

# Record Retention

Standard Operating Procedure

This SOP provides clear direction and procedural instruction to provide a consistency of response in accordance with force policy, however it is recognised that policing is a dynamic profession and the standard response may not be appropriate in every circumstance. In every situation, your decisions and actions should be supported by the National Decision Model and based on the values and ethics of Police Scotland. You may be expected to provide a clear and reasonable rationale for any decision or action which you take.

## Notice:

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## Purpose/scope

This Standard Operating Procedure (SOP) supports the Police Service of Scotland, (hereafter referred to as Police Scotland) Records Management Policy. The purpose of this SOP is to:

* Define specific retention rules for the records held by Police Scotland.
* Provide instruction to all Police Scotland Officers and Staff in interpreting record retention rules and in carrying out the routine review and disposal of records in line with those rules.
* Provide instruction on the process for amending and defining new record retention rules.

The application of these rules will ensure good business practice and compliance with the relevant legislation and standards including, but not limited to:

* The Public Records (Scotland) Act 2011
* The Freedom of Information (Scotland) Act 2002
* Data Protection Act 2018 (DPA 2018) / UK General Data Protection Regulation (UK GDPR)

The retention rules were adopted from the ACPOS Recommended Record Retention Schedule on inception of Police Scotland. They have subsequently been updated, and continue to be updated as required, following consultation with the relevant business areas across Scotland and are based on either relevant legislation or existing good practice within and outwith Police Scotland.

In particular, the objectives of the SOP are as follows:

* To identify records with historical value worthy of preservation.
* To identify vital records for business continuity.
* To prevent premature destruction of records.
* To prevent unnecessary retention of records.
* To ensure a consistent approach to record keeping where there are no statutory requirements.
* To contribute to good records management as part of a wider programme.
* To promote public confidence and understanding in records held by Police Scotland.

## Applicability

All records created and held by Police Scotland must be managed in line with the retention rules within this SOP.

The retention rules are separated into broad functional areas within this SOP. Activities may be structured differently in each Local Policing Area, but this should not prevent the application of the rules.

Whilst some sections of this SOP broadly align to business areas (such as Personnel or Licensing) they reflect the functions carried out by Police Scotland regardless of the name of department carrying out those functions at any given time. This allows for flexibility and continued reliability of the rules regardless of future restructuring of departments etc.

Some business areas may hold records relevant to functions that are not their core business - these still require to be managed in line with the function that they relate to (e.g. local budget records must be managed in line with the Finance section, or local personnel information in line with the Personnel section).

The retention rules are intended to be independent of any particular format or media of records and information and cover hardcopy records including (but not limited to) paper, microfilm, microfiche, DVDs, audio and video tapes as well as digital records including (but not limited to) databases, data created on mobile devices, spreadsheets, word processed documents and email. Generally, notwithstanding the method of recording information, the same retention policy must be applied.

Retention rules are for master sets of records only. Duplicate records may be destroyed at any point appropriate to the work of Police Scotland. However, heavily annotated records cannot be considered duplicates and must be maintained using the same rules as the master records.

## Roles and responsibilities

### Records Management

Responsible for the regular review of this SOP and for incorporating new categories of records within the document as they emerge over time.

### Strategic and tactical information asset owners

Responsible for ensuring that records falling within their remit are managed in line with this SOP.

## Interpretation of retention rules

Each retention rule follows the same format:

### Section and sub-section

The schedule is split into sections, arranged alphabetically by reference, with headings that indicate the broad functional area that the retention rules beneath relate to (for example, Administration or Fleet). These are further broken down into specific sub-sections of rules (e.g. Administration – Correspondence and Operational Support Services – Mountain Rescue).

### ‘Ref:’

Each rule has a unique alphanumeric reference number within its section (e.g. the first rule within the Fleet section is FLT-001).

### Function description

This describes the specific function that creates records, which would be related and managed under the same retention rule.

### Trigger

This action starts the retention period. The most common trigger is current year – i.e. the end of the year in which the record was created. This means that if a retention rule for records created in 2014 is destroy at current year + 6, they should be destroyed 6 years from the end of 2014: the end of 2020. This allows records to be destroyed in bulk for a year.

For financial records, current year means the end of the financial year in which the record was created, e.g. if the above example was a financial record from financial year 2014/2015, it should be destroyed 6 years from April 2015: April 2021.

### Retention period

This is the amount of time that a record must be retained for from the point that the retention clock is triggered.

### Action

Specifies what must be done with records past the stated retention period:

**Destroy** The default action to be taken at the end of most retention periods is to destroy the records. This must be carried out in accordance with record destruction procedures outlined in the Management of Records SOP and the security requirements outlined in the Information Security SOP.

**Review** Records scheduled for review must be assessed for ongoing operational relevance or for historical significance. The review process will determine whether records should be destroyed, retained for a further period before being reviewed again, or preserved permanently (archived). It should be noted that in the case of certain records (e.g. Crime records and Public Protection records), particular criteria for review are specified.

**Archive** In this context, archive means to commit records of historic importance to permanent preservation as part of the public record of policing in Scotland. Records with a disposal recorded as Archive may be offered as a deposit to the appropriate partnership archive service when their operational and/or administrative usefulness has come to an end and generally before they reach 30 years of age. Refer to Records Management department for archive arrangements.

### Example of records

This gives specific (but not exhaustive) examples of record types that are created by the function. Records that fit the function but are not listed as an example can still be managed by the rule.

### Notes

Provides extra details to record relevant legislation, criteria for retaining records longer and other relevant information.

## Recording the outcome

### Recording records retained following review

The decision to retain records following a review must be recorded, and the reviewer must stipulate the period after which the records will be reviewed again. The method of recording review outcomes will vary according to record type, but includes:

* Recording an action on the register / inventory used to control the records (hard copy or electronic).
* Completing a relevant field within an electronic system.
* Endorsing the exterior of a hard copy file.

### Recording destroyed records

The Scottish Ministers’ Code of Practice on Records Management by Scottish Public Authorities under the Freedom of Information (Scotland) Act 2002 requires a list of destroyed records to be retained by Police Scotland.

Record Destruction Authorisation (Form 081-003) provides a format for recording record series and/or files which have been destroyed (electronic or paper), who authorised destruction and when it was carried out. This form should be forwarded to Records Management on completion.

### Recording records transferred to an archive

Records will only be transferred to an archive through agreement with Records Management, who will retain a record of deposit.

## Moratoriums on destruction

Where records have been retained for the required retention period but are required for ongoing external inquiries (e.g. National Inquiries, Scottish Criminal Case Review Commission (SCCRC), Police Investigations & Review Commissioner (PIRC) and other regulatory bodies such as the Office of the Scottish Information Commissioner), they must not be destroyed until conclusion of such inquiries.

Similarly, where records have been retained for the required record retention period, but they are required for ongoing internal inquiries they must not be destroyed until conclusion of that inquiry.

Records that have passed the required retention period should not be held just in case of future Freedom of Information requests etc.; so long as they are not actively required by an inquiry, they must be destroyed at conclusion of retention period.

## Records with historical value

As noted in section 4 above some record types have been identified as of likely permanent historical value as outlined within the retention schedule tables below. Other record types listed within this SOP may be assessed for permanent preservation (subject to initial closure periods) in an archive where deemed appropriate by the Records Manager. Such decisions will focus on the long-term evidential value of records of activity carried out by Police Scotland as well as consideration of long term public interest in records.

## Amending the Record Retention SOP

The introduction of any new retention rules or changes to existing rules must be developed by business areas in conjunction with Records Management, who will advise on all aspects of amendments to the SOP, approval of those amendments, and their implementation.

The Records Management team will work with the relevant business area to go through a methodology of:

* legislative/regulatory obligations;
* operational/business requirements; and
* historical value / commit to archive.

## Key contacts

Records Management should be contacted with any queries relating to records retention: Information has been removed due to its content being exempt in terms of the Freedom of Information Scotland Act 2002 Section 30 Prejudice to effective conduct of public affairs.

## Retention schedules

### Administration

#### General

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| ADM-001 | The process of administering staff annual leave and TOIL | Current year | 1 year | Destroy | None given | Best practice - Where leave is recorded in a computerised resource management system, refer to Operations |
| ADM-002 | The process of managing asset registers for office equipment & furniture, computer hardware, software & licenses, vehicles, etc. | Current year | 6 years | Destroy | Registers, asset disposal forms, asset write-offs | Statutory - as per Finance |
| ADM-003 | The process of collating and administering building disaster plan & evacuation procedures | Creation | Until superseded | Destroy | Disaster plan, business continuity plan | Best practice |
| ADM-004 | The process of administering car allowances - essential and casual | Current year | 6 years | Destroy | Notification of change to allowances | Statutory - as per Finance |
| ADM-005 | The process of administering car leasing | Current year | 6 years | Destroy | Contract, correspondence | Statutory - as per Finance |
| ADM-006 | The process of administering car loans | Current year | 6 years | Destroy | Contract, correspondence | Statutory - as per Finance |
| ADM-007 | Court lists (copies received) | Current year | For either the completion of data quality checks only or for a period up to a maximum of 5 years | Destroy | None given | Retention should be determined to accord with local procedures |
| ADM-008 | Executive Management Groups (or equivalent) records | Current year | Until business / operational requirements have ceased | Offer to archive | Minute, agenda, papers, briefing papers | Best practice |
| ADM-009 | The process of administering staff flexi-leave schemes | Current year | 1 year | Destroy | None given | Best practice |
| ADM-010 | Working Group final reports | Current year | Until business / operational requirements have ceased | Offer to archive | Report | Best practice |
| ADM-011 | Working Group working papers | Current year | 2 years | Review | Minutes, interim reports | Particular care should be taken when reviewing these records as the subject may dictate a long retention for all records, e.g. shift system, uniform, etc. |
| ADM-012 | General administration records | Current year | 3 years | Review | Records that document how the force functions | Not otherwise included in a schedule |
| ADM-013 | The process of creating, collating and administering records for Heads of Division, Department and other meetings | Current year | 3 years | Review | Minutes, agenda & papers | If policy agreed at these meetings, consider permanent retention and offer to archives |
| ADM-014 | Joint Police Board/ Police Authority and Sub-Committees | Current year | Until business / operational requirements have ceased | Offer to archive | Minutes, agenda & papers, briefing papers | Lead council has legal responsibility to maintain the signed master set of these records |
| ADM-015 | Minute taking | Date of confirmation of minutes | Action directly | Destroy | Draft / rough minutes, audio tapes | Best practice |
| ADM-016 | The process of administering money seizures | Current year seizure goes to Joint Board / Police Authority | 5 years | Destroy | Correspondence, reports, working papers | No notes |
| ADM-017 | Ephemera - Non essential administrative records / communications / reference materials | Current year | Until business / operational requirements have ceased | Destroy | Compliments slips, catalogues / trade journals, message slips, declined invitations, trivial email messages, distribution lists, rough working papers | Best practice |
| ADM-018 | Inventory management of force museum(s) or historical object collections | Current year | Until business / operational requirements have ceased | Offer to archive | Donation records, collecting policy, records of conservation work, purchase and sale of items | Best practice  SMC Regulations and Guidelines  Does not include force archives |
| ADM-019 | Visits to and loans from force museum(s) or historical object collections | Current year | 1 year | Destroy | Loans & returns, visits, letters of appreciation | No notes |
| ADM-020 | The process of arranging travel and accommodation for work purposes | Current year | 6 years | Destroy | Booking forms, travel warrant receipts, e-mailed receipts & booking details | Statutory - as per Finance |
| ADM-021 | Force policies, standard operating procedures (SOPs), strategies, plans and best practice | Current year | Until superseded | Offer to archive | Force procedure manual, standing orders, policy documents, strategy documents, memos and orders, corporate plan | Include all versions and superseded sections |
| ADM-022 | Development of force policies, standard operating procedures (SOPs), strategies, plans and best practice | Current year | 1 year | Review | All working papers | No notes |
| ADM-023 | Internal Service Level Agreements (SLAs) | Current year | Until superseded | Destroy | Service Level Agreement | Best practice |
| ADM-024 | The process of developing and managing internal Service Level Agreements (SLAs) | Current year | 1 year | Destroy | Draft agreements, working papers, statistics, performance reviews | No notes |
| ADM-025 | The process of preparing business for cross- departmental and / or divisional consideration and making the record of discussion, debate and resolutions | Current year | 3 years | Destroy | Minor meetings, correspondence | Best practice |
| ADM-026 | Statistical information as per statutory or regulatory requirements | Current year | Until business / operational requirements have ceased | Offer to archive | Compiled data crime statistics\*  Current performance indicators | \*May be contained in other documents (e.g. annual reports) |
| ADM-027 | The process of preparing statistical information as per statutory or regulatory requirements | Current year | 1 year | Destroy | Working documents | No notes |
| ADM-028 | The process of preparing an honours submission | Current year | 2 years | Destroy | Honours nomination form related documents | Best practice |
| ADM-029 | Staff and public surveys | Current year | 6 years | Review | Final report | Best practice |
| ADM-030 | The process of organising staff and public surveys | Current year | 1 year | Destroy | Statistical data  Completed survey forms | Best practice |
| ADM-031 | The management of enquiries, complaints and submissions that result in a significant change to policy or procedures | Current year | Until business / operational requirements have ceased | Offer to archive | e.g. Chokkar Report Dunblane Enquiry | Best practice originating force only |
| ADM-032 | Compliance audits  Transaction - validations full | Current year | 2 years | Destroy | PNC audits, CHS audits, | Internal audits of force systems may be retained for a shorter period |
| ADM-033 | Compliance audits - audit paperwork | Current year | 3 years | Destroy | working papers | No notes |
| ADM-034 | Compliance audits - final audit reports | Current year | 6 years | Destroy | Internal audit reports | No notes |
| ADM-035 | HMICS primary inspection | Subsequent inspection | 5 years | Review | Protocols, support evidence, recommendations action plan, minutes of meetings, correspondence with HMICS | No notes |
| ADM-036 | HMICS thematic inspection | Closure of file | 5 years | Review | Protocols with responses, support evidence, correspondence with HMICS | No notes |
| ADM-037 | Internal inspection & audit, continuous improvement & business benefit activities, and best value reviews | Closure of file | 5 years | Review | Report, questionnaires with data gathering, supporting documentation, progress reports, minutes of meetings | Refer to ADM-032 to 034 for data protection audits |
| ADM-038 | Suggestion scheme idea submission and evaluation | Scheme closure | 6 years | Destroy | None given | If scheme does not involve monetary compensation, retention period may be shortened |
| ADM-039 | Suggestion scheme procedures and administration | Current year | 3 years | Review | None given | No notes |

#### Correspondence

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| ADM-040 | Abstract requests | Current year | 3 years | Destroy | None given | No notes |
| ADM-041 | Complaints (general) | Current year | 3 years | Destroy | Correspondence regarding force policies, service delivery | Refer to Professional Standards for complaints against named officers |
| ADM-042 | Correspondence books (or electronic equivalent) including correspondence workflow audit trail | Current year | 3 years | Destroy | Correspondence tracking systems / books | Retention of workflows for specific functions should correspond with the related record (e.g. SARs) |
| ADM-043 | Criminal Injuries Compensation | Current year | 6 years | Destroy | None given | No notes |
| ADM-044 | Acknowledgement of donations to benevolent funds from members of the public | Current year | 1 year | Destroy | Letters of thanks | No notes |
| ADM-045 | Records of donations to benevolent funds from members of the public | Current year | 6 years | Destroy | Donation letters  Transfer of money to funds | No notes |
| ADM-046 | General enquiries (related to a specific incident).  The process of dealing with victims and witnesses to crimes, complaints about incidents and problems, etc. | See notes | See notes | See notes | None given | Refer to Crime |
| ADM-047 | Invitations to officers and staff to functions, events, etc. | End of administrative use | Action directly | Destroy | None given | Best practice |
| ADM-048 | Precognition requests | Current year | 1 year | Destroy | None given | No notes |
| ADM-049 | Process of handling calls to service communication centres (not incident reporting)  Telephone calls & text messages received from the public  Record of action taken / guidance provided | Current year | 6 years | Destroy | Customer relationship management databases, recorded calls | Calls transferred to internal numbers without further action do not have to be recorded.  For incident logging, refer to OPS-020 to 024 |
| ADM-050 | Process of handling calls to service communication centres (not incident reporting)  Prepared answers to routine questions | Current year | Until superseded | Destroy | Call handling guides | No notes |
| ADM-051 | E-Mail mailboxes of officers and staff leaving Police Scotland | Formal leaving  date | 3 months | Destroy | Mailbox & all contents | No notes |
| ADM-071 | Instant messages held within Microsoft Teams chat history | Date created | 30 days | Destroy | One to one and group chat messages | No notes |

#### Hospitality

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| ADM-052 | Catering request forms | Current year | 1 year | Destroy | None given | Statutory - as per Finance |
| ADM-053 | Courtesy meals  authorisation forms | Current year | 1 year | Destroy | None given | Statutory - as per Finance |
| ADM-054 | Register of gifts | Current year | Until business / operational requirements have ceased | Offer to archive | None given | Best practice |
| ADM-055 | Room & equipment bookings: no charge for service | Current month | Action directly | Destroy | None given | No notes |
| ADM-056 | Room & equipment bookings: charge for service | Current year | 6 years | Destroy | None given | No notes |

#### Information Technology

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| ADM-057 | IT & Telecommunications cabling plans | Date superseded | 1 year | Destroy | None given | Business requirement |
| ADM-057 | Results of IT scripts generated on behalf of the force | Confirmation of readability | Action directly | Destroy | Spreadsheets etc. containing data extracted from IT systems | Results of IT scripts |

#### Legal services

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| ADM-059 | The process of administering litigation files | File closure | 10 years | Review | None given | No notes |

#### Other bodies

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| ADM-060 | ACPOS records (force copy) | Current year | 3 years | Destroy | None given | Although now defunct, ACPOS was responsible for master records which should continue to be considered for archival value |
| ADM-061 | JNCC/JSCC or equivalent staff consultative body records | Current year | 5 years | Destroy | Minutes, papers | Best practice |

#### Police surgeons

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| ADM-062 | Arranging and managing police surgeons’ work | Current year | 1 year | Destroy | Call out forms | No notes |
| ADM-063 | Police surgeons’ contracts | Expiry | 6 years | Destroy | None given | No notes |
| ADM-064 | Payment of fees and expenses | Current year | 6 years | Destroy | Fees & expenses forms and invoices | Statutory - as per Finance |
| ADM-065 | Police surgeons lists | Until superseded | 1 year | Destroy | None given | Best practice. Do not destroy records if there are outstanding complaints against a doctor |
| ADM-066 | Register of surgeons | Current year | Until business / operational requirements have ceased | Offer to archive | None given | Best practice |
| ADM-067 | All other records | End of service | 3 years | Destroy | References, qualifications, professional indemnity | Best practice. Do not destroy records if there are outstanding complaints against a doctor |

#### Publications

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| ADM-068 | Development and publication of Annual Reports, Public Performance Reports or equivalent: Annual Report | Current year | Until business / operational requirements have ceased | Offer to archive | Annual Report (or equivalent) | Local Government etc. (Scotland) Act 1994 s.136 |
| ADM-069 | Development and publication of Annual Reports, Public Performance Reports or equivalent: all other records | Current year | 1 year | Destroy | Working papers | Local Government etc. (Scotland) Act 1994 s.136 |

#### Volunteer Schemes

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| ADM-070 | Administration of the Police Scotland Youth Volunteers (PSYV) scheme | End of voluntary service | 1 year | Destroy | Application | A certificate of service is permanently retained for each volunteer containing name, position held, date joined, date left, amount of hours completed |

### Biometrics

#### Findings of guilt

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| BIO-001 | Conviction or an order under Section 246(3) Criminal Procedure (Scotland) Act 1995:  DNA | Date of disposal or date obtained if after disposal | Until 100th birthday or 3 years after date of death, whichever sooner | Review at 100th birthday or destroy 3 years after death | DNA samples and associated data | No notes |
| BIO-002 | Conviction or an order under Section 246(3) Criminal Procedure (Scotland) Act 1995:  Fingerprints | Date of disposal or date obtained if after disposal | Until conviction weeds from Criminal History System (CHS) | Destroy | Electronic and hard copy fingerprint forms and associated data | No notes |
| BIO-003 | Juvenile proceedings – sexual and serious violent offences | Date of disposal | 3 years | Destroy | DNA samples Electronic and hard copy fingerprint forms  Associated data | Offences outlined in S19A of the Criminal Procedure (Scotland) Act, 1995  2 year extension on application to Sheriff |
| BIO-004 | Juvenile proceedings – non sexual and serious violent offences | Date of disposal | Not retained | Destroy | DNA samples Electronic and hard copy fingerprint forms  Associated data | No notes |

#### Alternatives to prosecution

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| BIO-005 | Fiscal disposals: fines / compensation orders / combined orders / work orders - sexual and serious violent offences | Date of disposal | 3 years | Destroy | DNA samples Electronic and hard copy fingerprint forms  Associated data | Offences outlined in S19A of the Criminal Procedure (Scotland) Act, 1995  2 year extension on application to Sheriff |
| BIO-006 | Fiscal disposals: fines / compensation orders / combined orders / work orders – non sexual and serious violent offences | Date of disposal | 2 years | Destroy | DNA samples Electronic and hard copy fingerprint forms  Associated data | No notes |
| BIO-007 | Fiscal disposals: warnings | Date of disposal | Not retained | Destroy | DNA samples Electronic and hard copy fingerprint forms  Associated data | No notes |
| BIO-008 | Police disposals: fixed penalty notice | Date of disposal | 2 years | Destroy | DNA samples Electronic and hard copy fingerprint forms  Associated data | No notes |
| BIO-009 | Police disposals: police and senior officer warnings / warnings to prostitutes | Date of disposal | Not retained | Destroy | DNA samples Electronic and hard copy fingerprint forms  Associated data | No notes |

#### Non-guilt findings

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| BIO-010 | Court proceedings: no conviction (not guilty/not proven) - sexual and serious violent offences | Date of disposal | 3 years | Destroy | DNA samples Electronic and hard copy fingerprint forms  Associated data | Offences outlined in S19A of the Criminal Procedure (Scotland) Act, 1995  2 year extension on application to Sheriff |
| BIO-011 | Court proceedings: no conviction (not guilty/not proven) – non sexual and serious violent offences | Date of disposal | Not retained | Destroy | DNA samples Electronic and hard copy fingerprint forms  Associated data | No notes |
| BIO-012 | Case not called / case deserted / fiscal decision of no further proceedings – sexual and serious violent offences | Date of disposal | 3 years | Destroy | DNA samples Electronic and hard copy fingerprint forms  Associated data | Offences outlined in S19A of the Criminal Procedure (Scotland) Act, 1995  2 year extension on application to Sheriff |
| BIO-013 | Case not called / case deserted / fiscal decision of no further proceedings – non sexual and serious violent offences | Date of disposal | Not retained | Destroy | DNA samples Electronic and hard copy fingerprint forms  Associated data | No notes |
| BIO-014 | Children’s hearings - grounds not accepted or established | Date of disposal | Not retained | Destroy | DNA samples Electronic and hard copy fingerprint forms  Associated data | No notes |

#### Further circumstances

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| BIO-015 | Insanity acquittal – sexual and serious violent offences: DNA | Date of disposal | Until 100th birthday or 3 years after date of death, whichever sooner | Review at 100th birthday or destroy 3 years after death | DNA samples and associated data | Offences outlined in S19A of the Criminal Procedure (Scotland) Act, 1995 |
| BIO-016 | Insanity acquittal – sexual and serious violent offences: Fingerprints | Date of disposal | Until conviction weeds from Criminal History System (CHS) | Destroy | Electronic and hard copy fingerprint forms | Offences outlined in S19A of the Criminal Procedure (Scotland) Act, 1995 |
| BIO-017 | Insanity acquittal – non sexual and serious violent offences | Date of disposal | Not retained | Destroy | DNA samples Electronic and hard copy fingerprint forms Associated data | No notes |
| BIO-018 | Individuals subject to a Sex Offender Registration Order - case with “confirmed” status: DNA | Date of disposal or date obtained if after disposal | Until 100th birthday or 3 years after date of death, whichever sooner | Review at 100th birthday or destroy 3 years after death | DNA samples and associated data | No notes |
| BIO-019 | Individuals subject to a Sex Offender Registration Order  Fingerprints | Date of disposal or date obtained if after disposal | Until conviction weeds from Criminal History System (CHS) | Destroy | Electronic and hard copy fingerprint forms | No notes |
| BIO-020 | Individuals subject to a Risk of Sexual Harm Order | Date of disposal | Until expiry of order | Destroy | DNA samples Electronic and hard copy fingerprint forms  Associated data | No notes |
| BIO-021 | Data / samples of interest to national security retained as per S18H of the Criminal Procedure (Scotland) Act, 1995 | Date of National Security Determination | 5 years | Review | DNA samples Electronic and hard copy fingerprint forms  Associated data | May be extended beyond 5 years if a new National Security Determination is made |
| BIO-022 | Extradition | Date created | Until determination of Extradition proceedings | Destroy | DNA samples Associated data | No notes |
| BIO-023 | Identification purposes only | Date created | Until profile result obtained | Destroy | DNA samples Electronic and hard copy fingerprint forms  Associated data | No notes |

#### No proceedings

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| BIO-024 | PF take a decision not commence initial proceedings | Date of decision | Not retained | Destroy | DNA samples Electronic and hard copy fingerprint forms Associated data | No notes |

#### Live investigation or prosecution

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| BIO-025 | DNA samples taken with no confirmation of live investigation | Date created | 1 month | Destroy | DNA samples Associated data | If case raised, retained as per relevant rule |
| BIO-026 | DNA samples taken with confirmation of live investigation | Date created | 1 year | Destroy | DNA samples Associated data | If case raised, retained as per relevant rule |
| BIO-027 | Fingerprint forms – without associated crime reference / case reference / incident number | Date created | 1 month | Destroy | Electronic and hard copy fingerprint forms | If case raised or relevant productions received then forms retained as per relevant rule |
| BIO-028 | Fingerprint forms – with associated crime reference / case reference / incident number | Date created | 1 year | Destroy | Electronic and hard copy fingerprint forms | If case raised or relevant productions received then forms retained as per relevant rule |
| BIO-029 | Facial images | See notes | See notes | See notes | None given | Other types of biometric records are created via processes covered in other sections of this SOP where images of people are recorded.  See CHY-010; OPS-008; OPS- 060 & OPS- 061 |

### Community Safety

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| CMS-001 | The process of administering architectural liaison | Completion of build | 3 years | Destroy | Plans, drawings, correspondence, guidance | Superseded documents, drafts and ephemera can be destroyed at any time prior to the retention date  Unusual buildings may be retained and reviewed annually |
| CMS-002 | The process of administering the Arrest Referral scheme (referring individuals to social justice team for assistance) | Current year | 3 years | Destroy | Correspondence, referrals | Retain statistics as archives |
| CMS-003 | The process of administering awards / thank you letters / nomination of members of public for awards | Award / refusal | 1 year | Destroy | Correspondence, nomination forms | No notes |
| CMS-004 | The provision of strategic advice and guidance for CCTV installations and use | Current year | 3 years | Destroy | Correspondence | No notes |
| CMS- 005 | The process of administering Community Council liaison | Current year | 1 year | Destroy | Minutes, agenda, papers, correspondence | No notes |
| CMS-006 | The process of administering community planning initiatives, developing and managing projects (part) funded from external sources working with partner organisations | Current year | 5 years | Destroy | Correspondence, funding applications, working papers, project planning | Refer also to Projects |
| CMS-007 | The process of developing and administering specific community safety initiatives not otherwise included | Current year | 3 years | Review | Correspondence, forward planning | Archive strategic plans & top-level details of schemes.  May be contained in business plans |
| CMS-008 | The process of planning, implementing and managing awareness and education in crime prevention | Current year | 3 years | Destroy | Correspondence, work plans | Archive strategic plans & top-level details of schemes.  May be contained in business plans |
| CMS-009 | The process of administering diversity issues, including the planning, implementation and management of race relations, asylum seeker liaison, LGBT monitoring and related issues | Current year | 3 years | Review | Correspondence, work plans, strategy documents | Archive strategic plans & top-level details of schemes.  May be contained in business plans |
| CMS-010 | The process of planning, implementing and managing awareness and education on the subject of drugs | Current year | 3 years | Destroy | Correspondence, work plans, publicity material | Archive strategic plans & top-level details of schemes.  May be contained in business plans |
| CMS-011 | The process of administering liaison and contact with local authorities to ensure good communications, consistency and understanding | Current year | 3 years | Destroy | Correspondence | No notes |
| CMS-012 | The process of developing, managing and monitoring the Race Equality scheme | Current year | 5 years | Review | Correspondence, strategic plans | Archive strategic plans & top-level details of schemes.  May be contained in business plans |
| CMS-013 | The process of receiving, collating and reporting on incidents motivated by hate | Current year | 6 years | Destroy | Incident reports, statistics | Archive statistics  For hate crimes, refer to Crime |
| CMS-014 | The process of planning and administering the Restorative Justice Programme, including the scheme facilitating meetings between victims and perpetrators of crime | Current year | 3 years | Destroy | Correspondence, planning documents | Archive statistics, strategic plans and top-level details of schemes.  May be contained in business plans |
| CMS-015 | The process of planning and administering the Restorative Justice Programme, including the scheme facilitating meetings between victims and perpetrators of crime:  Restorative Justice Warnings information held as an integral part of electronic crime recording system | Current year | 2 years | Destroy | Senior Officers’ warning letters | No notes |
| CMS-016 | The process of planning and administering the Restorative Justice Programme, including the scheme facilitating meetings between victims and perpetrators of crime:  Warning letters (when the crime recording system does not record the text of the letter) | Current year | 1 year | Destroy | Senior Officers’ warning letters | No notes |
| CMS-017 | The process of planning, implementing, recording and reporting on initiatives and projects run under the Safer Scotland banner, directed by ACPOS Central Planning team (formerly Spotlight) | Current year | 1 year | Review | Correspondence, work plans | Archive statistics, strategic plans and top-level details of schemes |
| CMS-018 | The process of collating and maintaining statistics on domestic abuse, drugs deaths, non-offence referrals to reporter, youth detention and related community safety functions:  Statistics | Current year | Until business / operational requirements have ceased | Offer to archive | None given | Often found in annual report |
| CMS-019 | The process of collating and maintaining statistics on domestic abuse, drugs deaths, non-offence referrals to reporter, youth detention and related community safety functions:  Working papers | Current year | Until completion | Destroy | None given | No notes |
| CMS-020 | The process of recording Stop and Search instances | Current year | 3 years | Destroy | Stop and Search Database Nominal information | No notes |
| CMS-021 | The process of recording Stop and Search statistics | Current year | Until business / operational requirements have ceased | Offer to archive | Statistics | Statistics may be found in annual report |
| CMS-022 | Text and related material for the provision of regular talks and lectures on community safety issues | Current year | Until superseded | Destroy | Presentations, slides, lecture notes | No notes |
| CMS-023 | The process of managing a Youth Advisory scheme, managing contact cards detailing incidents and offences that may / may not result in referral to the reporter:  Personal details | Current year | Until youth attains 16 years | Destroy | Contact cards, databases | For older youths under supervision orders - retain until the order runs out |
| CMS-024 | The process of managing a Youth Advisory scheme, managing contact cards detailing incidents and offences that may / may not result in referral to the reporter: Non-personal information | When youth attains 16 years of age | 5 years | Destroy | Contact cards, databases | For older youths under supervision orders - retain until the order runs out |

### Crime and productions

#### Retention, review and disposal of crime records

The retention of crime records is based upon the classification of crime types outlined in the Scottish Crime Recording Standard (SCRS) Crime Recording and Counting Rules. Introduced in 2004, the SCRS ensures uniformity in crime recording standards across Scotland. The standard means all crimes will be recorded and classified under a Scottish Government Justice Directorate (SGJD) crime code assigned to a crime type. For the purposes of record retention, each of these crime types has been assigned a risk rating: high, medium or low reflecting the future risk posed based on the nature and type of offending involved. The retention period and disposal action for records relating to different crime types vary depending on this risk rating, as shown in the ruleset below. Each crime type, and its associated SGJD crime code and risk rating, is listed in the following retention matrices.

#### Crime

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| CRP-001 | The process of recording and investigating the incidence of crimes & offences made known to the police:  High risk offences (serious, serious violent and sexual) | Current year made known to police | Until youngest accused/ complainer reaches 100 years of age and in any case a minimum of 20 years | Destroy | Hard copy and electronic crime enquiry records | Unless otherwise directed by Crown Office or Procurator Fiscal Service.  High risk crimes are defined in below high/medium/low retention matrix.  All other crime events in which a high risk nominal (a nominal who has been named as a suspect or accused in relation to a high risk crime whether detected, undetected, no report, eliminated or marked no crime) has been identified as a suspect or accused - irrespective of the risk category - will be retained in line with the retention date applied to the high risk crime.  If a high risk nominal is criminally linked to more than one high risk crime event, the records will be retained in line with whichever of the crimes has the longest retention period.  Any undetected crimes with a named suspect or unresolved forensic evidence will be retained - at least - until detected or finalised.  Records will be reviewed for accuracy and relevancy every 10 years. |
| CRP-002 | The process of recording and investigating the incidence of crimes & offences made known to the police:  Medium risk offences (Low risk offences with modifier/ aggravator/characteristics: Hate crimes; domestic abuse; production, manufacturing, shipping, sale or supply of a controlled drug; weapons; complainer under 18; football-related; breach of bail or undertaking; harassment; total loss > £50,000; serious organised crime) | Current year made known to police | 20 years | Review and destroy where no re-offending occurs; else retain for 20 years from most recent offence | Hard copy and electronic crime enquiry records | Medium risk crimes are defined in below high/medium/low retention matrix.  Reviews are subject to a ‘clear period’ test and the retention clock reset where nominal reoffends.  Any undetected crimes with a named suspect or unresolved forensic evidence will be retained - at least - until detected or finalised. |
| CRP-003 | The process of recording and investigating the incidence of crimes & offences made known to the police:  Low risk offences (all other offences) | Current year made known to police | 10 years | Destroy | Hard copy and electronic crime enquiry records | Low risk crimes are defined in below high/medium/low retention matrix.  If accused is connected as a suspect or accused to a repeat offence within 10 years, the event will be retained for a further 10 years from the date of connection to the most recent event.  Any undetected crimes with a named suspect or unresolved forensic evidence will be retained - at least - until detected or finalised. |

#### Productions

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| CRP-004 | The process of retaining productions relating to a crime or offence made known to the police:  Documentary evidence (high / medium / low risk) - detected offences | Date created | Procurator Fiscal Release | Destroy | Drink/drug driving forms DQ3/VQ5  Forms F22  Doctor certificates  Certified copies of officers notebook  Pronunciation of life extinct form  Blood/urine reports  NCS – Undertaking forms  Certificates of counting  Weigh bridge certificates  Arrest & Detention Forms | No notes |
| CRP-005 | The process of retaining productions relating to a crime or offence made known to the police:  Documentary evidence (high / medium / low risk) - undetected offences | Date reported to police | Retain as per crime record | Destroy | Drink/drug driving forms DQ3/VQ5  Forms F22  Doctor certificates  Certified copies of officers notebook  Pronunciation of life extinct form  Blood/urine reports  NCS – Undertaking forms  Certificates of counting  Weigh bridge certificates  Arrest & detention forms | No notes |
| CRP-006 | The process of retaining productions relating to a crime or offence made known to the police:  Productions (high / medium / low risk) - detected offences | Date seized | Procurator Fiscal Release | In collaboration with Procurator Fiscal – Destroy or release to owner as appropriate | None given | No notes |
| CRP-007 | The process of retaining productions relating to a crime or offence made known to the police:  Productions (high / medium / low risk) - undetected offences | Date seized | Until detected / enquiries complete | In collaboration with Procurator Fiscal – Destroy or release to owner as appropriate | None given | No notes |
| CRP-008 | The process of retaining productions relating to a crime or offence made known to the police:  Productions - non-crime death investigations (no Fatal Accident Inquiry) | Date seized | Procurator Fiscal Release | In collaboration with Procurator Fiscal – Destroy or release to owner as appropriate | None given | No notes |
| CRP-009 | The process of retaining productions relating to a crime or offence made known to the police:  Productions - non-crime death investigations subject to Fatal Accident Inquiry | Conclusion of Fatal Accident Inquiry | 5 years | Destroy | None given | No notes |

#### Warrants

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| CRP-010 | The process of recording and managing warrants in relation to wanted persons:  Executed/paid warrants (all types) | Current year executed | 2 year | Destroy | None given | No notes |
| CRP-011 | The process of recording and managing warrants in relation to wanted persons:  Withdrawn/recalled warrants (all types) | Current year notification received from court | 2 year | Destroy | None given | No notes |
| CRP-012 | The process of recording and managing warrants in relation to wanted persons:  Live warrants (all types) | Date created | Retained until status change | Review of status / accuracy | Hardcopy and electronic warrant system records | Live records will not be weeded |

#### Direct Measures

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| CRP-013 | Crime events relating to direct measures issued to offenders in lieu of standard prosecution | Date issued | 7 years | Destroy | Conditional offers (endorsable and non-endorsable); antisocial behaviour tickets;  V-recs; HORTs; recorded police warnings | Refer to:  OPS-036 & OPS-057 for records of ticket application |

#### High/Medium/Low Crime Retention Matrices

The following matrices align crime type to the high / medium / low retention categories described in the above crime retention ruleset.

##### Group 1: Crimes of violence, etc.

| **SGJD Reference** | **Crime/Offence** | **Risk Rating** |
| --- | --- | --- |
| 1/000 | Murder | High |
| 2/000 | Attempted murder | High |
| 3/001 | Culpable homicide (common law) | High |
| 3/002 | Causing death by dangerous driving | High |
| 3/003 | Death by careless driving when under influence of drink/drugs | High |
| 3/004 | Causing death by careless driving | High |
| 3/005 | Illegal driver, disqualified/unlicensed etc. involved in fatal accident | High |
| 3/006 | Corporate Homicide | High |
| 4/000 | Serious Assault | High |
| 4/001 | Causing serious injury etc. by culpable and reckless conduct | High |
| 4/002 | Illegal driver, disqualified/unlicensed etc. causing serious injury | High |
| 6/000 | Robbery and assault with intent to rob | High |
| 7/000 | Threats and extortion | High |
| 8/001 | Cruelty (neglecting & causing) to and unnatural treatment of children | High |
| 8/002 | Child stealing (plagium) | High |
| 8/003 | Exposing child under 7 to risk of burning | High |
| 9/000 | Abortion | High |
| 10/000 | Concealment of pregnancy | High |
| 11/001 | Possess a firearm with intent to endanger life, commit crime and cause | High |
| 11/002 | Abduction | High |
| 11/003 | Ill treatment and neglect of mental patients and vulnerable adults | High |
| 11/004 | Cruel and unnatural treatment of an adult | High |
| 11/005 | Drugging | High |
| 11/006 | Chemical weapon offences | High |
| 11/007 | Female genital mutilation | High |
| 11/008 | Offences relating to serious organised crime – (Now obsolete – replaced by 40/001) | High |
| 11/009 | Forced marriage | High |
| 11/010 | Slavery or forced labour | High |
| 11/011 | Human organ offences | High |
| 11/012 | Domestic abuse of male | Medium |
| 11/013 | Domestic abuse of female | Medium |

##### Group 2: Sexual crimes

| **SGJD Reference** | **Crime/Offence** | **Risk Rating** |
| --- | --- | --- |
| 12/000 | Incest | High |
| 13/001 | Illegal homosexual acts | High |
| 18/021 | Bestiality | High |
| 13/003 | Attempt to commit unnatural crimes | High |
| 14/000 | Rape (offences prior to 1 December 2010) | High |
| 14/001 | Rape of male (16+) | High |
| 14/002 | Rape of female (16+) | High |
| 14/003 | Rape of older male child (13-15 years) | High |
| 14/004 | Rape of older female child (13-15 years) | High |
| 14/005 | Rape of young male child (under 13) | High |
| 14/006 | Rape of young female child (under 13) | High |
| 15/000 | Attempted rape (offences prior to 1 December 2010) | High |
| 15/001 | Attempted rape male (16+) | High |
| 15/002 | Attempted rape female (16+) | High |
| 15/003 | Attempted rape older male child (13-15) | High |
| 15/004 | Attempted rape older female child (13-15) | High |
| 15/005 | Attempted rape young male child (under 13) | High |
| 15/006 | Attempted rape young female child (under 13) | High |
| 16/000 | Sexual assault | High |
| 16/001 | Sexual assault by penetration of male (16+) | High |
| 16/002 | Sexual assault by penetration of female (16+) | High |
| 16/003 | Sexual assault by penetration of male (13-15 years) | High |
| 16/004 | Sexual assault by penetration of female (13-15 years) | High |
| 16/005 | Sexual assault of male (16+) | High |
| 16/006 | Sexual assault of female (16+) | High |
| 16/007 | Sexual assault of older male child (13-15 years) | High |
| 16/008 | Sexual assault of older female child (13-15 years) | High |
| 16/009 | Sexual coercion of male (16+) | High |
| 16/010 | Sexual coercion of female (16+) | High |
| 16/011 | Sexual coercion of older male child (13-15 years) | High |
| 16/012 | Sexual coercion of older female child (13-15 years) | High |
| 16/013 | Coercing a person into being present/ looking at sexual activity | High |
| 16/014 | Communicating indecently | High |
| 16/015 | Assault by penetration of young male child (under 13) | High |
| 16/016 | Assault by penetration of young female child (under 13) | High |
| 16/017 | Sexual assault of young male child (under 13) | High |
| 16/018 | Sexual assault of young female child (under 13) | High |
| 16/019 | Cause young male child (under 13) to participate in sexual activity | High |
| 16/020 | Cause young female child (under 13) to participate in sexual activity | High |
| 16/021 | Cause young child to be present/ look at sexual activity (under 13) | High |
| 16/022 | Communicating indecently with young child (under 13) | High |
| 16/023 | Sexual exposure to a young child (under 13) | High |
| 16/024 | Voyeurism young child (under 13) | High |
| 16/025 | Intercourse with older male child (13-15) | High |
| 16/026 | Intercourse with older female child (13-15) | High |
| 16/027 | Penetrative sexual activity with older male child (13-15) | High |
| 16/028 | Penetrative sexual activity with older female child (13-15) | High |
| 16/029 | Sexual activity with older male child (13-15) | High |
| 16/030 | Sexual activity with older female child (13-15) | High |
| 16/031 | Cause older male child (13-15) to participate in sexual activity | High |
| 16/032 | Cause older female child (13-15) to participate in sexual activity | High |
| 16/033 | Older male child (13-15) engaging in sexual conduct with another older child | High |
| 16/034 | Older female child (13-15) engaging in sexual conduct with another older child | High |
| 16/035 | Causing an older child (13-15) to be present/ look at sexual activity | High |
| 16/036 | Communicate indecently older child (13-15) | High |
| 16/037 | Sexual exposure older child (13-15) | High |
| 16/038 | Voyeurism older child (13-15) | High |
| 16/039 | Threatening to disclose an intimate image | High |
| 16/040 | Disclosure of an intimate image | High |
| 16/041 | Communications Act 2003 (sexual) | High |
| 17/001 | Shameless and indecent conduct | High |
| 17/002 | Public indecency | High |
| 17/003 | Sexual exposure | High |
| 17/004 | Voyeurism | High |
| 18/001 | Procuration (excluding homosexual acts) | High |
| 18/002 | Sexual intercourse with girl under 13 (offences prior to 1 December 2010) | High |
| 18/003 | Sexual intercourse with child under 16(offences prior to 1 December 2010) | High |
| 18/004 | Carnal knowledge of mentally disordered person | High |
| 18/005 | Householder permitting carnal knowledge of mentally disordered | High |
| 18/006 | Abducting girl under 18 woman mentally disordered | High |
| 18/007 | Brothel keeping | High |
| 18/008 | Person with custody & care of girl or other causing her seduction | High |
| 18/009 | Immoral traffic | High |
| 18/010 | Offences related to prostitution | Low |
| 18/011 | Clandestine Injury | High |
| 18/012 | Procuration of homosexual acts | High |
| 18/013 | Commission or conspiracy to commit sexual acts outside UK | High |
| 18/014 | Grooming of children for the purposes of sexual offences | High |
| 18/015 | Procuration of sexual services from children under 18 | High |
| 18/016 | Procuration of child under 18 for pornography | High |
| 18/017 | Soliciting services of a person engaged in prostitution | High |
| 18/018 | Taking, distribution, possession etc. of indecent photos of children | High |
| 18/019 | Sexual abuse of trust of person under 18 | High |
| 18/020 | Sexual abuse of trust of mentally disordered person | High |
| 18/021 | Bestiality | High |
| 18/022 | Lewd and libidinous practices | High |
| 18/023 | Administering a substance for sexual purposes | High |
| 18/024 | Possession of extreme pornography | High |

##### Group 3: Crimes of dishonesty

| **SGJD Reference** | **Crime/Offence** | **Risk Rating** |
| --- | --- | --- |
| 19/001 | Theft by housebreaking [now obsolete code] | Low |
| 19/002 | Housebreaking with intent to steal [now obsolete code] | Low |
| 19/003 | Attempted housebreaking with intent to enter and steal [now obsolete code] | Low |
| 19/004 | Theft by housebreaking domestic property (dwelling) | Low |
| 19/005 | Theft by housebreaking domestic property (non-dwelling) | Low |
| 19/006 | Theft by housebreaking other property | Low |
| 19/007 | Housebreaking with intent to steal domestic property (dwelling) | Low |
| 19/008 | Housebreaking with intent to steal domestic property (non-dwelling) | Low |
| 19/009 | Housebreaking with intent to steal other property | Low |
| 19/010 | Attempted housebreaking with intent to enter and steal domestic property (dwelling) | Low |
| 19/011 | Attempted housebreaking with intent to enter and steal domestic property (non-dwelling) | Low |
| 19/012 | Attempted housebreaking with intent to enter and steal other property | Low |
| 20/001 | Theft by opening lockfast places (excluding motor vehicle) | Low |
| 20/002 | Opening lockfast place (excluding motor vehicle) with intent to steal | Low |
| 20/003 | Attempted opening lockfast place (excluding motor vehicle) with intent to steal | Low |
| 20/004 | Theft by opening lockfast place from a motor vehicle | Low |
| 20/005 | Opening lockfast place with intent to steal from a motor vehicle | Low |
| 20/006 | Attempted opening lockfast place with intent to steal from a motor vehicle | Low |
| 21/001 | Prevention of crimes | Low |
| 21/002 | Vagrancy and known thief | Low |
| 21/003 | In building with intent to steal | Low |
| 22/001 | Theft not elsewhere classified (excluding motor vehicle) | Low |
| 22/002 | Theft of motor vehicle and contents including taking and driving away | Low |
| 22/003 | Theft by shoplifting | Low |
| 22/004 | Theft of pedal cycle | Low |
| 22/005 | Theft from a motor vehicle not elsewhere classified | Low |
| 22/006 | Attempted theft of a motor vehicle | Low |
| 23/000 | Reset | Low |
| 24/000 | Breach of trust and embezzlement | Medium |
| 25/000 | Fraud | Low |
| 26/000 | Forgery (other) | Low |
| 27/000 | Bankruptcy | Low |
| 29/001 | Clandestine removal of boats | Low |
| 29/002 | Clandestine removal of other property | Low |
| 30/000 | Corruption | Medium |
| 31/001 | Currency offences | Low |
| 31/002 | Other criminal conduct, money laundering related offences | Medium |
| 31/003 | Insider dealing | Medium |
| 31/004 | Proceeds of crime | Medium |

#### Group 4: Fire-raising, malicious mischief etc.

| **SGJD Reference** | **Crime/Offence** | **Risk Rating** |
| --- | --- | --- |
| 32/001 | Fireraising excluding muirburn | Low |
| 32/003 | Muirburn | Low |
| 33/001 | Vandalism, reckless damage and malicious mischief [obsolete code] | Low |
| 33/002 | Reckless conduct with firearms | High |
| 33/003 | Flying aircraft to the danger of life or property | Low |
| 33/004 | Endangering rail passengers | Low |
| 33/005 | Reckless driving at common law | Low |
| 33/006 | Culpable neglect of duty | Low |
| 33/007 | Endangering ship by breach of duty, obtain ship by misrepresentation | Low |
| 33/009 | Supply of glue sniffing kits | Low |
| 33/010 | Computer Misuse Act 1990 (causing damage) | Low |
| 33/011 | Culpable and reckless conduct (not with firearms) | Low |
| 33/012 | Vandalism | Low |
| 33/013 | Reckless damage [obsolete code] | Low |
| 33/014 | Malicious mischief | Low |
| 33/015 | Expose to danger [obsolete code] | Not applicable |
| 33/016 | Culpable and reckless conduct involving aircraft | Low |
| 33/017+ | Coronavirus HEPR | Low |

#### Group 5: Other crimes

| **SGJD Reference** | **Crime/Offence** | **Risk Rating** |
| --- | --- | --- |
| 34/001 | Treason | High |
| 34/002 | Sedition | Obsolete |
| 34/003 | Official Secrets Acts | High |
| 34/004 | United Nations sanctions offences | Low |
| 34/005 | Protection of cultural property | Low |
| 35/001 | Mobbing and rioting | High |
| 35/002 | Public processions etc. | Low |
| 35/003 | Trespass, crimes against public order | Low |
| 35/004 | Raves, crimes against public order | Low |
| 35/005 | Obstruct/hinder other emergency worker in pursuance of duty | Low |
| 36/001 | Terrorism, money laundering related offences | High |
| 36/009 | Prevention of terrorism, other offences | High |
| 37/001 | Explosive substances legislation (High if NOT fireworks) | Low |
| 37/002 | Unlawful use of explosives | High |
| 37/003 | Reckless blasting | High |
| 38/002 | Election etc. offences | Low |
| 38/003 | Public mischief (including wasting police time) | Low |
| 38/004 | Falsely accusing (named) person of crime | Low |
| 38/006 | Escape and rescue (including escape from police custody/ prison) | Low |
| 38/007 | Resisting arrest | Low |
| 38/010 | Personation of police | Low |
| 38/011 | Failing to give name to or remain with constable | Low |
| 38/013 | Obstructing constable in pursuance of lawful duty | Low |
| 38/017 | General attempts to defeat/pervert the course/ends of justice | Low |
| 38/018 | Failure to notify police or provision of false information | Low |
| 38/019 | Protection of vulnerable groups | Low |
| 39/001 | Contempt of court | Low |
| 39/002 | Failing to appear after undertaking to police | Medium |
| 39/004 | Publishing restricted information about person under 16 involved in trial | Low |
| 39/005 | Failing to appear for trial having been given court bail | Medium |
| 39/006 | Reoffending whilst on bail | Medium |
| 39/007 | Bail offences other than absconding or re-offending | Medium |
| 39/008 | Accused failing to appear at trial diet (formerly 38/16) | Low |
| 39/009 | Defence witness, offences by (formerly code 38/15) | Low |
| 39/010 | Prevarication on oath etc. (formerly code 38/5) | Low |
| 39/011 | Perjury and subornation (formerly code 38/1) | Low |
| 39/012 | Breach of non-harassment order (criminal court) | Medium |
| 39/013 | Breach of non-harassment order (civil court) | Medium |
| 39/014 | Breach of anti-social behaviour order | Medium |
| 39/015 | Breach of sex offender order | High |
| 39/016 | Breach of parenting order | Medium |
| 39/017 | Breach of risk of sexual harm order or interim risk of sexual harm order | High |
| 39/018 | Breach of football banning order | Medium |
| 39/019 | Breach of adult at risk banning order | Medium |
| 39/020 | Breach of violent offender order | High |
| 39/021 | Breach of domestic abuse interdict | Medium |
| 39/022 | Breach of forced marriage order | High |
| 39/023 | Breach of trafficking and exploitation order | High |
| 40/001 | Offences relating to serious organised crime | Medium |
| 41/000 | Sacrilege | Low |
| 42/001 | Wrecking | High |
| 42/002 | Piracy and hijacking | High |
| 43/001 | Possession of an offensive weapon | Medium |
| 43/002 | Restriction of offensive weapons | Medium |
| 43/003 | Having in a public place an article with a blade or point | Medium |
| 43/004 | Having in a prison an article with a blade or point | Medium |
| 43/005 | Possession of a firearm in a prison | High |
| 43/006 | Possession of an offensive weapon (not elsewhere specified) in a prison | Medium |
| 43/007 | Possession of an offensive weapon (not elsewhere specified) in a school | Medium |
| 43/008 | Having in a school an article with a blade or point | Medium |
| 43/009 | Possession of offensive weapon used in other criminal activity | Medium |
| 43/010 | Having in a public place an article with a blade or point used in other criminal activity | Medium |
| 43/011 | Possession of offensive weapon in a prison used in other criminal activity | Medium |
| 43/012 | Having in a prison an article with a blade or point used in other criminal activity | Medium |
| 43/013 | Possession of offensive weapon in a school used in other criminal activity | Medium |
| 43/014 | Having in a school an article with a blade or point used in other criminal activity | Medium |
| 44/001 | Illegal importation of drugs | Medium |
| 44/002 | Production, manufacture or cultivation of drugs | Medium |
| 44/003 | Supply, possession with intent to supply etc. of drugs | Medium |
| 44/004 | Possession of drugs | Low |
| 44/005 | Drugs, money laundering related offences | Medium |
| 44/006 | Bringing drugs into prison | Medium |
| 44/007 | Psychoactive substance: production, supply or possession in custody | Medium |
| 44/008 | Psychoactive substance: other offences | Low |
| 44/099 | Drugs, other offences | Low |

#### Group 6: Miscellaneous offences

| **SGJD Reference** | **Crime/Offence** | **Risk Rating** |
| --- | --- | --- |
| 45/000 | Aliens and immigration offences | Low |
| 46/001 | Betting | Low |
| 46/002 | Gaming | Low |
| 46/003 | Gaming by means of machines | Low |
| 46/004 | Lotteries and amusements with prizes | Low |
| 47/001 | Common assault | Low / u18 Medium |
| 47/002 | Breach of the peace | Low / u18 Medium |
| 47/003 | Urinating etc. | Low |
| 47/004 | Racially aggravated harassment | Medium |
| 47/005 | Racially aggravated conduct | Medium |
| 47/006 | Common assault of an emergency worker | Low |
| 47/007 | Antisocial behaviour offences | Low |
| 47/008 | Threatening or abusive behaviour | Low / u18 Medium |
| 47/009 | Offence of stalking | High |
| 47/010 | Offensive behaviour at football (under the Offensive Behaviour at Football and Threatening Communication (Scotland) Act 2012) | Medium |
| 47/011 | Threatening communications (under the Offensive behaviour at football and threatening communication (Scotland) Act 2012) | Medium |
| 48/001 | Hoax calls to emergency services | Low |
| 48/002 | Bomb hoaxes | Low |
| 49/000 | Brokers (Licensed) and Auction Acts | Low |
| 50/001 | Children & young persons’ offences (not elsewhere classified) | Low / u18 Medium |
| 50/003 | Education Acts | Low |
| 50/004 | Tattooing of Minors Act 1969 | Low |
| 50/005 | Child minding and day care for children | Low |
| 50/006 | Employment of children (non-industrial) | Low |
| 50/007 | Employment of children (industrial) | Low |
| 50/008 | Selling loose cigarettes | Low |
| 50/009 | Not displaying notice cigarettes sold to 18 and over | Low |
| 50/010 | Offences involving tobacco and persons under 18 | Low |
| 50/011 | Offences relating to persons disqualified from working with children | Low |
| 50/012 | Prevent a person feeding a baby milk in a public place | Low |
| 50/013 | Offences against selling spray paint to children | Low |
| 50/014 | Smoking in car with child | Low |
| 51/001 | Cruelty to animals (excluding dogs) including killing and maiming cattle | Low |
| 51/002 | Rabies orders | Low |
| 51/003 | Animals, offences involving (excluding dogs, birds else class) | Low |
| 51/004 | Birds, offences involving | Low |
| 51/005 | Pet and kept animals | Low |
| 51/006 | Cruelty to dogs | Low |
| 51/008 | Protection of livestock from dogs | Low |
| 51/009 | Guard Dogs Act 1975 | Low |
| 51/010 | Dangerous dogs, failure to control, supervise, destroy [obsolete code] | Not applicable |
| 51/011 | Dogs bred for fighting | Low |
| 51/012 | Offences involving dangerous dogs | Low |
| 51/013 | Hunting with dogs | Low |
| 51/014 | Cruelty to wild animals | Low |
| 51/015 | Offences involving badgers | Low |
| 51/016 | Other wildlife offences | Low |
| 51/099 | Dogs, other offences | Low |
| 52/000 | Crossbow offences | Medium |
| 53/001 | Petroleum Acts | Low |
| 53/002 | Energy Acts | Low |
| 54/000 | Keeping and supply of explosives (non-fireworks are High) | Low |
| 55/000 | Firearms, miscellaneous offences | High |
| 55/001 | Air weapons licensing offences | Low |
| 56/001 | Salmon and freshwater fisheries offences | Low |
| 56/002 | Sea fisheries offences | Low |
| 56/003 | Possession of salmon or trout unlawfully obtained | Low |
| 56/004 | Possession of salmon or trout as result of offence | Low |
| 57/001 | Poaching and game laws | Low |
| 57/002 | Deer (Scotland) Act offences | Low |
| 58/000 | Harbour Acts | Low |
| 59/001 | Handling obscene material | High |
| 59/002 | Sex shop offences | High |
| 59/004 | Communication Act 2003 (sexual) - moved to 16/041 | High |
| 60/001 | Drunk and incapable | Low |
| 60/003 | Drunk in charge of a child | Low |
| 60/004 | Drunk and attempting to enter licensed premises | Low |
| 60/005 | Drunk or drinking in unlicensed premises | Low |
| 60/006 | Disorderly on licensed premises | Low |
| 60/007 | Drunk in or attempting to enter designated sports ground | Low |
| 60/008 | Refusing to quit licensed premises | Low |
| 61/001 | Sale of drink to person under 18 | Low |
| 61/002 | Employing a person under 18 in a bar | Low |
| 61/003 | Licensed person, employee or agent drunk in licensed premises | Low |
| 61/004 | Permitting riotous behaviour in licensed premises | Low |
| 61/005 | Permitting betting and gaming offences in licensed premises | Low |
| 61/006 | Contravening condition of premises with children's certificate | Low |
| 61/007 | Dealing wholesale other than from permitted premises | Low |
| 61/008 | Wholesaler selling liquor to person under 18 | Low |
| 61/009 | Wholesaler permitting person under 18 to sell alcohol | Low |
| 61/010 | License holder of off sales permit person under 18 to sell alcohol | Low |
| 61/099 | Licensed persons, other offences | Low |
| 62/001 | Carriage of liquor in contract carriage | Low |
| 62/002 | Consuming outwith permitted hours | Low |
| 62/003 | Trafficking without a licence | Low |
| 62/004 | Club licensing offences | Low |
| 62/005 | Hawking excisable liquor | Low |
| 62/006 | Person under 18 buying excisable liquor or consuming in bar | Low |
| 62/007 | Consuming liquor on licensed premises on credit (not hotels) | Low |
| 62/008 | Inducing holder of off-sales license to sell liquor illegally | Low |
| 62/009 | Purchasing excise liquor for consumption by person under 18 | Low |
| 62/010 | Breaking sales restrictions on licences other than for pubs | Low |
| 62/012 | Alcohol offences, travelling to and from sporting event | Low |
| 62/013 | Sports grounds offences (possessing alcohol etc.) | Low |
| 62/014 | Confiscation of alcohol from person under 18 | Low |
| 62/099 | Liquor licensing laws, other offences | Low |
| 63/001 | Factories legislation (not elsewhere classified) | Low |
| 63/002 | Fire Precautions Acts 1971 | Low |
| 63/003 | Health and Safety at Work Acts | Low |
| 63/004 | Employment and property protection legislation | Low |
| 63/005 | Employment Protection (Consolidation) Act 1978 | Low |
| 63/006 | Wages Councils Act 1979 | Low |
| 63/007 | Trade Union & Labour Relations Act 1974 | Low |
| 64/000 | Mines Acts | Low |
| 65/000 | Shops Acts | Low |
| 66/000 | Social security offences | Low |
| 67/000 | Merchant Shipping Acts (not elsewhere classified) | Low |
| 68/001 | Absentees and deserters | Low |
| 68/099 | Naval military and air force, other offences | Low |
| 69/000 | Parks etc. | Low |
| 70/000 | Pawnbrokers, dealers, firearms offences | Low |
| 71/000 | Pedlars Act & offences against certificates issued by local authority | Low |
| 72/004 | Licensing offences, etc. | Low |
| 72/005 | Obstruction of local official | Low |
| 72/006 | Common stairs offences | Low |
| 72/007 | Civic Government (Scotland) Act 1982 (not elsewhere classified) | Low |
| 72/008 | Consumption of alcohol in designated places, byelaws prohibited | Low |
| 73/001 | Litter offences | Low |
| 73/002 | Refuse Disposal (Amenity) Act 1978 | Low |
| 73/003 | Oil pollution in navigable waters | Low |
| 73/004 | Control of pollution | Low |
| 73/006 | Clean Air Acts | Low |
| 73/007 | Sanitary laws | Low |
| 73/008 | Food safety and food standards offences | Low |
| 73/009 | Milk Acts | Low |
| 73/010 | Control of Food Premises Act 1977 | Low |
| 73/011 | Water Acts | Low |
| 73/012 | Town and Country Planning Acts | Low |
| 73/013 | Prevention of Damage by Pests Act 1949 | Low |
| 73/014 | Housing (Scotland) Acts | Low |
| 73/015 | Caravan Sites & Control of Development Act 1960 | Low |
| 73/016 | Methylated Spirits (Sale by Retail) (Scotland) Act 1937 | Low |
| 73/017 | Therapeutic Substances Act 1956 | Low |
| 73/018 | Cinematograph Acts | Low |
| 73/019 | Other environmental offences | Low |
| 73/020 | Contravention of Section 6(1) by continuing to operate proscribed processes | Low |
| 73/021 | Failure to comply with or contravention of enforcement or prohibition notice | Low |
| 73/022 | Other conservation offences | Low |
| 73/023 | Dog fouling | Low |
| 73/024 | Smoking in public places | Low |
| 74/001 | Medical Acts | Low |
| 74/002 | Dentists Acts | Low |
| 74/003 | Nurses (Scotland) Acts | Low |
| 74/004 | Opticians Acts | Low |
| 74/005 | Venereal Diseases Act 1917 | Low |
| 74/006 | Poisons Acts | Low |
| 74/007 | Medicines Acts 1968 | Low |
| 74/008 | National Health Service (Scotland) Acts | Low |
| 75/000 | Railways | Low |
| 76/001 | Bigamy | Low |
| 76/002 | False declarations | Low |
| 76/003 | Births deaths marriages, registration offences | Low |
| 76/004 | Marriage (Scotland) Act 1977 | Low |
| 77/000 | Revenue and excise offences (excluding vehicle and drugs) | Low |
| 78/001 | Dangerously riding a bicycle or tricycle | Low |
| 78/002 | Carelessly or inconsiderately riding a bicycle or tricycle | Low |
| 78/003 | Drunk when riding a bicycle | Low |
| 78/099 | Bicycles, other offences | Low |
| 79/001 | Pedestrian traffic offences | Low |
| 79/002 | Obstruction by pedestrian | Low |
| 79/003 | Touting | Low |
| 80/000 | Offences relating to roads and road works | Low |
| 81/001 | Hackney carriages offences | Low |
| 81/002 | Public service vehicles offences | Low |
| 82/002 | Lighting fires without consent of owner | Low |
| 82/003 | Lodging without consent of owner | Low |
| 83/001 | Weights & Measures Acts | Low |
| 83/002 | Registration of business names | Low |
| 83/003 | Prices Act 1974 | Low |
| 83/004 | Goods & Services (Price Control) Acts | Low |
| 83/005 | Counter Inflation Act 1973 | Low |
| 83/006 | Patents Acts | Low |
| 83/007 | Copyright Acts | Low |
| 83/008 | Fair Trading Act 1973 | Low |
| 83/009 | Restrictive Trade Practices Act 1976 | Low |
| 83/010 | Consumer Protection Acts & related provisions, etc. | Low |
| 83/012 | Consumer Credit Act 1974 | Low |
| 83/013 | Trading offences | Low |
| 83/015 | Accommodation Agencies Act 1953 | Low |
| 83/016 | Registration of care establishments | Low |
| 83/018 | Rent Acts | Low |
| 83/019 | Video Recordings Act 1984 (not elsewhere classified) | Low |
| 84/001 | Wireless Telegraphy Act offences | Low |
| 84/002 | General post office/telecommunications offences | Low |
| 84/003 | Disclosure of information | Low |
| 84/004 | Interception of communications | Low |
| 84/005 | Data Protection Act offences | Low |
| 84/006 | Computer Misuse Act 1990 (unauthorised access Only) | Low |
| 85/001 | Prisons (Scotland) Act 1989 (not elsewhere classified) | Low |
| 85/002 | Charitable collections offences | Low |
| 85/003 | Agricultural offences | Low |
| 85/004 | Investment legislation | Low |
| 85/005 | Industrial training and statistics of trade offences | Low |
| 85/006 | Building legislation | Low |
| 85/007 | Building Societies Act 1986 | Low |
| 85/008 | Public utilities (gas electricity etc) legislation | Low |
| 85/009 | Supplementary benefits offences | Low |
| 85/010 | Fire services legislation | Low |
| 85/011 | Emergency Powers Acts | Low |
| 85/012 | Solicitors (Scotland) Acts | Low |
| 85/013 | Aviation legislation | Low |
| 85/014 | Local government legislation | Low |
| 85/015 | Architects registration offences | Low |
| 85/016 | Estate Agents Acts | Low |
| 85/017 | Insurance Brokers (Registration) Act 1977 | Low |
| 85/018 | Sex Discrimination Act 1975 | Low |
| 85/019 | Census Acts | Low |
| 85/020 | Race relations legislation | Low |
| 85/021 | Legal aid and advice legislation | Low |
| 85/022 | Social work and community service offences | Low |
| 85/023 | Adoption Acts | Low |
| 85/024 | Theatres Act 1968 | Low |
| 85/025 | Industrial and provident societies offences | Low |
| 85/026 | Friendly Societies Acts | Low |
| 85/027 | Credit Unions Act 1979 | Low |
| 85/028 | Archaeological legislation | Low |
| 85/029 | Lands Valuation (Scotland) Act | Low |
| 85/030 | Child Support Act 1991 | Low |
| 85/031 | Scotland Act offences | Low |
| 85/032 | Ethical standards in public life | Low |
| 85/033 | Pension Acts | Low |
| 85/034 | Anti-social behaviour, private landlord offences | Low |
| 85/035 | Offences relating to working with vulnerable adults - merged with 11/003 | High |
| 85/036 | Offences under the Charities and Trustees Investment (Scotland) Act | Low |
| 85/037 | Offences under Property Factors (Scotland) Act 2011 | Low |

**Group 7: Road Traffic Offences**

| **SGJD Reference** | **Crime/Offence** | **Risk Rating** |
| --- | --- | --- |
| 300/001 | Dangerous driving offences | Low |
| 300/002 | Driving carelessly | Low |
| 301/001 | Driving motor vehicle while unfit through drink or drugs | Low |
| 301/002 | In charge of motor vehicle while unfit through drink or drugs | Low |
| 301/003 | Driving motor vehicle with blood alcohol content above prescribed limit | Low |
| 301/004 | In charge of motor vehicle while blood alcohol content above limit | Low |
| 301/005 | Failure to provide breath specimen at the roadside | Low |
| 301/006 | Failure to provide breath, blood or urine specimen at police station | Low |
| 301/007 | Driving motor vehicle while under influence of controlled drug above prescribed limit | Low |
| 301/008 | In charge of motor vehicle while under influence of controlled drug above prescribed limit | Low |
| 302/000 | Vehicle excise licence offences | Low |
| 303/000 | Speeding in restricted areas | Low |
| 304/000 | Other speeding offences | Low |
| 305/000 | Driver's neglect of traffic directions (not pedestrian crossing) | Low |
| 306/000 | Driver's contravention of pedestrian crossing regulations | Low |
| 307/000 | Accident offences | Low |
| 308/000 | Parking offences | Low |
| 309/000 | Failing to provide information to identify driver of motor vehicle | Low |
| 310/000 | Using motor vehicle without test certificate | Low |
| 311/000 | Motorway traffic offences | Low |
| 312/000 | Clearway offences | Low |
| 313/000 | Driving while disqualified from holding or obtaining licence | Low |
| 314/000 | Driving without a licence (including under age) | Low |
| 315/000 | Driving licence, other offences | Low |
| 316/000 | Failure to insure against third party risks | Low |
| 317/000 | Insure against third party risks, other offences | Low |
| 318/000 | Registration or identification mark offences (not lighting) | Low |
| 319/000 | Lighting offences, motor vehicle | Low |
| 320/000 | Construction and use regulations (other than lighting) | Low |
| 321/000 | Motor vehicle records of work (e.g. tachograph) offences | Low |
| 323/000 | Seat belt offences | Low |
| 324/000 | Mobile phone offences | Low |
| 399/000 | Motor vehicles, other offences | Low |

#### Criminal History

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| CHY-001 | The process of retaining information about an individual’s criminal history where:  A sentence of life imprisonment has been imposed;  Subject is detained during His Majesty’s pleasure or without limit of time;  The antecedent is a sexual or sexually aggravated offence | Date created | Until subject attains 100 years of age | Destroy | Criminal History System (CHS) records | Lifetime of offender is practically defined by CHS weeding rules as 100 years of age |
| CHY-002 | The process of retaining information about an individual’s criminal history where:  The conviction is on indictment (solemn procedure);  The disposal is a ruling under the Mental Health Acts;  A custodial sentence has been imposed (imprisonment) | Date created | Until subject has attained 70 years of age and the information has been on record for 30 years | Destroy | Criminal History System (CHS) records | Known as the 70/30 rule within CHS documentation |
| CHY-003 | Cases recorded and subsequently disposed as an antecedent on CHS where no other retention criteria met | Date created | Retain until subject has attained 40 years of age and the information has been on record for 20 years | Destroy | Criminal History System (CHS) records | Known as the 40/20 rule within CHS documentation |
| CHY-004 | Warnings to prostitutes Police and senior police officer’s warnings  Police fixed penalty notices  Fiscal warnings  Fiscal disposals (fines, compensation orders, combined orders and work orders) for non-sexual and non-serious violent offences\*  Children’s hearing disposals (grounds accepted and grounds established) for non- sexual or non-serious violent offending | Date created | 2 years | Destroy | Criminal History System (CHS) records | Where a second warning to a prostitute has been recorded in the same period the 40/20 rule applies |
| CHY-005 | Fiscal disposals (fines, compensation orders, combined orders and work orders) for sexual and serious violent offences  Non findings of guilt, cases not called at court, cases deserted and Fiscal decisions of no further proceedings for sexual and serious violent offences | Date created | 3 years | Destroy | Criminal History System (CHS) records | Offences prescribed by legislation in Criminal Justice and Licensing (Scotland) Act 2010 Sections 77 to 82 which amends sections 18 and 19 of the Criminal Justice and Licensing Act 1995 (as amended 2007) |
| CHY-006 | Children’s hearing disposals (grounds accepted and grounds established) for sexual and serious violent offences | Date created | 3 years | Review, thereafter annually | Criminal History System (CHS) records | Offences covered in The Police Act 1997 and the Protection of Vulnerable Groups (Scotland) Act 2007 Remedial Order 2015 schedule 8A and 8B  Review is as per the requirement to review the associated fingerprint and DNA retention |
| CHY-007 | Records marked as temporary retention | Date created | 6 months | Destroy | Criminal History System (CHS) records | i.e. non findings of guilt such as no proceedings, no further proceedings, grounds not established etc. where case isn’t sexual or violent |
| CHY-008 | Historical records of bail granted and bail conditions | End of bail order | 6 months | Destroy | Criminal History System (CHS) records | No notes |
| CHY-009 | Cases not progressed | Date created | 3 years | Destroy | Criminal History System (CHS) records | Cases which are recorded but not dealt with within 3 years - Deletion subject to rigorous reporting and checking schedules to ensure cases are properly managed rather than automatically deleted in error |
| CHY- 010 | Images | Date created | Retain where image is part of ongoing case and/or where image is of same date or newer than the oldest case which resulted in conviction or absolute discharge | Destroy | Criminal History System (CHS) records | See Operations for custody image capture and processing to CHS |

### Finance

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| FIN-004 | Process of administering accountancy and financial records for Police Scotland and its predecessor forces:  Leasing records | Termination of lease | 2 years | Destroy | Application forms, finance records & cash receipts | No notes |
| FIN-005 | Process of administering accountancy and financial records for Police Scotland and its predecessor forces:  Budget working papers | Current year | 3 years | Destroy | None given | No notes |
| FIN-006 | Process of administering cash and bank records for Police Scotland and its predecessor forces:  Main cash book | Current year | Until business / operational requirements have ceased | Offer to archive | None given | No notes |
| FIN-007 | Process of administering cash and bank records for Police Scotland and its predecessor forces:  Cancelled cheques  Cheque lists (creditors/payroll)  Loan records and correspondence  Returned cheque records | Current year | 6 years | Destroy | None given | No notes |
| FIN-008 | Process of administering cash and bank records for Police Scotland and its predecessor forces:  Cash flow report | Current year | 1 year | Destroy | None given | No notes |
| FIN-009 | Process of administering cash and bank records for Police Scotland and its predecessor forces:  Bank pass books Bank paying-in counterfoils  Banking returns  Bank reconciliation  Bank statements  Cash received sheets  Cheque books & counterfoils  Cheque payment sheets  Cheques / remittance advice  Financial request forms  GIRO statements of accounts  Imprest statements  Independent fund records  Payment requisitions  Petty cash records & claims | Current year | 6 years | Destroy | None given | No notes |
| FIN-010 | Process of administering contractual arrangements entered into by Police Scotland and its predecessor forces:  Final accounts of contracts  Major agreements of significance | Current year | Until business / operational requirements have ceased | Offer to archive | None given | No notes |
| FIN-011 | Process of administering contractual arrangements entered into by Police Scotland and its predecessor forces:  Contracts with agents / contracts with customers / contracts with suppliers  Indemnities & guarantees  Licensing agreements  Rental & hire purchase agreements  Other contracts & agreements | Expiry | 6 years | Destroy | Construction contracts Vehicle fleet Acquisitions IT provision | No notes |
| FIN-012 | Process of administering contractual arrangements entered into by Police Scotland and its predecessor forces:  Construction industry scheme records | Current year | 6 years | Destroy | None given | No notes |
| FIN-013 | Process of administering contractual arrangements entered into by Police Scotland and its predecessor forces:  Royalty payments | Termination | 3 years | Destroy | None given | No notes |
| FIN-014 | Process of administering contractual arrangements entered into by Police Scotland and its predecessor forces:  Successful tenders | Final payment | 3 years | Destroy | None given | No notes |
| FIN-015 | Process of administering contractual arrangements entered into by Police Scotland and its predecessor forces:  Unsuccessful tenders | Decision | 3 years | Destroy | None given | No notes |
| FIN-016 | Process of administering records relating to creditors of Police Scotland and its predecessor forces:  Creditors invoices - capital items | Current year | 10 years | Destroy | None given | No notes |
| FIN-017 | Process of administering records relating to creditors of Police Scotland and its predecessor forces:  Bank statements, Creditors feeder BACS  Creditors feeder cheque  Creditor invoices - revenue items  Periodic payment records  Reconciliations  Replacement cheque lists | Current year | 6 years | Destroy | None given | No notes |
| FIN-018 | Process of administering records relating to creditors of Police Scotland and its predecessor forces:  Cheque payment listings  Excess payments report | Current year | 3 years | Destroy | None given | No notes |
| FIN-019 | Process of administering records relating to creditors of Police Scotland and its predecessor forces:  Control sheets & reports  Feeder controls | Current year | 1 year | Destroy | None given | No notes |
| FIN-020 | Process of administering records relating to donations / grants and subscriptions for Police Scotland and its predecessor forces, including:  Grant application form & related correspondence / subscription records | Current year | 6 years | Destroy | CCTV system grant | No notes |
| FIN-021 | Process of administering records relating to income received by Police Scotland and its predecessor forces:  Cash count forms / income  Income returns  Receipt books  Receipts for cash  Record of receipt books issued | Current year | 6 years | Destroy | Policing major sporting events Provision of mutual aid internal catering provision | No notes |
| FIN-022 | Process of administering records relating to income received by Police Scotland and its predecessor forces:  Catering records | Current year | 6 years | Destroy | None given | No notes |
| FIN-023 | Process of administering records relating to income received by Police Scotland and its predecessor forces:  Till rolls  Income related correspondence  Postal remittance register | Current year | 2 years | Destroy | None given | No notes |
| FIN-024 | Process of administering records relating to income received by Police Scotland and its predecessor forces:  Credit card transaction slips (income related) | Current year | 1 year | Destroy | None given | No notes |
| FIN-025 | Process of administering insurance related records involving Police Scotland and its predecessor forces:  Expired insurance contracts  Insurance policy documentation  Insurance register | Current year | Until business / operational requirements have ceased | Offer to archive | Public liability insurance  Employers liability insurance | No notes |
| FIN-026 | Process of administering insurance related records involving Police Scotland and its predecessor forces:  Insurance schedules | Current year | 10 years | Destroy | None given | No notes |
| FIN-027 | Process of administering insurance related records involving Police Scotland and its predecessor forces:  Insurance claims | Current year | 6 years | Destroy | Property claims Vehicle claims | No notes |
| FIN-028 | Process of administering inventories of equipment held by Police Scotland and its predecessor forces | Current year | 6 years | Destroy | Station inventories Asset registers | No notes |
| FIN-029 | Process of administering records relating to investments held by Police Scotland and its predecessor forces, including:  Contract notes for purchases & sales  Investment policies  Investment records  Register of certificates  Tax claims | Current year | 6 years | Destroy | None given | No notes |
| FIN-030 | Process of administering records relating to loans involving Police Scotland and its predecessor forces, including:  Debtors accounts control report  Debtors ledger, invoices & supporting documentation | Current year | 6 years | Destroy | None given | No notes |
| FIN-031 | Process of administering records relating to pensions for police & support staff:  Actuarial valuation records  Trust deeds and rules  Contribution records  Fund annual accounts  Pension investment records  Trustees minute book | Current year | Until business / operational requirements have ceased | Offer to archive | None given | No notes |
| FIN-032 | Process of administering records relating to pensions for police & support staff:  Pension scheme investment policies  Records of ex-pensioners | Cessation of benefit | 6 years | Destroy | None given | No notes |
| FIN-033 | Process of administering records relating to pensions for police & support staff:  Certificate of existence & continued entitlement  Changes of payment | Current year | 6 years | Destroy | None given | No notes |
| FIN-034 | Process of administering records relating to property held by Police Scotland, including:  Property leases, land searches | See notes | See notes | See notes | None given | Refer to Property |
| FIN-035 | Process of administering salaries and wages paid to employees of Police Scotland and its predecessor forces:  Annual return of superannuation contributions | Current year | Until business / operational requirements have ceased | Offer to archive | None given | No notes |
| FIN-036 | Process of administering salaries and wages paid to employees of Police Scotland and its predecessor forces:  Monthly return of superannuation contributions  Reconciliation of superannuation contributions | Current year | 10 years | Destroy | None given | No notes |
| FIN-037 | Process of administering salaries and wages paid to employees of Police Scotland and its predecessor forces:  BACS listings / BACS amendments & output | Current year | 3 years | Destroy | None given | No notes |
| FIN-038 | Process of administering salaries and wages paid to employees of Police Scotland and its predecessor forces:  Clock cards | Current year | 2 years | Destroy | None given | No notes |
| FIN-039 | Process of administering salaries and wages paid to employees of Police Scotland and its predecessor forces:  Inland revenue & contributions  Agency documents  Expenses claims / overtime claims  New start / termination / transfer forms  Payroll adjustment documentation / payroll reconciliations  Sick pay records / data timesheets  Voluntary deductions | Current year | 6 years | Destroy | None given | No notes |
| FIN-040 | Process of administering salaries and wages paid to employees of Police Scotland and its predecessor forces:  Fit notes / medical certificates | Current year | Retain until SCoPE updated | Destroy | None given | No notes |
| FIN-041 | Process of administering records relating to stocks and stores held by Police Scotland and its predecessor forces:  Delivery notes  Goods inward & outwards record books / goods received sheet  Purchase order copies  Stock adjustment sheets / stock inventories & stock sheets  Stores requisitions / stores transfer & sales | Current year | 6 years | Destroy | Stationery, uniform clothing, fuel stock control systems | No notes |
| FIN-042 | Process of administering records relating to stocks and stores held by Police Scotland and its predecessor forces:  Bin cards | Current year | 3 years | Destroy | None given | No notes |
| FIN-043 | Process of administering records relating to accounts of commercial suppliers to Police Scotland and its predecessor forces:  Capital invoices | Current year | 10 years | Destroy | None given | No notes |

### Firearms

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| FIR-001 | The process of administering records relating to current certificates in respect of firearm, shot gun and air weapon licensing:  Initial grant application | Current year | 10 years | Destroy | Initial application form  NFEL enquiry report  Supplementary forms  GP response form | Home Office Statutory Guidance for Chief Officers of Police on Firearms Licensing requires licence holder and dealer records to be retained for 10 years to facilitate background checks  GP response required for subsequent renewals – retain initial response while certificate is valid. |
| FIR-002 | The process of administering records relating to current certificates in respect of firearm, shot gun and air weapon licensing:  Firearm certificate renewal application | Current year | 10 years | Destroy | Application form  NFEL enquiry report  Supplementary forms | No notes |
| FIR-003 | The process of administering records relating to current certificates in respect of firearm, shot gun and air weapon licensing:  Shot gun certificate renewal application | Current year | 10 years | Destroy | Application form  NFEL enquiry report  Supplementary forms | No notes |
| FIR-004 | The process of administering records relating to current certificates in respect of firearm, shot gun and air weapon licensing:  Air weapon certificate renewal application | Current year | 10 years | Destroy | Application form  NFEL enquiry report  Supplementary forms | No notes |
| FIR-005 | The process of administering records relating to current certificates in respect of firearm, shot gun and air weapon licensing:  Transfer of firearm / shotgun notification | Current year | 30 years from destruction of weapon | Destroy | Application form  NFEL enquiry report  Notification of weapon transfers | To comply with EU Directive 2017/853 |
| FIR-006 | The process of administering records relating to current certificates in respect of firearm, shot gun and air weapon licensing:  Address change notification | Current year | 10 years | Destroy | Notifications of change  NFEL enquiry report | No notes |
| FIR-007 | The process of administering records relating to current certificates in respect of firearm, shot gun and air weapon licensing:  Information memoranda | Current year | 10 years | Destroy | NFEL enquiry report  Correspondence | No notes |
| FIR-008 | The process of administering records relating to current certificates in respect of firearm, shot gun and air weapon licensing:  Advisory letter to holder & related memoranda | Current year | 10 years | Review | NFEL enquiry report  Correspondence | No notes |
| FIR-009 | The process of administering records relating to current certificates in respect of firearm, shot gun and air weapon licensing:  Firearm variation applications | Current year | 10 years | Destroy | Variation application forms  NFEL enquiry report  Correspondence | No notes |
| FIR-010 | The process of administering records relating to current certificates in respect of firearm, shot gun and air weapon licensing:  Transfer of firearms to Northern Ireland | Current year | 1 year | Destroy | Application form  NFEL enquiry report  Internal correspondence | No notes |
| FIR-011 | The process of administering records relating to current certificates in respect of firearm, shot gun and air weapon licensing:  Change of name notification | Current year | 10 years | Destroy | Notifications of change  NFEL enquiry report | Name change will be stored in Shogun Log, notification until next renewal |
| FIR-012 | The process of administering records relating to cancelled certificates for firearm, shot gun and air weapon certificates | Current year | 1 year | Destroy | Cancellation documentation  NFEL enquiry report  Internal correspondence | Weapon transfer information must be retained for 30 years after destruction of weapons to comply with EU Directive 2017/853 |
| FIR-013 | The process of administering records relating to the revocation of firearm, shot gun and air weapon certificates | Revocation | 10 years | Review | NFEL enquiry report  Internal correspondence | Weapon transfer information must be retained for 30 years after destruction of weapons to comply with EU Directive 2017/853 |
| FIR-014 | The process of administering records relating to the refusal to grant a firearm shot gun and air weapon certificates | Refusal | 10 years | Review, then review every 5 years | Application form  NFEL enquiry report  Internal correspondence | No notes |
| FIR-015 | The process of administering records relating to the voluntary surrender of a firearm, shot gun or air weapon certificate | Surrender | 10 years | Review | Application form  NFEL enquiry report  Internal correspondence | Weapon transfer information must be retained for 30 years after destruction of weapons to comply with EU Directive 2017/853 |
| FIR-016 | The process of administering records relating to the voluntary withdrawal of firearm, shot gun and air weapon applications:  Withdrawn during enquiry for genuine reasons (no suitability review pending or ongoing) | Current year | 1 year | Destroy | Application form  NFEL enquiry report  Internal correspondence | No notes |
| FIR-017 | The process of administering records relating to the voluntary withdrawal of firearm, shot gun and air weapon applications:  Withdrawn during enquiry prior to recommendation of refusal | Withdrawal | 10 years | Review, then review every 5 years | Application form  NFEL enquiry report  Internal correspondence | No notes |
| FIR-018 | The process of administering temporary permits (Section 7) | Current year | 1 year | Destroy | Application form  NFEL enquiry Report  Internal correspondence | No notes |
| FIR-019 | The process of administering records relating to the disposal of firearms and shotguns | Current year | 30 years after destruction of weapons | Destroy | Firearms surrendered e.g. amnesty initiative | To comply with EU Directive 2017/853 |
| FIR-020 | The process of administering records relating to transactions in firearms conducted by firearms dealers:  Initial application form & enquiry papers | Current year | 10 years | Destroy | Application form  NFEL enquiry report  Internal correspondence | Business plans and crime prevention surveys must be retained for life of certificate |
| FIR-021 | The process of administering records relating to transactions in firearms conducted by firearms dealers:  Firearms dealer renewal application | Current year | 10 years | Destroy | Application form  NFEL enquiry report  Internal correspondence | No notes |
| FIR-022 | The process of administering records relating to transactions in firearms conducted by firearms dealers:  Firearms dealer routine inspection records | Current year | 30 years after destruction of weapons listed on reports | Destroy | NFEL enquiry report  Internal correspondence | To comply with EU Directive 2017/853 |
| FIR-023 | The process of administering records relating to transactions in firearms conducted by firearms dealers:  Cancelled firearms dealers records | Current year | 30 years after destruction of weapons listed on reports | Destroy | NFEL enquiry report  Internal correspondence | To comply with EU Directive 2017/853  Dealer records should be handed over to Police |
| FIR-024 | The process of administering records relating to transactions in firearms conducted by firearms dealers:  Record of sales / transactions of firearms / shot guns on removal of dealer from the register | Current year | 30 years after destruction of weapons listed on reports | Destroy | Record of sales and transactions registers | To comply with EU Directive 2017/853  Dealer records should be handed over to Police |
| FIR-025 | The process of administering records relating to transactions in firearms conducted by firearms dealers:  Refusal to enter or removal of dealer from police register | Current year | 10 years | Review | Surrendered dealer records  Revoked dealer records  Refused applications for registration | All weapon transfer information must be retained for 30 years after destruction of weapons to comply with EU Directive 2017/853  Dealer records should be hand over to Police |
| FIR-026 | The process of administering records relating to transactions in firearms conducted by firearms dealers:  Additional place of business | Current year | 10 years | Destroy | NFEL enquiry report  Internal Correspondence | No notes |
| FIR-027 | The process of administering records relating to transactions in firearms conducted by firearms dealers:  Game fair authorisations and temporary dealerships | Current year | 10 years | Destroy | NFEL enquiry report  Internal correspondence | No notes |
| FIR-028 | The process of administering records relating to the issue of European Firearms Passes | See notes | See notes | See notes | None given | Rule retired following termination of Police Scotland’s involvement in the scheme. |
| FIR-029 | The process of administering records relating to the issue of Article 7 authorisations | Current year | Life of the authorisation | Destroy | None given | Current authorisation only |
| FIR-030 | The process of administering records relating to approved rifle & muzzle loading target shooting clubs:  ARMLTS club initial applications & enquiry papers | Current year | Until next renewal is complete | Destroy | Application forms  NFEL enquiry report  Internal correspondence | No notes |
| FIR-031 | The process of administering records relating to approved rifle & muzzle loading target shooting clubs:  ARMLTS club renewal applications | Current year | Until next renewal is complete | Destroy | Application forms  NFEL enquiry report  Internal correspondence | No notes |
| FIR-032 | The process of administering records relating to approved rifle & muzzle loading target shooting clubs:  ARMLTS range safety certificate | Current year | Life of certificate | Destroy | NFEL enquiry report  Internal correspondence | No notes |
| FIR-033 | The process of administering records relating to approved rifle & muzzle loading target shooting clubs:  ARMLTS Scottish Ministers’ approval | Current year | Until superseded | Destroy | NFEL enquiry report  Internal correspondence | No notes |
| FIR-034 | The process of administering records relating to approved rifle & muzzle loading target shooting clubs:  ARMLTS variations to club firearm certificate  ARMLTS notification of change of certificate holder | Current year | 30 years after destruction of weapons listed on Club FC | Destroy | NFEL enquiry report  Internal correspondence | To comply with EU directive 2017/853 |
| FIR-035 | The process of administering records relating to approved rifle & muzzle loading target shooting clubs:  Refusal to grant or renew Scottish Ministers’ approval | Current year | 10 years | Review | NFEL enquiry report  Internal correspondence  Scottish Government correspondence | Weapon information on club certificate must be retained for 30 years after destruction of weapons to comply with EU directive 2017/853 |
| FIR-036 | The process of administering records relating to British Visitor Permits for firearms, shotguns and air weapons | Current year | 1 year | Destroy | Application form  Internal correspondence | PID must be retained with all weapon transfer information for 30 years after destruction of weapon to comply with EU Directive 2017/853 |
| FIR-037 | The process of administering records relating to explosive premises:  Explosive premises initial application form | Current year | Until first renewal is complete | Destroy | Application forms  Internal reports  Correspondence | No notes |
| FIR-038 | The process of administering records relating to explosive premises:  Explosive premises renewal application | Current year | Until next renewal is complete | Destroy | Application forms  Internal reports  Correspondence | No notes |
| FIR-039 | The process of administering records relating to explosive premises:  Explosive premises routine inspection record | Current year | Until next renewal is complete | Destroy | Inspection records  File content | No notes |
| FIR-040 | The process of administering records relating to explosive premises:  Cancelled explosive premises records | Current year | 5 Years | Destroy | Application forms  Enquiry papers | No notes |
| FIR-041 | The process of administering records relating to explosive premises:  Acquire only explosives certificates  Acquire & keep explosives certificates (private use) | Current year | Until next renewal is complete | Destroy | Application forms  Enquiry papers | No notes |
| FIR-042 | The process of administering records relating to explosive premises:  Refusal to grant explosives certificates and licenses | Current year | 10 years | Review | NFEL enquiry report  Internal correspondence  Application forms  HSE correspondence | No notes |
| FIR-043 | Administration of applications for a Snaring Operator Identification Number | Current year | Lifetime of license | Destroy | Applications | Wildlife and Natural Environment Act (Scotland) 2011 |

### Fleet

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| FLT-001 | Process of administering the purchase, maintenance and service history of police vehicles | Disposal of vehicle | 6 years | Destroy | Maintenance records, service history, MOT | No notes |
| FLT-002 | V5 forms | Disposal of vehicle | 3 years | Destroy | Handover form | Record of sale of the vehicle |
| FLT-003 | Vehicle logs | Disposal of vehicle | 1 year | Destroy | HORT4 books, vehicle journey records | Road Traffic Act 1988 s.172 |
| FLT-004 | Process of administering fuel cards:  Fuel transaction receipts | Current month | 3 months | Destroy | Fuel transaction receipts, fuel transaction disks | No notes |
| FLT-005 | Process of administering fuel cards:  Detailed transaction sheet | Current year | 2 years | Destroy | Detailed transaction sheet | Detailed transaction sheet is not the financial record which will be held by Finance (current year + 6) |
| FLT-006 | Process of administering vehicle hires:  booking, receipt & return of hired vehicle (TranMan system) | Current year | 6 years | Destroy | None given | No notes |
| FLT-007 | Process of administering vehicle hires:  Booking request and return of vehicle forms | Current year | 3 years | Destroy | None given | No notes |
| FLT-008 | Fleet statistics | Current year | 6 years | Destroy | Annual mileage, fleet size, accidents | No notes |
| FLT-009 | Records related to accident damage and repairs to non-fleet vehicles | Current year | 6 years | Destroy | TranMan system | No notes |
| FLT-010 | The process of administering records relating to telematics deployed in fleet vehicles:  Journey data | Disposal of vehicle | 1 year | Destroy | Data relating to: ignition; braking; indicators; lights; high beam; flashing headlights; side lights; siren; blue lights - on/off; rear flashing red lights; date and time; distance; mileage | No notes |
| FLT-011 | The process of administering records relating to telematics deployed in fleet vehicles:  High frequency collision data | Upload to server | 24 hours | Destroy | Data relating to: GPS latitude; GPS longitude; system parameter accelerator pedal position; system parameter brake switch; system parameter clutch switch; system parameter left turn switch; system parameter right turn switch; system parameter revolutions per minute (RPM) | Data typically held in vehicle hardware memory for 3 days until overwritten.  This can only be recovered by physical interrogation by an authorised user and requires de-encryption before sending to Police Scotland via the server to an authorized recipient.  Once downloaded, the recipient becomes the sole owner of the data. It is no longer retrievable from the vehicle or the server. |
| FLT-012 | The process of administering records relating to telematics deployed in fleet vehicles:  Attributable driver behaviour data | Upload to server | 24 hours | Destroy | Data relating to: acceleration; braking; turning; safety events | No notes |
| FLT-013 | The process of administering records relating to telematics deployed in fleet vehicles:  Vehicle diagnostics alerts | Disposal of vehicle | 1 year | Destroy | None given | No notes |
| FLT-014 | The process of administering records relating to telematics deployed in fleet vehicles:  Driver identity | Current year | 12 years | Destroy | None given | Identity of driver of a police vehicle required for any given time by Section 172 of the Road Traffic Act of 1988  Subject to bi-annual review by SRO |

### Health and safety

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| HAS-001 | Policy statement of Police Scotland and its predecessor forces relating to health and safety at work | Current year | Permanent | Retain | Policy statement | Health & Safety at Work, etc. Act 1974 s2(3) |
| HAS-002 | Records relating to the management of health and safety at work:  Inspection reports | Date of issue | 6 years | Destroy | H&S inspection reports | Management of Health & Safety at Work Regs 1999/3242 regs 3 & 5 |
| HAS-003 | Records relating to the management of health and safety at work:  Generic risk assessments | Current year | 10 years | Destroy | Manual handling risk assessments, operational risk assessments | Management of Health & Safety at Work Regs 1999/3242 regs 3 & 5 |
| HAS-004 | Records relating to accidents, injuries, diseases and dangerous occurrences at work:  Accident book | Last entry | 5 years | Destroy | Accident book | Social Security (Claims & Payments) Regs 1979/628 Regs 24 & 25 Reporting of Injuries, Diseases & Dangerous Occurrences Regs 2013/1471 Schedule 1 Part 2 |
| HAS-005 | Records relating to accidents, injuries, diseases and dangerous occurrences at work:  Accidents & dangerous occurrences | Current year | 5 years | Destroy | Report form F2508 | Social Security (Claims & Payments) Regs 1979/628 Regs 24 & 25 Reporting of Injuries, Diseases & Dangerous Occurrences Regs 2013/1471 Schedule 1 Part 2 |
| HAS-006 | Records relating to accidents, injuries, diseases and dangerous occurrences at work:  Diseases | Current year | 5 years | Destroy | Report form F2508A | Social Security (Claims & Payments) Regs 1979/628 Regs 24 & 25 Reporting of Injuries, Diseases & Dangerous Occurrences Regs 2013/1471 Schedule 1 Part 2 |
| HAS-007 | Records relating to employees exposed to asbestos at work under Control of Asbestos Regulations 2012:  Health surveillance of employees exposed to asbestos  Asbestos inspections  Asbestos registers  Asbestos incidents | Current year | 40 years | Destroy | Health surveillance records, inspection reports, registers, reports, correspondence | Control of Asbestos Regs 2012/632, Regs 6, 13, 19, 22, 33 |
| HAS-008 | Records relating to employees exposed to lead at work under Control of Lead at Work Regulations 2002:  Maintenance, examination & test of control measures - Reg 8(4) | Current year | 5 years | Destroy | Maintenance records | Control of Lead at Work Regs 2002/2676, Reg 8(4) |
| HAS-009 | Records relating to employees exposed to lead at work under Control of Lead at Work Regulations 2002:  Monitoring exposure - Reg 9(4) | Current year | 5 years | Destroy | Air monitoring | Control of Lead at Work Regs 2002/2676, Reg 9(4) |
| HAS-010 | Records relating to employees exposed to lead at work under Control of Lead at Work Regulations 2002:  Health surveillance of employees exposed to lead - Reg 10(5) | Current year | 40 years | Destroy | Health surveillance records | Control of Lead at Work Regs 2002/2676, Reg 10(5) |
| HAS-011 | Records relating to employees exposed to hazardous substances under COSHH Regulations 2002:  Assessment of risk to health - Reg 6 | Current year | 5 years | Destroy | COSHH assessment | Control of Substances Hazardous to Health Regs, 2002/ 2677, reg 6 |
| HAS-012 | Records relating to employees exposed to hazardous substances under COSHH Regulations 2002:  Group 3 & 4 biological agents - Reg 7(10) Schedule 3 Regulation 4(3) | Last entry | 40 years | Destroy | None given | Control of Substances Hazardous to Health Regs, 2002/2677, reg 7(10), Schedule 3 reg 4(3) |
| HAS-013 | Records relating to employees exposed to hazardous substances under COSHH Regulations 2002:  Special provision re biological agents - Schedule 9 | Last exposure | 40 years | Destroy | None given | Control of Substances Hazardous to Health Regs, 2002/2677 Schedule 9 |
| HAS-014 | Records relating to employees exposed to hazardous substances under COSHH Regulations 2002:  Maintenance, examination & test of control measures - Reg 9(4) | Current year | 5 years | Destroy | None given | Control of Substances Hazardous to Health Regs, 2002/2677, reg 9(4) |
| HAS-015 | Records relating to employees exposed to hazardous substances under COSHH Regulations 2002:  Monitoring general exposure at workplace - Reg 10(5) | Current year | 5 years | Destroy | None given | Control of Substances Hazardous to Health Regs, 2002/2677, reg 10(5) |
| HAS-016 | Records relating to employees exposed to hazardous substances under COSHH Regulations 2002:  Monitoring personal exposure at workplace - Reg 10(5) | Current year | 40 years | Destroy | List of relevant employees | Control of Substances Hazardous to Health Regs, 2002/2677, reg 10(5) |
| HAS-017 | Records relating to employees exposed to hazardous substances under COSHH Regulations 2002:  Health surveillance of employees exposed to hazardous substance - Reg 11(2) | Last entry | 40 years | Destroy | List of relevant employees health surveillance reports | Control of Substances Hazardous to Health Regs, 2002/ 2677, reg 11(2) |
| HAS-018 | Records relating to the protection of employees and others from radiation in the workplace:  Health surveillance of workers exposed to radiation - Reg 25(2) | Last entry | 50 years | Destroy | Health surveillance reports | Ionising Radiations Regulations 2017/ 3232, 25(2) |
| HAS-019 | Records relating to the protection of employees and others from radiation in the workplace:  Examining of respiratory protective equipment - Reg 11(2) | Current year | 2 years | Destroy | Equip examination records | Ionising Radiations Regulations 2017/ 3232, 11(2) |
| HAS-020 | Records relating to the protection of employees and others from radiation in the workplace:  Monitoring equipment carried by outside workers | Last use | 5 years | Destroy | Radiation Passbooks | Ionising Radiations Regulations 2017/ 3232, Schedule 8(9) |
| HAS-021 | Records relating to the protection of employees working in conditions involving compressed air:  Health surveillance of workers exposed to compressed air - Reg 10(3) | Last entry | 40 years | Destroy | Health surveillance records | Work in Compressed Air Regs 1996/1656, 10(3) |
| HAS-022 | Records relating to the protection of employees working in conditions involving compressed air:  Monitoring exposure at workplace - Reg 11(4) | Last entry | 40 years | Destroy | Exposure records | Work in Compressed Air Regs 1996/1656, 11(4) |
| HAS-023 | Records relating to the transportation of hazardous waste  Movement of special waste | Current year | 3 years | Destroy | Consignment notes | Special Waste Regs 1996/972 regs 15(4), 15(5), 15(7) and 15A(3) |
| HAS-024 | Records relating to the transfer of controlled waste | Current year | 2 years | Destroy | Consignment notes | Environmental Protection (Duty of Care) Regs 1991/2839 reg 3 |
| HAS-025 | Records relating to the use of work equipment in terms of the Provision & Use of Work Equipment Regulations 1998:  Maintenance of equipment | Last entry | 10 years | Destroy | Maintenance logs, test certificates | Provision & Use of Work Equipment Regs 1998/2306 reg 35(1) |
| HAS-026 | Records relating to the use of work equipment in terms of the Provision & Use of Work Equipment Regulations 1998:  Thorough inspection reports | Last entry | 10 years | Destroy | Inspection reports | Provision & Use of Work Equipment Regs 1998/2306 reg 35(1) Lifting Operations and Lifting Equipment Regs 1998/2307 reg 11(2) |
| HAS-027 | Records relating to the use of work equipment in terms of the Provision & Use of Work Equipment Regulations 1998:  Incidents arising | Last action | 5 years | Destroy | Incident reports | No notes |
| HAS-028 | Records relating to the use of work equipment in terms of the Provision & Use of Work Equipment Regulations 1998:  Incidents arising resulting in claim settlement | Claim settlement | 6 years | Destroy | Incident reports | No notes |
| HAS-029 | Records relating to precautionary measures taken in respect of fire:  Fire certificates | Expiry | 12 years or until superseded | Destroy | Fire certificates | Fire (Scotland) Act 2005 ss. 42(2) and 42(3) |
| HAS-030 | Records relating to precautionary measures taken in respect of fire:  Fire precautions & services | Date of issue | 10 years | Destroy | Fire risk assessments | No notes |
| HAS-031 | Records relating to the design and management aspects of construction work:  Maintenance logs Incident reports | Final entry or claim settlement | 6 years | Destroy | Maintenance logs, incident reports | Construction (Design & Management) Regulations 2015/51 |
| HAS-032 | Records relating to the design and management aspects of construction work:  Maintenance schedules | Date superseded | 10 years | Destroy | Maintenance schedules | Construction (Design & Management) Regulations 2015/51 |
| HAS-033 | Records relating to the design and management aspects of construction work:  Health & safety files & plans | Current year | Life of property | Destroy | Health & safety files/plans | Construction (Design & Management) Regulations 2015/51 |
| HAS-034 | Records relating to the monitoring of noise in the workplace in terms of The Control of Noise at Work Regulations 2005:  Noise assessments - Reg 5 | Current year | Until superseded | Destroy | Audiometric test records | The Control of Noise at Work Regs 2005/1643, reg 5 |
| HAS-035 | Records relating to the monitoring of noise in the workplace in terms of The Control of Noise at Work Regulations 2005:  Noise assessment reviews - Reg 5 | Current year | Until superseded | Destroy | None given | The Control of Noise at Work Regs 2005/1643, reg 5 |
| HAS-036 | Records relating to the monitoring of noise in the workplace in terms of The Control of Noise at Work Regulations 2005:  Hearing tests - Reg 9 | Current year | 3 years | Destroy | Hearing test results | The Control of Noise at Work Regs 2005/1643, reg 9 |
| HAS-037 | Records relating to the monitoring of noise in the workplace in terms of The Control of Noise at Work Regulations 2005:  Exemption certificates - Reg 11 | Current year | 3 years | Destroy | None given | The Control of Noise at Work Regs 2005/1643, reg 11 |
| HAS-038 | Records relating to the monitoring of display screens and related workstations in the workplace:  Eyesight tests - Reg 5 | Current year | 3 years | Destroy | Eyesight test results | Health & Safety (Display Screen Equipment) Regs 1992/2792 reg 5 |
| HAS-039 | Records relating to the monitoring of display screens and related workstations in the workplace:  Workstation assessments - Reg 2 | Current year | 3 years | Destroy | Workstation assessments | Health & Safety (Display Screen Equipment) Regs 1992/2792 reg 2 |

### Information Governance

#### Archive arrangements

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| IGV-001 | Archive deposit agreement | Current year | Until business / operational requirements have ceased | Offer to archive | None given | Best practice in management of assets |
| IGV-002 | Catalogue / inventory of records transferred to archives | Current year | Until business / operational requirements have ceased | Offer to archive | None given | Best practice in management of assets |
| IGV- 003 | Police history and genealogical enquiries | Current year | 1 year | Destroy | History of the force / former forces, family history research | FAQs should be considered for inclusion in publication scheme / Internet |

#### Disclosure of information

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| IGV-004 | Data protection subject access requests (SARs) | Current year | 3 years | Destroy | None given | Unless SAR is part of invoice, then current year + 6 |
| IGV-005 | Part V disclosure unit enquiries | Current year | 3 years | Destroy | None given | Refer to ‘Public Protection’ for PVG applications |
| IGV-006 | The process of researching and replying to freedom of information (FOI) requests | Current year | 3 years | Destroy | Enquiries made possible by FOI (Scotland) Act | Best practice |
| IGV-007 | Statistical information on the number of freedom of information (FOI) requests received, compliance with timescales, exemptions used etc. | Current year | 10 years | Destroy | Enquiries made possible by FOI (Scotland) Act | Best practice |
| IGV-008 | Development and publication of service publication scheme under the FOI (Scotland) Act 2002:  Publication scheme | Current year | Until business / operational requirements have ceased | Offer to archive | Publication scheme | Freedom of Information (Scotland) Act 2002 s.23 |
| IGV-009 | Development and publication of service publication scheme under the FOI (Scotland) Act 2002:  All other records | Current year | 1 year | Destroy | Working papers | Freedom of Information (Scotland) Act 2002 s.23 |

#### Information security

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| IGV-010 | Information security accreditation document sets: generic | Current year | 3 years | Destroy | None given | No notes |
| IGV-011 | Information security accreditation document sets: other | Current year | Until superseded | Destroy | None given | No notes |
| IGV-012 | Information security technical documentation | Current year | Until superseded | Destroy | None given | No notes |
| IGV-018 | Information security incident log | Current year | 5 years | Destroy | None given | No notes |
| IGV-019 | Cyber security event log | Date created | 1 year | Destroy | None given | No notes |

#### Records management

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| IGV-013 | File plans, indexes and inventories | Current year | Until all records referred to are destroyed | Destroy | None given | Can be useful for researching older records |
| IGV-014 | Guidance notes and procedures | Current year | Until superseded | Review | None given | Can be useful for researching older records |
| IGV-015 | The process of maintaining an information asset register (IAR) | Current year | Until superseded | Review | None given | No notes |
| IGV-016 | List of records destroyed | Current year | Until business / operational requirements have ceased | Offer to archive | Disposal certificates, index / catalogue of records destroyed | FOI (Scot) Act 2002 s61 Records Management Code of Practice |
| IGV-017 | Process of developing and maintaining the record retention schedule | Current year | Until business / operational requirements have ceased | Offer to archive | Retention schedule, review / appraisal criteria & guidelines | FOI (Scot) Act 2002 s61 Records Management Code of Practice |

### Intelligence

#### General

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| INT-001 | Intelligence recording:  Where existing intelligence indicates that a person is a “core nominal” i.e., they are a leading member of an organised crime group, or as an individual, exercises control and direction over others involved in serious and organised crime.  Or intelligence indicates the person has committed:  Group 1 crime of violence (e.g. murder, culpable homicide, serious assault, extortion, firearms, threats, death by dangerous or careless driving, abduction, modern slavery, domestic abuse, cruelty to children and robbery).  Or Group 2 sexual crimes (e.g. rape, sexual assault, child sexual abuse and exploitation) | Current year | 12 years | Review | Scottish Intelligence Database 3x5x2 System | The DPA 2018 requires that personal data should not be kept longer than is necessary for the purpose for which it was acquired.  Accordingly, SID intelligence material will be subject to regular review and weeding as per the SID Standard Operating Procedure (SOP). Intelligence material that is no longer of intelligence value should (where no exceptions occur as per the SID SOP) be destroyed. |
| INT-002 | Intelligence recording:  Intelligence indicates the person has committed a crime in the below categories, that on conviction, they could be expected to be imprisoned for a term of 3 years or more if they are over the age of 21 years of age, or expected to be detained for the same period if under the age of 21 years of age.  Group 3 - crimes of dishonesty  Group 4 – fire-raising, malicious mischief etc.  Group 5 - other crimes (possession of weapons, drug offences, bail offences etc.) | Current year | 6 years | Review | Scottish Intelligence Database 3x5x2 System | Where it is believed that intelligence material should be retained on the grounds of significant public interest (i.e. maintenance of the security and integrity of law enforcement agencies or other public authorities), the material; may be retained subject to:   * A record being made of the reason for the retention; * Regular review of its continuing retention; and * The imposition of additional safeguards concerning access.   LIOs are responsible for this process. |
| INT-003 | See notes | See notes | See notes | See notes | None given | Retention rule removed and superseded by updated rule ref INT-004 |
| INT-004 | Intelligence recording:  Where intelligence indicates that a person is involved in any form of criminality, other than those for which the punishment is imprisonment. (e.g. road traffic offences, vandalism, anti-social and disorder).  Or where the intelligence is not linked to a specific person or address, or where the intelligence is time specific (i.e. organised event on a specific day). | Current year | 1 year | Review | Scottish Intelligence Database 3x5x2 System | No notes |
| INT-005 | RIPA, RIPSA, IPA 2016 & Part III Police Act | Current year | 6 years | Review | Applications, authorisations, reviews, renewals | All examples relate to Directed and Intrusive Surveillance and Part III of Police Act.  The Central Authorities Bureau (CAB) are responsible for these records and will provide guidance on the conducting of retention reviews for any material obtained through investigatory powers. |
| INT-006 | RIPA, RIPSA covering Covert Human Intelligence Sources (CHIS) | Current year | 3 years | Review | Applications, authorisations, reviews, renewals | RIPA legislation states records should be kept for 3 years. Before being destroyed the permission of the Authorising Officer or similar rank is required.  The Central Authorities Bureau (CAB) are responsible for these records and will provide guidance on the conducting of retention reviews for any material obtained through investigatory powers. |
| INT-007 | E-Briefing records:  Archive | Date created | 90 days | Destroy | Daily officer briefings including officer safety information, current missing persons, individuals subject to warrants etc. | This does not include information on officer tasking, general actions, or NIM products |
| INT-008 | E-Briefing records:  Live system | Date created | 7 days | Destroy | Daily officer briefings including officer safety information, current missing persons, individuals subject to warrants etc. | This does not include information on officer tasking, general actions, or NIM products |
| INT-009 | NIM products:  Strategic assessments | Current year | 10 years | Review | Including minutes of meetings where these detail the decision making and risk assessment processes | No notes |
| INT-010 | NIM products:  Exceptional tactical assessments (e.g. T in the Park, G8 etc.) | Current year | Until business / operational requirements have ceased | Offer to archive | Including minutes of meetings where these detail the decision making and risk assessment processes | No notes |
| INT-011 | NIM products:  Large scale tactical assessments | Current year | 5 years | Review | None given | No notes |
| INT-012 | NIM products:  Routine tactical assessments | Current year | 2 years | Review | None given | No notes |
| INT-013 | NIM products:  Control strategy | Current year | 10 years | Review | None given | No notes |
| INT-014 | NIM products:  Problem profiles / target profiles | Current year | 2 years | Review | None given | No notes |
| INT-015 | NIM products:  Minutes of meetings (not included under strategic or tactical assessments above) | Current year | 2 years | Destroy | None given | No notes |
| INT-016 | ANPR records:  Non-relevant data | Date created | 1 year | Destroy | ANPR system data | National Police Chief’s Council guidance |
| INT- 017 | ANPR records:  Data relevant to ongoing investigations or required as evidence | Date created | Review every 6 months until no longer required | Destroy | None given | No notes |

#### Organised crime and counter terrorism

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| INT-018 | Nominal files and associated intelligence reports | Current year | First review after 1 year, subsequent reviews at least every 5 years | Review | None given | No notes |
| INT-019 | Policies and procedures | Current year | Until superseded | Review | None given | No notes |
| INT-020 | The process of administering the registration of foreign nationals | Closure | 6 years | Destroy | Registration cards  Electronic database entries | Home Office UK Police Registration Scheme Manual of Guidance  Closure occurs when a foreign national is no longer legislatively required to register with the Police, when either their visa expires or they leave the country. |

### Licensing

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| LIC-001 | The process of administering records in respect of liquor licensing:  Personal licences | Current year | Until either completion of next renewal (10 years) or current year + 1 after expiry | Destroy | Enquiry papers, internal reports, databases & correspondence relating to licensees | Licensing (Scotland) Act 2005 Sections 20, 20(4), 22 and 77  Retention period may be extended in event of information likely to result in observation / objection to authority |
| LIC- 002 | The process of administering records in respect of liquor licensing:  Premises licences | Current year | Until superseded or 1 year after closure of premises (where a premises licence has been forwarded by local board) | Destroy | Enquiry papers, internal reports, databases & correspondence relating to licensed premises, e.g.:  Public houses, hotels, restricted hotels, entertainment refreshment, restaurants, off sales, seamen's canteens, registered clubs | Licensing (Scotland) Act 2005 Sections 20, 20(4), 22 and 77  Retention period may be extended in event of information likely to result in observation / objection to authority |
| LIC-003 | The process of administering records in respect of liquor licensing:  Operating plans / layout plans | Current year | Until superseded or 1 year after closure of premises | Destroy | None given | No notes |
| LIC-004 | The process of administering records in respect of liquor licensing:  Premises licence applications (only where the department receives the premises license) | Current year | Retain until licence and operating plan / layout plan, as granted, is received | Destroy | None given | No notes |
| LIC-005 | The process of administering records in respect of liquor licensing:  Premises licence interview / report form | Current year | Until superseded or 1 year after transfer / expiry, except where comment / representation made in which case retain for current year + 6 unless licence is surrendered during period in which case year of surrender + 1 | Destroy | None given | No notes |
| LIC-006 | The process of administering records in respect of liquor licensing:  Letters of representation  Letters of objection  Premises review applications | Current year | 6 years, unless licence surrendered during period in which case year of surrender plus 1 | Destroy | Includes background papers/presentations | No notes |
| LIC-007 | The process of administering records in respect of liquor licensing:  Extended hours applications  Occasional licences | Current year | 1 year | Destroy | None given | No notes |
| LIC-008 | The process of administering records in respect of liquor licensing:  Record of visits / licence holder interviews | Current year | 6 years, except where premises close during this period in which case year of closure + 1 | Destroy | None given | No notes |
| LIC-009 | The process of administering records in respect of liquor licensing:  Letters of complaint received | Current year | 3 years; where action taken, date of action + 6 years | Destroy | None given | No notes |
| LIC-010 | The process of administering records in respect of miscellaneous in terms of the Civic Government (Scotland) Act 1982:  Grant & renewal applications (with no objections) | Current year | Until either completion of next renewal / expiry or 3 years | Destroy | Enquiry papers, internal reports, databases & correspondence relating to the following licences:  Taxi & private hire car, second-hand dealers, metal dealers, boat hire, street traders, market operators, public entertainment, indoor sports entertainment, late hour catering, window cleaners, charitable collections and sex shops | Civic Government (Scotland) Act 1982 Schedule 1 Section 8  Retention period may be extended in event of information likely to result in observation / objection to authority |
| LIC-011 | The process of administering records in respect of miscellaneous in terms of the Civic Government (Scotland) Act 1982:  Grant & renewal applications (with objections or representations) | Current year | 6 years | Destroy | None given | No notes |
| LIC-012 | The process of administering records in respect of miscellaneous in terms of the Civic Government (Scotland) Act 1982:  Public processions | Current year | 1 year, except where classed as major in terms of ‘Operations’ OPS-014 in which case current year + 6 | Destroy | All enquiry forms and applications | No notes |
| LIC-013 | The process of administering records relating to betting, gaming and lotteries:  Grant & renewal applications (with no objections) | Current year | Completion of next renewal / expiry | Destroy | Enquiry papers, internal reports, databases & correspondence relating to:  Betting offices, bookmakers, gaming machines, bingo clubs, casinos, registered societies | Gambling Act 2005 s22, schedule 14 s13  Gaming Act 2005  Lotteries & Amusements Act 1976  Gaming (Bingo) Act 1985  Retention may be extended in event of information likely to result in observation / objection to authority |
| LIC-014 | The process of administering records relating to betting, gaming and lotteries:  Grant & renewal applications (with no objections or representations) | Current year | Current year + 6 | Destroy | None given | Gambling Act 2005 s22, schedule 14 s13  Gaming Act 2005  Lotteries & Amusements Act 1976  Gaming (Bingo) Act 1985  Retention may be extended in event of information likely to result in observation / objection to authority |
| LIC-015 | The process of administering records relating to pedlars:  Grant & renewal applications | Current year | Until completion of next renewal/ expiry except where grant refused in which case current year + 6 | Destroy | Enquiry papers, internal reports & correspondence | Pedlars Act 1871 ss. 5(5), 5(6), 8 and 9 |
| LIC-016 | The process of administering records relating to pedlars:  Police register | Current year | Until business / operational requirements have ceased | Offer to archive | Station registers | No notes |
| LIC-017 | The process of administering records relating to checks of chemist registers:  Inspection records  Destruction of controlled drugs | Current year | 2 years | Destroy | Computerised systems forms P129  Drugs destruction forms | Misuse of Drugs Act 1971 s10 |
| LIC-018 | The process of administering records relating to test purchasing | Current year | 1 year | Destroy | Record of test purchaser exercise/ declaration forms of test purchaser | No notes |
| LIC-019 | Pub Watch / Pub Safe  Record of persons banned | End of ban | 3 years | Destroy | None given | No notes |
| LIC-020 | Best Bar None scheme  Record of inspections | Current year | 2 years | Destroy | None given | No notes |

### Media and communications

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| MAC-001 | Advertising and publicity material for use in internal or external campaigns and projects:  Single instance | Current year | End of project/ campaign | Destroy | Posters, photographs, leaflets, working briefs, audio-visual, online material | ISO 5466 Storage of processed safety photographic film  BS-ISO 10356 Storage and handling of nitrate-based motion picture film  BS-ISO 12606 Care and preservation of magnetic audio recordings for motion picture and television |
| MAC-002 | Advertising and publicity material for use in internal or external campaigns and projects:  Recurring campaigns / projects | Date created | 2 years | Review | Posters, Photographs, leaflets, working briefs, audio-visual, online material | ISO 5466 Storage of processed safety photographic film  BS-ISO 10356 Storage and handling of nitrate-based motion picture film |
| MAC-003 | Advertising and publicity material for use in internal or external campaigns and projects:  Drafts and development material | Date created | Until final copies prepared | Review / Destroy | Posters, photographs, leaflets, working briefs, audio-visual, online material | ISO 5466 Storage of processed safety photographic film  BS-ISO 10356 Storage and handling of nitrate-based motion picture film |
| MAC-004 | Providing information to the media:  Non-incident related | Current year | 2 years | Destroy | Press releases, press conference previews | No notes |
| MAC-005 | Providing information to the media:  Standard crime enquiries / incidents | Current year | 6 years | Destroy | Press releases, press conference previews | No notes |
| MAC-006 | Providing information to the media:  Serious crime enquiries / major incidents | Current year | 12 years | Review | Press releases, press conference previews | Consider retention of information supplied to media relating to serious crime enquiries / major incidents for as long as case is retained |
| MAC-007 | Providing information to the media:  Finding aids (indexes, catalogues, etc.) | Current year | 12 years | Destroy | Paper based / computerised press release indexing systems | No notes |
| MAC-008 | Providing information to the media:  Image library | Current year | Until business / operational requirements have ceased | Review / offer select to Archive | Electronic and paper image libraries | ISO 5466 Storage of processed safety photographic film  BS-ISO 10356 Storage and handling of nitrate-based motion picture film  BS-ISO 12606 Care and preservation of magnetic audio recordings for motion picture and television |
| MAC-009 | Providing information to the media:  Prepared answers to routine questions | Current year | Until superseded | Destroy | None given | No notes |
| MAC-010 | Monitoring information in the media:  Non-incident related | Current year | 2 years | Destroy | Press cuttings, audio-visual tapes of televised / radio reports | BS-ISO 12606 Care and preservation of magnetic audio recordings for motion picture and television |
| MAC-011 | Monitoring information in the media:  Incident | Current year | 6 years | Destroy | Press cuttings, audio-visual tapes of televised / radio reports | BS-ISO 12606 Care and preservation of magnetic audio recordings for motion picture and television |
| MAC- 012 | Monitoring information in the media:  Major incidents | Current year | 12 years | Review | Press cuttings, audio-visual tapes of televised / radio reports | BS-ISO 12606 Care and preservation of magnetic audio recordings for motion picture and television |
| MAC-013 | Monitoring information in the media:  Digests of information / finding aids | Current year | Until business / operational requirements have ceased | Offer to archive | Press report digests | No notes |
| MAC-014 | Special events:  Events of historical significance | Current year | Until business / operational requirements have ceased | Review / offer to Archive | Correspondence, reports, visitor books, calendars, brochures and guides, programme of events, audio-visual record of proceedings | Seek to retain at least one copy for reference / historical purposes |
| MAC-015 | Special events:  Other events | Current year | 3 years | Review | Correspondence, reports, visitor books, calendars, brochures and guides, programme of events, audio-visual record of proceedings | No notes |
| MAC-016 | Development and publication of service magazines or equivalent:  Magazines and select photos | Current year | Until business / operational requirements have ceased | Offer to archive | Service magazine / newsletter, select photographs | Select photos for permanent retention |
| MAC-017 | Development and publication of service magazines or equivalent:  All other records | Current year | 1 year | Destroy | Working papers, photographs | No notes |
| MAC-018 | Journals | Current year | 1 year | Review | Magazines, journals, papers, received by police | It may be prudent to retain one copy for reference in a library, with guidelines as to how far back issues are kept |

### Operational support services

#### Air support

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| OSS-001 | Administration of helicopter and Remotely Piloted Aircraft Systems (RPAS) flying hours and duties:  Incidents requiring helicopter / RPAS assistance | See notes | See notes | See notes | None given | Retain as per Crime |
| OSS-002 | Administration of helicopter and Remotely Piloted Aircraft Systems (RPAS) flying hours and duties:  Accidents involving helicopter | Current year | Until business / operational requirements have ceased | Offer to archive | None given | No notes |
| OSS-003 | Administration of helicopter and Remotely Piloted Aircraft Systems (RPAS) flying hours and duties:  Records of helicopter / RPAS flying hours | Current year | 1 year | Destroy | None given | Summarised statistics may be retained |

#### Armed response

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| OSS-004 | Administration of service firearms - register of service firearms | Current year | Until business / operational requirements have ceased | Offer to archive | Purchase and disposal records, serial numbers | No notes |
| OSS-005 | Process of issuing and recording the use of police firearms - daily weapons checks / incident reports | See notes | See notes | See notes | None given | Refer to Operations |

#### Dog unit

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| OSS-006 | Administration of injuries and accidents caused by police dogs:  Injury to employee of Police Scotland or its predecessor forces | Current year | Until end of employee service | Offer to archive | Personnel copy | No notes |
| OSS-007 | Administration of injuries and accidents caused by police dogs:  Injury to member of the public | Current year | 3 years | Destroy | None given | No notes |
| OSS-008 | Administration of injuries and accidents caused by police dogs:  Accident / damage caused by / involving police dogs | Current year | 3 years | Destroy | None given | No notes |
| OSS-009 | Breeding, purchase, disposal and care of dogs:  Dog branch records/files | Disposal | 3 years\* | Destroy | Breeding, pedigree, acquisition, care and disposal records. | \*Summary details of breeding programme may be reviewed for archives |
| OSS-010 | Development and provision of training courses for dogs and handlers:  Development of dog and handler training | See notes | See notes | See notes | None given | Refer to Personnel / Training |
| OSS-011 | Development and provision of training courses for dogs and handlers:  Provision of dog and handler training | See notes | See notes | See notes | None given | Refer to Personnel / Training |
| OSS-012 | Development and provision of training courses for dogs and handlers:  Record of dog and handler training | See notes | See notes | See notes | None given | Refer to Personnel / Training |

#### Mounted unit

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| OSS-014 | Administration of injuries and accidents caused by police horses:  Injury to employee of Police Scotland or its predecessor forces | Current year | Until end of employee service | Offer to archive | Personnel copy | No notes |
| OSS-015 | Administration of injuries and accidents caused by police horses:  Injury to member of the public | Current year | 3 years | Destroy | None given | No notes |
| OSS-016 | Administration of injuries and accidents caused by police horses:  Accident / damage caused by / involving police horses | Current year | 3 years | Destroy | None given | No notes |
| OSS-017 | Development and provision of training courses for horses and riders  Development of rider training / provision of rider training | See notes | See notes | See notes | None given | Refer to Personnel / Training |
| OSS-018 | Development and provision of training courses for horses and riders  Record of rider training | See notes | See notes | See notes | None given | Refer to Personnel / Training |
| OSS-019 | Development and provision of training courses for horses and riders  Development of horse training | See notes | See notes | See notes | None given | Refer to Personnel / Training |
| OSS-020 | Development and provision of training courses for horses and riders  Record of training given to specific horses | Disposal | 1 year | Destroy | None given | No notes |
| OSS-021 | Purchase, disposal and care of horses:  Equine registers | Disposal | 1 year | Destroy | Vets records, history, training, control sheets | No notes |
| OSS-022 | Purchase, disposal and care of horses:  Record of rest days | Current month | 1 month | Destroy | None given | No notes |

#### Mountain rescue

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| OSS-023 | Development and provision of mountain rescue training:  Development of mountain rescue training | See notes | See notes | See notes | None given | Refer to Personnel / Training |
| OSS-024 | Development and provision of mountain rescue training:  Provision of mountain rescue training | See notes | See notes | See notes | None given | Refer to Personnel / Training |
| OSS-025 | Development and provision of mountain rescue training:  Record of mountain rescue training | See notes | See notes | See notes | None given | Refer to Personnel / Training |
| OSS-026 | Administering the care and management of mountain rescue equipment | See notes | See notes | See notes | None given | Refer to Health & Safety |

#### Public order

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| OSS-027 | Development and provision of public order training:  Development of public order training | See notes | See notes | See notes | None given | Refer to Personnel / Training |
| OSS-028 | Development and provision of public order training:  Provision of public order training | See notes | See notes | See notes | None given | Refer to Personnel / Training |
| OSS-029 | Development and provision of public order training:  Record of staff public order training | See notes | See notes | See notes | None given | Refer to Personnel / Training |

#### Dive and marine unit

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| OSS-030 | Development and provision of police diving / underwater skills training:  Development of diving/underwater training | See notes | See notes | See notes | None given | Refer to Personnel / Training |
| OSS-031 | Development and provision of police diving / underwater skills training:  Provision of diving / underwater training | See notes | See notes | See notes | None given | Refer to Personnel / Training |
| OSS-032 | Development and provision of police diving / underwater skills training:  Record of staff diving / underwater training | See notes | See notes | See notes | None given | Refer to Personnel / Training |
| OSS-033 | Administering the care and management of diving equipment | See notes | See notes | See notes | None given | Refer to Health & Safety |

#### Support services

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| OSS-034 | Policing arrangements for managing bomb threats and terrorism | Current year | 2 years | Review | None given | No notes |
| OSS-035 | Administration of public visits to or from support services premises and staff (e.g. kennels, stables)  Records of visits / letters of appreciation | Current year | 1 year | Destroy | Correspondence | Includes arrangements for PR work undertaken by support services at shows, galas, events etc. |
| OSS-036 | Process of incident logging | See notes | See notes | See notes | None given | Refer to Operations |
| OSS-037 | Process of crime recording and investigation | See notes | See notes | See notes | None given | Refer to Crime |
| OSS-038 | Police search co-ordinators and advisers:  Record of search co-ordinator / adviser training | See notes | See notes | See notes | None given | Refer to Personnel |
| OSS-039 | Police search co-ordinators and advisers:  Search co-ordinator / adviser’s licensing scheme records | Current year | 1 year\* | Review | Personal log book | \*Licensing scheme requires examination of logbook 1 year after training and every three years thereafter. |

#### Abnormal loads

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| OSS-040 | Administration and tracking of abnormal loads | Current year | 6 years | Destroy | Abnormal loads database tracking spreadsheet | Database will replace spreadsheets |
| OSS-041 | Notifications and correspondence in relation to abnormal loads | Date created | 12 months | Destroy | None given | No notes |
| OSS-042 | Agricultural dispensations in relation to abnormal loads | Current year | 1 year | Destroy | Dispensation request, correspondence, risk assessments | No notes |

#### Contractual Vehicle Recovery Scheme (CVRS)

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| OSS-043 | The administration of the Contractual Vehicle Recovery Scheme (CVRS)  Vehicle disposal, release / VAT returns / owner identification | Current year | 6 years | Destroy | CVRS forms 1-12 Related correspondence VAT returns | No notes |

#### Vehicle defect rectification scheme (VDRS)

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| OSS-044 | Administration of the Vehicle Defect Rectification Scheme (VDRS):  VDRS database | Current year | 3 years | Destroy | Database | No notes |
| OSS-045 | Administration of the VDRS:  Forms returned within 21 days - no further action | Update to VDRS database | 6 months | Destroy | Vehicle defect form (V- Rec) | 6 month retention of form for quality checks |
| OSS-046 | Administration of the VDRS:  Forms not returned - crime report raised  Forms returned within 21 days - further action taken | See notes | See notes | See notes | None given | Treat as per Crime |

### Operations

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| OPS-001 | The process of recording and auditing of police custody CCTV:  CCTV recording within all areas of custody suites and the associated audit processes | Date created | 31 days | Destroy | CCTV system data; all electronic and paper audit records for access to CCTV systems | CCTV footage may be exported and retained for longer in line with the purpose that it is being exported for, e.g. criminal investigation.  All such instances must be justified and not for speculative reasons |
| OPS-002 | The process of custody management and recording of persons brought into police custody:  Criminal justice records relating to unresolved serious crime enquiries | Current year | Retain until resolved | Review | Records relating to persons not officially Accused / voluntary attendance | Records should be reviewed every 10 years to ensure this categorisation remains accurate and continued retention is appropriate |
| OPS-003 | The process of custody management and recording of persons brought into police custody:  Criminal justice records relating to resolved serious crime enquiries | Current year | 12 years | Destroy | Records relating to persons officially accused / voluntary attendance | Unless otherwise directed by Crown Office or Procurator Fiscal Service or subject to an order under the Criminal Procedure (Scotland) Act 1995 Section 194A in respect of the Scottish Criminal Cases Review Commission |
| OPS-004 | The process of custody management and recording of persons brought into police custody:  Criminal justice records relating to resolved and unresolved standard crime enquiries | Current year | 6 years | Destroy | Records relating to persons officially and not officially accused / voluntary attendance | Unless otherwise directed by Crown Office or Procurator Fiscal Service or subject to an order under the Criminal Procedure (Scotland) Act 1995 Section 194A in respect of the Scottish Criminal Cases Review Commission Case assessment may initiate further retention |
| OPS-005 | The process of custody management and recording of persons brought into police custody:  Persons brought into police custody but not arrested | Current year | 3 years | Destroy | Records relating to persons not arrested but detained under S23 of the Misuse of Drugs Act 1971; or detained under S297 Mental Health (Care and Treatment) (Scotland) Act 2003 | No notes |
| OPS-006 | The process of custody management and recording of persons brought into police custody:  Care and welfare records | Current year | 3 years from date of last entry, and no longer than 6 years from date of first entry | Destroy | All care, welfare and any other records not required under the Criminal Justice (Scotland) Act 2016 | No notes |
| OPS-007 | The process of custody management and recording of persons brought into police custody:  Records created to process information onto the National Custody System | Date created | Until information entered onto National Custody System | Destroy | Hardcopy risk assessment checklist; medical release notes; Nexus forms | No notes |
| OPS-008 | The processing of photographs taken in police custody suites:  Persons officially accused | Date created | 7 days after date processed to CHS | Destroy | Photographs taken in police custody | Images stored on national CHS image processing system until processed which in any case will be no longer than 1 month from image capture  After processing, images are retained for 7 days for quality assurance purposes before being deleted Images are captured live and instantly transferred to CHS image processing system, as such no local copies retained by custody suite |
| OPS-009 | The processing of photographs taken in police custody suites:  Persons not officially accused | Date created | 28 days | Destroy | Photographs taken in police custody for the purpose of witness albums and / or identification purposes | In support of the investigative liberation process images may be used for an individual’s criminal history if the offence or an offence from the same circumstances becomes a pending case within 28 days of image being created  Images captured live and instantly transferred to CHS image processing system; no local copies retained by custody suite |
| OPS-010 | The processing of photographs taken in police custody suites:  Sex offender registration | Date created | 7 days after date processed to CHS | Destroy | Photographs taken in police custody | Images securely stored on National CHS Image Processing system until processed, no longer than 1 month from image capture  After processing images are retained for 7 days for quality assurance purposes  Images captured live and instantly transferred to CHS image processing system; no local copies retained by custody suite |
| OPS-011 | The process of releasing persons on an undertaking to appear | Current year | 1 year | Destroy | Paperwork given to a custody when released, detailing court date and conditions | No notes |
| OPS-012 | Process of maintaining records of duty tours performed by personnel - including:  Nominal details (Inc. name, rank, number, station, skills), hours worked overtime / time off in lieu, rest days, public holidays, training dates, nature of duties performed, sickness / injury, annual leave | Current year | 6 years | Destroy | Computerised resource management systems, manual records | Working Time Regulations 1998/1833 regs 4 and 9, schedule 3 reg 2 Separate systems are in place across the force to record different aspects of duty tours |
| OPS-013 | The policing arrangements prepared for operational events, VIP & royal visits:  Exceptional events & operations (e.g. war, major disasters, foot & mouth outbreak) | Current year | Until business / operational requirements have ceased | Offer to archive | Paper-based / computerised briefing & debriefing systems operational risk assessments | No notes |
| OPS-014 | The policing arrangements prepared for operational events, VIP & royal visits:  Large scale operations (e.g. major public marches & demonstrations, major industrial disputes, major sporting events, parliamentary elections) | Current year | 6 years | Destroy | None given | No notes |
| OPS-015 | The policing arrangements prepared for operational events, VIP & royal visits:  Routine operations (e.g. minor parades, sporting events) | Current year | 1 year | Destroy | None given | No notes |
| OPS-016 | Process of maintaining records relating to lost & found property:  Reports of lost property | Current year | 1 year | Destroy | Computerised and paper- based record systems | Civic Government (Scotland) Act 1982 s68(6) |
| OPS-017 | Process of maintaining records relating to lost & found property:  Found property handed in to police | Disposal | 1 year | Destroy | Computerised and paper- based record systems | Civic Government (Scotland) Act 1982 s68(6) |
| OPS-018 | Process of maintaining records relating to lost & found property:  Sales of unclaimed found property | Current year | 6 years | Destroy | Financial receipts | Civic Government (Scotland) Act 1982 s68(6) |
| OPS-019 | Process of maintaining records (HORT2) relating to the production of driving documents at police stations - namely completed HORT2 registers | Current year | 2 years | Destroy | HORT2 registers | Road Traffic Act 1988 ss. 45(6B), 46A |
| OPS-020 | Process of incident logging - including records arising from requests for police assistance and the deployment and management of police resources:  Telephone calls from the Public reporting incidents | Current year | 6 years | Destroy | Command & Control systems, recorded calls, message forms, decision logs, policy files, operational risk assessments | No notes |
| OPS-021 | Process of Incident logging - including records arising from requests for police assistance and the deployment and management of police resources:  Messages from internal force personnel messages from external forces & agencies | Current year | 2 years | Destroy | Command & Control systems, recorded calls, message forms, decision logs, policy files, operational risk assessments | No notes |
| OPS-022 | Process of incident logging - including records arising from requests for police assistance and the deployment and management of police resources:  Warning markers held on command and control systems | Date created | 1 year | Review annually | Markers relating to officer safety issues, civil interdicts, registered sex offenders and firearms licensees etc. | No notes |
| OPS-023 | Process of incident logging - including records arising from requests for police assistance and the deployment and management of police resources:  Records of insertion, review and deletion of warning markers | Deletion of marker | 3 years | Destroy | None given | No notes |
| OPS-024 | Process of incident logging - including records arising from requests for police assistance and the deployment and management of police resources:  Automatic location transmission data received from vehicles and officers | Current year | 2 years | Destroy | None given | No notes |
| OPS-025 | Process of circulating operational messages throughout the force or division thereof - including:  Action messages / lookout messages / information messages / all stations circulations / station log books / station scroll books | Current year | 1 year | Destroy | Email systems Scroll books | No notes |
| OPS-026 | Process of recording occurrences investigated by Police Scotland:  Major incidents (non-criminal) | Current year | 12 years | Review | None given | No notes |
| OPS-027 | Process of recording occurrences investigated by Police Scotland:  Missing persons: untraced | Current year | Retain until traced | As per ‘traced’ | None given | No notes |
| OPS-028 | Process of recording occurrences investigated by Police Scotland:  Missing Persons: traced | Current year | 6 years | Destroy | None given | No notes |
| OPS-029 | Process of recording occurrences investigated by Police Scotland:  Other incidents (e.g. sudden deaths, fires) | Current year | 6 years | Destroy | None given | No notes |
| OPS-030 | Process of maintaining records relating to the use of police vehicles - including:  Vehicle log books | Vehicle Disposal | 1 year | Destroy | HORT4 books | Road Traffic Act 1988 Schedule 2Ai(3) |
| OPS-031 | Process of recording the issuing of specific items of police equipment - including:  CS spray / police firearms | Current year | 1 year | Destroy | None given | If drawn, at determination of CC |
| OPS-032 | Process of maintaining records relating to emergency & contingency exercises - including:  Exercises led by central Government | Current year | 10 years | Review | Remount / Aglow exercises | No notes |
| OPS-033 | Local multi-agency Exercises | Current year | 5 years | Review | Local authority emergency planning exercises | No notes |
| OPS-034.1 | Road collision recording and investigating:  Damage only | Date of collision | 6 years | Destroy | Electronic records held within national road collision system (CRaSH)  Electronic records held within legacy road collision systems  Paper - records / extracts / correspondence | No notes |
| OPS-034.2 | Road collision recording and investigating:  Slight injury | Date of collision | 6 years | Destroy | Electronic records held within national road collision system (CRaSH)  Electronic records held within legacy road collision systems  Paper - records / extracts / correspondence | No notes |
| OPS-034.3 | Road collision recording and investigating:  Serious injury | Date of collision | 6 years | Destroy | Electronic records held within national road collision system (CRaSH)  Electronic records held within legacy road collision systems  Paper - records / extracts / correspondence | No notes |
| OPS-035.1 | Road collision recording and investigating:  Fatal injury (no criminality) | Date of collision | 10 years | Destroy | Electronic records held within national road collision system (CRaSH)  Electronic records held within legacy road collision systems  Paper - records / Extracts / Correspondence | Fatal injury crimes may require to be retained for longer on the instruction of COPFS, for example double jeopardy, possible Moorov offences and findings of ‘not guilty/proven’ at court. |
| OPS-035.2 | Road collision recording and investigating:  Fatal injury (criminality involved) | Date of collision | 100 years or lifetime of offender | Destroy | Electronic records held within national road collision system (CRaSH)  Electronic records held within legacy road collision systems  Paper - records / extracts / correspondence | Fatal injury crimes may require to be retained for longer on the instruction of COPFS, for example double jeopardy, possible Moorov offences and findings of ‘not guilty/proven’ at court. |
| OPS-036 | The application of fixed penalty notices (FPNs) | Current year | 3 years | Destroy | Ticketing records | Refer to CRP-013 for crime event entries relating to direct measures |
| OPS-037 | Images captured by safety cameras:  All detected offences - whether dealt with by FPN or report to the Procurator Fiscal | Current year | 3 years | Destroy | Photographic evidence | No notes |
| OPS-038 | Images captured by safety cameras:  Images not required for evidential purposes | Date created | 31 days | Destroy | None given | No notes |
| OPS-039 | Executed warrants (all types) | See notes | See notes | See notes | None given | Refer to Crime |
| OPS-040 | Warrants - receipt of money when fine paid | See notes | See notes | See notes | None given | Refer to Finance |
| OPS-041 | Search warrants | See notes | See notes | See notes | None given | Refer to Crime |
| OPS-042 | Arrest warrants not executed | See notes | See notes | See notes | None given | Refer to Crime |
| OPS-043 | Means enquiry warrants not executed | See notes | See notes | See notes | None given | Refer to Crime |
| OPS-044 | Extract convictions warrants not executed | See notes | See notes | See notes | None given | Refer to Crime |
| OPS-045 | Bail orders | Date of cancellation | 6 months | Destroy | Copy bail orders CHS bail order chapter entries | Historic bail details held on CHS for 3 years from date of cancellation.  Issuing court will hold the principal document |
| OPS-046 | Interdicts | Current year of cancellation | 3 years | Destroy | Interdicts granted under the Matrimonial Homes (Family Protection) (Scotland) Act 1981, the Protection from Abuse (Scotland) Act 2001 and similar where a copy is served on the Chief Constable | Review for currency annually where interdicts do not state date of cancellation |
| OPS-047 | Files relating to anti-social behaviour orders and interim anti-social behaviour orders (ASBOs):  Fixed term | See notes | See notes | See notes | None given | Refer to Crime |
| OPS-048 | Files relating to anti-social behaviour orders and interim anti-social behaviour orders (ASBOs):  Indefinite term | See notes | See notes | See notes | None given | Refer to Crime |
| OPS-049 | Information supplied to local authorities for the grant of ASBOs | Current year | 1 year | Destroy | Copy of observations made by Chief Constable during statutory consultation made when application for ASBO being pursued by local authority / registered social landlord | No notes |
| OPS-050 | The process of recording CCTV images in public areas:  Images not required for evidential purposes in legal proceedings | Date captured | 31 days | Destroy | CCTV footage | Information Commissioner’s guidance on video surveillance (including CCTV)  CCTV footage may be exported and retained for longer in line with the purpose that it is being exported for, e.g. criminal investigation.  All such instances must be justified and not for speculative reasons |
| OPS-051 | The process of recording CCTV images in public areas:  Images required for evidential purposes in legal proceedings | See notes | See notes | See notes | None given | Refer to Crime |
| OPS-052 | Records of the calibration of intoximeters | Current year | 6 years | Destroy | None given | No notes |
| OPS-053 | The process of serving legal documents:  Served documents | Court date | 3 months | Destroy | Legal documents database  Witness citations  Countermands | Return all paper copies to court.  Statistical data retained for 4 years. |
| OPS-054 | The process of serving legal documents:  Unserved documents | Court date | 6 months | Destroy | None given | Where witness fails to attend court retain as per Crime. |
| OPS-055 | Records of the use of force by police officers on duty | Current year | 6 years | Destroy | Use of force forms | No notes |
| OPS-056 | Records produced by security access systems to police buildings | Current year | 1 year | Destroy | Data from the swiping of proximity cards | No notes |
| OPS-057 | Process of maintaining records relating to the application of fixed penalty notices (FPNs) for anti-social behaviour offences | Current year | 3 years | Destroy | None given | Refer to CRP-013 for crime event entries relating to direct measures |
| OPS-058 | The process of evaluating and recording individual performance against the C3 quality assurance framework | Current Year | 1 year | Destroy | Individual performance forms | No notes |
| OPS-059 | The process of evaluating and reporting on team performance against the C3 quality assurance framework | Current Year | 5 years | Review | Monthly and quarterly statistical reports on team performance | No notes |
| OPS-060 | The process of recording and auditing of police body worn video | Date created | 31 days | Destroy | Body worn video footage and audit records for access | Information Commissioner’s guidance on video surveillance (including CCTV)  Footage may be exported and retained for longer in line with the purpose that it is being exported for, e.g. criminal investigation.  All such instances must be justified and not for speculative reasons |
| OPS-061 | The process of recording and auditing of Remotely Piloted Aircraft Systems (RPAS) footage | Date created | 31 days | Destroy | RPAS footage and audit records for access | Information Commissioner’s guidance on video surveillance (including CCTV)  Footage may be exported and retained for longer in line with the purpose that it is being exported for, e.g. criminal investigation.  All such instances must be justified and not for speculative reasons |

### Personnel

#### General

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| PER-001 | Process of administering the service of police officers, cadets and special constables - summary information including:  Name(s) - including changes from marriage / divorce, date of birth, date of appointment, work history summary (divisions, roles, promotions and transfers, titles and dates held), training received, awards, commendations, incidents of note, date of leaving and reason, photograph | End of service | Until business / operational requirements have ceased | Offer to archive | Employment register  Personnel database (weeded)  Personnel files (weeded) | Common practice  The retention dates suggested assume that pension administration is not reliant on these records |
| PER-002 | Process of administering the service of police officers, cadets and special constables in accordance with terms and conditions - including:  Maternity, paternity and special leave, changes to personal details, payments, salaries and wages, assessments and appraisal / performance details | End of service | 6 years | Destroy | Force forms reports  File notes  Personnel database (unweeded)  Personnel files (unweeded) | Salaries and wages entitlements  The retention dates suggested assume that pension administration is not reliant on these records |
| PER-003 | The process of administering the personal record of police officers, cadets and special constables:  Record of punishment in terms of the Police (Scotland) (Discipline) Regulations 1967 | Date created | 3 years free from punishment other than caution | Destroy | Personnel database  Personnel files | The Police (Scotland) Regulations 2004 (No.257) Section 15.3 |
| PER-004 | The process of administering the personal record of police officers, cadets and special constables:  Record of a disposal in terms of the Police (Conduct) (Scotland) Regulations 1996 | Date created | 3 years free from any disposal other than caution | Destroy | Personnel database  Personnel files | No notes |
| PER-005 | The process of administering the personal record of police officers, cadets and special constables:  Record of proceedings including disposal under the Police (Efficiency) (Scotland) Regulations 1996 | Conclusion of proceedings | 2 years | Destroy | None given | No notes |
| PER-006 | Process of administering the employment of police staff - summary information including:  Name(s) - including changes from marriage / divorce, date of Birth, date of appointment, work history summary (divisions, roles, promotions and transfers, titles and dates held), training received, date of leaving, pension details | End of service | Until business / operational requirements have ceased | Offer to archive | Employment register  Personnel database (weeded)  Personnel files (weeded) | Common practice  The retention dates suggested assume that pension administration is not reliant on these records |
| PER-007 | Process of administering the employment of Police Staff in accordance with terms and conditions - including:  Maternity, paternity and special leave, changes to personal details, payments, salaries and wages, assessments and appraisal/performance details | End of service | 6 years | Destroy | Force forms reports  File notes  Personnel database (unweeded)  Personnel files (unweeded) | Salaries and wages  Entitlements  The retention dates suggested assume that pension administration is not reliant on these records |
| PER-008 | Recording, monitoring and management of absence | End of service | 6 years | Destroy | Absence management database | No notes |
| PER-009 | The recording and amendment of staff conditions of service, including statutory and policy based conditions | Current year | Until business / operational requirements have ceased | Offer to archive | Conditions of service manual | Common practice |
| PER-010 | Equal opportunities investigation and reporting on cases and grievances | Current year | 6 years | Destroy | Equal opportunities  Case / grievance file | Common Practice |
| PER-011 | Police staff misconduct investigation and imposition of disciplinary warnings - outcome of investigation:  Verbal warning | Date issued or conclusion of appeal if applicable | 6 months | Destroy | Investigation case file  Disciplinary cases database  Record of warning held on Personnel File | Record of warning may be retained if a further warning is imposed on an employee whilst the earlier warning is unspent. |
| PER-012 | Police staff misconduct investigation and imposition of disciplinary warnings - outcome of investigation:  Written warning | Date issued or conclusion of appeal if applicable | 12 months | Destroy | None given | No notes |
| PER-013 | Police staff misconduct investigation and imposition of disciplinary warnings - outcome of investigation:  Final written warning | Date issued or conclusion of appeal if applicable | 12 months | Destroy | None given | No notes |
| PER-014 | Police staff misconduct investigation and imposition of disciplinary warnings - outcome of investigation:  Unsubstantiated (case concluded) | Date created | Until conclusion of case | Destroy | None given | No notes |
| PER-015 | Police staff misconduct investigation and imposition of disciplinary warnings - outcome of investigation:  Letters issued confirming no disciplinary action required/undertaken | Date issued | 6 months | Destroy | Copy of letter sent | No notes |
| PER-016 | Police staff misconduct investigation and imposition of disciplinary warnings - outcome of investigation:  Letters confirming discussions of an informal meeting | Date issued | 12 months | Destroy | Copy of letter sent | No notes |
| PER-017 | Police staff misconduct investigation and imposition of disciplinary warnings - outcome of investigation:  Resigns / leaves during process, (case not concluded) | Current year | 6 years | Destroy | Investigation case file  Disciplinary cases database  Record of warning held on personnel file | No notes |
| PER- 18 | General administration of the service personnel function - examples include:  Restructuring / civilianisation / staffing proposals / industrial relations | Current year | 2 years | Review | Files  Records and documents  Minutes of meetings  Reports | Common practice |

#### Training

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| PER-019 | Development and provision of staff training courses:  Aims and objectives / course outline | Current year | Until business / operational requirements have ceased | Offer to archive | Course booklet  Course outline | Common practice |
| PER-020 | Development and provision of staff training courses:  Course documentation / presentations/ pre-reading | Current year | 6 years | Destroy | Course handout master  Presentations  Pre-reading list master  Research material  Course Development Records | No notes |
| PER-021 | Development and provision of staff training courses:  Administration of courses | Current year | 1 year | Destroy | None given | No notes |
| PER-022 | Examination scripts (hardcopy) | Current year | 1 year | Destroy | DipPSLM | Scottish Qualifications Authority requirement for approved centres |
| PER-023 | General administration and projects of the service training function - examples include:  Training and development strategy  Responses to legislative and regulatory changes | Date created | Until end of project or once every 2 years as applicable | Review | Project files  Project records and documents  Minutes of meetings  Reports | Common practice |

#### Recruitment

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| PER-024 | The process of recruitment and selection of police officers, special constables and cadets:  Successful candidates | Date created | Until outcome known | Pass to Personnel | Application form  Copy birth certificate  Home assessment  Record of interview | The Data Protection Act 2018 requires that applicants must be informed that those details may be retained |
| PER-025 | The process of recruitment and selection of police officers, special constables and cadets:  Unsuccessful candidates | Current year | 2 years | Destroy | Application form  Copy birth certificate  Home assessment  Record of interview | The Data Protection Act 2018 requires that applicants must be informed that those details may be retained Minimal information may be retained in order to implement policy for automatic rejection of those with three unsuccessful applications |
| PER-026 | The process of recruitment and selection of police staff:  Successful candidates | Date created | Until outcome known | Pass to Personnel | Application form  Copy birth certificate  Record of interview | No notes |
| PER-027 | The process of recruitment and selection of police staff:  Unsuccessful candidates | Outcome known | 6 months | Destroy | Application form  Copy birth certificate  Record of interview | Where a claim has been made, retain until conclusion of case |
| PER-028 | The development and monitoring of recruitment selection criteria and policy | Current year | Until business / operational requirements have ceased | Offer to archive | Selection Criteria  Minimum requirements  Recruitment policy | No notes |
| PER-029 | General administration and projects of the service recruiting function –  Examples include: Changes to selection criteria/ careers fairs and promotions | Date created | Until end of project or once every 2 years as applicable | Review | Project files, project records and documents, minutes of meetings, reports | Common practice |
| PER-030 | The process of recruitment and selection of police officers for internal posts:  Successful candidates | Date created | Until outcome known | Pass to Personnel | Application form  Record of interview | No notes |
| PER-031 | The process of recruitment and selection of police officers for internal posts:  Unsuccessful candidates | Outcome known | 6 months | Destroy | Application form  Record of interview | Where a claim has been made, retain until conclusion of case |

#### Occupational health

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| PER-032 | The process of managing the medical welfare and health of staff | End of service | 10 years | Destroy | Medical records, occupational health records | No notes |

#### Promotion

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| PER-033 | The development and monitoring of promotion selection criteria and policy | Current year | Until business / operational requirements have ceased | Offer to archive | Promotion policy, selection criteria, record of competencies under assessment, record of standard of assessments | No notes |
| PER-034 | Process of application by police officers for promotion (successful and unsuccessful candidates) | Current year | 2 years | Destroy | Application form, references | No notes |
| PER-035 | Promotion process | Current year | 2 years | Destroy | Assessment centres / promotion panels, exercise assessment sheets, record of interview, record of overall assessment, record of feedback | No notes |
| PER-036 | Formal notification of outcome of application | Date created | Until outcome known | Pass to Personnel | Letter to candidate, record of feedback | No notes |

#### Vetting

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| PER-037 | The process of undertaking pre-employment vetting checks on applicants for employment as a police officer, special constable, cadet or police staff:  Record of vetting episode, including summary of checks undertaken and result and outcome of episode where candidates refused clearance (or where candidates do not take up post) | Current year | 6 years | Destroy | Vetting form, tracking systems, record of outcome | Where the failure is considered to present policing with a risk if they were to reapply, then other considerations can be made with regards to making intelligence submissions, or a risk- assessment can be conducted, and, with a clear rationale, longer periods to store information can be determined, subject to regular review. |
| PER-038 | The process of undertaking pre-employment vetting checks on applicants for employment as a police officer, special constable, cadet or police staff:  Record of vetting episode, including summary of checks undertaken and result and outcome of episode where candidates granted clearance | End of service | 6 years | Destroy | Vetting form, tracking systems, record of outcome | No notes |
| PER-039 | The process of undertaking pre-employment vetting checks on applicants for employment as a police officer, special constable, cadet or police staff:  Information gathered in vetting episode where candidates refused clearance | Current year | 6 years | Destroy | Information downloaded from crime, intelligence & criminal history systems | As per PER-037 note |
| PER-040 | The process of undertaking pre-employment vetting checks on applicants for employment as a police officer, special constable, cadet or police staff:  Information gathered in vetting episode where candidates granted clearance | End of service | 6 years | Destroy | Information downloaded from crime, intelligence & criminal history systems | No notes |
| PER-041 | The process of undertaking management vetting  Record of vetting episode, including summary of checks undertaken, and result and outcome of episode:  Police officers  Police staff | End of service | 6 years | Destroy | Vetting form, tracking system, record of outcome | Note: Clearance lapses after year of transfer + 1 |
| PER-042 | The process of undertaking management vetting  Record of vetting episode, including summary of checks undertaken, and result and outcome of episode:  Information gathered in vetting episode including where:  Clearance granted but not required following subsequent transfer to non-MV post  Clearance granted and subsequently renewed  Clearance granted but not renewed  Clearance refused | End of service | 6 years | Destroy | None given | As per PER-037 note |
| PER-043 | The process of undertaking national security vetting  Record of vetting episode, including summary of checks undertaken, and result and outcome of episode:  Staff who retire from the police force  Staff who resign from the police force prior to retirement | End of service | 6 years | Destroy | None given | No notes |
| PER-044 | The process of undertaking national security vetting  Record of vetting episode, including summary of checks undertaken, and result and outcome of episode:  Staff who die during service | Death | 1 calendar year | Destroy | None given | No notes |
| PER-045 | The process of vetting non-police personnel (NPPV) to allow access to force facilities  Records of vetting episode, including summary of checks undertaken with results and outcome of episode:  Candidates granted clearance  Candidates refused clearance | End of service | 6 years | Destroy | Vetting form, tracking systems, Record of outcome | To enable the force to evidence decisions  As per PER-037 note |
| PER-046 | The process of vetting non-police personnel (NPPV) to allow access to force facilities  Information gathered in vetting episode:  Candidate granted clearance  Candidate refused clearance | End of service | 6 years | Destroy | Information downloaded from crime, intelligence & criminal history systems | No notes |
| PER-047 | Contractors – security declaration forms | Contract expiry | 6 years | Destroy | None given | No notes |

### Professional Standards

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| PST-001 | Records relating to complaints, conduct and specialist investigations:  Standard risk level cases (there are reasonable grounds for believing that the case could pose a degree of threat, risk and harm to the integrity and reputation of Police Scotland or to the wider public.) | Current year | 6 years | Destroy | Complaints, conduct and specialist investigation files  Records held on Professional Standards Department databases. | The Police (Conduct)(Scotland) Regulations 1996  The Police Service of Scotland Regulations 2013  The Police Service of Scotland (Performance) Regulations 2014  The Police Service of Scotland (Conduct) Regulations 2014  Police And Fire Reform (Scotland) Act 2012, S60(5)  Note: If case is linked to another file e.g. related misconduct case then case should not be disposed of whilst associated case is still live. This would include situations where there is an appeal ongoing or civil litigation. |
| PST-002 | Records relating to complaints, conduct and specialist investigations:  High risk level cases (there are substantial grounds for believing that the case poses significant threat, risk and harm to the integrity and reputation of Police Scotland or to the wider public.) | Current year | 12 years | Destroy | Complaints, conduct and specialist investigation files  Records held on Professional Standards Department databases. | No notes |
| PST-003 | Records relating to officer case conferences  Full case conference record | Current year | 6 years | Destroy | Centurion computerised record  Associated scanned documents on Centurion  All paper records relating to case | No notes |
| PST-004 | Records relating to business interests / secondary employment where no notification of cessation received from staff member | Current year | Until termination of service | Destroy | Business interest / secondary employment register | The register should be reviewed regularly to ensure it is up to date.  It is suggested that the minimum review period would be every three years. |
| PST-005 | Records relating to business interests / secondary employment where staff member notifies that they no longer hold a business interest / secondary employment during service | Date notified of cessation | 6 years | Destroy | None given | No notes |
| PST-006 | Records relating to fixed penalty notices (FPNs) for staff | Current year | 4 years | Destroy | None given | No notes |
| PST-007 | Records relating to general correspondence | Current year | 3 years | Destroy | Legal assistance applications  Other miscellaneous correspondence | No notes |
| PST-008 | Records relating to general administration | Current year | 1 year | Destroy | Information collated for FOI responses | No notes |
| PST-009 | Records of complaints made by persons considered to be vexatious complainers | Current year | 6 years | Review | Forms CD1,  Investigating officer notebooks  Case papers | No notes |
| PST-010 | Process of maintaining information to ensure adherence with Internet use policy | Date created | 1 year | Destroy | Internet logs | No notes |
| PST-011 | Monitoring and recording of computer related activity of officers/staff (lawful business monitoring) | Current year | 6 years | Destroy | Audit logs relating to use of computer, laptop and mobile devices | The Investigatory Powers Act 2016 (Section 46) and The Investigatory Powers (Interception by Businesses etc. for Monitoring and Record-keeping Purposes) Regulations 2018, cover the use of lawful business monitoring |

### Projects

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| PRJ-001 | Records relating to project management:  Proposal documents (approved), project costs / benefits, project initiation documents (PID), change report, end report | Current year | Until business / operational requirements have ceased | Offer to archive | Project proposal documents | No notes |
| PRJ-002 | Records relating to project management:  Quality controls, risk analysis, risk register, progress report, strategy progress | Completion of project | 6 years | Review | PIDs, business cases | Best practice - particular care should be taken when reviewing these records as the subject may dictate a long retention for all records, e.g. shift system, uniform, etc. |
| PRJ-003 | Records relating to project management:  Financial records | See notes | See notes | See notes | None given | Refer to ‘Finance’ |
| PRJ-004 | Project documentation records:  Rough notes & ephemera | Date created | At discretion | Destroy | Compliments slips etc. | No notes |
| PRJ-005 | Project documentation records:  Working Papers | Current year | 6 years | Review | Memos, Correspondence | No notes |
| PRJ-006 | Project documentation records:  Project review & evaluation - final report | Current year | Until business / operational requirements have ceased | Offer to archive | Reports, final evaluation | No notes |
| PRJ-007 | Project documentation records:  Project review & evaluation - working papers | Current year | 1 year | Destroy | Summary report surveys, notes from visits, reviews | No notes |

### Property

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| PTY-001 | Activities associated with the acquisition and disposal of property:  Property registers and reports | Current year | Until business / operational requirements have ceased | Offer to archive | Consolidated property & buildings annual reports, summary of leased property, summary of local authority's owned property, site register, register of leases | No notes |
| PTY-002 | Activities associated with the acquisition and disposal of property:  Title deeds and associated documents | Current year | Until property disposed of | Offer to archive if not required by new owner | None given | No notes |
| PTY-003 | Activities associated with the acquisition and disposal of property:  Leases and associated documents | Expiry of lease | 12 years | Destroy | Leases, memoranda of terms, subletting agreements, schedules of alterations | No notes |
| PTY-004 | Activities associated with the acquisition and disposal of property:  Land searches | Current year | 6 years | Destroy | None given | No notes |
| PTY-005 | Activities associated with the development and renovation of property:  Buildings and estates of special interest | Current year | Until business / operational requirements have ceased | Offer to archive | Project specifications, plans, installation manuals, planning and building control consents and correspondence, prints and negatives - work in progress, completed works | No notes |
| PTY-006 | Activities associated with the development and renovation of property:  All other buildings and estates | Current year | Retain for life of property or building | Review | None given | Particular care should be taken when reviewing these records, the nature of the development may dictate a long retention for all records. |
| PTY-007 | Activities associated with the development and renovation of property:  Construction contract records | See notes | See notes | See notes | None given | Refer to Finance |
| PTY-008 | Activities associated with the development and renovation of property:  Construction project management records | See notes | See notes | See notes | None given | Refer to Projects |
| PTY-009 | Activities associated with the development and renovation of property:  Records relating to special events: official openings, dedications, major refurbishments | See notes | See notes | See notes | None given | Refer to Media / Communications |
| PTY-010 | Activities associated with the maintenance of property:  Management of maintenance activities | Last action | 10 years | Destroy | Maintenance programme / schedules, forward maintenance registers (FMR), maintenance diaries | No notes |
| PTY-011 | Activities associated with the maintenance of property:  Maintenance contract records | See notes | See notes | See notes | None given | Refer to Finance |
| PTY-012 | Activities associated with the maintenance of property:  Records of inspections of property, plant and equipment | See notes | See notes | See notes | None given | Refer to Health & Safety |
| PTY-013 | Activities associated with the maintenance of property:  Records documenting routine maintenance | Current year | 6 years | Destroy | Maintenance requests for cleaning, painting, grounds maintenance, electrical maintenance | No notes |
| PTY-014 | Activities associated with the maintenance of property:  Maintenance and operational manuals | Current year | Until equipment disposed of OR transferred to new owner | Destroy OR pass to new owner | None given | No notes |

### Public Protection

| **Ref.** | **Function Description** | **Trigger** | **Retention** | **Action** | **Examples of Records** | **Notes** |
| --- | --- | --- | --- | --- | --- | --- |
| PUP-001 | Nominals classified as no concern / not applicable  (excluding perpetrator, non- vulnerable victim and victim) | Last completion date on the concern report | 6 months | Destroy | iVPD Records | Records will weed regardless of whether other records exist for the nominal.  The Nominal record will weed if no other incidents exist for the nominal |
| PUP-002 | Nominal information (subject of concern / victim) for adult (wellbeing) concerns.  (Excludes nominals classified as no concern / not applicable) | Incident date if no further incidents are recorded  (Where there are two or more incidents recorded against a nominal, records will weed according to the longest retention period) | 3 years | Destroy | iVPD Records | Concerns that are not adult protection (and do not meet the 3 point test as per the Adult Support and Protection (S) Act 2007, domestic abuse, or the nominal being a perpetrator) |
| PUP-003 | Nominal information (subject of concern / victim) for child (wellbeing) concerns  (Excludes nominals classified as no concern / not applicable) | Incident date if no further incidents are recorded (Where there are two or more incidents recorded against a nominal, records will weed according to the longest retention period) | 6 years | Destroy | iVPD Records | \*The child protection question was added to the VPD on 31/3/17 allowing weeding criteria to be set against wellbeing concerns.  All child concerns raised prior to that date will be treated as the child protection nominals of the weeding and retention policy  Concerns that are not child protection, domestic abuse, youth offending concerns or the nominal being a perpetrator |
| PUP-004 | No concern / not applicable perpetrator nominals | Incident date if no further incidents are recorded  (Where there are two or more incidents recorded against a nominal, records will weed according to the longest retention period) | 6 years | Destroy | iVPD Records | Includes perpetrators that have not been cautioned and charged with offences and youth offending subjects of concern |
| PUP-005 | Nominal Information (subject of concern / victim) of domestic abuse (standard risk) concerns | Incident date if no further incidents are recorded  (Where there are two or more incidents recorded against a nominal, records will weed according to the longest retention period) | 6 years | Destroy | iVPD Records | Domestic abuse incident nominals that are subjects of concern / victim and are not recorded as high or medium risk on the DAQ questionnaire |
| PUP-006 | Nominal information (subject of concern / victim) for adult (wellbeing) concerns where the nominal has been recorded as:  Domestic abuse / adult concern where the three point test is not met and the domestic abuse risk is standard. | Incident date if no further incidents are recorded  (Where there are two or more incidents recorded against a nominal, records will weed according to the longest retention period) | 6 years | Destroy | iVPD Records | Concerns that are not adult protection (and do not meet the 3 point test as per the Adult Support and Protection (S) Act 2007), and is recorded as a standard risk domestic abuse concern not high or medium risk subject of concern / victim |
| PUP-007 | Domestic abuse (high or medium risk) Concerns | Incident date if no further incidents are recorded  (Where there are two or more incidents recorded against a nominal, records will weed according to the longest retention period) | 12 years | Review and destroy or retain for a further 3 years | iVPD Records | Domestic abuse incident nominals that are subjects or concern / victim and are recorded as high or medium risk on the DAQ questionnaire. Does not include standard risk subjects of concern / victims |
| PUP-008 | Nominal information (subject of concern / victim) for adult concerns where the 3 point test under the Adult Support and Protection Act 2007 is met (Adult Protection) | Incident date if no further incidents are recorded  (Where there are two or more incidents recorded against a nominal, records will weed according to the longest retention period) | 12 years | Review and destroy or retain for a further 3 years | iVPD Records | Adult protection concern nominals. Does not include domestic abuse, youth offending or the nominal being a perpetrator |
| PUP-009 | Nominal information (subject of concern / victim) for adult concerns where the subject of concern has been recorded as:  Domestic abuse / adult concern where either the three point test is met (Adult Protection) or the domestic abuse risk is high or medium | Incident date if no further incidents are recorded  (Where there are two or more incidents recorded against a nominal, records will weed according to the longest retention period) | 12 years | Review and destroy or retain for a further 3 years | iVPD Records | Concerns that are adult protection (that do meet the 3 point test as per the Adult Support and Protection (S) Act 2007), and is recorded as a medium or high risk domestic abuse concern not a standard subject of concern / victim |
| PUP-010 | Nominal information (subject of concern / victim) for child concerns where child protection has been selected and includes all child concerns raised prior to 31/3/17 | Incident date if no further incidents are recorded  (Where there are two or more incidents recorded against a nominal, records will weed according to the longest retention period) | 12 years | Review and destroy or retain for a further 3 years | iVPD Records | Child protection concern nominals. Does not include domestic abuse, youth offending or the nominal being a perpetrator |
| PUP-011 | Nominals held for statistical return purposes no concern / not applicable non vulnerable victim nominals  No concern / not applicable / victim nominals | Last completion date on the concern report | 3 years | Destroy | iVPD records nominals who are the victims of youth offending but are not considered to be subjects of concern  Perpetrator nominals, prior to a validation rule change in 2015 when it was possible for a nominal to be recorded as both a perpetrator and victim on the same incident | The non-vulnerable victim checkbox is only applicable where a person has been the victim of youth offending and where there is no evidence of vulnerability  Some historic records were recorded as no concern / not applicable / victim nominals. This occurred prior to 2015 when a change to validation rules was applied to the application |
| PUP-012 | Partner agency reports | Date report shared with partners | 3 years | Destroy | iVPD records  Partner agency reports sent to statutory partners at SWD, NHS, Education, SCRA | Details of the recipient organisation, date sent and sent by will be retained for the duration of the incident record. The contents of the partner agency report will be deleted |
| PUP- 013 | iVPD incident records | Date created | 1 day after the final nominal record is weeded where the incident record is closed | Destroy | iVPD Records  Any incident where all nominals have been deleted and the incident is marked as closed | No notes |
| PUP-014 | See notes | See notes | See notes | See notes | None given | Reference un-allocated |
| PUP-015 | Records relating to the management of registered sex offenders (RSOs) | Current year | 12 years or on expiration of notification requirements (up to 15 years) - whichever is longest) | Review and retain as appropriate for lifetime of offender | Crime records & management records (ViSOR) relating to offenders who are either subject to notification requirements or are assessed by offender management units as posing a similar risk. | Crime records may include those where the offender was the victim or complainer - subject to relevancy to their ongoing management  Records stored on systems such as ViSOR and SID subject to national standards for retention |
| PUP-016 | Records relating to membership of the Protection of Vulnerable Groups (PVG) scheme | Date of the last activity associated with the record | 5 years | Destroy | Initial applications, record of decision, records relating to active monitoring process | No notes |
| PUP-017 | Applications under the Keeping Children Safe scheme | Current year | 3 years | Destroy | Applications, record of decision | No notes |

## Compliance record

EqHRIA completion/review date: 18/07/2023

Information Management Compliant: Yes

Health and Safety Compliant: Yes

## Version control table

| Version | History of amendments | Approval date |
| --- | --- | --- |
| 1.00 | Initial Approved Version | DD/MM/YYYY |
| 2.00 | Updated to reflect changes in data protection legislation | 24/05/2018 |
| 3.00 | Inclusion of reference to Investigatory Powers Act (IPA) (2016) within Section 11 and Appendix ‘I’ | 27/11/2018 |
| 4.00 | Reviewed, amended and reformatted under the parameters of the SOP Review | 20/11/2020 |
| 5.00 | ACRA rider added – no change to content | 11/12/2021 |
| 6.00 | Update to key areas including Biometrics and Crime as well as reformatting in line with accessibility guidance. | 20/11/2023 |
| 7.00 | Minor amendment on Page 77. Approved by Policy Manager. | 29/11/2023 |

## Feedback

All Police Scotland service delivery Policies, Standard Operating Procedures (SOPs) and National Guidance are subject to regular reviews. It is important that user feedback is taken into account when documents are reviewed.

If any officer / staff member wishes to provide comment, or make suggestions for improvements to this or any associated document, Force Form 066-014 should be used.