	6 years	Destroy	Maintenance logs, incident reports	Construction (Design & Management) Regulations 2015/51
<b>HAS-032</b>	Maintenance schedules	Date superseded	10 years	Destroy	Maintenance schedules	
<b>HAS-033</b>	Health & safety files & plans	Current year	Life of property	Destroy	Health & safety files/plans	
<b>HAS-034</b>	Records relating to the monitoring of <b>Noise</b> in the workplace in terms of The Control of Noise at Work Regulations 2005: Noise assessments - Reg 5	Current year	Until superseded	Destroy	Audiometric test records	The Control of Noise at Work Regs 2005/1643, reg 5
<b>HAS-035</b>	Noise assessment reviews - Reg 5	Current year	Until superseded	Destroy		
<b>HAS-036</b>	Hearing tests - Reg 9	Current year	3 years	Destroy	Hearing test results	The Control of Noise at Work Regs 2005/1643, reg 9
<b>HAS-037</b>	Exemption certificates - Reg 11	Current year	3 years	Destroy		The Control of Noise at Work Regs 2005/1643, reg 11

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<b>HAS-038</b>	Records relating to the monitoring of <b>Display Screens</b> and related workstations in the workplace:  Eyesight tests - Reg 5	Current year	3 years	Destroy	Eyesight test results	Health & Safety (Display Screen Equipment) Regs 1992/2792 reg 5
<b>HAS-039</b>	Workstation assessments - Reg 2	Current year	3 years	Destroy	Workstation assessments	Health & Safety (Display Screen Equipment) Regs 1992/2792 reg 2

# Information Governance

Archive Arrangements						
<b>IGV-001</b>	<b>Archive Deposit Agreement</b>	Current year	Until business / operational requirements have ceased	Offer to Archive		Best practice in management of assets

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<b>IGV-002</b>	<b>Catalogue / Inventory</b> of Records transferred to Archives	Current year	Until business / operational requirements have ceased	Offer to Archive		Best practice in management of assets
<b>IGV-003</b>	<b>Police History and Genealogical Enquiries</b>	Current year	1 year	Destroy	History of the Force / former forces, family history research	FAQs should be considered for inclusion in publication scheme / Internet
<b>Disclosure of Information</b>						
<b>IGV-004</b>	<b>Data Protection Subject Access Requests (SARs)</b>	Current year	3 years	Destroy		Unless SAR is part of invoice, then current year + 6
<b>IGV-005</b>	<b>Part V Disclosure Unit Enquiries</b>	Current year	3 years	Destroy		Refer to 'Public Protection' for PVG applications
<b>IGV-006</b>	The process of researching and replying to <b>Freedom of Information (FOI) Requests</b>	Current year	3 years	Destroy	Enquiries made possible by FOI (Scotland) Act	Best practice
<b>IGV-007</b>	Statistical information on the number of <b>Freedom of Information (FOI) Requests</b> received, compliance with timescales, exemptions used etc.	Current year	10 years	Destroy	Enquiries made possible by FOI (Scotland) Act	Best practice
<b>IGV-008</b>	Development and publication of Service <b>Publication Scheme</b> under the Fol (Scotland) Act 2002:  Publication scheme	Current year		Offer to Archive	Publication Scheme	Freedom of Information (Scotland) Act 2002 s.23

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<b>IGV-009</b>	All other records	Current year	1 year	Destroy	Working papers	
<b>Information Security</b>						
<b>IGV-010</b>	<b>Information Security Accreditation Document Sets: Generic</b>	Current year	3 years	Destroy		
<b>IGV-011</b>	Other	Current year	Until superseded	Destroy		
<b>IGV-012</b>	<b>Information Security Technical Documentation</b>	Current year	Until superseded	Destroy		
<b>Records Management</b>						
<b>IGV-013</b>	<b>File Plans, Indexes and Inventories</b>	Current year	Until all records referred to are destroyed	Destroy		Can be useful for researching older records
<b>IGV-014</b>	<b>Guidance Notes and Procedures</b>	Current year	Until superseded	Review		Can be useful for researching older records
<b>IGV-015</b>	The process of maintaining an <b>Information Asset Register</b>	Current year	Until superseded	Review		
<b>IGV-016</b>	List of <b>Records Destroyed</b>	Current year	Until business / operational requirements have ceased	Offer to Archive	Disposal certificates, index / catalogue of records destroyed	FOI (Scot) Act 2002 s61 Records Management Code of Practice
<b>IGV-017</b>	Process of Developing and Maintaining the <b>Record Retention Schedule</b>	Current year	Until business / operational requirements have ceased	Offer to Archive	Retention schedule, review / appraisal criteria & guidelines	FOI (Scot) Act 2002 s61 Records Management Code of Practice

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
<b>Intelligence</b>						
INT-001	<p><b>Intelligence Recording:</b></p> <p>Where existing intelligence indicates that a person is a core nominal i.e., they are a leading member of an organised crime group or, as an individual, exercises control and direction over others involved in serious or organised crime; or Where, under the 5x5x5 system, intelligence assessed and graded as A1 to A4 or B1 to B4 indicates that the person has committed a sexual offence against a child or vulnerable person.</p>	Current year	10 years	Review	Scottish Intelligence Database 5x5x5 System	<p>The <a href="#">DPA 2018</a> 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 as per the SID Standard Operating Procedure (SOP). Intelligence material that is no longer of intelligence value should (where no exceptions occur as per the SID SOP) be destroyed.</p>

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
INT-002	Where intelligence indicates that the individual(s) is involved in serious crime, i.e., a crime for which a person who has attained the age of 21 years could, on conviction, be expected to be imprisoned for a term of 3 years or more or, a crime for which a person who is a juvenile or is under 21 years of age could, on conviction, be expected to be detained in a young offenders institution for a term of 3 years or more; 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.	Current year	5 years	Review	Scottish Intelligence Database 5x5x5 System	Where it is believed that intelligence material should be retained on the grounds of Significant Public Interest (i.e. maintenance of the security and integrity of law enforcement agencies or other public authorities), 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.  LIOs are responsible for this process.
INT-003	Where intelligence indicates that a person is involved in crime for which the punishment is imprisonment.	Current year	3 years	Review	Scottish Intelligence Database 5x5x5 System	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
INT-004	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.	Current year	1 year	Review	Scottish Intelligence Database 5x5x5 System	
INT-005	<b>RIPA, RIPSA, IPA 2016 &amp; Part III Police Act</b>	Current year	6 years	Review	Applications, authorisations, reviews, renewals	All examples relate to Directed and Intrusive Surveillance and Part III of Police Act
INT-006	RIPA, RIPSA covering <b>Covert Human Intelligence Sources (CHIS)</b>	Current year	3 years	Review	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
INT-007	<b>E-Briefing Records:</b> Archive	Date created	90 days	Destroy	Daily officer briefings including officer safety information, current missing persons, individuals subject to warrants etc.	This does not include information on officer tasking, general actions, or NIM Products
INT-008	Live system	Date created	7 days	Destroy		
INT-009	<b>NIM Products:</b> Strategic Assessments	Current year	10 years	Review	Including minutes of meetings where these detail the decision making and risk assessment processes	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
INT-010	Exceptional Tactical Assessments (e.g. T in the Park, G8 etc.)	Current year	Until business / operational requirements have ceased	Offer to Archive	Including minutes of meetings where these detail the decision making and risk assessment processes	
INT-011	Large scale Tactical Assessments	Current year	5 years	Review		
INT-012	Routine Tactical Assessments	Current year	2 years	Review		
INT-013	Control Strategy	Current year	10 years	Review		
INT-014	Problem Profiles/ Target Profiles	Current year	2 years	Review		
INT-015	Minutes of meetings (not included under Strategic or Tactical Assessments above)	Current year	2 years	Destroy		
INT-016	<b>ANPR</b> Records: Non-relevant data	Date created	1 year	Destroy	ANPR system data	National Police Chief's Council guidance
INT-017	Data relevant to on-going investigations or required as evidence	Date created	Review every 6 months until no longer required	Destroy		

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<b>Intelligence - Organised Crime &amp; Counter Terrorism</b>						
<b>INT-018</b>	<b>Nominal Files</b> and associated intelligence reports	Current year	First review after 1 year, subsequent reviews at least every 5 years	Review		
<b>INT-019</b>	<b>Policies and Procedures</b>	Current year	Until superseded	Review		
<b>INT-020</b>	The process of administering the <b>Registration of Foreign Nationals</b>	Closure	6 years	Destroy	Registration cards Electronic database entries	Home Office UK Police Registration Scheme Manual of Guidance  Closure occurs when a foreign national is no longer legislatively required to register with the Police, when either their visa expires or they leave the country.

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
Licensing						
LIC-001	The process of administering records in respect of <b>Liquor Licensing:</b>  Personal licences	Current year	Until either completion of next renewal (10 years) or current year + 1 after expiry	Destroy	Enquiry Papers, Internal Reports, Databases & Correspondence relating to Licensees	Licensing (Scotland) Act 2005 Sections 20, 20(4), 22 and 77  Retention period may be extended in event of information likely to result in observation/ objection to authority
LIC-002	Premises licenses	Current year	Until superseded or 1 year after closure of premises (where a premises license has been forwarded by local board)	Destroy	Enquiry Papers, Internal Reports, Databases & Correspondence relating to Licensed Premises, e.g.:  Public Houses Hotels Restricted Hotels Entertainment Refreshment Restaurant Off Sales Seamen's Canteens Registered Clubs	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
LIC-003	Operating plans / Layout plans	Current year	Until superseded or 1 year after closure of premises	Destroy		
LIC-004	Premises licence applications (only where the department receives the premises license)	Current year	Retain until licence and operating plan/ layout plan, as granted, is received	Destroy		

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
LIC-005	Premises licence interview / Report form	Current year	Until superseded or 1 year after transfer/ expiry, except where comment/ representation made in which case retain for current year + 6 unless licence is surrendered during period in which case year of surrender + 1	Destroy		
LIC-006	Letters of representation Letters of objection Premises review applications	Current year	6 years, unless licence surrendered during period in which case year of surrender plus 1	Destroy	Includes background papers / presentations	
LIC-007	Extended hours applications Occasional licences	Current year	1 year	Destroy		

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
LIC-008	Record of visits / Licence holder interviews	Current year	6 years, except where premises close during this period in which case year of closure + 1	Destroy		
LIC-009	Letters of complaint received	Current year	3 years; where action taken, date of action + 6 years	Destroy		
LIC-010	<p>The process of administering records in respect of <b>Miscellaneous</b> in terms of the Civic Government (Scotland) Act 1982:</p> <p>Grant &amp; renewal applications (with no objections)</p>	Current year	Until either completion of next renewal / expiry or 3 years	Destroy	<p>Enquiry Papers, Internal Reports, Databases &amp; Correspondence relating to the following licences:</p> <p>Taxi &amp; Private Hire Car, Second-Hand Dealers, Metal Dealers, Boat Hire, Street Traders, Market Operators, Public Entertainment, Indoor Sports Entertainment, Late Hour Catering, Window Cleaners, Charitable Collections and Sex Shops</p>	<p>Civic Government (Scotland) Act 1982 Schedule 1 Section 8</p> <p>Retention period may be extended in event of information likely to result in observation / objection to authority</p>

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
LIC-011	Grant & renewal applications (with objections or representations)	Current year	6 years	Destroy		
LIC-012	Public processions	Current year	1 year, except where classed as <b>major</b> in terms of 'Operations' OPS-014 in which case current year + 6	Destroy	All enquiry forms and applications	
LIC-013	The process of administering records relating to <b>Betting, Gaming and Lotteries:</b> Grant & renewal applications (with no objections)	Current year	Completion of next Renewal / Expiry	Destroy	Enquiry Papers, Internal Reports, Databases & Correspondence relating to:	Gambling Act 2005 s22, schedule 14 s13  Gaming Act 2005  Lotteries & Amusements Act 1976
LIC-014	Grant & renewal applications (with no objections or representations)	Current year	Current year + 6	Destroy	Betting Offices, Bookmakers, Gaming Machines, Bingo Clubs, Casinos, Registered Societies	Gaming (Bingo) Act 1985  Retention may be extended in event of information likely to result in observation / objection to authority

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
LIC-015	The process of administering records relating to <b>Pedlars:</b>  Grant & renewal applications	Current year	Until completion of next Renewal/ expiry except where grant refused in which case current year + 6	Destroy	Enquiry papers, internal reports & correspondence	Pedlars Act 1871 ss. 5(5), 5(6), 8 and 9
LIC-016	Police register	Current year	Until business / operational requirements have ceased	Offer to Archive	Station registers	
LIC-017	The process of administering records relating to checks of <b>Chemist Registers:</b>  Inspection records Destruction of controlled drugs	Current year	2 years	Destroy	Computerised systems Forms P129 Drugs destruction forms	Misuse of Drugs Act 1971 s10
LIC-018	The process of administering records relating to <b>Test Purchasing</b>	Current year	1 year	Destroy	Record of Test Purchaser exercise/ Declaration forms of Test Purchaser	
LIC-019	<b>Pub Watch / Pub Safe</b> Record of <b>Persons Banned</b>	End of ban	3 years	Destroy		
LIC-020	<b>Best Bar None Scheme</b> Record of <b>Inspections</b>	Current year	2 years	Destroy		

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
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# Media & Communications

<b>MAC-001</b>	Advertising and publicity material for use in internal or external <b>Campaigns and Projects:</b>  Single instance	Current year	End of project/ campaign	Destroy	Posters, Photographs, leaflets, working briefs, audio-visual, online material	ISO 5466 Storage of Processed Safety Photographic Film  BS-ISO 10356 Storage and Handling of Nitrate-based motion picture film
<b>MAC-002</b>	Recurring campaigns / projects	Date created	2 years	Review		BS-ISO 12606 Care and preservation of magnetic audio recordings for motion picture and television
<b>MAC-003</b>	Drafts and development material	Date created	Until final copies prepared	Review / Destroy		
<b>MAC-004</b>	Providing <b>Information to the Media:</b>  Non-incident related	Current year	2 years	Destroy	Press releases, Press conference previews	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
MAC-005	Standard crime enquiries / Incidents	Current year	6 years	Destroy	Press releases, Press conference previews	
MAC-006	Serious crime enquiries / Major incidents	Current year	12 years	Review	Press releases, Press conference previews	Consider retention of information supplied to media relating to serious crime enquiries / major incidents for as long as case is retained
MAC-007	Finding aids (indexes, catalogues, etc.)	Current year	12 years	Destroy	Paper based / Computerised press release indexing systems	
MAC-008	Image library	Current year	Until business / operational requirements have ceased	Review / offer select to Archive	Electronic and paper image libraries	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
MAC-009	Prepared answers to routine questions	Current year	Until superseded	Destroy		

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
<b>MAC-010</b>	<b>Monitoring Information</b> in the media: Non-incident related	Current year	2 years	Destroy	Press cuttings, Audio-visual tapes of televised / radio reports	BS-ISO 12606 Care and preservation of magnetic audio recordings for motion picture and television
<b>MAC-011</b>	Incident	Current year	6 years	Destroy		
<b>MAC-012</b>	Major incidents	Current year	12 years	Review		
<b>MAC-013</b>	Digests of information / finding aids	Current year	Until business / operational requirements have ceased	Offer to Archive	Press report digests	
<b>MAC-014</b>	<b>Special Events:</b> Events of historical significance	Current year	Until business / operational requirements have ceased	Review / offer to Archive	Correspondence, reports, visitor books, calendars, brochures and guides, programme of events, audio-visual record of proceedings	Seek to retain at least one copy for reference / historical purposes
<b>MAC-015</b>	Other events	Current year	3 years	Review		
<b>MAC-016</b>	Development and publication of <b>Service Magazines</b> or equivalent:  Magazines and select photos	Current year	Until business / operational requirements have ceased	Offer to Archive	Service magazine / newsletter, select photographs	Select photos for permanent retention
<b>MAC-017</b>	All other records	Current year	1 year	Destroy	Working papers, photographs	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
MAC-018	Journals	Current year	1 year	Review	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

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
<b>Operational Support Services</b>						
<b>Operational Support Services - Air Support</b>						
OSS-001	Administration of <b>Helicopter</b> flying hours and duties: Incidents requiring helicopter assistance	Retain as per Crime				
OSS-002	Accidents involving helicopter	Current year	Until business / operational requirements have ceased	Offer to Archive		
OSS-003	Records of flying hours	Current year	1 year	Destroy		Summarised statistics may be retained
<b>Operational Support Services - Armed Response</b>						
OSS-004	Administration of <b>Service Firearms</b> - Register of Service firearms	Current year	Until business / operational requirements have ceased	Offer to Archive	Purchase and disposal records, serial numbers	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
OSS-005	Process of issuing and recording the use of <b>Police Firearms</b> - Daily weapons checks / incident reports	Refer to Operations				
<b>Operational Support Services - Dog Branch</b>						
OSS-006	Administration of <b>Injuries and Accidents caused by Police Dogs:</b> Injury to Employee of Police Scotland or its predecessor Forces	Current year	Until end of employee service	Offer to Archive	Personnel copy	
OSS-007	Injury to member of the Public	Current year	3 years	Destroy		
OSS-008	Accident / Damage caused by / involving Police dogs	Current year	3 years	Destroy		
OSS-009	<b>Breeding, Purchase, Disposal and Care of Dogs:</b> Dog Branch records/files	Disposal	3 years*	Destroy	Breeding, pedigree, acquisition, care and disposal records.	*Summary details of breeding programme may be reviewed for archives
OSS-010	Development and provision of <b>Training Courses for Dogs and Handlers:</b> Development of dog and handler training	Refer to Personnel / Training				

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
OSS-011	Provision of dog and handler training					
OSS-012	Record of dog and handler training					
OSS-013	Register of dog and handlers trained	Current year	Until business / operational requirements have ceased	Offer to Archive		
<b>Operational Support Services - Mounted Branch</b>						
OSS-014	Administration of <b>Injuries and Accidents caused by Police Horses:</b> Injury to employee of PS or its predecessor Forces	Current year	Until end of employee service	Offer to Archive	Personnel copy	
OSS-015	Injury to member of the public	Current year	3 years	Destroy		
OSS-016	Accident / damage caused by / involving Police horses	Current year	3 years	Destroy		

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
OSS-017	Development and provision of <b>Training Courses for Horses and Riders</b>	Refer to Personnel / Training				
	Development of rider training / Provision of rider training					
OSS-018	Record of rider training					
OSS-019	Development of horse training					
OSS-020	Record of training given to specific horses	Disposal	1 year	Destroy		
OSS-021	<b>Purchase, Disposal and Care of Horses:</b> Equine registers	Disposal	1 year	Destroy	Vets records, history, training, control sheets	
OSS-022	Record of rest days	Current month	1 month	Destroy		
<b>Operational Support Services - Mountain Rescue</b>						
OSS-023	Development and provision of <b>Mountain Rescue Training:</b>	Refer to Personnel / Training				
	Development of mountain rescue training					
OSS-024	Provision of mountain rescue training					
OSS-025	Record of mountain rescue training					

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
OSS-026	Administering the <b>Care and Management of Mountain Rescue Equipment</b>	Refer to Health & Safety				
<b>Operational Support Services - Public Order</b>						
OSS-027	Development and provision of <b>Public Order Training:</b>	Refer to Personnel / Training				
OSS-028	Development of Public Order training					
OSS-029	Provision of Public Order training Record of staff Public Order training					
<b>Operational Support Services - Underwater Unit</b>						
OSS-030	Development and provision of <b>Police Diving / Underwater Skills Training:</b>	Refer to Personnel / Training				
OSS-031	Development of Diving/Underwater training					
OSS-032	Provision of Diving / Underwater training Record of staff Diving / Underwater training					
OSS-033	Administering the <b>Care and Management of Diving Equipment</b>	Refer to Health & Safety				
<b>Operational Support Services - Support Services</b>						

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
OSS-034	Policing Arrangements for <b>Managing Bomb Threats and Terrorism</b>	Current year	2 years	Review		
OSS-035	Administration of <b>Public Visits to or from Support Services Premises and Staff (e.g. Kennels, Stables)</b>  Records of visits / Letters of appreciation	Current year	1 year	Destroy	Correspondence	Includes arrangements for PR work undertaken by Support Services at shows, galas, events etc.
OSS-036	Process of <b>Incident Logging</b>	Refer to Operations				
OSS-037	Process of <b>Crime Recording and Investigation</b>	Refer to Crime				
OSS-038	Police <b>Search Co-ordinators and Advisers:</b>  Record of Search Co-ordinator / Adviser training	Refer to Personnel				
OSS-039	Police <b>Search Co-ordinators and Advisers:</b> Search Co-ordinator / Adviser's licensing scheme records	Current year	1 year*	Review	Personal Log Book	*Licensing scheme requires examination of logbook 1 year after training and every three years thereafter.
<b>Operational Support Services – Abnormal Loads</b>						
OSS-040	Administration and tracking of <b>Abnormal Loads</b>	Current year	6 years	Destroy	Abnormal Loads Database Tracking Spreadsheet	Database will replace spreadsheets

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
OSS-041	Notifications and correspondence in relation to <b>Abnormal Loads</b>	Date created	12 months	Destroy		
OSS-042	Agricultural Dispensations in relation to <b>Abnormal Loads</b>	Current year	1 year	Destroy	Dispensation request, correspondence, risk assessments	
<b>Operational Support Services –Contractual Vehicle Recovery Scheme (CVRS)</b>						
OSS-043	The administration of the <b>Contractual Vehicle Recovery Scheme (CVRS)</b>  Vehicle Disposal, Release / VAT Returns / Owner Identification	Current year	6 years	Destroy	CVRS forms 1-12 Related correspondence VAT returns	
<b>Operational Support Services –Vehicle Defect Recovery Scheme (VRS)</b>						
OSS-044	Administration of the <b>Vehicle Defect Recovery Scheme (VDRS):</b>  VDRS Database	Current year	3 years	Destroy	Database	
OSS-045	Forms returned within 28 days - no further action	Update to VDRS database	6 months	Destroy	Vehicle Defect Form (V-Rec)	6 month retention of form for quality checks

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
OSS-046	Forms not returned - crime report raised Forms returned within 28 days - further action taken	Treat as per Crime				
Operations						
OPS-001	The process of recording and auditing of police <b>Custody CCTV</b> :  CCTV recording within all areas of custody suites and the associated audit processes	Date created	31 days	Destroy	CCTV system data; all electronic and paper audit records for access to CCTV systems	CCTV footage may be exported and retained for longer in line with the purpose that it is being exported for, e.g. criminal investigation. All such instances must be justified and not for speculative reasons
OPS-002	The process of <b>Custody Management and Recording</b> of persons brought into police custody:  Criminal Justice records relating to unresolved serious crime enquiries	Current year	Retain until resolved	Review	Records relating to persons Not Officially Accused / Voluntary Attendance	Records should be reviewed every 10 years to ensure this categorisation remains accurate and continued retention is appropriate

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
<b>OPS-003</b>	Criminal Justice records relating to resolved serious crime enquiries	Current year	12 years	Destroy	Records relating to persons Officially Accused / Voluntary Attendance	Unless otherwise directed by Crown Office or Procurator Fiscal Service or subject to an order under the Criminal Procedure (Scotland) Act 1995 Section 194A in respect of the Scottish Criminal Cases Review Commission
<b>OPS-004</b>	Criminal Justice records relating to resolved and unresolved standard crime enquiries	Current year	6 years	Destroy	Records relating to persons Officially and Not Officially Accused / Voluntary Attendance	Unless otherwise directed by Crown Office or Procurator Fiscal Service or subject to an order under the Criminal Procedure (Scotland) Act 1995 Section 194A in respect of the Scottish Criminal Cases Review Commission  Case assessment may initiate further retention
<b>OPS-005</b>	Persons brought into police custody but not arrested	Current year	3 years	Destroy	Records relating to persons not arrested but detained under S23 of the Misuse of Drugs Act 1971; or detained under S297 Mental Health (Care and Treatment) (Scotland) Act 2003	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
OPS-006	Care and welfare records	Current year	3 years from date of last entry, and no longer than 6 years from date of first entry	Destroy	All care, welfare and any other records not required under the Criminal Justice (Scotland) Act 2016	
OPS-007	Records created to process information onto the National Custody System	Date created	Until information entered onto National Custody System	Destroy	E.g. Hardcopy risk assessment checklist; medical release notes; Nexus forms	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
OPS-008	The processing of <b>Photographs Taken in Police Custody Suites:</b>  Persons Officially Accused	Date created	7 days after date processed to CHS	Destroy	Photographs taken in police custody	Images stored on National CHS Image Processing system until processed which in any case will be no longer than 1 month from image capture  After processing, images are retained for 7 days for quality assurance purposes before being deleted  Images are captured live and instantly transferred to CHS Image Processing system, as such no local copies retained by custody suite

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
OPS-009	Persons Not Officially Accused	Date created	28 days	Destroy	Photographs taken in police custody for the purpose of witness albums and / or identification purposes	<p>In support of the Investigative Liberation process</p> <p>Images may be used for an individual's criminal history if the offence or an offence from the same circumstances becomes a pending case within 28 days of image being created</p> <p>Images captured live and instantly transferred to CHS Image Processing system; no local copies retained by custody suite</p>

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
OPS-010	Sex Offender Registration	Date created	7 days after date processed to CHS	Destroy	Photographs taken in police custody	<p>Images securely stored on National CHS Image Processing system until processed, no longer than 1 month from image capture</p> <p>After processing images are retained for 7 days for quality assurance purposes</p> <p>Images captured live and instantly transferred to CHS Image Processing system; no local copies retained by custody suite</p>
OPS-011	The process of releasing persons on an <b>Undertaking to Appear</b>	Current year	1 year	Destroy	E.g. Paperwork given to a custody when released, detailing court date and conditions	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
<b>OPS-012</b>	<p>Process of maintaining records of <b>Duty Tours</b> performed by personnel - including:</p> <p>Nominal Details (Inc. name, rank, number, station, skills)  Hours Worked  Overtime / Time off in Lieu  Rest Days  Public Holidays  Training Dates  Nature of Duties Performed  Sickness / Injury  Annual Leave</p>	Current year	6 years	Destroy	Computerised resource management systems, Manual records	<p>Working Time Regulations 1998/1833 regs 4 and 9, schedule 3 reg 2</p> <p>Separate systems are in place across the Force to record different aspects of duty tours</p>
<b>OPS-013</b>	<p>The policing arrangements prepared for <b>Operational Events, VIP &amp; Royal Visits:</b></p> <p><b>Exceptional events &amp; operations</b> (e.g. War, Major Disasters, Foot &amp; Mouth Outbreak)</p>	Current year	Until business / operational requirements have ceased	Offer to Archive	Paper-based / computerised briefing & debriefing systems Operational risk assessments	
<b>OPS-014</b>	<b>Large scale</b> operations (e.g. Major Public Marches & Demonstrations, Major Industrial Disputes, Major Sporting Events, Parliamentary Elections)	Current year	6 years	Destroy		
<b>OPS-015</b>	<b>Routine</b> operations (e.g. Minor Parades, Sporting Events)	Current year	1 year	Destroy		

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
<b>OPS-016</b>	Process of maintaining records relating to <b>Lost &amp; Found Property</b> - including: Reports of Lost Property	Current year	1 year	Destroy	Computerised and paper-based record systems	Civic Government (Scotland) Act 1982 s68(6)
<b>OPS-017</b>	Found Property Handed in to Police	Disposal	1 year	Destroy		
<b>OPS-018</b>	Sales of Unclaimed Found Property	Current year	6 years	Destroy	Financial receipts	
<b>OPS-019</b>	Process of maintaining records ( <b>HORT2</b> ) relating to the production of driving documents at police stations - namely completed HORT2 Registers	Current year	2 years	Destroy	HORT2 registers	Road Traffic Act 1988 ss. 45(6B), 46A
<b>OPS-020</b>	Process of <b>Incident Logging</b> - including records arising from requests for police assistance and the deployment and management of police resources:  Telephone calls from the Public reporting incidents	Current year	6 years	Destroy	Command & Control systems, recorded calls, message forms, decision logs, policy files, operational risk assessments	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
OPS-021	Messages from internal Force personnel Messages from external forces & agencies	Current year	2 years	Destroy	Command & Control systems, recorded calls, message forms, decision logs, policy files, operational risk assessments	
OPS-022	Warning markers held on command and control systems	Date created	1 year	Review annually	Markers relating to officer safety issues, civil interdicts, registered sex offenders and firearms licensees etc.	
OPS-023	Records of insertion, review and deletion of warning markers	Deletion of marker	3 years	Destroy		
OPS-024	Automatic location transmission data received from vehicles and officers	Current year	2 years	Destroy		
OPS-025	Process of circulating <b>Operational Messages</b> throughout the Force or Division thereof - including:  Action Messages / Lookout Messages / Information Messages / All Stations Circulations / Station Log Books / Station Scroll Books	Current year	1 year	Destroy	Email systems Scroll books	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
OPS-026	Process of recording <b>Occurrences</b> investigated by PS: Major Incidents (non-criminal)	Current year	12 years	Review		
OPS-027	Missing Persons: Untraced	Current year	Retain until traced	As per 'Traced'		
OPS-028	Missing Persons: Traced	Current year	6 years	Destroy		
OPS-029	Other incidents (e.g. sudden deaths, fires)	Current year	6 years	Destroy		
OPS-030	Process of maintaining records relating to the use of <b>Police Vehicles</b> - including: Vehicle Log Books	Vehicle Disposal	1 year	Destroy	HORT4 books	Road Traffic Act 1988 Schedule 2Ai(3)
OPS-031	Process of recording the issuing of specific items of <b>Police Equipment</b> - including: CS Spray / Police Firearms	Current year	1 year	Destroy		If drawn, at determination of CC
OPS-032	Process of maintaining records relating to <b>Emergency &amp; Contingency Exercises</b> - including: Exercises led by Central Government	Current year	10 years	Review	Remount / Aglow exercises	
OPS-033	Local Multi-Agency Exercises	Current year	5 years	Review	Local Authority Emergency Planning Exercises	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
OPS-034	Process of maintaining records relating to <b>Traffic Policing</b> - including:					
	The reporting and investigation of damage & non-serious injury traffic collisions / prosecution of minor traffic-related offences	Current year	6 years	Destroy	Computerised and paper-based record systems  Traffic collision reports, Scene records - plans, videos, Breath Procedure Logs, Prosecution Reports	
OPS-035	The reporting and investigation of serious injury & fatal traffic collisions	Current year	12 years	Review		
OPS-036	The application of Fixed Penalty Notices ( <b>FPNs</b> )	Current year	3 years	Destroy		Retention periods for Direct Measures are currently under review, thereafter they will likely be amended. Please contact Records Management for further information.
OPS-037	<b>Images captured by Safety Cameras:</b>					
	All detected offences - whether dealt with by FPN or report to the Procurator Fiscal	Current year	3 years	Destroy	Photographic evidence	
OPS-038	Images not required for evidential purposes	Date created	31 days	Destroy		

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
OPS-039	Execution of <b>Warrants:</b> Executed warrants (all types)	Current financial year	6 years	Destroy		Retention periods for Warrants are currently under review, thereafter they will likely be amended. Please contact Records Management for further information.  Original warrant returned to issuing court when subject arrested
OPS-040	Receipt of money when fine paid	Refer to Finance.				
OPS-041	Search warrants	Refer to Crime.				
OPS-042	Arrest warrants not executed	Notification from PF	3 years	Destroy		
OPS-043	Means enquiry warrants not executed	Notification from Court	3 financial years	Destroy		
OPS-044	Extract convictions warrants not executed	Notification from PF	3 years	Destroy		Police (CC) Circular 8/1985 Appendix B
OPS-045	<b>Bail orders</b>	Date of cancellation	6 months	Destroy	Copy bail orders CHS bail order chapter entries	Historic bail details held on CHS for 3 years from date of cancellation. Issuing court will hold the principal document.
OPS-046	<b>Interdicts</b>	Current year of cancellation	3 years	Destroy	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.	Review for currency annually where interdicts do not state date of cancellation.

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
<b>OPS-047</b>	Files relating to <b>Anti-Social Behaviour Orders</b> and <b>Interim Anti-Social Behaviour Orders</b> (ASBOs):  Fixed term	Cancellation of order	3 years	Destroy	Copy of Order provided to the Chief Constable	
<b>OPS-048</b>	Indefinite term	Date ASBO issued	5 years	Review		
<b>OPS-049</b>	Information supplied to local authorities for the grant of ASBOs	Current year	1 year	Destroy	Copy of observations made by Chief Constable during statutory consultation made when application for ASBO being pursued by Local Authority / Registered Social Landlord	
<b>OPS-050</b>	The process of recording <b>CCTV Images</b> in public areas:  Images <b>not required</b> for evidential purposes in legal proceedings	Date captured	31 days	Destroy	CCTV footage	Information Commissioner's CCTV code of practice
<b>OPS-051</b>	Images <b>required</b> for evidential purposes in legal proceedings	Refer to 'Crime'				
<b>OPS-052</b>	Records of the <b>Calibration of Intoximeters</b>	Current year	6 years	Destroy		
<b>OPS-053</b>	The process of serving <b>Legal Documents</b> :  Served documents	Court date	3 months	Destroy	Legal Documents Database Witness citations Countermands	Return all paper copies to court. Statistical data retained for 4 years.

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
OPS-054	Unserved documents	Court date	6 months	Destroy		Where witness fails to attend court retain as per Crime.
OPS-055	Records of the <b>Use of Force</b> by police officers on duty	Current year	6 years	Destroy	Use of Force forms	
OPS-056	Records produced by <b>Security Access Systems to Police Buildings</b>	Current year	1 year	Destroy	Data from the swiping of proximity cards	
OPS-057	Process of maintaining records relating to the application of <b>Fixed Penalty Notices (FPNs) for Anti-Social Behaviour</b> offences	Retention periods for Direct Measures are currently under review. Please contact Records Management for further guidance.				
OPS-058	The Process of Evaluating and Recording Individual Performance Against the <b>C3 Quality Assurance Framework</b>	Current Year	1 Year	Destroy	Individual performance forms	
OPS-059	The Process of Evaluating and Reporting on Team Performance Against the <b>C3 Quality Assurance Framework</b>	Current Year	5 Years	Review	Monthly and quarterly statistical reports on team performance	

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# Personnel

## Personnel – General

<p>PER-001</p>	<p>Process of administering the service of <b>Police Officers, Cadets and Special Constables</b> - summary information including:</p> <p>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</p>	<p>End of service</p>	<p>Until business / operational requirements have ceased</p>	<p>Offer to Archive</p>	<p>Employment Register                  Personnel Database (weeded)                  Personnel Files (weeded)</p>	<p>Common Practice</p> <p>The retention dates suggested assume that pension administration is not reliant on these records</p>
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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PER-002	<p>Process of administering the service of <b>Police Officers, Cadets and Special Constables</b> in accordance with terms and conditions - including:</p> <p>Maternity, Paternity and Special Leave Changes to personal details Payments, salaries and wages Assessments and Appraisal / Performance Details</p>	End of service	6 years	Destroy	<p>Force forms Reports File Notes Personnel Database (unweeded) Personnel Files (unweeded)</p>	<p>Salaries and Wages Entitlements</p> <p>The retention dates suggested assume that pension administration is not reliant on these records</p>
PER-003	<p>The process of administering the personal record of <b>Police Officers, Cadets and Special Constables</b>:</p> <p>Record of punishment in terms of the Police (Scotland) (Discipline) Regulations 1967</p>	Date created	3 years free from punishment other than caution	Destroy	<p>Personnel Database Personnel Files</p>	<p>The Police (Scotland) Regulations 2004 (No.257) Section 15.3</p>
PER-004	<p>Record of a disposal in terms of the Police (Conduct) (Scotland) Regulations 1996</p>	Date created	3 years free from any disposal other than caution	Destroy		
PER-005	<p>Record of proceedings including disposal under the Police (Efficiency) (Scotland) Regulations 1996</p>	Conclusion of proceedings	2 years	Destroy		

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PER-006	<p>Process of administering the employment of <b>Police Staff</b> - summary information including:</p> <p>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  Date of Leaving  Pension Details</p>	End of service	Until business / operational requirements have ceased	Offer to Archive	<p>Employment Register  Personnel Database (weeded)  Personnel Files (weeded)</p>	<p>Common Practice</p> <p>The retention dates suggested assume that pension administration is not reliant on these records</p>
PER-007	<p>Process of administering the employment of <b>Police Staff</b> in accordance with terms and conditions - including:</p> <p>Maternity, Paternity and Special Leave  Changes to personal details  Payments, salaries and wages  Assessments and Appraisal/Performance Details</p>	End of service	6 years	Destroy	<p>Force forms  Reports  File Notes  Personnel Database (unweeded)  Personnel Files (unweeded)</p>	<p>Salaries and Wages  Entitlements</p> <p>The retention dates suggested assume that pension administration is not reliant on these records</p>
PER-008	Recording, Monitoring and Management of <b>Absence</b>	End of service	6 years	Destroy	Absence Management Database	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PER-009	The recording and amendment of staff <b>Conditions of Service</b> , including statutory and policy based conditions	Current year	Until business / operational requirements have ceased	Offer to Archive	Conditions of Service Manual	Common Practice
PER-010	<b>Equal Opportunities</b> investigation and reporting on cases and grievances	Current year	6 years	Destroy	Equal Opportunities Case / Grievance File	Common Practice
PER-011	Police Staff <b>Misconduct</b> investigation and imposition of <b>Disciplinary</b> warnings - outcome of investigation:  Verbal Warning	Date issued or conclusion of appeal if applicable	6 months	Destroy	Investigation Case File, Disciplinary Cases Database, Record of Warning held on Personnel File	Record of warning may be retained if a further warning is imposed on an employee whilst the earlier warning is unspent.
PER-012	Written Warning	Date issued or conclusion of appeal if applicable	12 months	Destroy		
PER-013	Final Written Warning	Date issued or conclusion of appeal if applicable	12 months	Destroy		
PER-014	Unsubstantiated (case concluded)	Date created	Until conclusion of case	Destroy		
PER-015	Letters issued confirming no disciplinary action required/undertaken	Date issued	6 months	Destroy	Copy of letter sent	
PER-016	Letters confirming discussions of an informal meeting	Date issued	12 months	Destroy	Copy of letter sent	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PER-017	Resigns / leaves during process, (case not concluded)	Current year	6 years	Destroy	Investigation Case File, Disciplinary Cases Database, Record of Warning held on Personnel File	
PER-018	General administration of the <b>Service Personnel Function</b> - examples include:  Restructuring / Civilianisation / Staffing Proposals / Industrial Relations	Current year	2 years	Review	Files, Records and Documents, Minutes of Meetings, Reports	Common Practice
<b>Personnel - Training</b>						
PER-019	Development and provision of <b>Staff Training</b> courses:  Aims and Objectives / Course Outline	Current year	Until business / operational requirements have ceased	Offer to Archive	Course Booklet Course Outline	Common Practice
PER-020	Course Documentation / Presentations/ Pre-Reading	Current year	6 years	Destroy	Course Handout Master, presentations, Pre-reading List Master, Research Material, Course Development Records	
PER-021	Administration of courses	Current year	1 year	Destroy		
PER-022	<b>Examination Scripts</b> (Hardcopy)	Current year	1 year	Destroy	DipPSLM	Scottish Qualifications Authority requirement for approved centres

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PER-023	<p>General administration and projects of the <b>Service Training</b> function - Examples include:</p> <p>Training and development strategy Responses to legislative and regulatory changes</p>	Date created	Until end of project or once every 2 years as applicable	Review	Project Files, Project Records and Documents, Minutes of Meetings, Reports	Common Practice
<b>Personnel - Recruitment</b>						
PER-024	<p>The process of <b>Recruitment and Selection of Police Officers, Special Constables and Cadets:</b></p> <p>Successful candidates</p>	Date created	Until outcome known	Pass to Personnel	Application Form Copy Birth Certificate Home Assessment Record of Interview	The Data Protection Act 2018 requires that applicants must be informed that those details may be retained

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PER-025	Unsuccessful candidates	Current year	2 years	Destroy	Application Form Copy Birth Certificate Home Assessment Record of Interview	The Data Protection Act 2018 requires that applicants must be informed that those details may be retained  <b>Minimal</b> information may be retained in order to implement policy for automatic rejection of those with three unsuccessful applications
PER-026	The process of <b>Recruitment and Selection of Police Staff:</b> Successful candidates	Date created	Until outcome known	Pass to Personnel	Application Form Copy Birth Certificate Record of Interview	
PER-027	Unsuccessful candidates	Outcome known	6 months	Destroy		Where a claim has been made, retain until conclusion of case
PER-028	The development and monitoring of <b>Recruitment Selection Criteria and Policy</b>	Current year	Until business / operational requirements have ceased	Offer to Archive	Selection Criteria Minimum requirements Recruitment Policy	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PER-029	General administration and projects of the <b>Service Recruiting</b> function - Examples include:  Changes to selection criteria/ Careers fairs and promotions	Date created	Until end of project or once every 2 years as applicable	Review	Project Files, Project Records and Documents, Minutes of Meetings, Reports	Common Practice
PER-030	The process of <b>Recruitment and Selection of Police Officers for internal posts:</b>  Successful candidates	Date created	Until outcome known	Pass to Personnel	Application Form Record of Interview	
PER-031	Unsuccessful candidates	Outcome known	6 months	Destroy		Where a claim has been made, retain until conclusion of case
<b>Personnel - Occupational Health</b>						
PER-032	The process of managing the <b>Medical Welfare and Health</b> of staff	End of service	10 years	Destroy	Medical records, Occupational Health Records	
<b>Personnel - Promotion</b>						

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PER-033	The development and monitoring of <b>Promotion Selection Criteria and Policy</b>	Current year	Until business / operational requirements have ceased	Offer to Archive	Promotion Policy, Selection Criteria, Record of Competencies under assessment, Record of Standard of Assessments	
PER-034	Process of <b>Application by Police Officers for Promotion</b> (successful and unsuccessful candidates)	Current year	2 years	Destroy	Application Form, References	
PER-035	<b>Promotion Process</b>	Current year	2 years	Destroy	Assessment Centres / Promotion Panels, Exercise Assessment Sheets, Record of Interview, Record of Overall Assessment, Record of Feedback	
PER-036	<b>Formal notification</b> of outcome of application	Date created	Until outcome known	Pass to Personnel	Letter to candidate, Record of feedback	
<b>Personnel - Vetting</b>						

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PER-037	The process of undertaking <b>Pre-Employment Vetting Checks</b> on applicants for employment as a <b>Police Officer, Special Constable, Cadet or Police Staff:</b>  Record of vetting episode, including summary of checks undertaken and result and outcome of episode where <b>candidates refused clearance</b> (or where candidates do not take up post)	Current year	6 years	Destroy	Vetting form, Tracking systems, Record of outcome	Where the failure is considered to present policing with a risk if they were to reapply, then other considerations can be made with regards to making intelligence submissions, or a risk-assessment can be conducted, and, with a clear rationale, longer periods to store information can be determined, subject to regular review.
PER-038	Record of vetting episode, including summary of checks undertaken and result and outcome of episode where <b>candidates granted clearance</b>	End of service	6 years	Destroy	Vetting form, Tracking systems, Record of outcome	
PER-039	Information gathered in vetting episode where <b>candidates refused clearance</b>	Current year	6 years	Destroy	Information downloaded from crime, intelligence & criminal history systems	As per PER-037 note
PER-040	Information gathered in vetting episode where <b>candidates granted clearance</b>	End of service	6 years	Destroy	Information downloaded from crime, intelligence & criminal history systems	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PER-041	<p>The process of undertaking <b>Management Vetting</b></p> <p>Record of vetting episode, including summary of checks undertaken, and result and outcome of episode:</p> <p>Police Officers Police Staff</p>	End of service	6 years	Destroy	Vetting form, Tracking system, Record of outcome	Note: Clearance lapses after year of transfer + 1
PER-042	<p>Information gathered in vetting episode including where:</p> <p>Clearance granted but not required following subsequent transfer to non-MV post</p> <p>Clearance granted and subsequently renewed</p> <p>Clearance granted but not renewed</p> <p>Clearance refused</p>	End of service	6 years	Destroy		As per PER-037 note

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PER-043	The process of undertaking <b>National Security Vetting</b>	End of service	6 years	Destroy		
	Record of vetting episode, including summary of checks undertaken, and result and outcome of episode:  Staff who retire from the Police Force  Staff who resign from the Police Force prior to retirement					
PER-044	Record of vetting episode, including summary of checks undertaken, and result and outcome of episode:  Staff who die during service	Death	1 calendar year	Destroy		

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PER-045	The process of <b>Vetting Non-Police Personnel (NPPV)</b> to allow access to Force facilities	End of service	6 years	Destroy	Vetting form, Tracking systems, Record of outcome	To enable the Force to evidence decisions  As per PER-037 note
	Records of vetting episode, including summary of checks undertaken with results and outcome of episode:  Candidates granted clearance Candidates refused clearance					
PER-046	Information gathered in vetting episode:  Candidate granted clearance Candidate refused clearance	End of service	6 years	Destroy	Information downloaded from crime, intelligence & criminal history systems	

# Professional Standards

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PST-001	Records relating to <b>Complaints, Conduct and Specialist Investigations:</b>  <b>Standard risk level cases</b> (There are reasonable grounds for believing that the case could pose a degree of threat, risk and harm to the integrity and reputation of Police Scotland or to the wider public.)	Current year	6 years	Destroy	Complaints, Conduct and Specialist Investigation Files.  Records held on Professional Standards Department databases.	The Police (Conduct)(Scotland) Regulations 1996  The Police Service of Scotland Regulations 2013  The Police Service of Scotland (Performance) Regulations 2014  The Police Service of Scotland (Conduct) Regulations 2014
	<b>High risk level cases</b> (There are substantial grounds for believing that the case poses significant threat, risk and harm to the integrity and reputation of PS or to the wider public.)	Current year	12 years	Destroy		<b>Note:</b> If case is linked to another file e.g. related misconduct case then case should not be disposed of whilst associated case is still live. This would include situations where there is an appeal ongoing or civil litigation.
PST-003	Records relating to <b>Officer Case Conferences</b>  Full Case Conference record	Current year	6 years	Destroy	Centurion computerised record Associated scanned documents on Centurion All paper records relating to case	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PST-004	Records relating to <b>Business Interests / Secondary Employment</b> where no notification of cessation received from staff member	Current year	Until termination of service	Destroy	Business Interest / Secondary Employment Register	The Register should be reviewed regularly to ensure it is up to date. It is suggested that the minimum review period would be every three years.
PST-005	Records relating to <b>Business Interests / Secondary Employment</b> where staff member notifies that they no longer hold a business interest / secondary employment during service	Date notified of cessation	6 years	Destroy		
PST-006	Records relating to <b>Fixed Penalty Notices (FPNs)</b> for staff	Current year	4 years	Destroy		
PST-007	Records relating to <b>General Correspondence</b>	Current year	3 years	Destroy	Legal Assistance Applications Other Miscellaneous correspondence	
PST-008	Records relating to <b>General Administration</b>	Current year	1 year	Destroy	Information collated for FOI responses	
PST-009	Records of complaints made by persons considered to be <b>Vexatious Complainers</b>	Current year	6 years	Review	Forms CD1, Investigating Officer Notebooks, Case Papers	
PST-010	Process of maintaining information to ensure adherence with <b>Internet Use</b> policy	Date created	1 year	Destroy	Internet Logs	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
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# Projects

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PRJ-001	Records relating to <b>Project Management:</b>  Proposal Documents (Approved) Project Costs / Benefits Project Initiation Documents (PID) Change Report End Report	Current year	Until business / operational requirements have ceased	Offer to Archive	Project Proposal Documents	
	Quality Controls Risk Analysis Risk Register Progress Report Strategy Progress	Completion of Project	6 years	Review	PIDs, Business Cases	Best Practice - Particular care should be taken when reviewing these records as the subject may dictate a long retention for all records, e.g. shift system, uniform, etc.
PRJ-003	Financial records	Refer to 'Finance'				
PRJ-004	<b>Project Documentation</b> records:  Rough Notes & Ephemera	Date created	At discretion	Destroy	Compliments Slips etc.	
PRJ-005	Working Papers	Current year	6 years	Review	Memos, Correspondence	
PRJ-006	Project Review & Evaluation - Final Report	Current year	Until business / operational requirements have ceased	Offer to Archive	Reports Final Evaluation	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PRJ-007	Project Review & Evaluation - Working Papers	Current year	1 year	Destroy	Summary Report Surveys, Notes from visits, Reviews	

**Property**

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PTY-001	Activities associated with the <b>Acquisition and Disposal</b> of property:  Property registers and reports	Current year	Until business / operational requirements have ceased	Offer to Archive	Consolidated property & buildings annual reports, Summary of leased property, Summary of local authority's owned property, Site register, Register of leases	
PTY-002	Title deeds and associated documents	Current year	Until property disposed of	Offer to Archive if not required by new owner		
PTY-003	Leases and associated documents	Expiry of lease	12 years	Destroy	Leases, Memoranda of terms, Subletting agreements, Schedules of alterations	
PTY-004	Land searches	Current year	6 years	Destroy		
PTY-005	Activities associated with the <b>Development and Renovation</b> of property:  Buildings and estates of special interest	Current year	Until business / operational requirements have ceased	Offer to Archive	Project specifications, Plans, Installation manuals, Planning and building control consents and correspondence, Prints and negatives - work in progress, completed works	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PTY-006	All other buildings and estates	Current year	Retain for life of property or building	Review		Particular care should be taken when reviewing these records, the nature of the development may dictate a long retention for all records.
PTY-007	Construction contract records	Refer to Finance				
PTY-008	Construction project management records	Refer to Projects				
PTY-009	Records relating to special events: official openings, dedications, major refurbishments	Refer to Media / Communications				
PTY-010	Activities associated with the <b>Maintenance</b> of property: Management of maintenance activities	Last action	10 years	Destroy	Maintenance programme / schedules, Forward maintenance registers (FMR), Maintenance diaries	
PTY-011	Maintenance contract records	Refer to Finance				
PTY-012	Records of inspections of property, plant and equipment	Refer to Health & Safety				
PTY-013	Records documenting routine maintenance	Current year	6 years	Destroy	Maintenance requests for cleaning, painting, grounds maintenance, electrical maintenance	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PTY-014	Maintenance and operational manuals	Current year	Until equipment disposed of OR transferred to new owner	Destroy OR pass to new owner		

# Public Protection

PUP-001	Nominals classified as No concern / Not applicable  (excluding perpetrator, non-vulnerable victim and victim)	Last completion date on the concern report	6 months	Destroy	iVPD Records	Records will weed regardless of whether other records exist for the nominal. The Nominal record will weed if no other incidents exist for the nominal
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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PUP-002	Nominal information (subject of concern / victim) for adult (wellbeing) concerns.  (Excludes nominals classified as No concern / Not applicable)	Incident date if no further incidents are recorded  (Where there are two or more incidents recorded against a nominal, records will weed according to the longest retention period)	3 years	Destroy	iVPD Records	Concerns that are not Adult Protection (and do not meet the 3 point test as per the Adult Support and Protection (S) Act 2007, Domestic Abuse, or the nominal being a perpetrator

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PUP-003	Nominal information (subject of concern / victim) for child (wellbeing) concerns  (Excludes nominals classified as No concern / Not applicable)	Incident date if no further incidents are recorded  (Where there are two or more incidents recorded against a nominal, records will weed according to the longest retention period)	6 years	Destroy	iVPD Records	*The child protection question was added to the VPD on 31/3/17 allowing weeding criteria to be set against wellbeing concerns. All child concerns raised prior to that date will be treated as the child protection nominals of the weeding and retention policy  Concerns that are not Child Protection, Domestic Abuse, Youth Offending concerns or the nominal being a perpetrator

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PUP-004	No Concern / Not Applicable perpetrator Nominals	Incident date if no further incidents are recorded  (Where there are two or more incidents recorded against a nominal, records will weed according to the longest retention period)	6 years	Destroy	iVPD Records	Includes perpetrators that have not been cautioned and charged with offences and Youth Offending subjects of concern

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PUP-005	Nominal Information (subject of concern / victim) of Domestic Abuse (Standard Risk) Concerns	Incident date if no further incidents are recorded  (Where there are two or more incidents recorded against a nominal, records will weed according to the longest retention period)	6 years	Destroy	iVPD Records	Domestic Abuse incident nominals that are subjects of concern / victim and are not recorded as High or Medium Risk on the DAQ Questionnaire

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PUP-006	<p>Nominal information (subject of concern / victim) for adult (wellbeing) concerns where the nominal has been recorded as:</p> <p>Domestic Abuse / Adult Concern where the three point test is not met and the Domestic Abuse risk is standard.</p>	<p>Incident date if no further incidents are recorded</p> <p>(Where there are two or more incidents recorded against a nominal, records will weed according to the longest retention period)</p>	6 years	Destroy	iVPD Records	Concerns that are not Adult Protection (and do not meet the 3 point test as per the Adult Support and Protection (S) Act 2007), and is recorded as a standard risk Domestic Abuse concern not High or Medium Risk subject of concern / victim
PUP-007	Domestic Abuse (High or Medium Risk) Concerns	<p>Incident date if no further incidents are recorded</p> <p>(Where there are two or more incidents recorded against a nominal, records will weed according to the longest retention period)</p>	12 years	Review and destroy or retain for a further 3 years	iVPD Records	Domestic Abuse incident nominals that are subjects or concern / victim and are recorded as High or Medium Risk on the DAQ Questionnaire. Does not include Standard Risk subjects of concern / victims

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PUP-008	Nominal information (subject of concern / victim) for Adult concerns where the 3 point test under the Adult Support and Protection Act 2007 is met (Adult Protection)	Incident date if no further incidents are recorded  (Where there are two or more incidents recorded against a nominal, records will weed according to the longest retention period)	12 years	Review and destroy or retain for a further 3 years	iVPD Records	Adult Protection Concern Nominals. Does not include Domestic Abuse, Youth Offending or the nominal being a perpetrator
PUP-009	Nominal information (subject of concern / victim) for Adult concerns where the subject of concern has been recorded as:  Domestic Abuse / Adult Concern where either the three point test is met (Adult Protection) or the Domestic Abuse Risk is High or Medium	Incident date if no further incidents are recorded  (Where there are two or more incidents recorded against a nominal, records will weed according to the longest retention period)	12 years	Review and destroy or retain for a further 3 years	iVPD Records	Concerns that are Adult Protection (that do meet the 3 point test as per the Adult Support and Protection (S) Act 2007), and is recorded as a Medium or High risk Domestic Abuse concern not a standard subject of concern / victim

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PUP-010	Nominal information (subject of concern / victim) for child concerns where child protection has been selected and includes all child concerns raised prior to 31/3/17	Incident date if no further incidents are recorded  (Where there are two or more incidents recorded against a nominal, records will weed according to the longest retention period)	12 years	Review and destroy or retain for a further 3 years	iVPD Records	Child protection concern Nominals. Does not include Domestic Abuse, Youth Offending or the nominal being a perpetrator

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PUP-011	<p>Nominals held for statistical return purposes</p> <p><i>No Concern / Not Applicable Non Vulnerable Victim Nominals</i></p> <p><i>No Concern / Not Applicable / Victim Nominals</i></p>	Last completion date on the concern report	3 years	Destroy	<p>iVPD Records</p> <p>Nominals who are the victims of Youth Offending but are not considered to be subjects of concern</p> <p>Perpetrator Nominals, prior to a validation rule change in 2015 when it was possible for a nominal to be recorded as both a Perpetrator and Victim on the same incident</p>	<p>The non-vulnerable victim checkbox is only applicable where a person has been the victim of youth offending and where there is no evidence of vulnerability</p> <p>Some historic records were recorded as No Concern / Not Applicable / Victim nominals. This occurred prior to 2015 when a change to validation rules was applied to the application</p>
PUP-012	Partner Agency Reports	Date report shared with partners	3 years	Destroy	<p>iVPD Records</p> <p>Partner agency reports sent to statutory partners at SWD, NHS, Education, SCRA</p>	Details of the Recipient Organisation, Date Sent and Sent By will be retained for the duration of the incident record. The contents of the Partner Agency report will be deleted

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PUP-013	iVPD Incident records	Date created	1 day after the final nominal record is weeded where the incident record is closed	Destroy	iVPD Records  Any incident where all nominals have been deleted and the incident is marked as closed	
PUP-014	Legacy force vulnerable person's systems	All legacy force vulnerable person's databases will be retained at this time due to the UK Child Abuse Enquiry and the Scottish Child Abuse Enquiry.  Please refer all enquiries to Records Management				
PUP-015	Records relating to the management of <b>Registered Sex Offenders (RSOs)</b>	Current year	12 years or on expiration of notification requirements (up to 15 years) - whichever is longest)	Review and retain as appropriate for lifetime of offender	Crime Records & Management Records (ViSOR) relating to offenders who are either subject to notification requirements or are assessed by Offender Management Units as posing a similar risk.	Crime records may include those where the offender was the victim or complainer - subject to relevancy to their ongoing management  Records stored on systems such as ViSOR and SID subject to National Standards for retention
PUP-016	Records relating to membership of the <b>Protection of Vulnerable Groups (PVG)</b> scheme	Date of the last activity associated with the record	5 years	Destroy	Initial applications, Record of decision, Records relating to active monitoring process	

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Ref.	Function Description	Trigger	Retention	Action	Examples of Records	Notes
PUP-017	Applications under the <b>Keeping Children Safe</b> scheme	Current year	3 years	Destroy	Applications, Record of decision	

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**Compliance Record**

<b>Equality and Human Rights Impact Assessment (EqHRIA) Date Completed / Reviewed:</b>	20/11/2020
<b>Information Management Compliant:</b>	Yes
<b>Health and Safety Compliant:</b>	Yes
<b>Publication Scheme Compliant:</b>	Yes

**Version Control Table**

<b>Version</b>	<b>History of Amendments</b>	<b>Approval Date</b>
1.00	Initial Approved Version	23/03/2013
2.00	Updated to reflect changes in data protection legislation	24/05/2018
3.00	Inclusion of reference to Investigatory Powers Act (IPA) (2016) within Section 11 and Appendix 'I'	27/11/2018
4.00	Reviewed, amended and reformatted under the parameters of the SOP Review	20/11/2020

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