

NORTHERN IRELAND POLICING BOARD

RETENTION AND DISPOSAL SCHEDULE

Record Type	Comment / Description	Retention & Disposal Schedule
Appeals	<ul style="list-style-type: none"> • Legislation / Guidance 	<ul style="list-style-type: none"> • Destroy when superceded
	<ul style="list-style-type: none"> • Approved Panel Lists 	<ul style="list-style-type: none"> • Review after 3 years
	<ul style="list-style-type: none"> • Appeal application and associated papers 	<ul style="list-style-type: none"> • Review after 3 years
	<ul style="list-style-type: none"> • Correspondence / Documentation 	<ul style="list-style-type: none"> • Review after 3 years
	<ul style="list-style-type: none"> • Transcript of Tribunal & Decision 	<ul style="list-style-type: none"> • Destroy after 7 years
Cases – Legal / Litigation	<ul style="list-style-type: none"> • Criminal Cases; Civil Cases; IT Claims; Fair Employment 	<ul style="list-style-type: none"> • Destroy 7 years after last action. Major litigation should be offered to PRONI
	<ul style="list-style-type: none"> • Correspondence relating to any of the above 	<ul style="list-style-type: none"> • Destroy 3 years after last action unless a precedent. Minor precedents review after 5 years – major precedents offer to PRONI
	<ul style="list-style-type: none"> • CSO Costs 	<ul style="list-style-type: none"> • Destroy after 5 Years
CCTV	<ul style="list-style-type: none"> • Terms and Conditions of Grant 	<ul style="list-style-type: none"> • Destroy when superceded
	<ul style="list-style-type: none"> • Correspondence 	<ul style="list-style-type: none"> • Review after 5 years
	<ul style="list-style-type: none"> • CSO advice 	<ul style="list-style-type: none"> • Review after 5 years
	<ul style="list-style-type: none"> • Final Accounts 	<ul style="list-style-type: none"> • Preserve permanently
	<ul style="list-style-type: none"> • Waterside Tower Camera Footage 	<ul style="list-style-type: none"> • Monthly override
Complaints	<ul style="list-style-type: none"> • Board Complaints 	<ul style="list-style-type: none"> • Destroy after 10 years
	<ul style="list-style-type: none"> • Case Records 	<ul style="list-style-type: none"> • Destroy after 10 years
	<ul style="list-style-type: none"> • Complaints Register 	<ul style="list-style-type: none"> • Destroy 10 years after last entry

	<ul style="list-style-type: none"> • Data Protection Complaints 	<ul style="list-style-type: none"> • Destroy after 3 years
	<ul style="list-style-type: none"> • Environmental Information Regulations Complaints 	<ul style="list-style-type: none"> • Destroy after 3 years
	<ul style="list-style-type: none"> • Freedom of Information Complaints 	<ul style="list-style-type: none"> • Destroy after 3 years
Contacts	<ul style="list-style-type: none"> • These can sometimes hold personal information but in the main are business related. 	<ul style="list-style-type: none"> • Review annually
Contracts	<ul style="list-style-type: none"> • All records, including schedules of works, changes to requirements, forms of variation, extensions to contract, bills of quality, disputes over payment, final accounts etc 	<ul style="list-style-type: none"> • Destroy 6 years after contract expiry date
Corporate Planning	<ul style="list-style-type: none"> • Corporate Plan 	<ul style="list-style-type: none"> • Preserve permanently
	<ul style="list-style-type: none"> • Strategy Plan 	<ul style="list-style-type: none"> • Review after 5 years
	<ul style="list-style-type: none"> • Business Plan 	<ul style="list-style-type: none"> • Review after 3 years
	<ul style="list-style-type: none"> • Asset Management Plan 	<ul style="list-style-type: none"> • Review Annually
	<ul style="list-style-type: none"> • PSNI Strategies 	<ul style="list-style-type: none"> • Review after 5 years
Databases	<ul style="list-style-type: none"> • These can sometimes hold personal information but in the main are business related. 	<ul style="list-style-type: none"> • Review annually
Employment & Career	<ul style="list-style-type: none"> • Written particulars of employment, contracts of employment including the Certificate of Qualification or its equivalent and including Senior Civil Service; changes to terms and conditions, including change of hours letters (M) Pension 	<ul style="list-style-type: none"> • Until age 72
	<ul style="list-style-type: none"> • Job history – consolidated record of whole career, location details – paper or electronic (M) Pension and litigation 	<ul style="list-style-type: none"> • Until age 72
	<ul style="list-style-type: none"> • Current address details (M) Litigation 	<ul style="list-style-type: none"> • 6 years after employment has ended
	<ul style="list-style-type: none"> • Record of location of overseas service (M) Pension and litigation 	<ul style="list-style-type: none"> • Until age 72
	<ul style="list-style-type: none"> • Variation of hours – calculation formula for individual (R) 	<ul style="list-style-type: none"> • Destroy after use
	<ul style="list-style-type: none"> • Promotion / temporary promotion / substitution documentation (R) Litigation 	<ul style="list-style-type: none"> • Destroy after summary noted •

	<ul style="list-style-type: none"> Working Time Directive opt-out forms (M) Litigation 	<ul style="list-style-type: none"> 3 years after the opt-out has been rescinded or has ceased to apply
	<ul style="list-style-type: none"> Record of previous service dates (M) Pension and litigation 	<ul style="list-style-type: none"> Until age 72
	<ul style="list-style-type: none"> Previous service supporting papers (R) Litigation 	<ul style="list-style-type: none"> Destroy after records noted as appropriate
	<ul style="list-style-type: none"> Qualifications / references (R) Litigation 	<ul style="list-style-type: none"> 6 years
	<ul style="list-style-type: none"> Transfer documents (OGD E18) (R) 	<ul style="list-style-type: none"> Destroy after summary noted and actioned
	<ul style="list-style-type: none"> Annual / Assessment Reports (R) Management 	<ul style="list-style-type: none"> 5 years
	<ul style="list-style-type: none"> Annual / Assessment Reports for last 5 years of service (M) Pension 	<ul style="list-style-type: none"> Until age 72
	<ul style="list-style-type: none"> Training history (R) Management 	<ul style="list-style-type: none"> 6 years
	<ul style="list-style-type: none"> Travel and subsistence – claims and authorisation (M) Litigation 	<ul style="list-style-type: none"> 6 years
	<ul style="list-style-type: none"> Annual leave records (R) Management 	<ul style="list-style-type: none"> 2 years
	<ul style="list-style-type: none"> Job applications – internal (R) Management 	<ul style="list-style-type: none"> 1 year
	<ul style="list-style-type: none"> Recruitment / appointment / promotion – Board selection papers (R) Management 	<ul style="list-style-type: none"> 6 months
	<ul style="list-style-type: none"> Building society references (R) Queries 	<ul style="list-style-type: none"> 6 months
Equality	<ul style="list-style-type: none"> Equality Annual Reports; Consultations; Impact Assessments 	<ul style="list-style-type: none"> Destroy after 5 years
	<ul style="list-style-type: none"> Equality Scheme 	<ul style="list-style-type: none"> Destroy when superceded
	<ul style="list-style-type: none"> Policy Screening 	<ul style="list-style-type: none"> Destroy when superceded
	<ul style="list-style-type: none"> Welfare Papers (R) Litigation 	<ul style="list-style-type: none"> Destroy after minimum of 6 years after last action
Finance	<ul style="list-style-type: none"> Paid cheques; Vouchers (includes invoices); Ledgers; Journals; Trial Balances & Reconciliations; Receipt and Revenue Records;; Salary Records; Purchase Order Records; Asset Registers; Financial Statements; Drawdown Records 	<ul style="list-style-type: none"> Destroy after 6 years

	<ul style="list-style-type: none"> Cheques (other than paid) and associated records; Bank Deposits, Reconciliations and Statements; Petty Cash Records 	<ul style="list-style-type: none"> Destroy after 2 years
	<ul style="list-style-type: none"> Branch Budget Information – Forecasts / Reviews 	<ul style="list-style-type: none"> Destroy 6 months after financial year end
	<ul style="list-style-type: none"> Copies – Purchase Request Forms / Purchase Order Forms / Claim Forms 	<ul style="list-style-type: none"> Destroy 1 year after end of financial year
Flexi Sheets	<ul style="list-style-type: none"> Retain last three full calendar months flexi sheets 	<ul style="list-style-type: none"> Destroy after 3 months
Gifts & Hospitality Register	<ul style="list-style-type: none"> Members / Staff 	<ul style="list-style-type: none"> Close annually with disposal 7 years following closure
Health & Safety	<ul style="list-style-type: none"> Health Declaration (M) Pension and litigation Health referrals – including medical reports from doctors and consultants, including any correspondence with BMI Health Services or, previous to that body, the Occupational Health & Safety Agency Ltd, the Civil Service Occupational Health Service or the Medical Advisory Service (MAS) (M) Pension and Litigation Papers relating to any injury on duty (M) Pension and litigation <p>Medical report of those exposed to a substance hazardous to health, including:</p> <ul style="list-style-type: none"> Lead (Control of Lead at Work Regulations 1980) (M) COSHH requirement 	<ul style="list-style-type: none"> Until age 72 Until age 72 Until age 72 40 years from date at which entry was made
	<ul style="list-style-type: none"> Asbestos (Control of Asbestos at Work Regulations 1996) (M) COSHH requirement 	<ul style="list-style-type: none"> 40 years after last record
	<ul style="list-style-type: none"> Compressed Air (Work in Compressed Regulations 1996) (M) COSHH requirement 	<ul style="list-style-type: none"> 40 years from date of last entry
	<ul style="list-style-type: none"> Radiation (Ionising Radiation Regulations 1985) (M) COSHH 	<ul style="list-style-type: none"> 50 years from date of last entry

	requirement	
	<ul style="list-style-type: none"> Medical / Self Certificates – unrelated to industrial injury (R) Management 	<ul style="list-style-type: none"> 4 years
Honours	<ul style="list-style-type: none"> Honours Nominations and Submissions 	<ul style="list-style-type: none"> Destroy 5 years after last action
Human Rights	<ul style="list-style-type: none"> Monitoring the Board's Performance 	<ul style="list-style-type: none"> Review after 5 years
	<ul style="list-style-type: none"> Monitoring the PSNI's Performance 	<ul style="list-style-type: none"> Review after 5 years
	<ul style="list-style-type: none"> Regulation 20 Reports 	<ul style="list-style-type: none"> Destroy after 3 months
	<ul style="list-style-type: none"> Investigations / Statistics / Surveys (from PONI) 	<ul style="list-style-type: none"> Review annually
Mailing Lists		<ul style="list-style-type: none"> Review annually
Meetings	<ul style="list-style-type: none"> Action Sheets 	<ul style="list-style-type: none"> Destroy after 1 year
	<ul style="list-style-type: none"> Agendas 	<ul style="list-style-type: none"> Destroy after 1 year
	<ul style="list-style-type: none"> Arrangements 	<ul style="list-style-type: none"> Destroy after 3 months
	<ul style="list-style-type: none"> Attendance Register 	<ul style="list-style-type: none"> Destroy after 7 years
	<ul style="list-style-type: none"> Invitations 	<ul style="list-style-type: none"> Destroy after meeting
	<ul style="list-style-type: none"> Minute-taking – handwritten notes, typed drafts, audio tapes etc 	<ul style="list-style-type: none"> Destroy after minutes have been adopted
	<ul style="list-style-type: none"> Programmes 	<ul style="list-style-type: none"> Destroy after 3 months
	<ul style="list-style-type: none"> Research 	<ul style="list-style-type: none"> Review after 1 year
	<ul style="list-style-type: none"> Schedule of dates of meetings 	<ul style="list-style-type: none"> Destroy after 1 year
	<ul style="list-style-type: none"> Speaking Notes 	<ul style="list-style-type: none"> Destroy after 1 year
	<p>Minutes:</p> <ul style="list-style-type: none"> Award of Tenders Board / Committee meetings Branch meetings Corporate Management Group (CMG) DPP related meetings Senior Management Team meetings (condensed format) 	<ul style="list-style-type: none"> Destroy 1 year from expiry date of contract Preserve permanently Destroy after 2 years Destroy after 5 years Review after 4 years Preserve permanently

	<ul style="list-style-type: none"> Working Groups <p>Papers</p> <ul style="list-style-type: none"> Originating Branch – this will be in either hard copy or electronic and will be referenced by subject Police Admin papers - relating to Case History; Removal Expenses including SPED; Compensation Claims; Expense Claims Secretariat – this will be in hard copy and will be referenced by date (other branches should not be retaining booklets following meetings) Members copy 	<ul style="list-style-type: none"> Review after 1 year Review after 2 years Retain for 2 years after confirmation of death Destroy at the end of the following calendar year <p>Destroy on conclusion of issue</p>
Parliamentary	<ul style="list-style-type: none"> Order paper 	<ul style="list-style-type: none"> Review after 5 years
Papers	<ul style="list-style-type: none"> Command paper 	<ul style="list-style-type: none"> Review after 5 years
	<ul style="list-style-type: none"> Bills 	<ul style="list-style-type: none"> Review after 5 years
	<ul style="list-style-type: none"> Public and General Acts 	<ul style="list-style-type: none"> Review after 5 years
	<ul style="list-style-type: none"> Local and Personal Acts 	<ul style="list-style-type: none"> Review after 5 years
	<ul style="list-style-type: none"> Statutory Instruments 	<ul style="list-style-type: none"> Review after 5 years
	<ul style="list-style-type: none"> Hansard 	<ul style="list-style-type: none"> Review after 5 years
Pay & Pension	<ul style="list-style-type: none"> Bank details – current only(M) Litigation 	<ul style="list-style-type: none"> 6 years after employment has ended
	<ul style="list-style-type: none"> Death Benefit Nomination and Revocation Forms (M) Pensions 	<ul style="list-style-type: none"> Until age 72
	<ul style="list-style-type: none"> Death Certificates (M) Pension and Litigation 	<ul style="list-style-type: none"> Return original to provider. Retain copy until age 72
	<ul style="list-style-type: none"> Decree Absolutes(M) Pensions 	<ul style="list-style-type: none"> Return original to provider. Retain copy until age 72
	<ul style="list-style-type: none"> Housing Advance (R) Litigation 	<ul style="list-style-type: none"> 6 years after repayment

	<ul style="list-style-type: none"> • Marriage Certificate (M) Pension 	<ul style="list-style-type: none"> • Return original to provider Retain copy until age 72
	<ul style="list-style-type: none"> • Unpaid leave periods (maternity leave etc) (M) Pension and litigation 	<ul style="list-style-type: none"> • Until age 72
	<ul style="list-style-type: none"> • Statutory maternity pay documents (R) Litigation 	<ul style="list-style-type: none"> • 6 years
	<ul style="list-style-type: none"> • Other maternity pay documentation (R) Management 	<ul style="list-style-type: none"> • 18 months
	<ul style="list-style-type: none"> • Overpayment documentation (M) Litigation 	<ul style="list-style-type: none"> • 6 years after repayment or write-off
	<ul style="list-style-type: none"> • Personal payroll history – including record of pay, performance pay, overtime pay, allowances, pay enhancements, other taxable allowances, payment for untaken leave, reduced pay, no pay, maternity leave (M) Pension and litigation 	<ul style="list-style-type: none"> • Until age 72
	<ul style="list-style-type: none"> • Pensions estimates / awards (M) Pension and litigation 	<ul style="list-style-type: none"> • Until age 72
	<p>Record of:</p> <ul style="list-style-type: none"> • Full name • National insurance number • Date of birth • Pensionable pay at date of leaving • Reckonable service for pension purposes (and actual service where this is different, together with reason for the difference) • Reason for leaving and new employer's name (if known) • Amount and destination of any transfer value paid • Amount of any refund of PCSPS contributions • Amount and date of any Contributions Equivalent Premium paid 	<ul style="list-style-type: none"> • Until age 72 • Until age 72 • Until age 72 • Until age 72 • Until age 72 • Until age 72 • Until age 72 • Until age 72
	<p>All papers relating to pensionability not listed elsewhere in this annex, including:</p>	

	<ul style="list-style-type: none"> • Application forms • Papers about the pensionability of other employment (including war service) • Papers about widows, widowers, children's pensions and other dependant's pensions • Correspondence with Cabinet Office, other departments and pension administrators, or the officer and his / her representatives (MPs, unions etc) about pension matters <p>All the above (M) Pension and litigation</p> <ul style="list-style-type: none"> • Resignation / termination / retirement letters (M) Pension and litigation • Added years (M) Pension • Added voluntary contributions (M) Pension • Payroll input forms – reduced / no pay / maternity leave (M) Litigation • Bonus nominations (R) Litigation • Complete Sick Absence Record showing dates and causes of sick leave (M) Pension and litigation • SSP1 – SSP1L (M) Statutory requirement • Papers relating to disciplinary action which has resulted in any change to terms and conditions of service, salary, performance pay or allowances (M) Pension and litigation • Authorisation for Deputising / Substitution Allowance or Overtime / Travel Time Claim (R) Audit purposes • Travel and subsistence – claims and authorisation (M) Litigation 	<ul style="list-style-type: none"> • Until age 72 • Until age 72 • Until age 72 • Until age 72 • Until age 72 • Until age 72 • Until age 72 • Until age 72 • 6 years • 6 years • Until age 72 • For last 4 - 6 years • Until age 72 • 6 years • 6 years
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	<p>Advances for:</p> <ul style="list-style-type: none"> • Season tickets (R) Litigation • Car parking (R) Litigation • Bicycles (R) Litigation • Christmas / holidays (R) Litigation • Housing (R) Litigation 	<ul style="list-style-type: none"> • 6 years after repayment • 6 years after repayment • 6 years after repayment • 6 years after repayment • 6 years after repayment
	<p>PSNI</p> <ul style="list-style-type: none"> • Correspondence to/from RUC/PSNI, OHU/OHW PFNI • Injury on Duty Reports (and related papers); Extension of Service; PSNI notification of last day • Original letter from Member requesting Pension Award; SMP / IMR Certificate of Disablement and Covering Report; Letter to Decision to member; Pension Appeal: Original letter from Appellant requesting Appeal/Submission to NIO/Letter of Result • Case History Minutes; Expedites/Acknowledgements; Notice of Disciplinary Fine; Notice of Suspension • Rent Allowance/Change in Marital Circumstance • Claimants Pay Details • Application for Life Assurance Scheme/Approval of RUC/PSNI Bounty Payments/Overlapping Rent Allowance/DHSS requests for information 	<ul style="list-style-type: none"> • Review after 3 years • Destroy after 7 years • Retain for 2 years after confirmation of death • Destroy after case closed • Remove and forward to Allowance Policy Unit • Destroy 7 years after case closed • Destroy when identified
Policies		<ul style="list-style-type: none"> • Destroy when superceded
Press and	<ul style="list-style-type: none"> • Board Presentations 	<ul style="list-style-type: none"> • Destroy after 2 years
Public Relations	<ul style="list-style-type: none"> • Board Statements 	<ul style="list-style-type: none"> • Destroy after 5 years

	<ul style="list-style-type: none"> • Image / Library Records 	<ul style="list-style-type: none"> • Destroy after 3 years
	<ul style="list-style-type: none"> • Letters to Editors 	<ul style="list-style-type: none"> • Destroy after 2 years
	<ul style="list-style-type: none"> • News Releases 	<ul style="list-style-type: none"> • Destroy after 5 years
	<ul style="list-style-type: none"> • Operational Notes (re forthcoming Events) 	<ul style="list-style-type: none"> • Destroy after 3 months
	<ul style="list-style-type: none"> • Press Conference Reports / Previews 	<ul style="list-style-type: none"> • Destroy after 3 years
	<ul style="list-style-type: none"> • Press Cuttings 	<ul style="list-style-type: none"> • Destroy after 1 year
	<ul style="list-style-type: none"> • Reports on Media / Public Relations 	<ul style="list-style-type: none"> • Destroy after 7 years
	<ul style="list-style-type: none"> • Speeches by Board Members 	<ul style="list-style-type: none"> • Destroy after 5 years
	<ul style="list-style-type: none"> • Visitors Books 	<ul style="list-style-type: none"> • Destroy after 3 years
Publications	<ul style="list-style-type: none"> • Various standard publications 	<ul style="list-style-type: none"> • Retain hard copy on file, copy in library and send copy to Compliance Branch for permanent preservation
Records Management	<p>Records relating to the control of record keeping:</p> <ul style="list-style-type: none"> • Corporate List of Registered Files • Disaster Planning Records • Disposal Guidelines • Retention and Disposal Schedules • Guides / Manuals on the management of records • Information Audits / Record Surveys • Lists of Records Transferred to PRONI 	<ul style="list-style-type: none"> • Destroy when superceded • Destroy when superceded • Destroy when superceded • Review on annual basis • Destroy when superceded • Destroy when superceded • Preserve permanently
Recruitment	<p>The Board recruits the following:</p> <ul style="list-style-type: none"> • Community Observers • Custody Visitors • DPP Independent Members • Independent Vetting Panel Member • Senior Police Officers 	

	<ul style="list-style-type: none"> • Staff at the grade of Staff Officer and above <p>Personal information relating to successful applicants to be associated with personal file</p>	Personal information – successful applicants - associated with personal file – destroyed 1 year following employment
	Personal information relating to unsuccessful applicants to be destroyed after 6 months after the final date of interviews	Personal information - unsuccessful applicants - destroyed after 6 months after final date of interviews
Senior Officer recruitment	Recruitment documentation to be destroyed following future competition for the post(s) except in relation to the Chief Constable – this should be offered to PRONI	Recruitment documentation - destroyed following future competition for the post(s) except Chief Constable – offered to PRONI
Register of Interests		Destroy on conclusion of employment / term of office
Reports	<ul style="list-style-type: none"> • Annual Report • Audit & Best Value Reports • DPP Reports – Reporting on the effectiveness of DPPs • Submissions to Oversight Commissioner 	<ul style="list-style-type: none"> • Permanently preserved • Destroy after 7 years • Destroy after 5 years • Destroy after 3 years
Requests for Information	<p>The Board receives requests for information from a variety of sources</p> <ul style="list-style-type: none"> • Members of the Public • Other organisations • Staff (including ex employees) <ul style="list-style-type: none"> • Data Protection Act 1998 • Environmental Information Regulations 2004 • Freedom of Information Act 2000 	<ul style="list-style-type: none"> • Review Annually • Review Annually • Review Annually <ul style="list-style-type: none"> • Destroy after 3 years • Destroy after 3 years • Destroy after 3 years

Returns	<ul style="list-style-type: none"> • Annual Financial Return to Accounting Officer • Annual Fraud Return to NIAO 	<ul style="list-style-type: none"> • Destroy after 3 years • Destroy after 5 years or after the conclusion of any legal proceedings if longer
Risk Registers	<ul style="list-style-type: none"> • Branch • Corporate 	<ul style="list-style-type: none"> • Review annually • Review annually
Security	<ul style="list-style-type: none"> • Personnel Security Files (R) Central Guidance 	5 years after leaving (if at normal retirement age); or 10 years after leaving (if before retirement age, but not exceeding a period of 5 years after normal retirement age); or 1 year after death
Senior Management	<ul style="list-style-type: none"> • Engagement Diaries (including Chairman & Vice) • Chief Executive's Notebook • Private Office Correspondence – Original • Private Office Correspondence – Float Copies • Declined Invitations 	<ul style="list-style-type: none"> • Destroy after 2 years • Preserve during employment • Where appropriate send to appropriate Director otherwise review after 3 years • Destroy after 1 year (rolling) • Destroy after 1 year (rolling)
Staff	<ul style="list-style-type: none"> • Circulars (issued for information) • Circulation Lists • Flexi Sheets 	<ul style="list-style-type: none"> • Retain within (electronic) library – Review annually • Review after every new start of departure • Retain last 3 full calendar months
Tendering	<ul style="list-style-type: none"> • List of approved suppliers • End User Requirement; Agreed Specification; Evaluation Criteria, Invitation to Tender; Successful Tender Document; Signed Contract 	<ul style="list-style-type: none"> • Active updated regularly • Destroy 6 years from end of contract

	<ul style="list-style-type: none"> • Draft Specification; Statement of Interest; Unsuccessful Tender Documents • Interview Panel – Report & Notes of Proceedings; Commissioning Letter 	<ul style="list-style-type: none"> • Destroy 1 year from award of contract • Destroy 1 year from end of contract
Translations	<ul style="list-style-type: none"> • Register of Translations • Translations 	<ul style="list-style-type: none"> • Review after 5 years • Destroy after 3 years
Undertakings	Terms of Reference	Destroy after 3 years
Website Content	The Board has its website – www@nipolicingboard.org.uk	Content should be informally reviewed on a monthly basis and formally on an annual basis

(M) Mandatory or (R) Recommended Retention with explanation

* Additional rules apply in respect of the timescale applicable for destruction of personnel files

** The Policing Board should keep historical records of pay scales