



Freedom of Information Act Publication Scheme	
Protective Marking	Not Protectively Marked
Publication Scheme Y/N	Yes
Title	Records Management Policy Toolkit - Management of Police Information (MoPI) Group Table to inform records Review Retention and Disposal (RRD)
Version	1.5
Summary	This table provides mandatory and discretionary actions for officers/ staff registering records and files by MoPI types and includes relevant retention periods
(B)OCU or Unit, Directorate	Met HQ - Records Management
Author	Information Policy Developer, Met HQ Information Assurance Unit (IAU)
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Branch / OCU:	Met HQ - Records Management				
Date created:	08 July 2015	Review date:	January 2019	Version:	1.5
Author:	Ray Knight, Information Policy Developer, Met HQ Information Assurance Unit (IAU)				

Records Management Toolkit - Management of Police Information (MoPI) - Group Table to inform records Review Retention and Disposal (RRD)

Category	MoPI Group	Offence/ Record Type	Retention Period
Certain Public Protection Matters	Group 1 - Certain Public Protection Matters	Multi Agency Public Protection Arrangements (MAPPA) managed offenders	Retain for a period of 100 years from date of creation
Certain Public Protection Matters	Group 1 - Certain Public Protection Matters	Serious Specified Offences [as defined by CJA 2003]	Retain for a period of 100 years from date of creation
Certain Public Protection Matters	Group 1 - Certain Public Protection Matters	Dangerous Offenders [As defined by CJA 2003]	Retain for a period of 100 years from date of creation
Other Sexual Offences	Group 2 [Subset 1] - Other Sexual Offences	Sexual offences [listed in Schedule 3 Sexual Offences Act 2003]	Retain for a clear period of 30 years and carry out time based disposal
Other Violent Offences	Group 2 [Subset 2] - Other Violent Offences	Violent offences specified in the Home Office counting rules (HOCRs) for recorded crime/ National Crime Recording Standard (NCRS)	Retain for a clear period of 12 years and carry out time based disposal
All other offences	Group 3	High volume, low level, non sexual, non violent	Retain for a clear period of 12 years and carry out time based disposal
Undetected Crime	Group 4 [Subset 1] - Undetected Crime	Serious specified offences [as defined in the CJA 2003]	Retained for 100 years from the date of creation
Undetected Crime	Group 4 [Subset 1] - Undetected Crime	Other Offences	Retained for 30 years from the date of creation

Category	MoPI Group	Offence/ Record Type	Retention Period
Functions of the front counter	Group 4 [Subset 2] - Day to Day Administration of Operational Policing	Including: 1. Evidence & Action Books (EABs); 2. Administration of property seized; or reported as lost/ found [including pets]; 3. Crime Related Exhibit Vouchers (CREV); 4. Administration of Warrants/ Summonses; 5. Records of civil proceedings and injunctions; 6. Administration of Custody; and 7. Administration of Prisoner transports (SERCO)	If the record supports the investigation/ prosecution of a crime, retain in line with the offence(s) MoPI grouping(s); if not, retain for 7 years Exception - 3. Crime Related Exhibit Vouchers (CREV) - Forms 613 & 613A can be disposed of after 3 years.
Firearms and Explosives applications	Group 4 [Subset 2] - Day to Day Administration of Operational Policing	Including: Applications for authorised firearms dealers/ licences and explosives certificates	Retain for 12 years from date of request
Records of issued CS Aerosol and other defensive equipment	Group 4 [Subset 2] - Day to Day Administration of Operational Policing		Retain for 7 years
Stop and Search records	Group 4 [Subset 2] - Day to Day Administration of Operational Policing	Persons and vehicles	If the record supports the investigation/ prosecution of a crime, retain in line with the offence(s) MoPI groupings; if not, retain for 3 years
Licensed Premises	Group 4 [Subset 2] - Day to Day Administration of Operational Policing	Administration records of licences for: pubs, clubs, and off-licenses	Retain for the lifetime of the licensed premises; and then for 7 years after their closure.

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Event Planning and Responses to Major Incidents	Group 4 [Subset 3] - Operational Planning	All Pre / Post – Op records [including risk assessments] for: <ol style="list-style-type: none"> 1. Armed operations; 2. Pre-Planned strategic and tactical deployment of firearms; 3. Armed operations 4. Aid to other borough/ police agencies; 5. Operational/ public order records; 6. Responses to major Incidents; 7. Hostage negotiations; 8. Diplomatic and specialist Protection 	7 years from event/ incident
Corporate Policies/ Toolkits/ SOPs	Group 4 [Subset 4] - Strategic/ Policy/ Procedures/ QA	This Includes all: Policies, toolkits, SOPs, Equality Impact Assessments (EIAs) and corporate notices	Retain for 12 years from expiry of the policy toolkit or SOP
Local Work Instructions	Group 4 [Subset 4] - Strategic/ Policy/ Procedures/ QA	All directives [including training manuals, lesson plans and email reminders] that evidence how members of staff are directed to undertake their work	Retain for 12 years from expiry of the guidance
MPS SMT meeting minutes	Group 4 [Subset 4] - Strategic/ Policy/ Procedures/ QA	This includes [for example]: Management board (MB) minutes; all directorate level board minutes; gold group minutes; and any minutes that evidence decision making that may impact on the overall delivery of corporate services.	7 years from creation
Risk Management	Group 4 [Subset 4] - Strategic/ Policy/ Procedures/ QA	Including - Risk registers/ risk bowties, business continuity plans (BCM)/ disaster recovery plans	7 years from creation

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Administrative information management records	Group 4 [Subset 5] - Managing Information	Including - compliance audits, quality reviews and information security records	Retain for 3 years from date of creation
Publication scheme	Group 4 [Subset 5] - Managing Information	Any information published as part of the MPS Publication Scheme	Retain each publication in line with specific guidance issued within this schedule for record types
Information sharing schemes	Group 4 [Subset 5] - Managing Information	Information sharing with partner organisations	Retain for 2 years from termination of information sharing agreement (ISA)
MAPPA Disclosures	Group 4 [Subset 5] - Managing Information		As per MoPI Group 1 Retention Guidance
POLACCS Investigations	Group 4 [Subset 6] - Traffic/ Vehicles/ Marine		Retain for 7 years from completion of investigation
Management of Police Vehicles	Group 4 [Subset 6] - Traffic/ Vehicles/ Marine	Including - fleet vehicles, hire or loan of vehicles	Retain for 3 years from final log
Testing of Road Traffic Offence Equipment	Group 4 [Subset 6] - Traffic/ Vehicles/ Marine	Including - Alcometers and evidential breath testing instruments, calibration	Retain 1 year of test result data [until end of life] or Retain for 1 year from end of life of equipment
Lost or stolen vehicle records	Group 4 [Subset 6] - Traffic/ Vehicles/ Marine	Administrative records for: lost found or stolen vehicles; management and disposal of vehicles in police custody	If the record supports investigation/prosecution, review according to crime type as outlined in MoPI groups 1-3. If not retain for 7 years .
Intelligence Products/ Records	Group 4 [Subset 7] - Information Arising from Management of Crime	Including - target profiles and association diagrams	Review according to crime type as outlined in MoPI groups 1-3.
Communications data obtained under RIPA request	Group 4 [Subset 7] - Information Arising from Management of Crime	Telephone or other ICT records/ intelligence products [Physical and system records e.g.TIMS]	Retain for 2 years unless a legitimate policing purpose is identified. If related to an offence/ allegation retain and review according to crime type outlined in MoPI groups 1 - 4.
CTNs, PACs Forms 78s & 72s	Group 4 [Subset 7] - Information arising from Management of Crime	Children coming to the notice of police or not achieving one of the 5 key outcomes	Whichever is longest: Retain until the youngest child in the family attains 18 years of age , or 6 years from the last report.
CCC	Group 4 [Subset 7] - Information arising from Management of Crime		Retain for 2 years from date of creation.

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Victim/ Witness Details	Group 4 [Subset 8] - Witness/ Victim Information		Retain until the end of any sentence period or in line with undetected crime files.
Victim/ Witness Support	Group 4 [Subset 8] - Witness/ Victim Information	Including: Witness full-needs assessment; total victim care and quality call back	Retain for whichever is longest: 1 year from completion of support; or 1 year from completion of offence investigation.
Missing Persons - Resolved	Group 4 [Subset 9] - Missing Persons		Retain as MoPI Guideline Group 3 [12 year clear period] unless a risk assessment suggests otherwise.
Missing Persons - Unresolved	Group 4 [Subset 9] - Missing Persons		Retain for 100 years from the date of report to the police
Complaints Investigations externally	Group 4 [Subset 10] - Complaints against Police	Including - civil proceedings, IPCC investigations and death in custody records	Retain for 7 Years from completion date of investigation/ proceedings
Complaints Investigated Internally	Group 4 [Subset 10] - Complaints against Police	Including - Disciplinary investigations, Fairness at work (FAW), Rightline [anonymous reports of wrong doing]	Retain for 6 years after last action
Staff career history	Group 4 [Subset 11] - Management of Resources	For police officers and police staff including: Personal file, staff recruitment, sickness history and OH recommendations, probationary period reports/ PDRs and training records	Retain until subject is 100 years old
Staff Pension records	Group 4 [Subset 11] - Management of Resources	For police officers and staff	Whichever is longer; 5 years from the death of employee, or 5 years for death of nominated beneficiary.
Day to Day working History	Group 4 [Subset 11] - Management of Resources	Including annual leave, flexi sheets, application forms, shift rosters, registers, audit logs	Retain for 2 years from the date of creation, or 6 years if part of disciplinary case papers.
Dog and Horse Career History	Group 4 [Subset 10] - Management of Resources	Including selection process, training history, deployment history, welfare history	Retain for 6 years from end of animals operational service

Category	MoPI Group	Offence/ Record Type	Retention Period
Financial Records	Group 4 [Subset 12] - Finance and Procurement	Including exchequer services, budget control [including payroll and pensions], account management [general ledgers etc.], payment and income management, allowances, expenses and overtime, costings and banking	Various retention periods apply so for details see - Directorate of Resources - Finance Manual - Chapter 6 Retaining Accounting documentation
Procurement Records	Group 4 [Subset 12] - Finance and Procurement	Including ICT, corporate operational policing [including transport, catering, travel, uniforms etc.], supply chain management, evidence of fair and open tendering and purchasing	Retain sealed contracts for 13 years otherwise retain for 6 years from end of financial year
Asset Management and Estate Management	Group 4 [Subset 13] - Property and Estate	Including acquisitions and disposals, capital budget, property valuation, estate management [operational/residential] and property income generation	Retain for 6 years from end of financial year
Facilities Management	Group 4 [Subset 13] - Property and Estate	Including MPIC, architectural plans, maintenance, furniture, cleaning, security guarding	Retain for 5 years after facility has been disposed
Programme/ Project Delivery	Group 4 [Subset 13] - Property and Estate	Including construction, modernisation and capital works	Retain for 16 years records relating to construction or retain for 13 years all deeds completed under seal of MPS/ MOPAC and associated docs.
CRB Disclosures	Group 4 [Subset 14] - Disclosure and Vetting	Information disclosed under part 5 of the Police Act 1997	Retain for 12 years from date of request
ISA Disclosures	Group 4 [Subset 14] - Disclosure and Vetting		Retain for 12 years from date of request
Vetting Disclosures/ decisions	Group 4 [Subset 14] - Disclosure and Vetting		Retain for 11 years from date of request
Disclosures to Insurance Industry	Group 4 [Subset 14] - Disclosure and Vetting		Retain for 2 years from date of request

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FoIA and DPA requests	Group 4 [Subset 14] - Disclosure and Vetting	Including Freedom of Information (FoIA) requests and subject access requests	Retain for 2 years from date of request
Operational CCTV	Group 4 [Subset 15] - CCTV	Including, front counter, custody suite, public order, interview, evidential and public space [including TfL, motorway, street CCTV etc.]	If information supports a criminal investigation, review according to crime type as outlined in MoPI Groups 1 - 3 guidelines; if not retain locally for 1 year from date of creation. Then send to central CES for a further 1 year retention period after which it will be disposed of automatically. If identified [within whole 2 year retention period] e.g. as part of an investigation or civil proceedings, retain for as long as required until all proceedings are completed.
Security/ Estate CCTV	Group 4 [Subset 15] - CCTV	Internal and external building CCTV [that is not specified in Operational CCTV subset]	If information supports a criminal investigation, review according to crime type as outlined in MoPI Groups 1 - 3 guidelines; if not retain for 30 days from date of creation.
Sex offender Records	Group 4 [Subset 16] - Sex Offenders	Including: Civil orders/ Sexual Offence Prevention Orders (SOPO), Violent and Sexual Offenders Register (VISOR) and wanted/ missing sex offenders	Retain for 100 years from date of creation.
Correspondence that supports a policing purpose	Group 4 [Subset 17] - Private office functions	Including - supporting evidence for the protection or detection of crime, FoI/ DPA requests and complaints against police	If information supports an investigation, review according to crime type as outlined in MoPI Groups 1 - 3 guidelines, or retain in line with specific guidance issued within this schedule.
Correspondence that does not support a policing purpose	Group 4 [Subset 17] - Private office Functions	Including - thank you letters, invitations to events, personal communications [including emails] etc. and diary/ schedules for staff up to Management Board level	Thank you letters only should be scanned onto MetHR for permanent retention. All paper records to be retained for 1 year from date of creation/ receipt.
Diary/ schedules [Management Board Level]	Group 4 [Subset 17] - Private office Functions		Retain for 7 years from date of creation

Category	MoPI Group	Offence/ Record Type	Retention Period
Legal Reports	Group 4 [Subset 18]- Legal Documents	Including: Results of civil proceedings, inquiry reports/ recommendations and IPCC reports	Retain for 7 years from date of creation

If you have any queries or require assistance with any aspect of Records Management please email your enquiry to [Registry Mailbox](#). Alternatively you can call us on 50993.