FREEDOM OF INFORMATION REQUEST

Please note the text of this request has been reproduced exactly as received.

FOI Reference number: 58/2026

Date: 18 November 2026

Request:

1. What are the official NIPB policy guidelines for the retention and /or deletion of documents of a retired officer's case file, who is making an IOD Reconsideration?

2. Within the NIPB who has the authority to authorise the removal/deletion of documents from a retired officer's case file?

3. If a member of NIPB staff or contracted employee makes a request for the removal/deletion of documents from a case file which is not in line with UK Government bodies/NIPB policy guidelines. What action should be taken?

Answer:

1. The Northern Ireland Policing Board (the **Board**) manages its records in accordance with the Board's Retention and Disposal Policy. A copy of the Board's Retention and Disposal Policy is provided for your reference. Retention and Disposal Schedule | Northern Ireland Policing Board. In particular, we draw your attention to Section 8.1 on page 39 of the Retention and Disposal Schedule.

2. In relation to the destruction of records, we refer you to page 6 of the Board's Retention and Disposal Policy, which sets out the relevant provisions governing the destruction of documents.

Northern Ireland Policing Board
James House, Block D, 2-4 Cromac Avenue
Gasworks, Belfast BT7 2JA
028 9040 8500 www.nipolicingboard.org.uk

3. This is a request for an explanation and does not constitute a valid Freedom of Information Act request under section 8(1)(c) of the FOIA.

If you have queries about this request or the decision, please contact the Board quoting the reference number above. If you are unhappy with the service you have received and wish to make a complaint or request a review you should contact the Board's Chief Executive -

Via Email: foi@nipolicingboard.org.uk

Or in writing at the following address:

Northern Ireland Policing Board
James House
Block D
2 – 4 Cromac Avenue
The Gasworks
Belfast
BT7 2JA

You should contact the Board within 40 working days of this response.

If you are not content with the outcome of your complaint, you may apply directly to the Information Commission's Office (ICO). Generally, the ICO cannot investigate or make a decision on a case unless you have exhausted the complaints procedure provided by the Board. You should make complaints to the ICO within six weeks of receiving the outcome of an internal review.

The Information Commission's Office can be contacted at the following web link –

Contact us | ICO

or in writing at:

Information Commission's Office

4th Floor, No.3 Circle Square

5 Hawkshaw Street

Manchester

M1 7BL

Helpline number: 0303 123 1113

Please be advised that our replies under Freedom of Information may be released into the public domain via our website @ www.nipolicingboard.org.uk.

Personal details in respect of your request have, where applicable, been removed to protect confidentiality.

Northern Ireland Policing Board



RETENTION AND DISPOSAL SCHEDULE

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SECTION 1: INTRODUCTION

The Northern Ireland Policing Board (the Board) replaced the Police Authority for Northern Ireland and was established as an executive Non-Departmental Public Body (NDPB) of the Northern Ireland Office (NIO) on 4 November 2001 by the Police (NI) Act 2000, as amended by the Police (NI) Act 2003.

On 12 April 2010, justice functions in Northern Ireland were devolved to the Northern Ireland Assembly and the Department of Justice (DoJ) came into existence as a new Northern Ireland Department. From this date, the Board became an executive NDPB of the DoJ.

The Board's statutory duty is to ensure that the Police Service of Northern Ireland (PSNI) is effective and efficient and to hold the Chief Constable to account. Its primary responsibilities are:

- To consult with the community to obtain their views on policing and their co-operation with the police in preventing crime;
- To set and publish objectives and targets for PSNI as part of an Annual Policing Plan and to monitor PSNI performance against this plan;
- To appoint all officers of the Service above the rank of Chief Superintendent including civilian officer equivalents;
- To approve the budget for policing and monitor expenditure;
- To keep itself informed as to trends and patterns in recruitment of police officers and police staff and the extent to which the PSNI is representative of the community;
- Oversee complaints and conduct investigations into complaints against senior officers;
- To monitor PSNI Human Rights compliance with the Human Rights Act 1998;
- To support and oversee the work of the 11 Policing and Community Safety Partnerships (PCSPs) and 4 District Policing and Community Safety Partnerships (DPCSPs) and assess public satisfaction; and
- To monitor the exercise of the functions of the National Crime Agency (NCA) in Northern Ireland and to make arrangements to the co-operation of the public with the NCA.

SECTION 2: OPERATION OF THE RETENTION AND DISPOSAL SCHEDULE

Purpose of the Retention and Disposal Schedule

This document sets out the minimum time periods for which the various records created by the Board should be retained, either due to their ongoing administrative value or as a result of statutory requirements. It will enable the Board to dispose of records promptly when they cease to be of any continuing administrative/legal value and will identify records which should be transferred to the Public Record Office of Northern Ireland (PRONI) because of their long-term historical/research value.

The Schedule complies with the requirements in the Public Records Act (NI) 1923 and the Disposal of Documents Order (S.R. & O.1925 No 167).

What is covered by this Retention and Disposal Schedule?

This Schedule identifies the retention and disposal arrangements for all records created by the Board. A record is recorded information, in any form, created or received by the Board or individual members of staff to support and show evidence of Board activities. For the purpose of the Northern Ireland Policing Board's Records Management Policy, records are defined as:

"Recorded information, in any form, created or received and maintained by an organisation or person in the transaction of business or conduct of affairs and kept as evidence."

Categories of Retention/Disposal

There are four broad categories of disposal/final action:

- Permanent preservation by PRONI;
- PRONI Appraisal;
- Destroy; and
- Permanent preservation by Department/Public Authority.

Permanent Preservation by PRONI

The records are transferred to the Public Record Office of Northern Ireland under warrant, where they will be preserved and securely held.

Records identified for Permanent Preservation by PRONI will normally transfer under warrant once they have reached 20 years old (as calculated from the date of the last paper). Such records will be included in the annual release of files, so transfer may need to take place at least one year in advance.

The Board should contact their client manager in advance of any transfer and provide a list of those records identified for permanent preservation. PRONI shall issue a warrant to transfer the records into their custody. Departments or Public Authorities must ensure that records transfer with a sensitivity review completed, and that PR-14H information is supplied detailing all closure reasons in compliance with the Freedom of Information Act (FOIA) s46 Records Management Code of Practice.

PRONI Appraisal

Records which have the final action 'PRONI Appraisal' are those which may be of future historical significance. Systems must be put in place to ensure that PRONI Appraisal takes place at the following points:

First Review

The purpose of a first review is to identify records which have the potential to have long term historical significance. This is completed approximately 5 years after the date of the last paper, and when the business area has confirmed it has no ongoing administrative need for the record.

The Information Management Branch (IMB) should contact their PRONI client manager to arrange for PRONI to inspect records which are in the 'PRONI Appraisal' category, and must provide a detailed list of all the records due for inspection.

Any records selected by PRONI must be retained by the creating authority until they reach the Second Review stage.

Second Review

Records which have the final action 'PRONI Appraisal' and have not been subject to a First Review should be brought forward for Second Review in a timescale appropriate to ensure their transfer to PRONI by the time they reach 20 years old.

Similar to the first review process, the IMB should contact their PRONI client manager to arrange for PRONI to inspect the record and must provide a detailed list of all the records due for inspection.

At the appraisal, PRONI will identify files of historic value in line with PRONI's acquisition strategy and appraisal guidance. Records selected for permanent preservation following PRONI Appraisal will transfer after a warrant has been issued by PRONI.

Departments or Public Authorities must ensure that records transfer with a sensitivity review completed, and PR-14H information attached for each file.

Destroy

These records should be held by the responsible authority for the retention period stated in the Schedule. Once the record has reached the end of its retention period and the business area have confirmed there is no longer a business reason to retain the record, or is unable to provide a justified reason for a further retention period, the authority can arrange for its destruction. Disposal should be built into digital systems where possible. An audit trail should be kept which documents disposal actions and should include a disposal log which has been approved by the Information Asset Owner (IAO) responsible for the records prior to any disposal taking place.

Permanent Preservation by Public Authority

This final action should be used by exception. It will be rare that a public authority will have a business need to retain records beyond 20 years. This category **should not** be used for records which are required for reference purposes. It should relate to files which are actively in everyday business use.

It is important to note that there is no legal basis to subsequently destroy records in this category. The public authority therefore must take adequate steps to ensure the ongoing preservation of these records. If the authority subsequently decides to dispose of records in this category it may only do so following a revision to the Retention and Disposal Schedule.

New/Changed Functions

As new functions or classes of records are created or changed during the life of the Schedule, and are not reflected in the current Schedule, advice must be taken from PRONI on whether there is a requirement for the Northern Ireland Policing Board to re-draft, and resubmit the Schedule to the NI Assembly.

Operation of this Retention and Disposal Schedule

Closing a file

In order for this Retention and Disposal Schedule to operate effectively, it is important to maintain a streamlined filing system through regular and systematic closure of files. Closing a file does not mean that it has to be immediately removed from the filing system. What it does mean is that no additional papers should be added to the file and that it should be used only for reference.

Closure triggers should be clearly set out e.g. on completion of a project, or the end of a financial year. For paper files a continuation file should be opened once the file exceeds 2.5cm thick, and for electronic containers once the container exceeds 300 objects. In cases where the 300 limit has not been reached within 2 years, the container should be closed.

When a file is due to be closed the appropriate member of staff should consult the Retention and Disposal Schedule and indicate on the file the date on which it can be destroyed, transferred to the Public Record Office of Northern Ireland, or whether it should be subject to the normal review procedures.

Retention Period

Retention periods are based upon the specific business needs of the Northern Ireland Policing Board in addition to the regulatory environment within which the Board operates. The retention period required for each type of file is calculated from the point the file is closed. For example, if the retention period, as recorded on the Schedule is 5 years and the action is destroy, then a record closed on 10 October 2013 should be retained until 10 October 2018.

Business Area Review

Files and containers should be reviewed by the business area to ensure that no records are likely to be required for business continuity reasons.

Where the business area confirms there is no longer an enduring business need for the record, the final action should be triggered accordingly. If there remains an administrative need to retain the record, the reviewer should state a further retention period, after which the final action will be triggered.

Destruction

Destruction of files will take place on a planned basis in line with agreed procedures. All destruction decisions must be agreed by the relevant Director or the Chief Executive. A record of all file destruction will be kept for audit purposes and all files will be destroyed in line with the arrangements for the destruction of confidential waste.

Transfer of Records

Under the Public Records Act (N.I.) 1923 all records selected for permanent preservation must be transferred to PRONI by 20 years old. A sensitivity review must take place prior to transfer, and access recommendations should be made on a PR-14H Form. To avoid undue delay when records reach 20 years old, it is recommended that the process of triggering the final action and sensitivity review should commence with an appropriate timescale.

Records should transfer to PRONI under warrant and access decisions should be completed for each file or in the case of electronic records for each digital item. Any redactions which are to be applied should be clearly specified. For additional guidance on the completion of PR-14H contact PRONI.

For further guidance on the development or operation of retention and disposal schedules please contact **RecordsManagement@Communities-ni.gov.uk**

Roles and responsibilities

The Chief Executive has overall responsibility for ensuring that the Northern Ireland Policing Board complies with the requirements of legislation affecting the management of records, and with any supporting regulations and codes.

Heads of Service are responsible for:

- Ensuring that the Retention and Disposal Schedule, and associated procedures are fully observed and implemented within their area of responsibility;
- Ensuring that all staff within their area of responsibility receive the appropriate training.

All members of staff are responsible for:

- Documenting their actions and decisions, and for maintaining the records in accordance with the Northern Ireland Policing Board's agreed policies and practices.

Northern Ireland Policing Board's commitment to preserving records and to good records management practices

The Northern Ireland Policing Board declares that it will take measures to ensure that the records it creates will be appropriately stored and maintained while they are in its custody until either destroyed or transferred to PRONI for permanent preservation. These measures will include:

- Storing records in an appropriate environment, physical or electronic, on or off-site;
- Ensuring appropriate access control mechanisms are put in place to facilitate staff who require continued access to records and information but restrict others;
- Providing searching facilities, electronic or physical index systems, to ensure staff understand what they are holding or not holding;
- Putting in place auditing, finalising and backup policies and regularly testing business continuity procedures and plans for the use of vital records and information.

SECTION 3: RETENTION AND DISPOSAL SCHEDULE - FUNCTIONS AND SERVICES

Function Title	Description
Accommodation and Services	This function includes managing land and buildings owned, rented or leased, as well as the provision of related services. It also includes information relating to acquiring, developing and managing electronic information systems and communication technology/telecoms. It refers to activities associated with constructing, maintaining, repairing and disposing of premises, equipment and stores, the provision of support services such as cleaning, postage and couriers. It also refers to activities associated with maintaining hardware and software, the implementation of new systems and managing the technical aspects of communication systems such as telephones and websites.
Corporate Management	This function includes managing medium to long-term organisational strategies and objectives. It refers to activities associated with monitoring and reviewing organisational performance, developing business plans and improving business processes. It also refers to the development of business continuity plans, equality and meetings.
Financial Management	This function includes information relating to the management of financial resources. It refers to activities associated with financial planning, accounting, monitoring and operating accounts, budget allocations and submissions, allowances, assets and funding.
Human Resource Management	This function includes managing all employees, includes permanent, temporary and part-time staff. It refers to activities associated with the management of working conditions, leave, pay, staffing requirements and employee development and performance. It also includes the development of policies and initiatives in relation to equal opportunity, diversity and health and safety. The Employee Record held on the Northern Ireland Civil Service (NICS) shared service, 'HR Connect' is specifically covered within this function.

Function Title	Description
Information and Communication	This function includes information relating to managing information and communication resources and includes networking and interactions with other areas of government and the community. It refers to activities associated with the maintenance of records and publications, the handling of enquiries received from the public and briefing material prepared for the Board and senior management in order to provide information regarding initiatives and developments, and management of historical records from predecessor organisations.
Oversight of Policing Strategies	This function includes oversight of policing strategies relating to human resources, training and development, information systems, continuous improvement, finance, estates, police performance and human rights. It refers to activities associated with monitoring and reviewing organisational performance.
Partnership and Engagement	This function includes managing and monitoring the development of strategy and policy for policing and community safety arrangements. It refers to activities associated with policy development, strategies, resourcing, legislation and service delivery.
Policing Administration	This function includes managing information relating to administrative processes connected with the police service. It refers to activities associated with police pay and conditions, pensions, human resources, custody visitors and community observers.
Policing Board Administration	This function includes managing information relating to the governance of the Policing Board and its Committees. It refers to activities associated with the maintenance of records relating to membership of the Policing Board and organisational decision making.

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SECTION 1: ACCOMMODATION AND SERVICES

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
1.1	Visitor Book	3 years	Business Requirement	Destroy
1.2	Closed Circuit Television Images (CCTV)	31 days	UK General Data Protection Regulation (UKGDPR); Information Commissioner's Office (ICO) code of conduct	Destroy - except were required as evidence
1.3	Accreditation of IT system / ICT Assets and Services / Security Management / Systems Management	7 years	Business Requirement	Destroy
1.4	Legislation	5 years	Business Requirement	Destroy
1.5	Policies	5 years	Business Requirement	Destroy
1.6	Procedures	5 years	Business Requirement	Destroy
1.7	Projects	5 years	Business Requirement	Destroy
1.8	Operational Meetings	5 years	Business Requirement	Destroy
1.9	Customer Requests	3 years	Business Requirement	Destroy

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SECTION 1: ACCOMMODATION AND SERVICES

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
1.10	Telecommunications Management	7 years	Business Requirement	Destroy
1.11	Tender and Contract Management Documents	7 years	Limitation Act 1980; Limitation (NI) Order 1989; Public Procurement (Miscellaneous Amendments) Regulations 2011	Destroy
1.12	Security management and Utilities (Including Premises Acquisition, Disposal, Maintenance, Moving and Refurbishment)	7 years	Business Requirement	Destroy
1.13	Support Services	5 years	Business Requirement	Destroy
1.14	Health and Safety (Accidents, Claims, Initiatives, Inspections)	5 years	Business Requirement	Destroy
1.15	Health and Safety - Fire Safety/Prevention	12 years	Business Requirement	Destroy

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SECTION 2: CORPORATE MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
2.1	Audit and Best Value reports (including interim) and terms of reference	7 years	National Audit Requirement	Destroy
2.2	Report Papers used in the Course of a Fraud Investigation	10 years	National Audit Requirement	Destroy
2.3	Annual Fraud Return to Northern Ireland Audit Office (NIAO)	10 years	National Audit Requirement	Destroy
2.4	Business Performance	5 years	Business Requirement	Destroy
2.5	Business Planning	5 years	Business Requirement	Destroy
2.6	Emergency Planning	5 years	Business Requirement	Destroy
2.7	Legislation	5 years	Business Requirement	Destroy
2.8	Policies	5 years	Business Requirement	Destroy
2.9	Procedures	5 years	Business Requirement	Destroy
2.10	Projects	5 years	Business Requirement	Destroy
2.11	Risk Management (including Corporate and Branch Risk Registers)	7 years	Business Requirement	Destroy
2.12	Operational Meetings	5 years	Business Requirement	Destroy

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SECTION 2: CORPORATE MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
2.13	Equality Scheme (including Equality Impact Assessments)	7 years	Section 75 of the NI Act 1998 and Equality Scheme; Section 49(A) of the Disability Discrimination Act 1995 and Disability Action Plan	Destroy

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SECTION 3: FINANCIAL MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
3.1	Banking records - Paid cheques / presented cheques, lists, statements of presented cheques / sample signatures Foreign draft payment documents; Bank deposit books / slips / butts; Receipts and payment proformas; and Reconciliation files / sheets and bank statements	7 years	Business Requirement	Destroy
3.2	Petty cash records / books / sheets / receipts	7 years	Business Requirement	Destroy
3.3	Accounts payable records (includes claims for payment, purchase orders, requisitions for goods and services, accounts payable invoices, invoices received, payment run documents, BACS reports etc.)	7 years	Business Requirement	Destroy
3.4	Salary records and pay remits (Copies of wages / salaries Payment vouchers, SOPCA Reports, salary spreadsheets, manpower stats and pay remit support information)	7 years	Business Requirement	Destroy
3.5	General and subsidiary ledgers produced for the purposes of preparing certified financial statements or published information	7 years	Business Requirement	Destroy
3.6	Journals (prime records for the raising of charges and routine adjustments)	7 years	Business Requirement	Destroy

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SECTION 3: FINANCIAL MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
3.7	Trial balances and reconciliations (Year-end balances, reconciliations and variations to support ledger balances and published accounts)	7 years	Business Requirement	Destroy
3.8	Assets / equipment registers / records – registers / records documenting the assets, equipment, furniture etc.	7 years	National Audit Requirement	Destroy
3.9	Asset registers - Records relating to calculation of annual depreciation	7 years	National Audit Requirement	Destroy
3.10	Financial Statements / summaries prepared for inclusion in the quarterly and annual reports	7 years	Business Requirement	Destroy
3.11	PSNI / NIPB Drawdown of monies and Accruing Superannuation Liability Charges (ASLC)	7 years	Business Requirement	Destroy
3.12	Gifts and Hospitality Register	7 years	Business Requirement	Destroy
3.13	Budgetary control records (Management accounts; DoJ reports; Latest Best Estimates; Agreement of Board budgets with budget holders; Policing and Community Safety Partnerships (PCSP) Budgets; and Monitoring round submissions)	7 years	National Audit Office Requirement	Destroy

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SECTION 3: FINANCIAL MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
3.14	Procurement and Contract Monitoring	7 years	Limitation Act 1980; Limitation (NI) Order 1989; Public Procurement (Miscellaneous Amendments) Regulations 2011	Destroy
3.15	VAT Correspondence and returns to HMRC	7 years	Business Requirement	Destroy
3.16	Legislation	5 years	Business Requirement	Destroy
3.17	Policies	5 years	Business Requirement	Destroy
3.18	Procedures	5 years	Business Requirement	Destroy
3.19	Projects	5 years	Business Requirement	Destroy
3.20	Operational Meetings	5 years	Business Requirement	Destroy

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SECTION 4: HUMAN RESOURCE MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
4.1	Successful recruitment documents (Including applications and assessment papers) of Chief Police Officers - Chief Constable	20 years - Permanent preservation in PRONI	Business Requirement	Permanent Preservation in PRONI
4.2	Successful recruitment documents (Including applications and assessment papers) of Chief Police Officers (Deputy Chief Constable and Assistant Chief Constable) and Senior Police Staff Equivalents	3 years following termination of employment	Business Requirement	Destroy
4.3	Unsuccessful recruitment documents (Including applications and assessment papers) of Chief Police Officers (Chief Constable, Deputy Chief Constable and Assistant Chief Constable) and Senior Police Staff Equivalents	3 years from closure of competition	Business Requirement	Destroy
4.4	Written particulars of employment (Including contracts of employment) for Chief Police Officers - Chief Constable	20 years - Permanent preservation in PRONI	Business Requirement	Permanent Preservation in PRONI

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SECTION 4: HUMAN RESOURCE MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
4.5	Written particulars of employment (Including contracts of employment) for Chief Police Officers (Deputy Chief Constable and Assistant Chief Constable) and Senior Police Staff Equivalents	Until age 100	Business Requirement	Destroy
4.6	The process of managing, undertaking or defending for or against litigation on behalf of the Board (Major precedent)	7 years	Business Requirement	PRONI Appraisal
4.7	The process of managing, undertaking or defending for or against litigation on behalf of the Board (Not a major precedent)	7 years	Business Requirement	Destroy
4.8	Written particulars of employment (Contracts of employment, Changes to terms and conditions, including change of hours, letters, Official Secrets Act forms, Oath of Allegiance forms, etc.)	Until age 100	Business Requirement	Destroy

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SECTION 4: HUMAN RESOURCE MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
4.9	Career History - Consolidated record of whole career and location details Inc. Promotion, temporary promotion and / or substitution documentation; Transfer documents; Training history; Recruitment/ appointment/promotion board papers	Until age 100	Business Requirement	Destroy
4.10	Current address details	6 years after employment has ended	Business Requirement	Destroy
4.11	Record of location of overseas service	Until age 100	Business Requirement	Destroy
4.12	Variation of hours – calculation formula for individual (Actual hours worked is covered under Written Particulars of Employment)	6 years after end of current financial year	Limitation Act 1980; Limitation(NI) Order 1989	Destroy
4.13	Record of previous service	Until age 100	Business Requirement	Destroy
4.14	Qualifications / references	6 years after employment has ended	Business Requirement	Destroy

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SECTION 4: HUMAN RESOURCE MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
4.15	Professional Qualifications (i.e. medical, scientific, technical)	Until age 100	Business Requirement	Destroy
4.16	Appraisal reports / documentation	5 years after end of current performance year	Business Requirement	Destroy
4.17	Annual leave records	2 years after end of current leave year	Business Requirement	Destroy
4.18	Successful recruitment documents including applications, assessment papers	3 years following termination of employment	Business Requirement	Destroy
4.19	Unsuccessful recruitment documents including applications, assessment papers	3 years from closure of competition	Business Requirement	Destroy
4.20	Building Society references	6 months from closure	Business Requirement	Destroy

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SECTION 4: HUMAN RESOURCE MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
4.21	Access NI - Original information and all copies	Until final decision about the applicant's suitability is determined. This should not exceed 6 months. Access NI will approve the retention of the disclosures for a longer period in exceptional circumstances where there is a requirement to retain so that the Regulation and Quality Improvement Authority (RQIA) can have access to fulfil its statutory duties	Business Requirement	Destroy
4.22	Access NI - record should be kept of: the date of disclosure; the name of the subject of the disclosure; the type of disclosure; the position which the disclosure was applied for; the unique number that was issued by Access NI for that disclosure; and the recruitment decision taken	Until age 100. The records should be signed and dated by a person of significant authority and seniority who could represent the organisation in court	Business Requirement	Destroy

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SECTION 4: HUMAN RESOURCE MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
4.23	Health Declaration	Until age 100	Business Requirement	Destroy
4.24	Health Referrals (Including medical reports, correspondence with the Occupational Health Service)	Until age 100	Business Requirement	Destroy
4.25	Papers relating to any injury on duty	Until age 100	Business Requirement	Destroy
4.26	Medical reports of those exposed to a substance hazardous to health including: Lead, Asbestos; and Compressed Air	40 years from date of last entry	Lead (Control of Lead at Work Regulations (NI) 2003; Asbestos (Control of Asbestos at Work Regulations (NI) 2003; Compressed Air (Work in Compressed Air Regulations (NI) 2004	Destroy
4.27	Medical reports of those exposed to a substance hazardous to health - Radiation	50 years from date of last entry	Ionising Radiation Regulations (NI) 2000	Destroy

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SECTION 4: HUMAN RESOURCE MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
4.28	Records relating to the control of Substances Hazardous to Health Regulations (COSHH)	40 years from date of last entry	Control of Substances Hazardous to Health Regulations (NI) 2003	Destroy
4.29	Medical / Self Certificate – unrelated to industrial injury	4 years from end of period of sickness to which it relates.	Business Requirement	Destroy
4.30	Medical / Self Certificate – related to industrial injury	Until age 100	Business Requirement	Destroy
4.31	Welfare reports	6 years from closure of case	Business Requirement	Destroy
4.32	Security personnel files	5 years after leaving (if at normal retirement age) or 10 years after leaving (if before normal retirement age)	Business Requirement	Destroy
4.33	Bank details – current	6 years plus current financial year	Limitation Act 1980; Limitation(NI) Order 1989	Destroy

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SECTION 4: HUMAN RESOURCE MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
4.34	Death Certificates	Retain copy until age 100	Limitation Act 1980; Limitation(NI) Order 1989	Destroy
4.35	Death Benefit Nomination and Revocation Forms	Until age 100	Limitation Act 1980; Limitation(NI) Order 1989	Destroy
4.36	Decree Absolutes	Retain copy until age 100	Limitation Act 1980; Limitation(NI) Order 1989	Destroy
4.37	Housing advance	6 years plus current financial year	Limitation Act 1980; Limitation(NI) Order 1989	Destroy
4.38	Marriage certificate and documentation relating to civil registration	Retain copy until age 100	Limitation Act 1980; Limitation(NI) Order 1989	Destroy
4.39	Unpaid leave periods	Until age 100	Limitation Act 1980; Limitation(NI) Order 1989	Destroy

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SECTION 4: HUMAN RESOURCE MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
4.40	Statutory sickness / maternity pay calculation and supporting documentation	6 years plus current financial year	Limitation Act 1980; Limitation(NI) Order 1989	Destroy
4.41	Overpayment documentation	6 years plus current financial year	Limitation Act 1980; Limitation(NI) Order 1989	Destroy
4.42	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, Statutory sickness / maternity leave and pay	Until age 100	Limitation Act 1980; Limitation(NI) Order 1989	Destroy
4.43	Resignation, termination and / or retirement letters	Until age 100	Limitation Act 1980; Limitation(NI) Order 1989	Destroy

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SECTION 4: HUMAN RESOURCE MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
4.44	Civil Service Pensions - Added years	Until age 100	Limitation Act 1980; Limitation(NI) Order 1989	Destroy
4.45	Civil Service Pensions - Additional Voluntary Contributions (AVC)	Until age 100	Limitation Act 1980; Limitation(NI) Order 1989	Destroy
4.46	Payroll input forms	6 years plus current financial year	Limitation Act 1980; Limitation(NI) Order 1989	Destroy
4.47	Bonus nominations	6 years plus current financial year	Limitation Act 1980; Limitation(NI) Order 1989	Destroy
4.48	Complete sick absence record	Until age 100	Limitation Act 1980; Limitation(NI) Order 1989	Destroy

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SECTION 4: HUMAN RESOURCE MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
4.49	Papers relating to disciplinary action which has resulted in any changes to terms and conditions of service, salary, performance pay or allowances	Until age 100	Limitation Act 1980; Limitation(NI) Order 1989	Destroy
4.50	Conduct and Discipline (action taken which has not resulted in any changes to terms and conditions of service, salary, performance pay or allowances)	6 years	Limitation Act 1980; Limitation(NI) Order 1989; UK General Data Protection Regulation (UKGDPR)	Destroy
4.51	Authorisation for deputising, substitution allowance and / or overtime / travel time claim	6 years plus current financial year	Limitation Act 1980; Limitation(NI) Order 1989	Destroy
4.52	Third party client / advances in lieu of pay	6 years plus current financial year	Limitation Act 1980; Limitation(NI) Order 1989	Destroy
4.53	Industrial Relations	5 years	Business Requirement	Destroy

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SECTION 4: HUMAN RESOURCE MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
4.54	Legislation	5 years	Business Requirement	PRONI Appraisal
4.55	Operational Meetings	5 years	Business Requirement	Destroy
4.56	Policies	5 years	Business Requirement	PRONI Appraisal
4.57	Procedures	5 years	Business Requirement	Destroy
4.58	Projects	5 years	Business Requirement	Destroy
4.59	Flexi Leave Records	3 months from end of accounting period	Working Time Regulations	Destroy
4.60	Staffing	5 years	Business Requirement	Destroy
4.61	Training and Development	5 years	Business Requirement	Destroy
4.62	Equal Opportunity	5 years	Business Requirement	Destroy
4.63	Managing Attendance	5 years	Business Requirement	Destroy

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SECTION 5: INFORMATION & COMMUNICATIONS MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
5.1	Weekly Chair & Vice Chair meetings / Senior Management Team Meetings	5 years	Business Requirement	Destroy
5.2	Corporate Management Team Meetings	5 years	Business Requirement	Destroy
5.3	Operational meetings	5 years	Business Requirement	Destroy
5.4	Disposal Schedules	20 years - Permanent preservation in organisation	Public Records Act (NI) 1923; Disposal of Records Order (S.R. & O. 1925 No. 167).	Permanent preservation in organisation
5.5	Correspondence and papers relating to the compilation of Disposal Schedules	10 years	Public Records Act (NI) 1923; Disposal of Records Order (S.R. & O. 1925 No. 167).	Destroy
5.6	Lists or databases of records destroyed / Copies of lists of records transferred to the PRONI	20 years - Permanent preservation in organisation	Public Records Act (NI) 1923; Disposal of Records Order (S.R. & O. 1925 No. 167).	Permanent preservation in organisation
5.7	Retrieval of records from the PRONI	2 years	Business Requirement	Destroy

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SECTION 5: INFORMATION & COMMUNICATIONS MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
5.8	Corporate List of Registered Files	When all records in the series have been destroyed or when transferred to PRONI	Business Requirement	Destroy
5.9	Information Audits / Record Surveys	5 years	Business Requirement	Destroy
5.10	Access to information under: FOI / Data Protection Act / Environmental Information Regulation Legislation (Including complaints and charging fee records; registration with Information Commissioners Office as a Data Controller)	3 years	Freedom of Information Act 2000; UK General Data Protection Regulation; Data Protection Act 2018; Environmental Information Regulations 2004	Destroy
5.11	Requests for information (and tracking records) via Assembly Questions protocols (including daily lists of questions) and Parliamentary Questions; Requests for language translations	3 years	Business Requirement	Destroy

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SECTION 5: INFORMATION & COMMUNICATIONS MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
5.12	Request Tracking Records relating to FOI / DPA / EIR	10 years	Business Requirement	Destroy
5.13	Publication Scheme - documents on the development and maintenance of the scheme	5 years	Business Requirement	Destroy
5.14	Records Storage (Records of tracking and location systems; Security of records)	5 years	Business Requirement	Destroy
5.15	Legislation	5 years	Business Requirement	PRONI Appraisal
5.16	Policies	5 years	Business Requirement	PRONI Appraisal
5.17	Procedures	5 years	Business Requirement	Destroy

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SECTION 5: INFORMATION & COMMUNICATIONS MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
5.18	Projects	5 years	Business Requirement	Destroy
5.19	General administrative records, including routine correspondence relating to the provision of information management	3 years	Business Requirement	Destroy
5.20	Guides, manuals and instructions on the management of branch records / organisational charts / circulars / mailing lists	3 years	Business Requirement	Destroy
5.21	Personal storage containers, e-mail accounts and electronic signatures	1 month	UK General Data Protection Regulation (UKGDPR); Data Protection Act 2018	Destroy
5.22	News releases and press enquiries	7 years	Business Requirement	Destroy

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SECTION 5: INFORMATION & COMMUNICATIONS MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
5.23	Press cuttings	1 year	Business Requirement	Destroy
5.24	Letters to editors	2 years	Business Requirement	Destroy
5.25	Advertisements place in print / online media	7 years	Business Requirement	Destroy
5.26	Image library records – Photographic and video material of long term value to the Board	5 years	Business Requirement	PRONI Appraisal
5.27	Image library records – Photographic and video material of short-term value to the Board	5 years	Business Requirement	Destroy

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SECTION 5: INFORMATION & COMMUNICATIONS MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
5.28	Web content management	5 years	Business Requirement	Destroy
5.29	Final pdfs of all publications produced by the Board (or hard copy version if no pdf exists)	7 years	Business Requirement	Destroy
5.30	Event management information	3 years	Business Requirement	Destroy
5.31	Speeches / Briefing for Board Members for events and meetings, media matters etc. / Advice and guidance issued to Board Members including media information	7 years	Business Requirement	Destroy

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SECTION 6: OVERSIGHT OF POLICING STRATEGIES MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action

6.1	Programmes / Strategies
	• Information gathered to fulfil our monitoring role of PSNI strategies
	  • Estates Strategy
	  • Human Rights
	  - Policing Plan
		10 years	Business Requirement	PRONI Appraisal

6.2	Register of documents signed and sealed	20 years- NIPB Register of Documents - Permanent preservation in organisation NIPB Seal – until change to organisation name	Business Requirement	NIPB Register of Documents - Permanent preservation in organisation NIPB Seal - Destroy
6.3	External policies (PSNI)	Immediate destruction	Business Requirement	Destroy
6.4	Legislation	5 years	Business Requirement	PRONI Appraisal

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SECTION 6: OVERSIGHT OF POLICING STRATEGIES MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
6.5	Policies	5 years	Business Requirement	PRONI Appraisal
6.6	Procedures	5 years	Business Requirement	Destroy
6.7	Projects	5 years	Business Requirement	Destroy
6.8	Operational Meetings	5 years	Business Requirement	Destroy

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SECTION 7: PARTNERSHIP & ENGAGEMENT MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
7.1	PCSP Governance - Policing and Community Safety Partnerships (PCSPs) – these were formerly known as District Policing Partnerships (DPPs)	10 years	Business Requirement	PRONI Appraisal
7.2	PCSP Management - Policing and Community Safety Partnerships (PCSPs) – these were formerly known as District Policing Partnerships (DPPs)	7 years	Business Requirement	Destroy

7.3	Programmes / Strategies
	• Documents relating to the implementation of the
	  ◦ Community Engagement Strategy
	  ◦ Neighbourhood Watch
	  ◦ Police Property Fund
		10 years	Business Requirement	PRONI Appraisal

7.4	Appointment of independent Policing and Community Safety Partnership Members (PCSPs) (Also covers former District Policing Partnerships Appointments (DPPs) - Unsuccessful appointment documents including applications, assessment papers	3 years	Business Requirement	Destroy

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SECTION 7: PARTNERSHIP & ENGAGEMENT MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
7.5	Appointment of independent Policing and Community Safety Partnership Members (PCSPs) (Also covers former District Policing Partnerships Appointments (DPPs) - Successful appointment documents including applications, assessment papers	3 years	Business Requirement	Destroy
7.6	Legislation	5 years	Business Requirement	PRONI Appraisal
7.7	Policies	5 years	Business Requirement	PRONI Appraisal
7.8	Procedures	5 years	Business Requirement	Destroy
7.9	Projects	5 years	Business Requirement	Destroy
7.10	Operational Meetings	5 years	Business Requirement	Destroy

SECTION 8: POLICING ADMINISTRATION MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention period	Relevant Legislation or Business Requirement	Final Action
8.1	Case Files (Serving and Retrospective Cases) – Application for Extension / Medical Retirement Pension / Injury on Duty Award / Adult survivor award	2 years – from death of individual	Business Requirement	Destroy
8.2	Financial / Expenses (Request for assisted Removals/Special Purchase of Evacuated Dwellings (SPED) expenses)	7 years	Business Requirement	Destroy
8.3	Alcohol Licencing Requests	6 years	Business Requirement	Destroy
8.4	Application of Policy - Police Pension Board	10 years	Business Requirement	Destroy
8.5	Legislation	5 years	Business Requirement	PRONI Appraisal
8.6	Policies	5 years	Business Requirement	PRONI Appraisal
8.7	Procedures	5 years	Business Requirement	Destroy
8.8	Projects	5 years	Business Requirement	Destroy
8.9	Operational Meetings	5 years	Business Requirement	Destroy

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SECTION 8: POLICING ADMINISTRATION MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention period	Relevant Legislation or Business Requirement	Final Action
8.10	Complaints against the Board (formal and informal) - Case Records	3 years	Business Requirement	Destroy
8.11	Complaints against the Board (formal and informal) - Register of Complaints	10 years	Business Requirement	Destroy
8.12	Complaints against PSNI Senior Officers or Senior Police Staff Equivalents – Case Records	3 years	Police (NI) Act 2000 Section 35 (1) and (2)	PRONI Appraisal
8.13	Complaints against PSNI Senior Officers or Senior Police Staff Equivalents – Register of Complaints	10 years	Police (NI) Act 2000 Section 35 (1) and (2)	Permanent Preservation in PRONI
8.14	Complaints against Independent Custody Visitors - Case papers, etc.	3 years	Business Requirement	Destroy
8.15	Complaints against Independent Custody Visitors - Register of Complaints	10 years	Business Requirement	Destroy
8.16	Custody Visitors and Community Observer Governance	10 years	Business Requirement	PRONI Appraisal

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SECTION 8: POLICING ADMINISTRATION MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention period	Relevant Legislation or Business Requirement	Final Action
8.17	Custody Visitors and Community Observer - Management	7 years	Business Requirement	Destroy
8.18	Appointment of Custody Visitors and Community Observers - Unsuccessful appointment documents including applications, assessment papers	3 years	Business Requirement	Destroy
8.19	Appointment of Custody Visitors and Community Observers - Successful appointment documents including applications, assessment papers	3 years	Business Requirement	Destroy
8.20	Analytical Services (including all survey results, research findings and information gathered to fulfil statutory role)	10 years	Business Requirement	Destroy
8.21	Police Appeal Tribunals conducted under the Royal Ulster Constabulary (Appeals) Regulations 2000	7 years	Royal Ulster Constabulary (Appeals) Regulations 2000	Destroy
8.22	Police Appeal Tribunals conducted under the Police Appeals Tribunals Regulations (NI) 2016	2 years	Police Appeals Tribunals Regulations (NI) 2016	Destroy

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SECTION 9: POLICING BOARD MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
9.1	Policing Board Governance Papers	10 years	Business Requirement	PRONI appraisal
9.2	NIPB - Standing Orders	20 years - Permanent preservation in organisation	Business Requirement	Permanent preservation in organisation
9.3	Personal data relating to Board Members	Register of Interests – 6 years Current address - 6 years Bank details – 7 years	Business Requirement	Destroy
9.4	NIPB Board Meetings - Minutes, Agendas and business papers (including presentations, video presentations and footage of meeting).	20 years - Permanent preservation in PRONI	Business Requirement	Permanent preservation in PRONI
9.5	NIPB Committee Meetings - Minutes, Agendas and business papers (including presentations, video presentations and footage of meeting)	10 years	Business Requirement	PRONI Appraisal

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SECTION 9: POLICING BOARD MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
9.6	Board and Committee Meetings - supporting documentation (Including: Schedule of dates of Meetings; Arrangements for meetings; Invitations/ domestic arrangements; Programmes/Speaking Notes of meetings; Float copies of correspondence sent to Members / hosted on Decision Time, Documents for issue to Press Office for website, working papers held by branches)	1 year	Business Requirement	Destroy
9.7	Board and Committee Meeting - Minute taking and Action points arising from meeting (Including handwritten minutes; typed drafts; audio tapes etc.)	Destroy immediately	Business Requirement	Destroy
9.8	Operational Meetings	5 years	Business Requirement	Destroy
9.9	Membership of Committees	1 year	Business Requirement	Destroy
9.10	Register of attendance at meetings	1 year	Business Requirement	Destroy
9.11	Petty Cash Register	7 years	Business Requirement	Destroy

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SECTION 9: POLICING BOARD MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
9.12	Travel and Accommodation arrangements	7 years	Business Requirement	Destroy
9.13	Register of Travel Bookings	10 years	Business Requirement	Destroy
9.14	Functions / Engagements with outside organisations (including declined invitations) - Chair / Vice Chair and Chief Executive	5 years	Business Requirement	Destroy
9.15	Secretaries Office Correspondence Register	3 years	Business Requirement	Destroy
9.16	Annual reports to Accounting Officers (Including Equality Annual Report)	20 years - Permanent preservation in PRONI (Copy retained for permanent preservation in organisation)	Corporate Annual Report – Paragraph 16 of Schedule 1 to the Police (NI) Act 2000 as amended by the Police (NI) Act 2003 and Northern Ireland Act 1998 (Devolution of Policing and Justice Functions) Order 2010; Equality Annual report - Section 75 of the NI Act 1998 and Equality Scheme; Section 49(A) of the Disability Discrimination Act 1995 and Disability Action Plan	Permanent preservation in PRONI (Copy retained for permanent preservation in organisation)

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SECTION 9: POLICING BOARD MANAGEMENT

Reference number	Class (Type of Files / Records / Activity)	Retention Period	Relevant Legislation or Business Requirement	Final Action
9.17	Legislation	5 years	Business Requirement	PRONI Appraisal
9.18	Policies	5 years	Business Requirement	PRONI appraisal
9.19	Procedures	5 years	Business Requirement	PRONI Appraisal
9.20	Projects	5 years	Business Requirement	PRONI Appraisal
9.21	Assessment of Board Members (by Chairperson)	7 years	Business requirement – Dear Accounting Officer Letter – DAO (DFP) 08/07 dated 6 July 2007	Destroy
9.22	Programmes / Strategies	10 years	Business Requirement	Destroy

SECTION 5: SIGNATORIES



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Communications Manager



Sinead Simpson
Chief Executive
Northern Ireland Policing Board



Wesley Geddis
Head of Records Management, Cataloguing and Access Team
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David Huddleston
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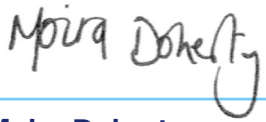

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DOCUMENT TITLE

Retention and Disposal Schedule
January 2022

ONLINE FORMAT

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