



Records Management and Disposal Policy for the Office of the Police and Crime Commissioner for Thames Valley

Introduction

Records should be for no longer than is necessary, with the periods in this policy being used as a guide. All retention periods are given in whole years and are from the end of the financial year to which the records relate or from the date of the last entry in the records as appropriate. All records and duplicates should be disposed of by a secure means e.g. shredding / collected as confidential waste. Duplicates should be destroyed before or at the same time as the official copy.

This policy complies with the following principles as outlined by the UKGDPR:-

- Personal data must be processed lawfully, fairly and in a transparent manner in relation to the data subject.
- Collection of personal data should be for specified and legitimate purposes.
- Data collected should be adequate, relevant and limited to what is necessary.
- The data held must be accurate and, where necessary, kept up to date.
- The data held must be in a form which permits identification of data subjects for no longer than is necessary.
- The data held must be processed in a manner that ensures appropriate security of personal data.

NOTE: Whenever there is a possibility of litigation or a request under the Freedom of Information Act the records that are likely to be affected should not be amended or disposed of until the threat of litigation has ended or disclosure has been made or the appeal processes under the Freedom of Information Act have been exhausted.

Standard Operating Procedure

Information which is duplicated, unimportant and does not contain personal or operational data, or of short term use where that use has finished can be destroyed under the Standard Operating Procedure, such information might include:

- internal correspondence (including compliment/telephone slips)
- catalogues and trade journals
- non-acceptance of invitations
- trivial emails or notes not related to PCC business
- requests for stock information such as maps, plans or marketing material working papers where the results have been written into a final report (including Committee papers) duplicated and superseded material such as stationery, manuals, drafts, address books and reference copies of annual reports

1. OFFICE OF THE POLICE AND CRIME COMMISSIONER BUSINESS

| Function | Records | Retention |
|--|--|--|
| Meetings Meetings to include Partnership, agency, working groups, steering groups and external meetings | Minutes, agendas and reports Indexes | 3 years |
| Complaints against Chief Constable/PCC/OPCC staff | The complaint file including documents and correspondence | 7 years |
| Independent Custody Visiting Scheme | Reports Registers of visits, Custody Visitor details | 5 years 2 years - following departure |
| Corporate planning and reporting | Police and Crime Plan Annual reports | Permanent – since 2012 |
| Statutory Inspections, reviews and external audit reports | External Audit Annual audit letters | Permanent – since 2012 |
| Statutory returns | Reports to Central Government | 7 years |
| Ceremonial, official openings, dedications* | Force ceremonials, openings and events | 5 years subject to review of importance of information |

| | | |
|--|--|---|
| | | and consider whether necessary to transfer to local archive – NB recommendation of Hillsborough Panel |
|--|--|---|

2. MANAGEMENT AND ADMINISTRATION

| Function | Records | Retention |
|---|--|--|
| Registers of PCC interests, gifts and hospitality | Register of Interests Register of Gifts and Hospitality | 5 years |
| Expenses | Payment details | 2 years |
| PCC Diaries and calendars | Electronic and manual diaries/calendars | 1 year after leaving office |
| Public consultation and surveys | Supporting papers and results | 5 years |
| Media relations* | Media reports (press release) | 5 years |
| Marketing* | Developing and promoting the Office of PCC events | 3 years |
| Office Management | Contracts with suppliers | 6 years from end of contract |
| Recruitment | Application forms and associated documentation. | 6 months for unsuccessful candidates and as per TVP HR policies for all others |

3. VICTIMS FIRST HUB (in addition to above)

| Function | Records | Retention |
|----------|---------|-----------|
|----------|---------|-----------|

| | | |
|-----------------|--------------------------------|--|
| Enquiries | Routine responses to enquiries | 2 years |
| Case Management | Victims Case Records | 3 years since last contact (unless concerning a domestic homicide review or serious case review that can be of further use or interest). |

4. LEGAL AND CONTRACTS

| Function | Records | Retention |
|---|---|--|
| Litigation | Correspondence, advice Criminal and civil case files | 7 years after last action |
| Agreements Contract development (ordinary) | Service level agreements with TVP Tender specification | 7 years after agreement expires |
| Contract development (under seal) | Tender specification | 12 years after terms have expired |
| Evaluation of tenders (ordinary) | Evaluation criteria Successful tender document | 7 years after terms have expired |
| Evaluation of tenders (under seal) | Evaluation criteria Successful tender document | 12 years after terms have expired |
| Post tender negotiation | Minutes Correspondence | 1 year after terms of contract have expired |
| Asset acquisition/disposal See Property and Land Management for real property assets | Legal docs relating to acquisition (by financial lease or purchase) and disposal (by sale or write off) process Leases Tender documents | Destroy 7 years if under £50,000 or Destroy 12 years if over £50,000 after all obligations are concluded |

5. FINANCIAL MANAGEMENT

| Function | Records | Retention |
|----------------|------------------------------|------------------------|
| Annual reports | Annual statement of accounts | Permanent - since 2012 |

| | | |
|--------------------------------|---|------------------------|
| Finance reports | Budget reports Working papers | 4 years |
| Approvals/purchase | Purchase/sales order | 6 years |
| Expenditure | Invoices/receipts Bank statements Vouchers/ledger | 6 years |
| Budget setting | Final annual budget | Permanent – since 2012 |
| | Draft budgets and estimates | 4 years |
| | Budget reviews | 4 years |
| Asset monitoring & maintenance | Asset registers Inventories | 7 years |
| VAT Concessions | VAT return and backing papers Partial Exemption Calculation Backing papers to Partial Exemption Calculation | 6 years |
| | Previous VAT inspections, voluntary disclosures or assessments Daily income sheets including payment advices Fin 28's (analysis of the income received at police stations each week) | 6 years |
| | Proformas, their related copy VAT invoices & receipts and the journals putting VAT into the account to be claimed Payments made in the Customs & Excise VAT department through the Bankline system Sundry debtor and creditor invoices Bad debts written off | 6 years |
| | Backing documentation for expenses claims (kept by employee) | 2 years |

6. INTERNAL AUDIT

| Function | Records | Retention |
|----------|---------|-----------|
|----------|---------|-----------|

| | | |
|---------------------|---|---|
| Audit working files | Working papers Audit reports General audit correspondence and follow up details | 6 years |
| | Audit management and operational procedures Reports Documentation and guidance. | Once no longer required for the effective operation of the service. |

7. PROPERTY AND LAND MANAGEMENT

| Function | Records | Retention |
|---|--|------------------------|
| Property disposal | Legal documents Survey reports Tender documents Conditions of contracts | Permanent – since 2012 |
| Management of buildings of special interest | Project specs Plans Certificates of approval | Permanent – since 2012 |

8. INFORMATION MANAGEMENT

| Function | Records | Retention |
|---|--------------------------|---|
| Data breach records/investigations | Non-crime | 7 years – following breach or conclusion of ICO investigation |
| Freedom of Information | Request answered by OPCC | 7 years from disclosure or from completion of any appeal, either OPCC or to ICO |
| Information Sharing Agreements, Protocols or Memoranda of Understanding, Data Processing Agreements | | Until superseded or revoked. |

| | | |
|---|------------------------------|---|
| Information requested under Data Protection legislation | Right of access applications | 2 years from disclosure or from completion of any review to the OPCC or ICO (then review) |
|---|------------------------------|---|

***We will endeavour to delete all photographs as per the relevant retention period, however the OPCC reserves the right to retain photographs for a longer period of time for historical purposes.**

NOTE: Information that may be kept for historical interest, must be information that would be found interesting or useful to journalists, academics or the general public. Not simply things that a single individual may find interesting.

This document should be updated and amended as necessary to comply with local agreements and changes in legislation and to comply with General Data Protection Regulations (UKGDPR) .Please note that this policy relates to the Office of the Police and Crime Commissioner and not the Police Authority.

Policy reviewed: January 2026

Review date: January 2028

VERSION RECORD

| Version No. | DATE | Comments | Made By (Name, role, and organisation) |
|--------------------|----------------|--------------------|---|
| v1.0 | September 2017 | Initial Submission | Lindsay Jopling, Governance Manager |
| v2.0 | September 2018 | Review | Sierra Reid, Governance Officer |
| v3.0 | October 2019 | Review | Sierra Reid, Governance Officer |
| v4.0 | November 2020 | Review | Sierra Reid, Governance Manager |
| v5.0 | November 2021 | Review | Sierra Reid, Complaints Review Manager |
| v6.0 | December 2021 | Amendments | Sierra Reid, Complaints Review Manager |
| v7.0 | July 2023 | Review | Sierra Reid, Complaints Review Manager |
| v8.0 | January 2026 | Review | Sierra Reid, Complaints Review Manager |
| | | | |

This is a Controlled Document