

Dyfed Powys Police

Retention Periods

FOI ref 01/05.08.2005



Name of Record	Retention period
Finance and Admin	
Cheques and associated records	
Cheque book/butts	6 years + current
Cancelled cheques	6 years + current
Dishonoured cheques	6 years + current
Fresh cheques (unused)	6 years + current
Paid cheques/presented cheques/statements of presented cheques	6 years + current
Stoppage of cheque payment notices	6 years + current
Record of cheques opened books	6 years + current
Cheque registers	6 years + current
Record of cheques drawn for payment	6 years + current
Bank deposits	
Bank deposit books/slips/butts	6 years + current
Bank deposit summary books/summaires of daily banking/cheque schedules	6 years + current
Register of cheques lodged for collection	6 years + current
Bank re-conciliations	
Reconciliation files/sheets	6 years + current
Daily list of paid cheques	6 years + current
Unpaid cheque records	6 years + current
Bank statements	
Bank statements/periodic reconciliations	6 years + current
Bank certificates of balance	6 years + current
Electronic banking and electronic funds transfer	
Cash transactions/payment instructions/deposits/withdrawals	6 years + current
Audit trails	6 years + current
Cash books/sheets	
Expenditure sheets	6 years + current
Cash books/sheets	6 years + current

Name of Record	Retention period
Petty cash records	
Petty cash records/books/sheets	6 years + current
Petty cash receipts	6 years + current
Postal cash books/sheets/postage records/register of postage expenditure	6 years + current
Summary cash books	6 years + current
Creditors	
Creditors history records/lists/reports	6 years + current
Statements	
Statements of accounts outstanding/outstanding orders	6 years + current
Statements of accounts rendered/payable	6 years + current
Subsidiary records	
Copies of abstracts and expenditure dissections	6 years + current
Credit note books	6 years + current
Credit notes	6 years + current
Debit note books	6 years + current
Vouchers	
Vouchers (claims for payment/purchase orders/requisitions for goods/accounts payable invoices, etc)	6 years + current
Wages/salaries vouchers	6 years + current
Copies of vouchers	
Copies of vouchers	6 years + current
Voucher registers	
Voucher registers	6 years + current
Voucher registration cards	
Voucher registration cards/voucher payment cards	6 years + current
Voucher summaries	
Voucher summaries	6 years + current
Advice/schedule of vouchers despatched	6 years + current
Costing records	
Cost cards	6 years + current
Costing records/dissection sheets	6 years + current
General and subsidiary ledgers	
General and subsidiary ledgers to prepare certified financial statements/published information	6 years + current
Other ledgers	6 years + current
Creditors ledgers	6 years + current
Related records	
Audit sheet - ledger postings	6 years + current

Name of Record	Retention period
Journals	
Journals (prime records for the raising of charges)	6 years + current
Journals (routine adjustments)	6 years + current
Trial balances & reconciliations	
Year-end balances/reconciliations/variations to support ledger balances or published accounts	6 years + current
Books/butts	
Receipt books/butts, office copies of receipts (inc cashiers'/cash registers/fines and costs/sale of publications/general receipt books	6 years + current
Postal remittance books/records	6 years + current
Receipt books/records for VAT/stamp duty	6 years + current
Irregular remittance books	6 years + current
Cash registers	
Butts/copies of cash register forms	6 years + current
Copies of forms	
Cash register reconciliation sheets	6 years + current
Rolls	
Cash register audit rolls	6 years + current
Summaries/analysis records	
Cash register analysis/summaries	6 years + current
Cash register reading books/sheets	6 years + current
Cashiers' records	
Cashiers' handover books	6 years + current
Revenue records	
Revenue cash books/sheets/records, receipt cash books/sheets	6 years + current
Daily revenue dissections	6 years + current
Periodical revenue dissections	6 years + current
Debtors records/invoices	
Invoices/debit notes rendered on debtors	6 years + current
Source documents/records for raising invoices/debit notes	6 years + current
Copies of invoices/source documents	6 years + current
Debts/refunds	
Records of unrecoverable revenue/debts/overpayments (inc register of debtors written off, register of refunds etc)	6 years + current
Salary records	
Employee pay history records	6 years + current
Employee pay history records (leavers)	6 years + current
Salary rates registers	6 years + current

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Salary ledger cards/records	6 years + current
Copies of salary/wages/payroll sheets	6 years + current
Stores records	
Goods inwards books/records	6 years + current
Delivery dockets	6 years + current
Stock/stores control cards/sheets/records	6 years + current
Stock/stores issue register/records	6 years + current
Stocktaking sheets/records (eg inventories/stock reconciliations/stocktake reports)	6 years + current
Purchase order records	
Purchase order books/records	6 years + current
Courier consignment books/records	6 years + current
Travel warrants	6 years + current
Requisition records	
Requisition records	6 years + current
Asset registers	
Asset/equipment registers and records	6 years + current
Depreciation registers	
Depreciation registers	6 years + current
Financial statements	
Statements/summaries prepared for inclusion in quarterly/annual reports	6 years + current
Periodic financial statements prepared for management	6 years + current
Ad hoc financial statements	6 years + current
Buildings	
Project specification, project final accounts, project board minutes/papers, authorisation of payments, claim/arbitration files, Architectural master copy, Building Condition Surveys, Quadrennial inspections, Archaeological features, Conservation reports,	25 years
Project bills of quantity, accepted tenders, agreements with contractors/consultants, Consultants & contractors' drawings, Maintenance schedules/diaries, Installation surveys, Maintenance programme, Forward maintenance registers, Leases, Memoranda of term	16 years
Project tender evaluation papers	7 years
Project rejected tenders	6 years
Structural engineering reports, Mechanical and electrical engineering reports, Drainage services reports, "As built" drawings, Presentation records/drawings/models/etc,	15 years
Fire precautions and services, other specialist reports, Competition drawings, Plant and equipment condition surveys, Photographic albums, Print and negatives of site photographs,	10 years

Name of Record	Retention period
Financial and accounting reports, Working copies of drawings, Health & Safety inspection reports, Maintenance contracts, Subletting agreements, Wayleave agreements, Tests and statutory certificates, Fire certificates	12 years
Asbestos inspections, Asbestos registers	40 years
Accident reports, Minutes and records of meetings with contractors, Publicity literature, Staff work diaries, Any other records not referred to above	5 years
Accident books	3 years
Records after disposal of property	6 years 6 months
Fleet Services	
Police Vehicle Files	18 months after vehicle sold, unless involved in an injury RTC. If involved in injury RTC retain for 10 years, then review.
Vehicle Job Cards	18 months after vehicle sold, unless involved in an injury RTC. If involved in injury RTC retain for 10 years, then review.
Registry	
Permanent Standing Orders / Old Standing Orders books	40 years
Minutes of meetings	6 years + current (all records)
Contractual documents - documents leading to signing of contracts	6 years + current year after the contract is signed, except for documents for the successful contractor, which are retained with the contract
Contractual documents - signed documents	6 years + current after performance of contract is completed, except for contracts under seal (12 years 6 months)
Letters of thanks	18 months
Ratings appeals	6 years + current from the final decision
Civil claims filed by officers	6 years from the final decision on any claim
Warrant cards - photographs and negatives	Upon leaving service
Stores	
Clothing Documentation	6 years + current
Operational	
Amendment Log for FAQs and Telephone Book	12 months
ANPR data	30 days
Breathalyser documentation	1 year
Custody Records	10 years electronic, 6 years+ current for paper records
Duty Rosters - Annual	6 years + current

Name of Record	Retention period
Duty Rosters - Monthly	6 years + current
Explosives	4 years
Public Service Vehicles - notices and proceedings	1 year
Firearms	
Application withdrawn files	1 year, unless exceptional circumstances suggest it should be retained indefinitely
Surrendered weapon records	3 years
Spoilt certificates	1 year
Incident boxes (Firearms)	Indefinite
Revocations/refusals	Indefinite
Clay pigeon shoots	Retain last two applications
Dealers cancellations	6 years + current
Firearms clubs	3 years after folding / ceasing to be recognised
RTC documentation	
RTC Cards	3 years
RTC reports - serious injury	10 years
RTC reports - fatal	Indefinite
RTC Registers / Books / Correspondence	3 years
"No trace" letters	3 years
Dog Section	
Dog bite records	6 years
Duty Rosters - Annual	6 years + current
Duty Rosters - Monthly	6 years + current
Ops Room	
Audio tapes for consoles	6 years + current
Pursuit (paper record)	6 years + current, 10 years if pursuit involved injury, indefinite if leading to fatality
Bomb calls (paper record)	6 years + current
Issue of firearms to officers	6 years + current
Firearms registers	12 months after last entry
Firearms debriefs	6 years + current
Helicopter Support Unit - flight records, etc	6 years + current
Abnormal Loads	3 months, unless an RTC or injury is involved, when record should be retained for 6 years + current year
Abnormal Load correspondence	3 months, unless an RTC or injury is involved, when record should be retained for 6 years + current year
Duty Rosters - Annual	6 yrs + current
Duty Rosters - Monthly	6 yrs + current
Operational orders	6 years + current year

Name of Record	Retention period
Contingency plans	Same as Operational orders
Faxes to Ops Room	3 months
Incident Records	6 years + current
Section 31 FOIA Exemption Criteria applies	Section 31 FOIA Exemption Criteria applies
PNC related	
PNC source documents	Retain for lifetime of PNC record (unless a C646)
PNC "plans"	Keep scanned version indefinitely
C646 documents	12 months for paper copy, 10 years for electronic version
PNC printouts (of PNC searches conducted)	One month, unless attached to another file, when it should be retained for that file's retention period
PNC Daily transaction monitoring	3 months paper, 3 years electronic
Administration of Justice (CJU)	
Antecedent files for Crown Court (other than murder)	6 years + current
ASBOs paperwork	6 years from the date of hearing (unsuccessful applications), 6 years from the date of completion of the order (successful applications)
Harassment orders	6 years from the date of hearing (unsuccessful applications), 6 years from the date of completion of the order (successful applications)
Cautions	6 years + current paper, 10 years electronic, scanned copy of caution indefinite
Court register	Retain for lifetime of PNC record (unless a C646), as this is a source document
Criminal Injuries compensation forms	6 years + current
DSU files (non-serious crimes)	Paper for 6 years + current, or length of sentence if this is longer. Electronic version for 10 years
DSU files (homicide)	Indefinite
DSU files (sexual offences/ dangerous offenders)	Indefinite for electronic records and for paper records
Amalgamated files	6 years + current
Non indictable offences - correspondence	6 years +current
Audio and video tapes associated with interviews	6 years+ current
Section 31 FOIA Exemption Criteria applies	Section 31 FOIA Exemption Criteria applies
Indictments	6 years + current or length of sentence if this is longer

Name of Record	Retention period
CRO deaths	1 year
Unused material	6 years + current
Road Traffic Offence documentation	
Fixed penalty tickets and correspondence	1 year non-endorsable, 3 years endorsable
Fixed penalty register of tickets	3 years
Human Resources	
Application process to join Force	6 years + current for unsuccessful applications, add successful applicant's details to personal record
Personal file	Until individual's death
Personal records	Until individual's death
PDRS	Retain all except current PDRS in personal file
Firearms Training	3 years in training unit, then transfer to personal record
PSU Training	3 years in training unit, then transfer to personal record
Promotion, Recruitment and Selection decisions	Until individual's death
Sickness - Doctors' certificates/notes	Until individual's death
Sickness forms	Until individual's death
Sickness records (computerised)	6 years + current after leaving
Sickness Records (record of welfare visit)	Until individual's death
Flexitime records	6 years + current
Health and Safety	
Employee health records	40 years
Control of Substances Hazardous to Health Regulations 1997 Rge 7(10) - list of employees exposed to biological agents	10 years after last exposure
Schedule 9 - special provision related to biological agents, where exposure may lead to a disease many years later	40 years after last exposure
Reg 9 - maintenance, examination and test of control measures - examination and testing of control equipment and repairs carried out as a result	5 years
Reg 10 - monitoring exposure at the workplace - exposure to hazardous substance	General exposure - 5 years, Personal exposure - 40 years
Reg 11 - health surveillance of employees who are, or are liable to be, exposed to a substance hazardous to health	Health surveillance (inc medical reports) 40 years from date of last entry
Factories Act General register Order 1973	General Register form F31 - 2 years from date of last entry
RIDDOR 1995 - reportable injuries, diseases and dangerous occurrences	3 years
Social Security (Claims and Payments) Regulations 1979	3 years from date of last entry

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Name of Record	Retention period
The Ionising Radiations Regulations 1985	Health records - 50 years, Examination of respiratory protective equipment - 2 years
The Ionising Radiations Regulations (Outside Workers) 1985	5 years after finish of use
Control of Lead at Work Regulations 1980 Reg 8(4)	Maintenance of control measures - 5 years from last entry
Reg 9(5) Air monitoring of exposure	5 years
Reg 10(3) - health surveillance of employees exposed/liable to be exposed to lead	40 years from last entry
Control of Asbestos at Work Regulations 1987	Health surveillance records 40 years after last record
Work in Compressed Air Regulations 1996	40 years from date of last entry
Special Waste Regulations 1996	Consignment note - 3 years
Environment Protection (Duty of Care) Regulations 1991	Consignment note - 2 years (controlled waste)
Section 2(3) Health & Safety at Work Act 1974	Policy Statement 2 years
Regulation 4 of the Management of Health & Safety at Work Regulations 1992	6 years after issue
Regulation 3 of the Management of Health & Safety at Work Regulations 1992	Risk Assessments (SI 1992 No. 2051)
The provision and Use of Work Equipment Regulations 1992	Maintenance logs - 10 years after last entry
The provision and Use of Work Equipment Regulations 1992	Incident reports - 5 years after last action or 6 years if claim settled
The Personal Protective Equipment at Work Regulations 1992	Personal Protective equipment - 10 years + current
The Social Security Contributions and Benefits Act 1992	Accident book (Form BI 150) - 3 years from last entry
Regulation 7, Schedule 4, RIDDOR 1995	Accident Report Forms - 3 years + current
Control of Asbestos at Work (Amendment) Regulations 1992	Asbestos inspections - 40 years after issue, Asbestos Registers - 40 years after last entry, Asbestos incidents etc - 40 years after last event
Fire Precautions Act 1971 as amended by SI 1999 No 1877	Fire certificates - 12 years after expiry, Fire precautions and services - 10 years after issue
The Construction (Design and Management) Regulations 1994	Maintenance logs - 6 years after final entry, Incident reports - 6 years after claim settled, Maintenance schedules - 10 years after superseded, Health and Safety Plan/File - 30 years or until disposal of property
CS Gas discharge	6 years + current
RIDOR: Dangerous occurrence / Near miss documentation	Until individual's death

Name of Record	Retention period
Corporate Services	
Crime Recording Bureau	
Crime Reports (detected, not murder)	Electronic information 10 years, paper copies 7 years except for serious crimes* which are 10 years
Crime Reports (murder)	Indefinite
Crime Reports (undetected, not murder)	Electronic information 10 years, paper copies 7 years excluding serious crimes* which are reviewed after 10 years and then every 5 years
A238/A238a (Racist/Homophobic incidents)	As for detected and undetected crime detailed above
Best Value/MIU/Research & Development/FAI	
Projects, reviews and scrutinies	5 years after completion of project
Project offices	
Maps/Plans/Drawings for projects	Master sets - 10 years after completion, other copies 5 years after completion
Project Initiation Document (PID)	10 years after completion of project
Project documentation	6 years + current
Crime Management & Reduction	
Community Safety	
Press Office	
Press releases	5 years
CID	
Marine Unit	7 years
CID General	
Electronic information relating to crimes (e.g. electronic images)	10 years, except for sexual offences, which is indefinite
Section 31 FOIA Exemption Criteria applies	Section 31 FOIA Exemption Criteria applies
Section 31 FOIA Exemption Criteria applies	Section 31 FOIA Exemption Criteria applies
Overseas Visitors Registration forms	1 year
Overseas Visitors Registration Cards	7 years after leaving area
Overseas Visitors - Enquiries granted	1 year
Overseas Visitors - Enquiries refused	1 year
Overseas Visitors - Naturalisation	1 year
Prison Visit records	Paper copies 7 years (unless serious crimes, which are ten years), electronic ten years
Missing Persons found	6 years + current
Missing Persons Outstanding	Indefinite

Name of Record	Retention period
Scientific Support	
Staff fingerprints and DNA records	Until employee leaves the Force
TSU records	10 years
Fingerprint disclaimer	3 years
Photographic albums (murder)	Indefinite
Photographic albums (other than murder)	7 years
Scenes of crime - job envelopes	7 years
Intelligence	
PACE stop/searches	12 months
Stop checks and person checks	12 months
Vehicle / premises searches	12 months
Intelligence logs	6 months
Crime pattern analysis reports	3 years
A95 child abuse	Indefinite
A239 domestic incident	Indefinite
A98 adult abuse and vulnerable persons	Indefinite
A95b police protection order	Indefinite
Intelligence Bulletins	1 year
Police Gazette	3 years
Professional Standards	
Data Protection/Disclosure	
Subject access	6 years + current
Data Protection Act - s29(3) requests	1 year
Recruiting checks for other forces	12 months
Disclosure - housing issues	12 months
Notifiable occupation	12 months
Criminal Records Bureau information	12 months
Complaints	
Chief Constable's Discipline Book	Indefinite
Complaints	6 years + current
Divisional HQ	
Annual leave rosters	6 years + current
Divisional Discipline Books	6 years + current
Dangerous drugs	Record of current and previous record
Divisional drugs register	7 years
Duty Book	6 years + current
Duty Rosters - Annual	6 years + current
Duty Rosters - Monthly	6 years + current
HORT2(Station copy)	1 year
Licensed premises files	File retained indefinitely but contents destroyed as per licensing reports policy

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Licensing reports	Retain only current and previous report
Licensing application (extensions)	14 days after event
Overtime cards/records	6 years + current
Pedlars - applicants for certificates	1 year
Pedlars - counterfoils	1 year
Personal radio - record of equipment issued to officer	1 year
Personal radio record of equipment for repair	until returned
Personal radio records of issue	1 year
Pocket books	6 years + current year
Special Constable Record Cards	6 years + current
Stationery requisition	destroy when supplies received
Stray Dog Book / Register	6 months after last entry
Summonses and warrants - correspondence	6 years + current
Tape recordings	As defined in Force policy
Unoccupied premises - letters	3 months
Warrants - register and account	6 years + current
Bail book	6 years + current
Worrying of livestock	1 year
Lost and Found Property	
Found Property Register	2 years
Lost property register	1 year
Misc. property register	2 years after last entry
Coroners Officer	
Body receipts	6 months
Coroners Report	6 months
Sudden Death Reports (not suspicious)	6 months
Sudden Death reports (suspicious)	6 months
Force - General	
Routine Orders	Paper copies 2 months, electronic on Intranet
Duty Book	6 years + current
Duty Rosters - Annual	6 years + current
Duty Rosters - Monthly	6 years + current
General Correspondence - file within an existing file. This definition excludes all e-mails	
Record of paid telephone calls	6 years + current
Intranet files	Revised at least every 12 months
Helicopter Support Unit video	28 days unless kept for evidence - if kept for evidence use same period as other evidence in case

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Name of Record	Retention period
Videos in custody/front desk	28 days unless kept for evidence - if kept for evidence use same period as other evidence in case
Voluntary attendance by visitors	Already recorded in either STORM or custody record
Acts of Parliament	Retain and update as law changes