

SWYDDOGOL OFFICIAL



# Retention and Disposal Policy and Schedule

**Updated April 2025**

| Version | Date     | Author           | Reason for Change  |
|---------|----------|------------------|--|
| 1.0     | 21/11/12 | Rachel Boissinot |  |
| 2.0     | 16/02/17 | Claire Bryant    | Review and amendments to reflect change in staff structure                           |
| 2.1     | 30/03/17 | Claire Bryant    | Amendments in line with external guidance  |
| 2.2     | 11/04/17 | Claire Bryant    | Proof read by manager  |
| 2.3     | 10/05/17 | Claire Bryant    | Retention period for vacancy applications added                                      |
| 2.4     | 15/10/19 | Cheryl Gayther   | Additions made to reflect Estates department   |
| 2.5     | 31/03/21 | Cheryl Gayther   | Retention period for SAR amended in line with NPCC schedule                          |
| 2.6     | 03/04/25 | Hassim Ganiyu    | Relevant legislation and digital data handling process added. Full review completed. |



## **1. Introduction**

1.1 The Office of the Police and Crime Commissioner (OPCC) for Dyfed-Powys is committed to operating in an open and transparent manner.

1.2 In order to comply with the Freedom of Information Act (FOIA) the OPCC must ensure that its records meet the standards necessary to deal effectively with FOI requests.

1.3 This Retention and Disposal Policy and Schedule is designed to support the OPCC's corporate governance framework and complies with the standards required by the Information Commissioner, taking into account the various legislative requirements and developments following the implementation of the Bichard<sup>1</sup> recommendations.

## **2. Purpose**

2.1 The purpose of this Policy and Schedule is to:

- prevent the premature destruction of records
- provide consistency of preservation / destruction
- improve record management

## **3. Relevant Legislation**

3.1 This policy aligns with the following legislative and regulatory frameworks:

- Freedom of Information Act 2000 (FOIA)
- UK General Data Protection Regulation (UK GDPR)
- Data Protection Act 2018 (DPA 2018)
- Limitation Act 1980
- Public Records Act 1958

3.2 These laws govern how the OPCC retains, manages, and disposes of information responsibly and lawfully.

## **4. Retention and Disposal of Records**

4.1 All records held by the OPCC should be retained for the periods shown in the attached Schedule. OPCC Assurance Team will be responsible for ensuring that all records held by the OPCC are kept for the appropriate length of time and will recommend documents for destruction according to the time specified in the attached retention Schedule.

4.2 All retention periods are given in whole years and are from the end of the financial year to which the records relate. Records should be disposed of by shredding / arranging for collection as confidential waste for destruction by the appropriate body. This should also include all back-up copies on alternative media.

4.3 Note: Whenever there is a possibility of litigation or a request under the Freedom of Information Act, the records that are likely to be affected should not be amended or disposed of until the threat of litigation has ended

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<sup>1</sup> The Bichard Inquiry Report, 2004 (<http://dera.ioe.ac.uk/6394/1/report.pdf>)

or the appeal processes under the Freedom of Information Act have been exhausted.

4.4 The Assurance Team will conduct a six-monthly review of all records whereby they will determine which records are due for destruction. A report will then be provided to the Chief Executive detailing all records due for destruction to include information on the subject matter and last dates of correspondence / entry in the file. Following consideration of this information, the Chief Executive will determine which records should be destroyed in line with the retention periods detailed in the Schedule of this Policy and which records should still be retained.

4.5 The retention period specified in the attached Schedule does not mean that the document or information should without exception be destroyed after the set date. The retention period specifies the latest date to re-evaluate the information. At the end of a retention period the main user, in conjunction with the Chief Executive will:

- evaluate the business 'value' of the document / information; and
- either destroy the document / information or if applicable, set a further retention period.

4.6 Where appropriate, information can be retained by other means, such as, micro-fiche, magnetic tape, computer disk or off-site storage. It is not necessary to make information stored in this way 'instantly' retrievable. It will be sufficient to ensure that information is accessible through the OPCC's systems.

## **5. Standard Operating Procedure (SOP)**

5.1 This applies to records which do not need to be kept at all. Information which is duplicated, unimportant or of short term use can be destroyed under the Standard Operating Procedure, including:

- compliments slips
- catalogues, magazines, newsletters and trade journals
- telephone message slips
- non-acceptance of invitations
- trivial e-messages or notes not related to the Commissioner's business
- requests for stock information such as maps, plans or marketing material
- out of date distribution lists
- working papers which lead to a final report
- duplicated and superseded material such as stationery, manuals, drafts, address books and reference copies of annual reports

5.2 All records can be destroyed, except where these may be used as evidence to inform a decision.

## **6. Digital Data Handling**

6.1 All digital records are subject to the same retention and disposal rules as physical records. They should be stored in shared, access-controlled systems or cloud-based platforms when possible.

## **7. Ongoing monitoring and review of Policy and Schedule**

7.1 This Policy and Schedule will be reviewed on an annual basis. However, if areas of concern or changes to legislation arise throughout the course of the year, the Chief Executive will advise the Commissioner on an ad-hoc basis in relation to any necessary changes to the Policy and Schedule.

**APPENDIX 1: RETENTION SCHEDULE**

|                                  |         |
|----------------------------------|---------|
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**1. Dyfed-Powys OPCC Business**

| <b>Function</b>                               | <b>Records</b>   | <b>Retention Trigger</b> | <b>Retain for</b>                         | <b>Source</b>                                     |
|---|--|--------------------------|---|---|
| Appointment of Force Chief Officers           | Advertisements   | Last action              | 2 years                                   | CIPFA / Local Government Best Practice            |
|   | Application forms<br>Interview reports   | End of employment        | 6 years                                   |   |
|   | Personnel files  | End of employment        | 6 years from date of last pension payment |   |
| Deep Dive Reviews/scrutiny/select committee   | Minutes, agendas<br>Supporting documentation                                       | Last action              | 5 years                                   | National Archives – Functional Retention Schedule |
| Complaints against the Chief Constable        | Correspondence   | Last action              | 6 years                                   | ICO / Police Complaints Handling Best Practice    |
| Complaints and enquiries directed to the OPCC | Correspondence<br>Summary reports<br>Details of investigations into complaints     | Last Action              | 6 years                                   | ICO / Local Government Best                       |
| Corporate planning and reporting              | Policing plans<br>Strategy plans<br>Annual reports<br>Corporate and Business Plans |                          | Permanent                                 | National Archives – Archival Selection Criteria   |
| Termination of the Chief Constable contract   | Resignation, redundancy, dismissal, death, retirement                              | End of employment        | 6 years                                   | CIPFA / Local Government Best Practice            |

|  |   |                       |                               |   |
|--|---|-----------------------|-------------------------------|---|
| External meetings (where the OPCC does not own the record)                 | Minutes, agendas, reports and recommendations, supporting documents, decision making logs |                       | Until no longer needed        | Common Practice   |
| Volunteer records  | Minutes, agendas, reports, registers of visits  |                       | 2 years                       | ICO – routine administrative data                                     |
|  | Volunteer details   | End of appointment    | 2 years                       |   |
|  | Handbook  |                       | Until superseded              |   |
|  | Visit records linked to a death, serious incident, or investigation                       |                       | At least 10 years (or longer) | IOPC records practice / Limitation Act 1980/ Coroner-Inquest guidance |
| Partnership, agency and external meetings (where the OPCC owns the record) | Minutes, agendas, reports and recommendations, supporting documents, decision making logs | Last action           | 6 years                       | CIPFA / Local Government Practice                                     |
| Statutory Inspections, reviews and external audit reports                  | HMI reports   | Last action completed | 1 year                        | ACPO National Guidance / HMIC   |
|  | Internal / External auditor reports   | Last action           | 6 years                       |   |
| Statutory returns  | Reports to Central Government   |                       | 7 years from closure          | National Archives / HMRC (for financial data)                         |

|  |  |  |                                    |  |
|--|--|--|------------------------------------|--|
| Working Groups / Steering Groups             | Minutes, agendas and reports, decision making logs |  | 6 years after last action          | CIPFA -PSIAS / Common Practice         |
| Decision making meetings and audit committee | Agenda, minutes, reports                           |  | Permanent (if strategic/statutory) | National Archives – Governance Records |

## 2. Management and Administration

| Function               | Records   | Retention trigger | Retain for  | Source   |
|------------------------|---|-------------------|---|--|
| Diaries and calendars  | Electronic and manual diaries / calendars   |                   | 3 years   | Common Practice                                  |
| Information management | Filing indices  |                   | Permanent   | National Archives / Governance Best Practice/ICO |
|                        | Management of records of transfer to archives   |                   | Permanent   |  |
|                        | Summary of responses to enquiries   |                   | 6 years   |  |
|                        | Disposal records  |                   | Permanent   |  |
|                        | Reports / correspondence on the Commissioner's decisions and actions  |                   | 6 years   |  |
|                        | Routine responses to enquiries  |                   | 2 years   |  |
|                        | General Correspondence / emails & faxes<br>* File (paper) & Folders (electronic inc. emails) containing records for |                   | Archive for one year – destroy if no further use.<br>No file should remain open for |  |

|                 |   |             |  |                         |
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|                 | which there is no identified process or function in the retention schedule            |             | more than 5 years and may be closed at any time within that period based on monitoring of usage and additions. If closed and new activity begins, a new volume of the file should be created and the retention period of the old volume be brought in line with the new volume |                         |
| Marketing       | Developing and promoting Commissioner events  | Last action | 2 years  | Common Practice         |
|                 | Information about the Commissioner  |             | When superseded  |                         |
| Media relations | Process of interaction with the media   | Last action | 3 years  | In line with DPP policy |
|                 | Media publications concerning the Commissioner / OPCC (press cuttings, media reports) | Last action | 5 years unless considered historical   |                         |

|                    |  |                 |   |  |
|--------------------|--|-----------------|---|--|
| Office Management  | Contracts with suppliers   | End of contract | Signed contract 6 years from end of contract. All other background paperwork 1 year from end of contract  | National Archives Procurement guidance |
| Policy development | Policies<br>Instructions / procedures<br>Organisation charts<br>Standing orders / financial regulations  |                 | Permanent   | National Archives – Governance Records |
|                    | Routine responses on policy or procedures (Printed material, letters)                                    |                 | 2 years after admin use is concluded  |  |
| Policy Review      | Reviewing strategic plans / policies or procedure to assess their compliance with guidelines             |                 | Destroy 5 years from closure  | Common Practice                        |
| Publications       | The process of designing & setting information for publication<br>The published work of the Commissioner |                 | Destroy 3 years from last action<br>Note one copy from the initial print run should go directly to the archive.<br>Destroy all other copies after | Common Practice                        |

|                                    |  |  |                                   |                                     |
|------------------------------------|--|--|-----------------------------------|-------------------------------------|
|                                    |  |  | administrative use is concluded   |                                     |
| Public consultation                | Consultation on development of significant policies  |  | 5 years from closure              | Common Practice                     |
|                                    | Consultation on development of minor policies  |  | 1 year from closure               |                                     |
|                                    | Meeting notes, records, correspondence, IAG minutes, supporting papers and correspondence  |  | 6 years from closure              |                                     |
| Quality and performance management | Performance Management Information / Reports   |  | 2 years                           | In line with National ACPO guidance |
| Unstructured Records               | Records that do not support a business process i.e. there is not existing place for them in a filing structure and none will be created. This applies to filing structures for paper and |  | Destroy as soon as use has ceased | ICO / ROT Guidance                  |

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|  | <p>electronic formats including e-mails</p> <p>Working papers which lead to a final report – (unless report is submitted to a Committee – in which case papers should be available for 6 years in line with availability of the minutes for public inspection)</p> |  |  |  |
|--|--|--|--|--|

### 3. Legal and Contracts

| Function  | Records  | Retention Trigger | Retain for                       | Source   |
|---|--|-------------------|----------------------------------|--|
| Advice (providing advice on a point of law)       | Correspondence                                 |                   | 6 years                          | Common Practice  |
| Agreements (not including contractual agreements) | Service level agreements with OPCC             |                   | 6 years after agreement expires  | Common Practice<br>Depends on value of agreement<br>Mainly to do with agreements between public bodies. Not in regard to contracts |
| Asset acquisition / disposal                      | Legal docs relating to purchase/sale<br>Leases |                   | Destroy 6 years if under £50,000 | Limitation Act 1980  |

|  |   |  |  |                                       |
|--|---|--|--|---------------------------------------|
|  | Tender documents  |  | Destroy 12 years if over £50,000                         |                                       |
| Pre Contract advice                            | Expression of interest  |  | Destroy 2 years after contract let or not proceeded with | Common Practice                       |
| Contract development (ordinary) (under hand)   | Tender specification  |  | 6 years after terms have expired                         | Limitation Act 1980                   |
| Contract development (under seal)              | Tender specification  |  | 12 years after terms have expired                        | Limitation Act 1980                   |
| Contracts                                      | Register of seals   |  | Permanent  | National Archives / Governance        |
| Contract Management (Operation and Monitoring) | Service Level Agreements<br>Compliance Reports<br>Performance Reports |  | 2 years after terms of contract have expired             | Common Practice                       |
| Conveyance                                     | Conveyance Files  |  | Destroy 12 years after closure                           | Statutory / Property Law              |
| Evaluation of tenders (ordinary)               | Evaluation criteria<br>Successful tender document                     |  | 6 years after terms have expired                         | Procurement Law / Limitation Act 1980 |
| Evaluation of tenders (under seal)             | Evaluation criteria<br>Successful tender document                     |  | 12 years after terms have expired                        | Procurement Law / Limitation Act 1980 |
| Litigation                                     | Correspondence<br>Criminal and civil case files                       |  | 7 years after last action                                | Legal Practice / Limitation Act 1980  |

|                               |                             |  |   |  |
|-------------------------------|-----------------------------|--|---|--|
| Post tender negotiation       | Minutes<br>Correspondence   |  | 6 years (12 years if contract was executed as a deed) | Limitation Act 1980 /<br>Public Contracts Regulations 2015 |
| Tenders                       | Tender envelope             |  | 1 year after start of contract                        | Public Contracts Regulations 2015 /<br>Common Practice     |
| Unsuccessful tender documents | Tender documents quotations |  | Destroy 1 year after end of contract                  | Public Contracts Regulations 2015 /<br>Common Practice     |

#### 4. Human Resources

| Function                          | Records   | Retention Trigger | Retain for  | Source                              |
|-----------------------------------|---|-------------------|---|-------------------------------------|
| Appointment of Statutory Officers | Vacancies & applications records<br>Interview notes, prospective staff records, registers of applicants<br>Unsuccessful applications records<br>Successful applications records |                   | Destroy 2 years after date of appointment<br><br>Retain within personnel files (until individual's death) | CIPD /<br>Recruitment Best Practice |
| Election of PCC                   | Expenses / allowances payments<br>Financial interests record  | End of term       | 6 years   | Electoral Commission /<br>HMRC      |

|  |   |  |  |   |
|--|---|--|--|---|
|  | Register of gifts and hospitality   |  |  |   |
| Disciplinary & grievance investigations (proved)   | Disciplinary records  |  | Oral warning – 6 months<br>Written warning – 1 year<br>Final warning – 18 months<br>Dismissal – after determination of all internal and external appeals | ACAS Code of Practice                                   |
|  | Grievance records   |  | 2 years  |   |
| Disciplinary & grievance investigations (unproved) | Disciplinary records<br>Grievance records   |  | Destroy immediately after appeal   | ACAS Code of Practice                                   |
| Police Appeal Tribunals                            | Case files  |  | 10 years after review completed  | National Archives guidance                              |
| Employee relations                                 | Agreements/negotiations / disputes  |  | Permanent  | National Archives – Employment Records/ Common Practice |
|  | Correspondence re. formal negotiations<br>Correspondence re minor & routine matters                         |  | 2 years  |   |
| Equal Employment Opportunities                     | The process of investigation & reporting on specific cases to ensure that entitlements & obligations are in |  | 5 years after action completed   | Equality Act Guidance                                   |

|  |   |                   |   |   |
|--|---|-------------------|---|---|
|  | accordance with agreed Equal Employment Opportunities guideline policies                                    |                   |   |   |
| Fairness in Action Records   | Documents related to diversity monitoring, inclusion initiatives, and internal equality-related governance. |                   | Transfer to Diversity Unit on conclusion of process   | Operational Practice                              |
| PDR / DAP  | Probation reports<br>Performance reports & plans  |                   | 6 years after termination or last pension payment   | Internal Policy                                   |
| Personnel administration   | Establishment lists   |                   | Permanent   | ICO / Common Practice                             |
|  | Personnel files   | End of employment | 6 years Las   |   |
| Recruitment – the selection of an individual for an established position | Advertisements, application forms, references, interview reports  |                   | Unsuccessful candidates = 1 year after appointment made<br>Successful candidates = Retain within personnel files (until individual's death) | ICO / Recruitment Practice / DBS Code of Practice |
|  | Criminal Records Bureau (CRB) checks and  |                   | Positive outcomes – 2 years after date of check   |   |

|                                    |  |  |  |                          |
|------------------------------------|--|--|--|--------------------------|
|                                    | associated documentation   |  | Negative outcomes – 1 year after date of check                                     |                          |
| Registers of Gifts and Hospitality | Staff Register of Gifts and Hospitality  |  | Permanent  | Governance Best Practice |
| Staff leave monitoring             | Sickness records, all leave records (sickness, jury, study, annual leave etc.) flexi cards |  | 6 years after employment ends  | CIPD / NPCC              |
| Staff Retention                    | Financial reward   |  | Destroy 7 years after action completed   | HMRC / Payroll Practice  |
| Staff termination                  | Resignation, redundancy, dismissal, death or retirement                                    |  | 6 years after termination, or, if pension paid, 6 years after last pension payment | CIPFA / HR Practice      |

## 5. Financial Management

| Function                         | Records   | Retention Trigger | Retain for   | Notes                        |
|----------------------------------|---|-------------------|--|------------------------------|
| Annual reports                   | Annual statement of accounts  |                   | 6 years  | HMRC guidance                |
| Approvals / process for purchase | Purchase / sales order<br>Appointments / delegations<br>Audit<br>Investigations                                     |                   | Destroy 6 years 6 months after end of financial year   | DPP policy                   |
| Asset acquisition and disposal   | Management of the acquisition (by financial lease of purchase) & disposal (by sale or write off) process for assets |                   | Destroy 6 years, if under £50,000 or 12 years if over £50,000, after all obligations / entitlement are concluded | Statutory / Finance Practice |
| Asset monitoring & maintenance   | Asset registers   |                   | Destroy 6 years 6 months after last item has been disposed of  | DPP policy                   |
|                                  | Inventories<br>Stocktaking  |                   | Destroy 2 years after admin use  | Common Practice              |
|                                  | Acquisition & disposal reports<br>Service / maintenance records   |                   | Destroy 6 years 6 months after sale or disposal  | Statutory                    |
| Budget setting                   | Final annual budget   |                   | Permanent  |                              |

|                 |  |  |  |  |
|-----------------|--|--|--|--|
|                 | Draft budgets and estimates  |  | Destroy 2 years after budget set   | National Archives / CIPFA/ Common Practice |
|                 | Quarterly budget reviews   |  | Destroy after following years budget adopted   |  |
| Expenditure     | Invoices / receipts<br>Bank statements<br>Vouchers / ledger<br>Write offs of public monies               |  | Finance department to destroy 6 years after end of financial year                                    | HMRC                                       |
|                 | Processes to balance & reconcile financial accounts  |  | Office copies -<br>Destroy 2 years after admin use is concluded                                      |  |
| Finance reports | Quarterly budget reports<br>Working papers<br>SUN reports  |  | Destroy 2 years after admin use is concluded   | CIPFA / Audit Practice                     |
| Internal Audit  | Internal Audit Reports- main financial & subsidiary systems<br>Value for money studies<br>Working papers |  | Destroy one year after completion of next full audit of the same business area                       | CIPFA                                      |
|                 | Follow up audits   |  | Destroy on full implementation of recommendations or completion of follow up audit / next full audit |  |

|         |  |  |   |                     |
|---------|--|--|---|---------------------|
| Loans   | Loan files<br>(borrowing money to enable authority of perform its functions & exercise its powers) |  | Destroy after the loan has been repaid              | HM Treasury / CIPFA |
|         | Loans register<br>Summary management of loans  |  | Permanent   | Common Practice     |
| Payroll | Claim forms<br>Pay / tax records<br>Summary pay reports  |  | Destroy 7 years after the end of the financial year | HMRC / Statutory    |
|         | Non accountable processes relating to payment of employees   |  | Destroy after admin use                             | Common Use          |

## 6. Property and Land Management

| <b>Function</b>                             | <b>Records</b>   | <b>Tetention trigger</b> | <b>Retain for</b>                                  | <b>Notes</b>                           |
|---|--|--------------------------|--|--|
| Insurance                                   | General insurance policies<br>Correspondence   |                          | Destroy 7 years after terms expire                 | Insurance Practice / Statutory         |
|   | Liability insurance policies   |                          | permanent  | Statutory defence                      |
| Management of buildings of special interest | Project specs<br>Plans<br>Certificates of approval<br>'As built' drawings and operational maintenance manuals  |                          | Permanent  | National Archives – Historic Buildings |
| Management of buildings                     | Project bills of quantity<br>Accepted tenders, agreements with contractors/consultants<br>Consultant & Contractors' drawings, maintenance schedules/diaries, installation surveys, maintenance programme, forward maintenance registers. |                          | 16 years   | Contractual Liability / Property Law   |
| Management of lease hold properties         | Leases<br>Memorandum of terms<br>Landlords consents<br>Licenses  |                          | Destroy 6 years 6 months after all obligations end | Statutory                              |

|                      |  |  |  |                              |
|----------------------|--|--|--|------------------------------|
|                      | Correspondence with utility/communications companies                             |  |  |                              |
| Property acquisition | Plans  |  | Life of property plus 12 years                     | Land Registry / Property Law |
| Property disposal    | Legal documents<br>Survey reports<br>Tender documents<br>Conditions of contracts |  | Destroy 6 years 6 months after all obligations end | DPP policy / Statutory       |

## 7. General

| Function                        | Records  | Retention Trigger | Retain for  | Notes                      |
|---------------------------------|--|-------------------|---|----------------------------|
| Freedom of Information requests | Disclosures  | Last action       | 2 years appeal  | ICO FOI Code of Practice   |
| Subject Access Requests         | Disclosures  | Last action       | 2 years   | ICO SAR Code of Practice   |
| Health & Safety                 | Risk assessments   |                   | Archive (retain for 6 years after superseded) (40 years for hazardous substances)<br><br>6 years and 6 months | HSE / Operational Practice |
|                                 | Accident books / RIDDOR correspondence and fire certificates |                   | 6 years and 6 months  | RIDDOR Regulations         |

|  |   |  |          |                                      |
|--|---|--|----------|--------------------------------------|
|  | Asbestos inspections, registers and removal information |  | 60 years | Control of Asbestos Regulations 2012 |
|--|---|--|----------|--------------------------------------|

**Appendix 1**

| <b>Acronym</b> | <b>Explanation</b>  |
|----------------|---|
| ICO            | Information Commissioner's Office – UK regulator for data protection and FOI compliance. Provides guidance on personal data retention and GDPR principles.                      |
| NPCC           | National Police Chiefs' Council – Successor to ACPO. Issues national policing and records management guidance, including the Management of Police Information (MoPI) framework. |
| ACPO           | Association of Chief Police Officers – Former national policing body, now replaced by the NPCC.   |
| CIPFA          | Chartered Institute of Public Finance and Accountancy – Professional body for public sector accounting. Influences financial and audit record retention practice.               |
| CIPD           | Chartered Institute of Personnel and Development – Professional body for HR and people development. Provides best practice on staff record retention.                           |
| HMRC           | His Majesty's Revenue and Customs – UK tax authority. Sets statutory record-keeping requirements for financial and payroll data.  |
| ACAS           | Advisory, Conciliation and Arbitration Service – Provides official Codes of Practice on employment matters including discipline and grievance processes.                        |

|       |   |
|-------|---|
| HSE   | Health and Safety Executive – UK regulator for workplace health and safety. Provides guidance on risk assessments, COSHH, and incident reporting.                                     |
| TNA   | The National Archives – UK’s official archive. Issues Operational Selection Policies (OSPs) and guidance on record appraisal and archiving.   |
| DBS   | Disclosure and Barring Service – Provides criminal records checks. Related retention periods apply to volunteer or safeguarding records.  |
| FOI   | Freedom of Information – Public right of access to recorded information under the Freedom of Information Act 2000. ICO oversees compliance.   |
| ROT   | Redundant, Obsolete, or Trivial – A record management term used to identify records with no ongoing legal, operational, or historical value.  |
| IOPC  | Independent Office for Police Conduct – Investigates serious complaints and incidents involving police. Records relevant to deaths in custody or misconduct may fall under its remit. |
| PSIAS | Public Sector Internal Audit Standards – UK wide standards guiding internal audit practice across public bodies.  |