



**STANDARD OPERATING PROCEDURES:  
OFFICE OF THE BEDFORDSHIRE POLICE AND CRIME COMMISSIONER**

<b>Title</b>	Records Management, Retention and Disposal Policy
<b>Area of Compliance</b>	Governance
<b>SRR Ref. No.</b>	PCC - SR8
<b>SOP Ref. No.</b>	004/2015
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**Revision History**

<b>Date</b>	<b>Revision</b>	<b>Change</b>	<b>Section</b>	<b>Review Date</b>
Oct 2012	1.0			
Oct 2013	2.0			
Nov 2015	3.0	lay out of SOP		Nov 2016

1. Purpose

1.1 The Office of the Police and Crime Commissioner holds a large amount of records which are vital to its operation. This information must be managed in a disciplined manner from creation, through application and storage, to disposal to meet with all relevant legislation and ensure accessibility of data as appropriate.

1.2 The Commissioner’s Office does not hold personal data relating to crime as this is the responsibility of Bedfordshire Police, except in specific circumstances and with a person’s permission.

2. Background

2.1 The Police and Crime Commissioner’s Police and Crime Plan makes a commitment to openness and transparency. The aim of this policy is to ensure the Commissioner’s Office meets the appropriate governance standards for public services. Specifically this policy is designed to ensure:

- Information is stored and managed appropriately
- Information is retained no longer than is necessary

- Information no longer required is disposed of in an appropriate way
- Vital information is protected – refer to Section 4
- all legal and statutory requirements are adhered to under the Data Protection Act 1998, Freedom of Information Act 2000, Human Rights Act 1998, Local Government Act 1972 and any other statutory provisions as identified.

### 3. Affected persons

3.1 This procedure will apply to all staff working in the Office Police & Crime Commissioner (OPCC) whether employed full-time or part-time, fixed term, permanent, seconded or on a temporary basis.

### 4. Strategic Risk Register

4.1 The Equality Policy will be monitored within the Strategic Risk Register to ensure full adherence to the policy at all times.

### 5. Policy

#### 5.1 Storage of Data and Records

5.1.1 All data should be stored in the most appropriate place for that purpose. Restricted, confidential and secret information should be kept locked away at all times when not in use. Files, both paper and electronic, should be kept tidy and accessible.

5.1.2 All data and records should be stored as securely as possible in order to avoid potential misuse or loss.

5.1.3 Any form of data which contains personal data of any form can be considered confidential.

5.1.4 To comply with the principles of the Data Protection Act 1998 records containing personal data must be:

- Stored appropriately having regard to the sensitivity and confidentiality of all material recorded
- Retrievable and easily traced
- Retained for only as long as necessary
- Disposed of appropriately to ensure copyrights are not breached and prevent them falling into the hands of unauthorised personnel

## 5.2 Application of this policy

5.2.1 This policy applies to all media, i.e. electronic, paper, photographic, microform and electrical/digital media used to store records.

## 5.3 Retention and disposal

5.3.1 The period of retention commences when the record is closed.

5.3.2 A record of information detailed in the attached schedule should be maintained which identifies each record destroyed.

## 5.4 Criteria for the selection of records for Permanent Preservation

5.4.1 After the retention period prescribed has expired, some records may be kept permanently for historical purposes. Before disposal of a record consider the following. If the record meets any of the criteria below the OPCC may wish to retain the record for that purpose.

- Is the record a high-level record of the function or activities of the OPCC?
- Does the record shed significant light on national, regional or local events?
- Does the record relate to a transaction which set, or is likely to set a precedent?
- Does the record contain data which could be useful for retrospective comparisons?
- Does the record contain systemically recorded data which is not easily available elsewhere?
- Does the record contain information which is likely to be of use to future historians and which is not available elsewhere?
- Is the record likely to be useful as legal evidence in the future?
- Does the record contain information which is likely to be of use to future researchers and which is not covered by preceding categories?

## 6. Responsibilities

6.1 The Chief Executive will be responsible for ensuring that all records held by the Commissioner are managed appropriately, are kept for the appropriate length of time and destroyed as specified in the retention schedules attached.



## Implications

### 1. Strategic Risk Implications

Adherence to this policy will support mitigation against the Strategic Risk that 'The reputation of the Office of the Police & Crime Commissioner is damaged'

### 2. Financial Implications

A robust and efficient Records Management, Retention and Disposal Policy provides the organisation with better value and cost efficient working practices.

### 3. Equality and Human Rights Implications

Adherence to this policy should ensure that no Equality and Human Rights implications are identified that relate to this policy.

### 4. Legal Implications

Adherence to this policy should support compliance with the Data Protection Act 1998, Freedom of Information Act 2000, Human Rights Act 1998, Local Government Act 1972 and any other statutory provisions as identified.

### 5. Regional/Collaborative Working Implications

There are no Regional/Collaborative Working Implications identified that relate to this policy

## Consultation

The Chief Finance Officer and Force Chief Information Officer were consulted with during the creation of this document.