



Guidance on the Minimum Standards for the Retention and Disposal of Records

General

Information/Activity/Task	Description / Example of Record	Retention Period (Minimum)	Statutory Provision/Rationale	Comments	Lead Manager
Correspondence – General	Correspondence from members of the public or organisations	1 Year from final communication on topic	Business need	Includes 'Government and Other Bodies' folder	All Staff
Correspondence – Internal	Correspondence between offices, departments, staff etc	If connected to HR or project, retain in line with other paperwork, all other retain for 1 Year	Business need		All Staff
GIFT/COW	Records relating to the film produced by the Police Authority relating to texting and driving	25 Years and consider historical impact	Historical interest	Within 'Government and Other Bodies' folder	CEx
Re-Organisation	Amalgamations, boundary issues, establishment, inspection reports and staff restructuring	25 Years and consider historical impact	Common practice		CEx
Unstructured Records	Records that do not support a business process e.g. there is no existing place for them in the filing structure and none will be created. This applies to filing structures for paper and electronic formats including emails.	Destroy as soon as use has ceased	Local Government Act 1972 – Access to information for working papers as background to report to committee		All Staff
Police Authority Archive	Remaining documentation from the existence of the Police Authority (ended in 2012)	Permanent	Historical interest		CEx

Transition Documentation	Project documentation when planning transition from Police Authority to Police and Crime Commissioners including Stage 2 Transfer	25 Years and consider historical impact	Historical interest		CEx
Email	Inboxes – Commissioner, Public Response Unit, PCC Police Community Fund	Delete immediately once actioned (save/forward/reply as appropriate)	Business Need		All Staff
Mind Maps	Notes in mind map form for various meetings	Destroy as soon as use has ceased	Business need		All Staff
PCC, DPCC, CEx and CFO Meetings (In OPCC Staff Folder)	Information and correspondence on various meetings attended by the PCC & DPCC	6 years	Business need		CEx
Environmental Scans	Information relating to future legislative changes	5 Years or until no longer needed	Business need		CEx
Training Documents, Notes and Research		When no longer required	Business need		All Staff
Business Planning	OPCC Business Plan and departmental business plans	5 years	Business need		CEx
NATO Summit	Documentation relating to the NATO summit held in Gwent in 2014	6 plus current	Business need	Consider historical interest	CEx
Contact Details	Contact details of journalists, elected members, external partners etc	Until superseded/Instant if requested	Business need	This must be constantly reviewed including contacts within your email	All Staff
InPhase	Various documents including correspondence, project planning and contract information relating to the development of an OPCC business management solution.	Contract end plus 6 years	Business need	System no longer in use from Summer 2019.	CEx
Collaboration - National	Programme documentation such as NPAS	Permanent (see 'Comments')	As agreed nationally	Need to determine what the agreement is nationally	CEx
Collaboration - Local	Programme documentation such as SARC	Permanent (see 'Comments')	As agreed on an all Wales basis	Dec 2019: Work currently ongoing with the PLU to	

				determine how long we keep collaborative records for as needs to be consistent across Wales. Until this has been agreed all records will be kept	
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Communications and Engagement

Information/Activity/Task	Description / Example of Record	Retention Period (Minimum)	Rationale	Comments	Owning Manager
Photographs	Photographs of non-personally identifiable objects e.g. buildings	5 years	Business need	Review to see if still required. Consider public interest/historical.	HoCE
	Photographs of the PCC and DPCC & staff	5 years after end of service/Immediate if requested			
	Photographs of the Public (Identifiable)	When no longer required			
	Photographs of the Public (Non-Identifiable)	5 years			
Press Releases		7 Years	National Archives, Press and Public Relations Records Page 4	Consider historical interest	HoCE
Publications	Newsletter	4 years	Business need	Consider historical interest	HoCE
Campaigns	Plans, briefs, final documents	End of Campaign plus 4 year	Business need	Consider further retention for public/historical interest	HoCE
Staff Briefings	Heads Up Email	When no longer required	Business need		All
Political Monitoring/Election Planning	Manifesto watch of potential PCC candidates, information relating to current government plans for PCC's/Policing/Criminal Justice	When no longer required	Business need		CEx
Public/Partner Consultation	Forum notes, records, questionnaires, correspondence, supporting papers	2 Years	Business need		HoCE
	Consultation on development of significant policies (precept/Police and Crime Plan)	5 year			
	Consultation on development of minor policies and procedures	2 years			

Children and Young People	Projects relating to children and young people such as Mini Police (no personal information held)	End of project plus 5 years	Business need		HoCE
Events	Records relating to events attended by OPCC staff	1 year	Business need	1 year will inform planning for the coming year	HoCE
	Q Board	5 years or until superseded	Business need		HoCE
	Event planning and promotion	5 years	Business need		HoCE
Internal Engagement	TBC	TBC	Business need	Developing new process	HoCE
PCC Surgeries/Walkabouts	Planning and background information for appointments	3 years	Business need	Contains personal information	HoCE
Engagement Insurance	Documents to confirm public liability insurance for current year	1 year	Business need		HoCE
Registers and Analytics	Social media, website and newsletter statistics	4 years	Business need		HoCE
Marketing and Branding	Logos, banners, orders, business cards	Until superseded/when no longer required	Business need		HoCE

Governance

Information/Activity/Task	Description / Example of Record	Retention Period (Minimum)	Rationale	Comments	Owning Manager
Registers	Business Interests – OPCC Staff	For term of employment plus 2 years	Business need		HoAC
	Business Interests (Disclosable Interests) – PCC/DPCC	For term of office plus 2 years			
	Business Interests Appeals and Outcomes	For term of employment plus 2 years			
	Gifts and Hospitality	5 years	Business need		
Meetings - Audio	Recording of meetings	Destroy once minutes are formally approved	Business need		HoAC
OPCC Internal Meetings (Management Board, Strategic Planning Group)	Agendas, minutes and reports	6 Years	Companies Act 2006, Section 248	All senior management and partnership meetings	HoAC
Meetings where the PCC does not own the record	Agendas, Minutes, reports, notes taken (all force meetings and partner organisation meetings eg APACE/PACCTS/Police and Crime Panel, PSBs, High Sheriff, APB etc)	6 Years after date of meeting	Business need	Dec 2019: Work currently ongoing with the PLU to determine how long we keep collaborative records for as needs to be consistent across Wales. Until this has been agreed all records will be kept	All
	Agendas, Minutes, reports, notes taken (collaborative meetings – UK/Wales/G10)	Permanent (see 'Comments')	As agreed on an all Wales basis		
Meetings where the PCC owns the record (Strategic) (Strategy & Performance Board, Estates Strategy Board, Commissioning Board)	Agendas, minutes and reports	Permanent	Historical interest	Archive with Gwent Archives when a new PCC is elected (Agendas, Reports and Minutes)	HoAC
	Draft minutes	Destroy once minutes are formally approved	Business need		
	Terms of Reference	Until Superseded	Business need		

Meetings - Joint Audit Committee	Agendas, minutes, reports	Permanent	Historical interest	Archive with Gwent Archives when a new PCC is elected (Agendas, Reports, Minutes and Annual Report)	HoAC
	Terms of Reference	Until Superseded (reviewed annually)	Financial Management Code of Practice 2018 CIPFA Guidance on Audit Committees 2018		
	Annual Report	Permanent	Historical interest		
	Completed Self-Assessment Forms	Destroy once annual action plan has been created	Business need		
	Expenses Claims (treat the same as staff)	6 years	National Archives , Employee Personnel Records, Page 9		
	Application Pack inc blank application form, advert etc	Until Superseded	Business need		
	Completed application form, shortlisting and interview assessment form (unsuccessful)	1 Year	National Archives , Employee Personnel Records, Page 10		
	Personnel Files (including completed application form, shortlisting and interview assessment form & 121 Performance Reviews and Action Plans, resignations, dismissals)	6 years after leaving	Business need		
Meetings - Police and Crime Panel	Confirmation Hearing Reports	Permanent/Archive	Historical interest	Archive with Gwent Archives	HoAC
	Precept Approval Reports	Permanent/Archive	Historical interest	Archive with Gwent Archives	
Decision Logs	Unsigned decision logs	5 years	Business need		HoAC

	Signed decision logs by the PCC	Permanent	Historical interest	Archive hard copy decisions with Gwent Archives when a new PCC is elected	
Complaints File Inspections	Dip sample of Force handling of complaints	6 Years	In line with MOPI guidance on complaints retention		HoAC
Manual of Corporate Governance	Sets out the relationship between the force and OPCC and provides guidance in respect of the governance of both organisations.	Until superseded (reviewed annually)	Police Act 1996 (as amended by the 2011 Act).	Amendments to the MoCG are detailed in the report to SPB	HoAC
Policies and Procedures	Final	Until superseded or revoked	Business need		HoAC
	Drafts	Destroy once final document has been approved			
Independent Custody Visiting and Animal Welfare Schemes	Agendas, Minutes and reports	Permanent	Historical interest	Archive with Gwent Archives	HoAC
	Records of Visits	4 Years	Common Practice		HoAC
	Rotas	4 Years	Common Practice		HoAC
	Expense Claims (electronic)	6 years plus current	HMRC		HoAC
	ICV Handbook	Until superseded	Business need		HoAC
	Animal Welfare Handbook	Until superseded	Business need		HoAC
	Performance Reviews	4 years after leaving	Business Need		HoAC
	Application Pack inc blank application form, advert etc	Until Superseded	Common Practice		HoAC
	Completed application form, shortlisting and interview assessment form (unsuccessful)	1 year	National Archives , Employee Personnel Records , Page 10		HoAC

	Personnel Files (including completed application form, shortlisting and interview assessment form & complaints)	6 years after termination of volunteer contract	Business need		HoAC
Internal Audit	Annual Audit Plan	3 years	Business need		HoAC
	Annual Report	3 Years	National Archives, Internal Audit Records, Page 6		
	Detailed Audit Reports and scoping documents	3 years	National Archives, Internal Audit Records, Page 6		
External Audit	ISA 260, Annual Report, Annual Audit Plan, Annual Management Letter etc	6 years plus current		Copies will be archived permanently as part of agenda reports to the JAC	HoAC
PCC Election	Documentation relating to PCC Elections	Permanent/Until Superseded	Business need	Consider historical interest	CEx
Risk	OPCC Risk Register	Until Superseded	Business need		CEx
	Joint OPCC & Force Risk Register				
	Blank Risk Assessment Form				
	Completed Risk Assessment Forms	Until risk has been mitigated and removed from the risk register			
Police Act 1996 Overseas Deployment Section 26 Approvals	Correspondence and agreement	6 years after agreement expires	Business need		CEx
	Decision Log	Permanent	Historical interest	Archive with Gwent Archives	HoAC
Business Continuity	Action plans and rationales	Until Superseded	Business need		CEx
Legal Expenses Reimbursement Requests	Requests for support under the Legal Expenses Reimbursement policy	6 years plus current	Business need	In Finance folder – consider anonymising/retaining templates as don't happen often	HoAC

Information Management

Information/Activity/Task	Description / Example of Record	Retention Period (Minimum)	Rationale	Comments	Owning Manager
Data Protection Impact Assessments		Life of contract/ end of agreement/project plus 6 years or until superseded	Business need	Consider historical interest	HoAC
Information Sharing Agreements	ISAs/ISPs	Life of contract/ end of agreement/project plus 6 years or until superseded	Business need		HoAC
Data Processing Agreements	External	Life of contract or end of agreement	APP Information Management – Data Protection		HoAC
Disclosures	Subject Access Requests	2 years from disclosure or from completion of any appeal, local or ICO then review	APP Information Management – Data Protection		HoAC
Data Protection Breaches	Reports, assessments and actions taken	6 years	Business need		HoAC
Freedom of Information	Requests, Responses and Appeals	2 years from disclosure or from completion of any appeal (local or ICO)	APP Information Management – Data Protection		HoAC
	Information Refused under FOI	6 months from Last Communication	ICO Guidance on FOI Appeals		
Records of Transfer to Archives		Permanent	Public Records Act 1958 National Archives Records Collection Policy 2012	Consider only transferring if new PCC is elected. Review every 4 years after PCC election	HoAC

Strategy

Information/Activity/Task	Description / Example of Record	Retention Period (Minimum)	Rationale	Comments	Owning Manager
Briefing Notes	Brief overview of various areas	5 years	Business need		HoS
Meeting Feedback Forms	Feedback from staff in relation to attendance at meetings	2 years	Business need		HoS
Home Office Circulars		Keep whilst in use, delete when use has ceased.	HO Circulars are published online		All
Equality & Diversity	Strategic Equality Plan and performance	4 years after plan has been superseded	Business need	Helps to monitor progress and develop future plans	HoS
	Information related to the Equality Duty	4 years	Business need		
	Equality Impact Assessments	4 years after project has ceased or until superseded	Business need		
	Workplans, research and all other related documentation (Age, Children & Young People, Disability etc)	4 years	Business need		
	Hate crime statistics, action plans and surveys	4 years	Business need		
Stop Search and Use of Force	Dip sampling process and outcomes report	4 years	Business need	Decision log will be retained permanently	HoS
	Force monitoring and information to support policy development	4 years			
Welsh Language	Correspondence relating to the Welsh Language Standards	2 years	Business need		HoS
	OPCC Monitoring Data	Until staff leave the organisation/no longer needed	Welsh Language (Wales) Measure 2011	Specific Standards have been set for the Gwent OPCC.	

	Welsh Language Standards Implementation documentation including challenges	Permanent	Historical interest/business need		
	Complaints	6 years from closure of investigation			
	Annual Reports	Permanent	Historical interest		
HMICFRS	Inspection and Audit Reports	2 years after actions completed	Business need	Reports are owned by HMICFRS	CEx
	PCC Inspection Responses	6 plus current			HoAC
Consultation Responses	Responses to various consultations issued by organisations eg HMICFRS, ICO etc	2 years	Business need		HoS
Community Trigger & Remedy	Documents relating to the Community Trigger and Community Remedy as well as information on the OPCC review process documentation and outcomes, template letters	4 years	Business need		HoS
Force Management Statements	Information relating to the development of the FMS	4 years	Business need		HoS
Force Performance	Various records relating to the monitoring of force performance	4 years	Business need		HoS
Police and Crime Plan	Final Version	Permanent/Archive	Historical interest	Archive past Police and Crime Plan	HoS
	Draft Versions and related correspondence	Destroy once final version has been approved			
Police and Crime Plan Annual Report	Final Version	Permanent/Archive	Historical interest	Archive past Annual Reports	HoS
	Draft Versions	Destroy once final version has been approved	Business need		
Partnership Working	Focus groups planning and feedback	When no longer required	Business need		HoS
	Working papers	4 years/when no longer required	Business need		HoS
	Information relating to the Health Service, Local Authorities, SWFRS,	4 years	Business need		HoS

	Criminal Justice and Ambulance Service				
	Youth Offending Team	4 years	Business need		HoS
Integrated Offender Management	Meeting papers	See 'Governance' 'Where PCC does not own the record'			HoS
Policy	Documents/information/research relating to the formation of policy	2 years			All
	Policies – Final Versions	Retain until superseded		Retention of final policy/procedure itself, not supporting developmental paperwork although consideration should be given to historical interest.	All
Projects	Reports, business cases, plans, briefings, funding, agreements etc	6 years following completion of project	National Archives Page 4	Consider final report of major projects for permanent retention for historical purposes.	Project Manager or Equivalent
Victims	Information used to understand the needs and provide support to victims of crime	5 years			HoS
Police Transformation Fund	Information used to bid for funding from the Police Transformation Fund	6 plus current			HoS

People

Information/Activity/Task	Description / Example of Record	Retention Period (Minimum)	Rationale	Comments	Owning Manager
Chief Constable - Appointment	Application Pack inc blank application form, advert etc	Until Superseded	Common Practice		CEX
	Completed application form, shortlisting and interview assessment form (unsuccessful)	1 year	National Archives , Employee Personnel Records, Page 10		
Chief Constable – Leaving Force	Resignation, dismissal, death, retirement	Until age 100	National Archives , Employee Personnel Records, Page 12		CEX
Chief Constable – New Role after Leaving	Requesting permission from the PCC for 12 months after leaving role to commence new role (including report from PCC to CC granting (or not) approval)	Until age 100 (keep in line with personnel records)	Business need	https://www.gov.uk/guidance/chief-officers-post-service-employment	CEX
Appointment of DPCC, CEx, CFO and OPCC Staff	Application Pack inc blank application form, advert etc	Until Superseded	Common Practice		CEX
	Completed application form, shortlisting and interview assessment form (unsuccessful)	1 year	National Archives , Employee Personnel Records, Page 10		

	Job Descriptions	Until Superseded/Not required	Common Practice		
Dismissal of DPCC, CEx, CFO and OPCC Staff	Resignation, dismissal, death, retirement	Until age 100	National Archives, Employee Personnel Records, Page 12		CEx
Conduct Records	Records relating to the investigation of personnel who may have committed a criminal offence or behaved in a manner which would justify disciplinary proceedings (OPCC Staff and the Chief Constable)	6 years	In line with force and MoPI The Police (Conduct) Regulations 2008		CEx
Employment Tribunals	Records and files	6 years from conclusion of the case	The Employment Tribunals (Constitution and Rules of Procedure) Regulations 2013, Regulation 14		CEx
Personnel Records	Records relating to Individuals, service records for OPCC staff and Chief Constable (including completed application form, shortlisting and interview assessment form & terms and conditions of employment)	Until age 100	National Archives, Employee Personnel Records, Page 9	Recruitment records are held by Gwent Police HR department. Any HR information held by the OPCC will be transferred to HR when a staff member leaves the organisation to ensure all information is held in one place.	CEx
	Current Address Details	6 Years after employment has ended	National Archives, Employee Personnel Records, Page 9		
Occupational Health Referrals	Forms	Until age 100 (OPCC can delete once confirmation)	National Archives, Employee Personnel	Referral made by OPCC but detailed information held by Gwent Police OHU.	All

		received from OHU that they have received form)	Records, Page 10		
Sickness Records		Until age 72	National Archives, Employee Personnel Records, Page 13	This is all logged electronically and held by Gwent Police. Any information relating to OPCC staff sickness can be deleted once confirmation of receipt from HR.	CEX
	Medical Certificates	4 years	National Archives, Employee Personnel Records, Page 10		
Vetting	Contractor Vetting	End of contract + 1 year	In line with Gwent Police policy	Detailed vetting forms held by Gwent Police. OPCC retain confirmation emails that vetting has been approved or not.	CEX
Vetting	Successful vetting: personnel vetting, references, referees checks, counter-terror checks etc	6 years after leaving, 1 year after death	In line with Gwent Police policy		
Vetting – Refusals	Failed vetting	6 Years	Limitations Act 1980		
Vetting	Non- Police Personal Vetting (Temporary Staff, Volunteers, Joint Audit Committee Members, LQCs, Independent Members)	End of Contract + 1 year	In line with Gwent Police policy		
Staff Associations	Correspondence	2 years	Business need		CEX
Grievances	Equal opportunities, sexual /racial harassment	6 years	In line with Gwent Policy	OPCC have adopted force HR policies	CEX
PDR	Staff performance reviews and action plans	5 years	National Archives, Employee Personnel Records, Page 9		All line managers
	Chief Constable PDR reviews and action plans	5 years			
Records of Hours Worked	Time sheets	2 years	The Working Time Regulations 1998, Regulation 9		All Line Managers
ID Cards		Destroy on end of service	Common Practice		All line Managers

Health and Safety	Accident report forms – Accident books	6 years	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7		CEx
	Reportable injuries, diseases and dangerous occurrences	6 years	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995, Regulation 7	Allows for Civil Litigation https://www.oshcr.org/riddor-reporting-of-injuries-diseases-and-dangerous-occurrences-regulations/	
Annual Leave Records		2 years	National Archives, Employee Personnel Records, Page 10		All Line Managers
Training	Records relating to admin for training, not training itself	2 years	Business need		All Line Managers
	Records of training received by the individual	Until age 100	Business need		All Line Managers
	Training courses evaluation	4 years	Business need		CEx
OPCC Review	Correspondence and documentation related to external review	25 years then consider historical interest	Common practice		CEx
	Post Implementation Review				

Conduct and Complaints Management

Information/Activity/Task	Description / Example of Record	Retention Period (Minimum)	Rationale	Comments	Owning Manager
Complaints Records	Records relating to an expression of dissatisfaction by a member of the public about the conduct of a serving officer (including the Chief Constable) or member of staff (of both Gwent Police and the OPCC)	6 Years from sanction/closure of investigation	MOPI	At the discretion of the Chief Executive, complaints records can be kept longer than stated if there is a valid reason eg frequent complainant with multiple complaints, patterns of behaviour in relation to staff complaints.	HoAC
Police Appeals Tribunals	Correspondence, reports and audio	6 Years after finalisation of case			HoAC
	Appointments List	Until Superseded		Provided by the Home Office	
Independent Misconduct Panel Members and Legally Qualified Chairs	Application Pack inc blank application form, advert etc	Until Superseded		Recruitment is undertaken on an all Wales basis. Retention of documentation to be agreed.	HoAC
	Completed application form, shortlisting and interview assessment form (unsuccessful)	1 year	National Archives , Employee Personnel Records, Page 10		
	Personnel Files (including completed application form, shortlisting and interview assessment form & terms and conditions of employment)	6 years after leaving			
	Expenses Claims	6 years	National Archives , Employee		

			Personnel Records, Page 9		
Complaints against the PCC and/or DPCC	Correspondence and supporting documentation	6 years after finalisation	In line with other complaint cases as dictated by MOPI	The Police and Crime Panel investigate these complaints.	CEx
Monitoring information	Reports, notes (eg off road biking)	4 years	Business need		CEx
	Statistics, business objects reports	1 year			
IOPC	Correspondence	2 years	See 'Governance' 'Where PCC does not own the record'		CEx
	Meeting papers and minutes	4 years			
	IOPC investigative reports into Gwent Police staff/complaints	6 years after finalisation	In line with other complaint cases as dictated by MOPI		
	Referrals, outcomes and reports	6 years after finalisation	In line with other complaint cases as dictated by MOPI		
Cheshire Investigation	Information sent to Cheshire Police whilst undertaking investigation into Director of the SRS	6 years	In line with other complaint cases as dictated by MOPI	Contained within 'Governance' folder	CEx

Contracts, Estates and Legal

Information/Activity/Task	Description / Example of Record	Retention Period (Minimum)	Rationale	Comments	Owning Manager
Advice	Counsel's Opinion, advice on matters of law	3 years	Common Practice		CEx
Advice Notes	Civil claims information	3 years			CEx
Agreements (not including contractual agreements)	Section 22/23 Collaboration Agreements	6 years after agreement expires			CEx
	Memorandum of Understanding (MOUs)				
	Service Level Agreements				
	Policing Act (Northern Ireland) Section 60 Agreements				
	Police Act 1996 Section 26 Requests				
Contracts	Contract Documentation (eg signed acceptance, variations to contracts - Under seal)	12 years after terms have expired	OJEU Regulations		CEx
	Contract Documentation (eg signed acceptance, variations to contracts - Ordinary)	6 years after terms have expired	OJEU Regulations		
	Evaluation of Tenders (Evaluation criteria/Successful tender documentation eg PQQ's)	7 years	OJEU Regulations		
Litigation	Correspondence related to criminal and civil cases	6 Years	Limitations Act 1980		CEx
Register of Seals		Permanent			CEx
Asset acquisition/disposal	Documentation relating to purchase/sales/leases	16 years after expiry	National Archives – building records		CFO

Buildings and Land	Documents/information relating to ownership of buildings and land property plans and records of work etc	Until the sale of the property	National Archives – building records	Consideration to be given to archiving documentation related to new HQ build once completed.	CFO
Accidents at Work	Employers Liability Claims	6 Years	Limitations Act 1980		CEx
Estate Re-provision	New HQ and police station reviews, business cases costings etc	25 Years and consider historical impact	Business need		CFO
SEO Review	Correspondence related to force review of frontline SEOs	4 years	Business need		CEx

Finance

Information/Activity/Task	Description / Example of Record	Retention Period (Minimum)	Rationale	Comments	Owning Manager
Treasury Management	Strategy, 6 month and annual reports	6 years plus current		Decision logs with reports will be archived	CFO
	Banking correspondence and documentation	6 years plus current	Default HMRC Retention Period		CFO
Capital Strategy	Final strategy	6 years plus current			CFO
	Meeting reports and minutes	See 'Governance' 'Where PCC does not own the record'			PFCM
Reserves Strategy	Final Strategy	6 years plus current			CFO
Annual Accounts	Statement of Accounts and Annual Governance Statements	Permanent/Archive	Historical interest	Archive with Gwent Archives	CFO
Budget Setting	Final Budget	Permanent/Archive	Historical interest	Archive with Gwent Archives	CFO
	Draft budget and estimates	6 years plus current			
	Medium Term Financial Projections	6 years plus current			
	Precept Notification	6 years plus current			HoCE
Expenditure	Invoices and receipts	6 years plus current	Default HMRC Retention Period		PFCM
	Over £500	3 years	FOI Definition document for Elected Local Policing Bodies		PFCM
OPCC Budget	Planning	6 years plus current			PFCM
	Budget sheets	6 years plus current			

	Credit card transaction logs	6 years plus current			
	Forms, new vendors and invoices	6 years plus current			
	Purchase Order Requests	6 years plus current			
Expenses	Mileage/Travel and subsistence – claims and authorisations, credit card statements and receipts	6 years plus current	Taxes Management Act 1970 Regulation 34 HMRC National Archives, Employee Personnel Records, Page 9		PFCM
Financial Working Papers	Closing papers, estimates working papers (including spreadsheets)	6 years plus current	Default HMRC Retention Period		CFO
Pensions	Police Pension Challenge information	100 years			CFO
	Pension complaints and commutation issues	100 years			CFO
Pension Forfeiture Hearings	Documentation and correspondence related to pension forfeitures	6 years plus current	Business need		HoAC
	Final Decision	Permanent			
Income Generation	Income Generation and Sponsorship	6 years plus current	Default HMRC Retention Period		PFCM
Private Finance Initiative	Correspondence and various documentation	12 years plus current			CFO
Welsh Police Finance and Resources Group	Meeting papers, minutes and correspondence	See 'Governance' 'Where PCC does not own the record'			CFO

Commissioning

Information/Activity/Task	Description / Example of Record	Retention Period (Minimum)	Rationale	Comments	Owning Manager
Statutory Returns	Reports to Central Government as part of statutory requirement on funding	6 years plus current			PFCM
Grants	Correspondence relating to funding proposals	2 years			PFCM
	Successful projects - proposal documents, PPQs, grant letters and agreements	6 years after project has ended			
	Monitoring Reports	6 years after project has ended			
	Unsuccessful projects	6 years plus current			
	Requests for funding	6 years plus current			
	Templates	Until superseded			
Connect Gwent	Correspondence	2 years			PFCM
	Documentation relating to establishment of Victims Hub including meeting papers and minutes	25 years then consider historical interest	Historical interest		
	Launch documentation	6 years	Consider historical interest		
Police Innovation & Transformation Funds	Meetings	See 'Governance' 'Where PCC does not own the record'			CFO
	Successful bids and associated documentation	6 years after project has ended			
	Unsuccessful bids and associated documentation	6 years plus current			