

## PSD Retention Schedule

All retention periods have been considered against the fifth principle of GDPR and DPA 2018 (that personal data for any purpose/s shall not be kept for longer than is necessary for that purpose/s). However, due to the societal need for police accountability, retention will typically be lengthier than in other organisations.

Record Type	Description	Retention and Trigger	Rationale	Action
Complaints / Misc.	Records relating to investigations, outcomes, appeals, reviews, or organisational learning for:			
	Complaints - internal or from the public	6 year clear period from whichever is the longest: end of sanction / investigation / closure of complaint	NPCC National Retention Guidelines (v3.2, 2017)	Review, and either mark for a 6-year extension (for serious instances), or destroy
	Death and Serious Injury (DSIs)	6 years from resolution		
Conduct matters and complaints subject to special requirements	Documentation to support investigations, outcomes, appeals, reviews, or organisational learning.	Length of service + 6 years post-retirement/leaving	Police (Conduct) Regulations 2012 Policing & Crime Act 2017 Limitations Act 1980	Destroy
		Until age 75 if dismissed/resigns while matter is ongoing	Pension age Limitations Act 1980	Destroy
Criminal investigations	Records produced in relation to:			
	MoPI Group 1 offences, and statutory reviews e.g. DHRs	Until age 100	MoPI (v2, 2010)	Destroy
	MoPI Group 2 offences	10 year clear period	MoPI (v2, 2010)	Review, and if appropriate, destroy
	MoPI Group 3 offences	6 year clear period	MoPI (v2, 2010)	Review, and if appropriate, destroy

Counter-Corruption	Records of intelligence, investigations, outcomes, etc.	Until age 100	MoPI (v2, 2010) Misconduct in Public Office	Destroy
Vetting	Police vetting checks records (applications, decision-making etc.), retained according to whether they were:			
	Successful – Police Personnel	Length of service + 6 years, or 1 year after death	NPCC National Retention Guidelines (v3.2, 2017)	Destroy
	Successful – Non-Police Personnel	End of contract + 1 year	NPCC National Retention Guidelines (v3.2, 2017)	Destroy
	Unsuccessful – all	6 years from decision	NPCC National Retention Guidelines (v3.2, 2017)	Destroy
Business interests	Records to log the process of registering a business interest (applications, decision-making etc.)	Length of service + 1 year	Policing & Crime Act 2017	Destroy
Gifts and gratuities	Records to register and report on gifts, gratuities, and hospitality	Current financial year + 2 years	ACPO Guide to Police Service Publication Scheme (v4.0, 2013)	Destroy
Other	Anything that has a significant impact on policing strategy	Consider for permanent	Retention and Disposal of Information Procedure (v1, 2016)	Records Management should consult with Cheshire Record Office, to agree upon any records that are deemed to be of significance.
	Anything which has caused grave concern or had a major impact on a community, or general society	Consider for permanent	Retention and Disposal of Information Procedure (v1, 2016)	
	Anything which has attracted, or is likely to attract, significant media or external scrutiny	Consider for permanent	Retention and Disposal of Information Procedure (v1, 2016)	