

**HUMBERSIDE  
POLICE AUTHORITY**

**FILING STRUCTURE  
&  
RETENTION SCHEDULE**

<b>POLICE AUTHORITY COMMITTEES</b>				
<b>REFERENCE</b>	<b>FILE TITLE</b>	<b>TYPE(S)</b>	<b>LOCATION</b>	<b>RETENTION PERIOD</b>
<b>PA</b>	<b>POLICE AUTHORITY</b>			
CTTE/PA/1	Police Authority Information / Correspondence	P , E	Main Files	3 years
CTTE/PA/2	Police Authority Attendance Lists	P , E	Main Files	Permanent
CTTE/PA/3	Police Authority Agendas	P , E	LJ	Permanent
CTTE/PA/4	Police Authority Minutes	P , E	LJ	Permanent
CTTE/PA/5	Police Authority Reports	P , E	LJ	Permanent
CTTE/PA/6	Police Authority Action Schedules	P , E	LJ	Permanent
<b>FIN</b>	<b>FINANCE COMMITTEE</b>			
CTTE/FIN/1	Finance Committee Information / Correspondence	P , E	Main Files	3 years
CTTE/FIN/2	Finance Committee Attendance Lists	P , E	Main Files	Permanent
CTTE/FIN/3	Finance Committee Agendas	P , E	LJ	Permanent
CTTE/FIN/4	Finance Committee Minutes	P , E	LJ	Permanent
CTTE/FIN/5	Finance Committee Reports	P , E	LJ	Permanent
CTTE/FIN/6	Finance Committee Thematic Panel	P , E	LJ	Permanent
CTTE/FIN/7	Finance Committee Action Schedules	P , E	LJ	Permanent
<b>C&amp;P</b>	<b>COMMUNITIES &amp; PARTNERSHIP COMMITTEE</b>			
CTTE/C&P/1	Communities & Partnership Committee Information / Correspondence	P , E	Main Files	3 years
CTTE/C&P/2	Communities & Partnership Committee Attendance Lists	P , E	Main Files	Permanent
CTTE/C&P/3	Communities & Partnership Committee Agendas	P , E	LJ	Permanent
CTTE/C&P/4	Communities & Partnership Committee Minutes	P , E	LJ	Permanent
CTTE/C&P/5	Communities & Partnership Committee Reports	P , E	LJ	Permanent
CTTE/C&P/6	Communities & Partnership Committee Thematic Panel	P , E	LJ	Permanent

CTTE/C&P/7	Communities & Partnership Committee Action Schedules	P , E	LJ	Permanent
<b>PERF</b>	<b>PERFORMANCE COMMITTEE</b>			
CTTE/PERF/1	Performance Committee Information / Correspondence	P , E	Main Files	3 years
CTTE/PERF/2	Performance Committee Attendance Lists	P , E	Main Files	Permanent
CTTE/PERF/3	Performance Committee Agendas	P , E	LJ	Permanent
CTTE/PERF/4	Performance Committee Minutes	P , E	LJ	Permanent
CTTE/PERF/5	Performance Committee Reports	P , E	LJ	Permanent
CTTE/PERF/6	Performance Committee Thematic Panel	P , E	LJ	Permanent
CTTE/PERF/7	Performance Committee Action Schedules	P , E	LJ	Permanent
<b>HR</b>	<b>HUMAN RESOURCES COMMITTEE</b>			
CTTE/HR/1	Human Resources Committee Information / Correspondence	P , E	Main Files	3 years
CTTE/HR/2	Human Resources Committee Attendance Lists	P , E	Main Files	Permanent
CTTE/HR/3	Human Resources Committee Agendas	P , E	LJ	Permanent
CTTE/HR/4	Human Resources Committee Minutes	P , E	LJ	Permanent
CTTE/HR/5	Human Resources Committee Reports	P , E	LJ	Permanent
CTTE/HR/6	Human Resources Committee Thematic Panel	P , E	LJ	Permanent
CTTE/HR/7	Human Resources Committee Action Schedules	P , E	LJ	Permanent
<b>PROT</b>	<b>PROTECTIVE SERVICES COMMITTEE</b>			
CTTE/PROT/1	Protective Services Committee Information / Correspondence	P , E	Main Files	3 years
CTTE/PROT/2	Protective Services Committee Attendance Lists	P , E	Main Files	Permanent
CTTE/PROT/3	Protective Services Committee Agendas	P , E	LJ	Permanent
CTTE/PROT/4	Protective Services Committee Minutes	P , E	LJ	Permanent
CTTE/PROT/5	Protective Services Committee Reports	P , E	LJ	Permanent
CTTE/PROT/6	Protective Services Committee Thematic Panel	P , E	LJ	Permanent
CTTE/PROT/7	Protective Services Committee Action Schedules	P , E	LJ	Permanent

<b>CS</b>	<b>CHAIR'S STRATEGY GROUP</b>			
CTTE/CS/1	Chair's Strategy Group Information / Correspondence	P , E	Main Files	3 years
CTTE/CS/2	Chair's Strategy Group Committee Agendas	P , E	LJ	Permanent
CTTE/CS/3	Chair's Strategy Group Minutes	P , E	LJ	Permanent
CTTE/CS/4	Chair's Strategy Group Reports	P , E	LJ	Permanent
<b>STAN</b>	<b>STANDARDS COMMITTEE</b>			
CTTE/STAN/1	Standards Committee Information / Correspondence	P , E	Main Files	3 years
CTTE/STAN/2	Standards Committee Attendance Lists	P , E	Main Files	Permanent
CTTE/STAN/3	Standards Committee Agendas	P , E	LJ	Permanent
CTTE/STAN/4	Standards Committee Minutes	P , E	LJ	Permanent
CTTE/STAN/5	Standards Committee Reports	P , E	LJ	Permanent
CTTE/STAN/6	Standards Committee Action Schedules	P , E	LJ	Permanent
<b>OTH</b>	<b>OTHER HUMBERSIDE POLICE AUTHORITY COMMITTEES</b>			
CTTE/OTH/1	Appeals Sub Committee	P , E	LJ	Permanent
CTTE/OTH/2	Committee Structure and Programme of Meetings	P , E	LJ	3 years
CTTE/OTH/3	Selection Panel for the Appointment of Independent Members	P , E	LJ	Permanent
<b>DEC</b>	<b>DECISION RECORDS</b>			
CTTE/DEC/	Decision Records (sorted by Year)	P , E	LJ	Permanent

<b>COMMUNITY ENGAGEMENT</b>				
<b>REFERENCE</b>	<b>FILE TITLE</b>	<b>TYPE(S)</b>	<b>LOCATION</b>	<b>RETENTION PERIOD</b>
<b>GEN</b>	<b>GENERAL COMMUNITY ENGAGEMENT</b>			
<b>COMM/GEN/1</b>	<b>Correspondence and Information</b>	<b>P , E</b>	<b>Main Files</b>	<b>3 years</b>
<b>COMM/GEN/2</b>	<b>Neighbourhood Policing</b>	<b>P, E</b>	<b>Main Files</b>	<b>3 years</b>
<b>COMM/GEN/3</b>	<b>Public Consultation Meetings</b>	<b>P , E</b>	<b>GP</b>	<b>2 years</b>
<b>COMM/GEN/3.1</b>	<b>Admin - General</b>	<b>P , E</b>	<b>GP</b>	<b>2 years</b>
<b>COMM/GEN/3.2</b>	<b>Meeting Details</b>	<b>P, E</b>	<b>GP</b>	<b>2 years</b>
<b>COMM/GEN/3.3</b>	<b>A Division</b>	<b>P , E</b>	<b>GP</b>	<b>2 years</b>
<b>COMM/GEN/3.4</b>	<b>B Division</b>	<b>P , E</b>	<b>GP</b>	<b>2 years</b>
<b>COMM/GEN/3.5</b>	<b>C Division</b>	<b>P , E</b>	<b>GP</b>	<b>2 years</b>
<b>DIV</b>	<b>DIVISIONAL COMMUNITY ENGAGEMENT</b>			
<b>COMM/DIV/1</b>	<b>A Division</b>	<b>P , E</b>	<b>Main Files</b>	<b>2 years</b>
<i>COMM/DIV/1a</i>	<b>General Information</b>	<b>P , E</b>	<b>Main Files</b>	<b>3 years</b>
<i>COMM/DIV/1b</i>	<b>Strategic Information</b>	<b>P , E</b>	<b>Main Files</b>	<b>2 years</b>
<i>COMM/DIV/1c</i>	<b>Public Meetings</b>	<b>P , E</b>	<b>Main Files</b>	<b>2 years</b>
<b>COMM/DIV/2</b>	<b>B Division</b>	<b>P , E</b>	<b>Main Files</b>	<b>2 years</b>
<i>COMM/DIV/2a</i>	<b>General Information</b>	<b>P , E</b>	<b>Main Files</b>	<b>3 years</b>
<i>COMM/DIV/2b</i>	<b>Strategic Information</b>	<b>P , E</b>	<b>Main Files</b>	<b>2 years</b>
<i>COMM/DIV/2c</i>	<b>Public Meetings</b>	<b>P , E</b>	<b>Main Files</b>	<b>2 years</b>
<b>COMM/DIV/3</b>	<b>C Division</b>	<b>P , E</b>	<b>Main Files</b>	<b>2 years</b>
<i>COMM/DIV/3a</i>	<b>General Information</b>	<b>P , E</b>	<b>Main Files</b>	<b>3 years</b>
<i>COMM/DIV/3b</i>	<b>Strategic Information</b>	<b>P , E</b>	<b>Main Files</b>	<b>2 years</b>
<i>COMM/DIV/3c</i>	<b>Public Meetings</b>	<b>P , E</b>	<b>Main Files</b>	<b>2 years</b>
<b>COMM/DIV/4</b>	<b>D Division</b>	<b>P , E</b>	<b>Main Files</b>	<b>2 years</b>
<i>COMM/DIV/4a</i>	<b>General Information</b>	<b>P , E</b>	<b>Main Files</b>	<b>3 years</b>

COMM/DIV/4b	Strategic Information	P , E	Main Files	2 years
COMM/DIV/4c	Public Meetings	P , E	Main Files	2 years
<b>THEM</b>	<b>THEMED COMMUNITY ENGAGEMENT</b>			
COMM/THEM/1	Businesses	P , E	Main Files	2 years
COMM /THEM/1a	Chamber of Commerce	P , E	Main Files	2 years
COMM /THEM/1b	Federation of Small Businesses	P , E	Main Files	2 years
COMM/THEM/2	Diversity	P , E	Main Files	2 years
COMM/THEM/3	Young People (Including Lifestyle)	P , E	Main Files	2 years
COMM/THEM/4	Every Child Matters	P , E	Main Files	2 years
<b>SURV</b>	<b>SURVEYS</b>			
COMM/SURV/1	Public Opinion Survey	P , E	Main Files	2 years
COMM/SURV/2	Precept Leaflet Survey	P , E	Main Files	2 years
COMM/SURV/3	Mystery Shopper Survey	P , E	Main Files	2 years
<b>SCH - 1</b>	<b>EQUALITY SCHEMES</b>			
COMM/SCH/1.1	Disability Equality Scheme	P, E	Main Files	2 years
COMM/SCH/1.2	Race Equality	E	Main Files	3 years
COMM/SCH/1.3	Diversity	E	Main Files	3 years
COMM/SCH/1.4	Equality Impact Assessments	E	Main Files	3 years
<b>SCH - 2</b>	<b>INDEPENDENT CUSTODY VISITING SCHEMES</b>			
COMM/SCH/2.1	Legislation, Guidance and Policies	P , E	Main Files	Until Superseded
COMM/SCH/2.2	General Administration	P , E	Main Files	3 years
<b>SCH - 3</b>	<b>ANIMAL WELFARE VISITING SCHEMES</b>			
COMM/SCH/3		P , E	Main Files	2 years

<b>CORPORATE GOVERNANCE</b>				
<b>REFERENCE</b>	<b>FILE TITLE</b>	<b>TYPE(S)</b>	<b>LOCATION</b>	<b>RETENTION PERIOD</b>
<b>PA</b>	<b>POLICE AUTHORITY RELATED</b>			
CGOV/PA/1	Corporate Governance – General Correspondence	P , E	Main Files	3 years
CGOV/PA/2	Local Code of Corporate Governance	E	Main Files	3 years
CGOV/PA/3	Scheme of Delegation	E	Main Files	3 years
CGOV/PA/4	Annual Governance Statement	E	Main Files	5 years
CGOV/PA/5	Corporate Plan	E	Main Files	5 years
CGOV/PA/6	Police Authority Self Assessment (PASA)	E	Main Files	3 years
CGOV/PA/7	Police Authority Inspections	E	Main Files	3 years
CGOV/PA/8	CIPFA / SOLACE – Policing Special Interest Group	E	Main Files	3 years
CGOV/PA/9	Joint Corporate Governance Forum	E	Main Files	3 years
CGOV/PA/10	Risk Management	P, E	Main Files	3 years
<b>COM</b>	<b>COMPLAINTS</b>			
CGOV/COM/1	Complaints - General	P , E	Main Files	3 years
CGOV/COM/2	Complaints Against Chief Officers	P , E	Main Files	3 years
CGOV/COM/3	Independent Police Complaints Commission (IPCC)	P , E	Main Files	3 years
CGOV/COM/4	Police Complaints Authority (PCA)	E	Main Files	5 years
CGOV/COM/5	Independent Police Complaints Commission (IPCC) Investigations	E	Main Files	3 years
CGOV/COM/6	Independent Members of Misconduct Panels (IMMP)	P , E	Main Files	3 years
CGOV/COM/7	Police Authority Role in Complaints	P , E	Main Files	5 years
CGOV/COM/8	Dip Sampling of Complaints	P , E	Main Files	3 years
CGOV/COM/9	Complaints against Police Authority Staff	P , E	Main Files	3 years
CGOV/COM/10	Letters of Appreciation	P , E	Main Files	3 years
CGOV/COM/11	JPAC Complaints Project	P , E	Main Files	3 years

<b>MEM</b>	<b>MEMBERS' SUPPORT</b>			
CGOV/MEM/1	All Member Correspondence	P , E	Main Files	3 years
CGOV/MEM/2	Individual Member Correspondence	P , E	Main Files	3 years
CGOV/MEM/3	Chair & Vice Chair's Correspondence	P , E	Main Files	3 years
CGOV/MEM/4	Code of Conduct	P , E	Locked Cab	Permanent
CGOV/MEM/5	Register of Interests (including gifts and hospitality)	P , E	Locked Cab	Permanent
CGOV/MEM/6	Members' Handbook	P , E	Main Files	3 years
CGOV/MEM/7	Members' Allowance Scheme	P , E	Main Files	Until superseded
CGOV/MEM/8	Member Role Profiles	P , E	Main Files	3 years
CGOV/MEM/9	Joint Appointments Committee	P , E	Main Files	3 years
CGOV/MEM/10	Police Authority Regulations 2008 ( <i>Recruitment of Independent Members</i> )	P , E	Main Files	Until superseded
CGOV/MEM/11	Independent Member Expressions of Interest	P , E	Main Files	Review annually
<b>ETH</b>	<b>ETHICAL GOVERNANCE</b>			
CGOV/ETH/1	Standards Board for England	P , E	Main Files	3 years
CGOV/ETH/2	Improvement and Development Agency (IDeA)	E	Main Files	3 years
CGOV/ETH/3	Local Government Ombudsman	E	Main Files	3 years
CGOV/ETH/4	Monitoring Officer	P , E	Main Files	3 years
CGOV/ETH/5	CIPFA – Regional Collaboration on Standards Issues	P , E	Main Files	3 years
CGOV/ETH/6	Politically Restricted Posts	P , E	Main Files	Permanent
CGOV/ETH/7	Member Review Scheme	P , E	Main Files	3 years
CGOV/ETH/8	Investigations	P , E	Main Files	3 years
CGOV/ETH/9	Hearings	P , E	Main Files	3 years
CGOV/ETH/10	Member / Officer relations protocol	P , E	Main Files	3 years
CGOV/ETH/11	Human Rights	P , E	Main Files	3 years
CGOV/ETH/12	Police Negotiating Board (PNB) Circulars	P , E	Main Files	Until Superseded

<b>POL</b>	<b>POLICE RELATED - CORRESPONDENCE</b>			
<b>CGOV/POL/1.1</b>	<b>Chief Officer Correspondence</b>	<b>P , E</b>	<b>Main Files</b>	<b>3 years</b>
<b>CGOV/POL/1.2</b>	<b>HumberSide Police Force correspondence</b>	<b>P , E</b>	<b>Main Files</b>	<b>3 years</b>
<b>POL</b>	<b>POLICE RELATED - APPEALS</b>			
<b>CGOV/POL/2.1</b>	<b>Police Staff Appeals</b>	<b>P , E</b>	<b>Locked Cab</b>	<b>Permanent</b>

EXTERNAL ORGANISATIONS				
REFERENCE	FILE TITLE	TYPE(S)	LOCATION	RETENTION PERIOD
<b>APA-1</b>	<b>APA GENERAL</b>			
EO/APA/1.1	General Correspondence between APA and HPA	E	Main Files	3 years
EO/APA/1.2	APA News	E	Main Files	3 years
EO/APA/1.3	APA GEMS	E	Main Files	3 years
EO/APA/1.4	APA Events	E	Main Files	3 years
EO/APA/1.5	APA Guidance Documentation	E	Main Files	As needed
EO/APA/1.6	APA Reports (not group specific)	E	Main Files	3 years
EO/APA/1.7	APA Publications	E	Main Files	3 years
EO/APA/1.8	APA Council (formerly APA Plenary)	E	Main Files	3 years
EO/APA/1.9	APA Board (formerly APA Executive)	E	Main Files	3 years
<b>APA-2</b>	<b>APA POLICY NETWORKS &amp; GROUPS</b>			
EO/APA/2.1	People Policy Network	E	Main Files	3 years
EO/APA/2.1a	Yorkshire and the Humber	E	Main Files	3 years
EO/APA/2.1b	Other Regions	E	Main Files	3 years
EO/APA/2.2	Citizen Focus and Partnerships Policy Network	E	Main Files	3 years
EO/APA/2.2a	Yorkshire and the Humber	E	Main Files	Permanent
EO/APA/2.2b	Other Regions	E	Main Files	3 years
EO/APA/2.3	Corporate / Business Policy Network	E	Main Files	3 years
EO/APA/2.3a	Yorkshire and the Humber	E	Main Files	3 years
EO/APA/2.3b	Other Regions	E	Main Files	3 years
EO/APA/2.4	Strategic Policing Policy Network	E	Main Files	3 years
EO/APA/2.4a	Yorkshire and the Humber	E	Main Files	3 years
EO/APA/2.4b	Other Regions	E	Main Files	3 years
EO/APA/2.5	Virtual Networks	E	Main Files	3 years

EO/APA/2.6	Good Governance Group (GGG)	E	Main Files	3 years
<b>APA-3</b>	<b>APA PERFORMANCE</b>			
EO/APA/3.1	APA Performance Monitoring / Issues	E	Main Files	5 years
<b>GOVT-1</b>	<b>NATIONAL GOVERNMENT</b>			
EO/GOVT/1.1	Home Office	P , E	Main Files	3 years
EO/GOVT/1.2	Office of the Deputy Prime Minister	E	Main Files	3 years
EO/GOVT/1.3	Department for Constitutional Affairs	E	Main Files	3 years
EO/GOVT/1.4	Department for Culture, Media and Sport	E	Main Files	3 years
EO/GOVT/1.5	Skills for Justice	E	Main Files	3 years
EO/GOVT/1.6	Police and Crime Standards Directorate	E	Main Files	3 years
EO/GOVT/1.6a	Crime Reduction and Community Safety Group	E	Main Files	3 years
EO/GOVT/1.6b	Government for Yorkshire & The Humber	E	Main Files	3 years
<b>GOVT-2</b>	<b>REGIONAL GOVERNMENT</b>			
EO/GOVT/2.1	Local Government of Yorkshire and The Humber	P , E	Main Files	3 years
EO/GOVT/2.2	North East Lincolnshire Council	E	Main Files	3 years
EO/GOVT/2.3	North Lincolnshire Council	E	Main Files	3 years
EO/GOVT/2.4	East Riding of Yorkshire Council	E	Main Files	3 years
EO/GOVT/2.5	Hull City Council	E	Main Files	3 years
<b>PA-1</b>	<b>REGIONAL POLICE AUTHORITIES</b>			
EO/PA/1.1	General Information and Correspondence	E	Main Files	3 years
EO/PA/1.2	North Yorkshire Police Authority	E	Main Files	3 years
EO/PA/1.3	South Yorkshire Police Authority	E	Main Files	3 years
EO/PA/1.4	West Yorkshire Police Authority	E	Main Files	3 years
EO/PA/1.5	Other Police Authorities	E	Main Files	3 years

<b>PA-2</b>	<b>POLICE AUTHORITY COMMITTEES / GROUPS</b>			
EO/PA/2.1	Joint Police Authority Committee (JPAC)	P , E	Main Files	3 years
EO/PA/2.2	Regional Chairs and Chiefs Groups (RCCG)	P , E	Main Files	3 years
EO/PA/2.3	Association of Police Authority Clerks / Chief Executives (APAC(E))	P , E	Main Files	3 years
EO/PA/2.4	Northern Police Authorities Chief Executive's Group	E	Main Files	3 years
EO/PA/2.5	Yorkshire and Humberside Police Authorities Chief Executive's Meeting	P, E	Main Files	3 years
EO/PA/2.6	Regional Policy Officer Network Meetings	E	Main Files	3 years
<b>OTH-1</b>	<b>CIPFA NETWORKS</b>			
EO/OTH/1.1	CIPFA Better Governance Forum (BGF)	E	Main Files	3 years
EO/OTH/1.2	CIPFA Performance Improvement Network (PIN)	E	Main Files	3 years
EO/OTH/1.3	CIPFA Police Advisory Network (PAN)	E	Main Files	3 years
EO/OTH/1.4	CIPFA Finance Advisory Network (FAN)	E	Main Files	3 years
EO/OTH/1.5	CIPFA Treasury Management Forum	E	Main Files	3 years
<b>OTH-2</b>	<b>OTHER SUBSCRIPTIONS / GROUPS</b>			
EO/OTH/2.1	Parliament Today	E	Main Files	3 years
EO/OTH/2.2	Association of Council Secretaries & Solicitors (ACSeS)	E	Main Files	3 years
EO/OTH/2.3	LGG	E	Main Files	3 years
EO/OTH/2.4	Local Government Association (LGA)	E	Main Files	3 years
<b>OTH-3</b>	<b>POLICE RELATED</b>			
EO/OTH/3.1	Crimestoppers	E	Main Files	3 years
EO/OTH/3.2	Criminal Justice Board (CJB)	P , E	Main Files	3 years
EO/OTH/3.3	Communities and Local Government	P , E	Main Files	3 years

<b>OTH-4</b>	<b>CRIME AND DISORDER REDUCTION PARTNERSHIPS (CDRP)</b>			
EO/OTH/4.1	CDRP – General Information and Correspondence	P, E	Main Files	3 years
EO/OTH/4.2	CDRP - A Division – Safer Communities North East Lincolnshire	P, E	Main Files	3 years
EO/OTH/4.3	CDRP - B Division – North Lincolnshire Community Safety Partnership	P, E	Main Files	3 years
EO/OTH/4.4	CDRP - C Division – Safe Communities East Riding	P, E	Main Files	3 years
EO/OTH/4.5	CDRP - D Division – Hull Citysafe	P, E	Main Files	3 years
<b>OTH-5</b>	<b>LOCAL STRATEGIC PARTNERSHIPS (LSP)</b>			
EO/OTH/5.1	LSP – General Information and Correspondence	E	Main Files	3 years
EO/OTH/5.2	LSP - A Division	E	Main Files	3 years
EO/OTH/5.3	LSP - B Division	E	Main Files	3 years
EO/OTH/5.4	LSP - C Division	E	Main Files	3 years
EO/OTH/5.5	LSP - D Division	E	Main Files	3 years
<b>OTH-6</b>	<b>LOCAL AREA AGREEMENTS (LAA)</b>			
EO/OTH/6.1	LAA – General Information and Correspondence	E	Main Files	3 years
EO/OTH/6.2	LAA - A Division	E	Main Files	3 years
EO/OTH/6.3	LAA - B Division	E	Main Files	3 years
EO/OTH/6.4	LAA - C Division	E	Main Files	3 years
EO/OTH/6.5	LAA - D Division	E	Main Files	3 years
<b>OTH-7</b>	<b>SERVICE LEVEL AGREEMENTS (SLA)</b>			
EO/OTH/7.1	Humberside Association of Neighbourhood Watch Groups (HANWaG)	P, E	Main Files	6 yrs from end of SLA

<b>FINANCE</b>				
<b>REFERENCE</b>	<b>FILE TITLE</b>	<b>TYPE(S)</b>	<b>LOCATION</b>	<b>RETENTION PERIOD</b>
<b>AA-1</b>	<b>HUMBERSIDE POLICE AUTHORITY ANNUAL ACCOUNTS</b>			
FIN/AA/1.1	Annual Statement of Accounts (Final Version)	E	Main Files	Permanent
FIN/AA/1.2	Current Year Working File	E	Main Files	2 years
FIN/AA/1.3	Auditor's Opinion	P, E	Main Files	Permanent
FIN/AA/1.4	Correspondence relating to Annual Accounts	E	Main Files	2 years
FIN/AA/1.5	Year End Procedures	E	Main Files	2 years
<b>AA-2</b>	<b>HUMBERSIDE POLICE AUTHORITY BUDGET</b>			
FIN/AA/2.1	Budget Setting	P, E	Main Files	2 years
FIN/AA/2.2	Annual Budget (Final Version)	P, E	Main Files	Permanent
FIN/AA/2.3	Budget Monitoring	P, E	Main Files	2 years
FIN/AA/2.4	E-financial Print outs	P, E	Main Files	2 years
<b>ISS</b>	<b>FINANCIAL ISSUES</b>			
FIN/ISS/1	VAT	E	Main Files	6 years
FIN/ISS/2	Payroll	E	Main Files	7 years
FIN/ISS/3	Precept / Council Tax Information	P, E	Main Files	6 years
FIN/ISS/4	Treasury Management	E	Main Files	6 years
FIN/ISS/5	Statement on Internal Control	E	Main Files	6 years
FIN/ISS/6	Corporate Governance Statement	E	Main Files	6 years
FIN/ISS/7	BACS Advice Slips	P, E	Main Files	6 years
FIN/ISS/8	Pensions	P, E	Main Files	6 years
FIN/ISS/9	Contracts	E	Main Files	6 years
FIN/ISS/10	Risk Management	E	Main Files	6 years
FIN/ISS/11	Volunteers Scheme	E	Main Files	6 years

<b>FUND</b>	<b>FUNDING / GRANTS</b>			
FIN/FUND/1	Funds	P, E	Main Files	7 years
FIN/FUND/2	Grants	E	Main Files	7 years
FIN/FUND/3	Tenders	E	Main Files	7 years
FIN/FUND/4	Income Generation	E	Main Files	7 years
FIN/FUND/5	Revenue Accounts / Grants	E	Main Files	7 years
FIN/FUND/6	Police Property Act Fund	P, E	Main Files	7 years
FIN/FUND/7	Youth Fund	P, E	Main Files	7 years
FIN/FUND/8	Police Community Support Officers – Government Funding	E	Main Files	7 years
<b>SCH</b>	<b>FINANCIAL SCHEMES / OPERATIONS / REVIEWS</b>			
FIN/SCH/1	Local Authority Business Growth Incentives	E	Main Files	7 years
FIN/SCH/2	Medium Term Financial Strategy	E	Main Files	7 years
FIN/SCH/3	Olympics 2012	E	Main Files	7 years
FIN/SCH/4	Resourcing Model	E	Main Files	7 years
FIN/SCH/5	Service Delivery Plan	E	Main Files	7 years
FIN/SCH/6	Value for Money	E	Main Files	7 years
FIN/SCH/7	Comprehensive Spending Review	E	Main Files	7 years
FIN/SCH/8	Data Quality	E	Main Files	7 years
FIN/SCH/9	Costings	E	Main Files	7 years
<b>ADMIN-1</b>	<b>FINANCIAL ADMINISTRATION – FORMS / REGISTERS</b>			
FIN/ADMIN/1.1	General Correspondence	P, E	Main Files	3 years
FIN/ADMIN/1.2	Claim Forms	E	Main Files	7 years
FIN/ADMIN/1.3	Gifts and Hospitality Register & Register of Interests	P, E	Main Files	Permanent
FIN/ADMIN/1.4	Finance Forms	E	Main Files	7 years
FIN/ADMIN/1.5	Business Change Handbook	E	Main Files	Until Superseded
FIN/ADMIN/1.6	Capital Finance Regulations	E	Main Files	Until Superseded
FIN/ADMIN/1.7	Financial Management Code of Practice	E	Main Files	Until Superseded
FIN/ADMIN/1.8	Inventory (including loan records)	E	Main Files	Until Superseded

<b>ADMIN-2</b>	<b>FINANCIAL ADMINISTRATION – TRAVEL &amp; EXPENSES</b>			
FIN/ADMIN/2.1	Car Hire	E	Main Files	7 years
FIN/ADMIN/2.2	Mileage & Expenses Claims – Staff	P, E	Main Files	7 years
FIN/ADMIN/2.3	Mileage and Expenses Claims – Members	E	Main Files	7 years
FIN/ADMIN/2.4	Mileage and Expenses Claims – ICVs / Animal Welfare Visitors	E	Main Files	7 years
FIN/ADMIN/2.5	Fees – Panel Reps	E	Main Files	7 years
FIN/ADMIN/2.6	Train Bookings	P, E	Main Files	7 years
FIN/ADMIN/2.7	Humber Bridge Tickets / Passes	P, E	Main Files	6 years
<b>ADMIN-3</b>	<b>FINANCIAL ADMINISTRATION – ORDERING</b>			
FIN/ADMIN/3.1	Orders	P, E	Main Files	7 years
FIN/ADMIN/3.2	Invoices	P, E	Main Files	6 years
FIN/ADMIN/3.3	Payment Vouchers	P, E	Main Files	6 years
FIN/ADMIN/3.4	Barclaycard	P, E	Main Files	6 years
FIN/ADMIN/3.5	Petty Cash	P, E	Main Files	6 years
<b>AUDIT</b>	<b>AUDITORS</b>			
FIN/AUDIT/1	External Audits	E	Main Files	7 years
FIN/AUDIT/2	Audit Commission - General	P, E	Main Files	3 years
FIN/AUDIT/3	Internal Audit – Plans	P, E	Main Files	6 years
FIN/AUDIT/4	Internal Audit – Reports	P, E	Main Files	6 years
FIN/AUDIT/5	Internal Audit – General	P, E	Main Files	3 years
<b>OTH</b>	<b>OTHER FINANCIAL ORGANISATIONS</b>			
FIN/OTH/1	Police Authority Treasurers’ Society (PATS)	P, E	Main Files	3 years
FIN/OTH/2	CIPFA	E	Main Files	3 years
FIN/OTH/3	Regional Treasurers	E	Main Files	3 years

<b>FORCE</b>	<b>FORCE FINANCE</b>			
<b>FIN/FORCE/1</b>	<b>Meetings with ACO(S)</b>	<b>E</b>	<b>Main Files</b>	<b>3 years</b>
<b>FIN/FORCE/2</b>	<b>Discount Scheme for Special Constables</b>	<b>E</b>	<b>Main Files</b>	<b>3 years</b>
<b>FIN/FORCE/3</b>	<b>Financial Assistance to Officers (inc Home Office Circular 43/2001)</b>	<b>E</b>	<b>Main Files</b>	<b>7 years</b>
<b>FIN/FORCE/4</b>	<b>Force and Police Authority Meetings</b>	<b>P, E</b>	<b>Main Files</b>	<b>3 years</b>
<b>FIN/FORCE/5</b>	<b>Debt Write Offs</b>	<b>P, E</b>	<b>Main Files</b>	<b>7 years</b>
<b>FIN/FORCE/6</b>	<b>Civil Claims Monitoring</b>	<b>P, E</b>	<b>Main Files</b>	<b>7 years</b>

<b>HUMAN RESOURCES</b>				
<b>REFERENCE</b>	<b>FILE TITLE</b>	<b>TYPE(S)</b>	<b>LOCATION</b>	<b>RETENTION PERIOD</b>
<b>PERS - 1</b>	<b>PERSONNEL FILES - SECRETARIAT STAFF (CURRENT)</b>			
HR/PERS/1.1	Assistant Chief Executive	P, E	Locked Cab	Do not destroy
HR/PERS/1.2	Chief Executive	P, E	Locked Cab	Do not destroy
HR/PERS/1.3	Communities and Partnership Manager	P, E	Locked Cab	Do not destroy
HR/PERS/1.4	Communities and Partnership Officer	P, E	Locked Cab	Do not destroy
HR/PERS/1.5	Director of Performance and Resources	P, E	Locked Cab	Do not destroy
HR/PERS/1.6	Member Support Manager	P, E	Locked Cab	Do not destroy
HR/PERS/1.7	Member Support Officer	P, E	Locked Cab	Do not destroy
HR/PERS/1.8	Office Manager / PA to the Chief Executive	P, E	Locked Cab	Do not destroy
HR/PERS/1.9	Office Support Officer	P, E	Locked Cab	Do not destroy
HR/PERS/1.10	Performance and Resources Manager	P, E	Locked Cab	Do not destroy
HR/PERS/1.11	Performance and Resources Officer	P, E	Locked Cab	Do not destroy
HR/PERS/1.12	Caretaker	P, E	Locked Cab	Do not destroy
<b>PERS - 2</b>	<b>PERSONNEL FILES - SECRETARIAT STAFF (PAST STAFF)</b>			
N/A	As required	P, E	Locked Cab	6 years
<b>PROS</b>	<b>HUMAN RESOURCES – PROCESSES – SECRETARIAT STAFF</b>			
HR/PROS/1	Flexi Sheets	P, E	Main Files	2 years
HR/PROS/2	Local Government Pension Scheme	P, E	Main Files	6 years
HR/PROS/3	Race, Diversity & Equality	P, E	Locked Cab	6 years
HR/PROS/4	Absence Management	P, E	Locked Cab	6 years
HR/PROS/5	Recruitment	P, E	Main Files	2 years
HR/PROS/6	Induction	P, E	Main Files	6 yrs from leaving
HR/PROS/7	Personnel Development Reviews	P, E	Locked Cab	6 yrs from leaving
HR/PROS/8	Training Records	P, E	Locked Cab	6 yrs from leaving

HR/PROS/9	Disciplinary / Grievance / Harassment	P, E	Locked Cab	6 yrs from leaving
HR/PROS/10	Medical Information (including Occupational Health)	P, E	Locked Cab	6 yrs from leaving
PERM - 1	PERSONNEL FILES - MEMBERS (CURRENT)			
HR/PERM/1.1	Independent Members	P, E	Locked Cab	Do not destroy
HR/PERM/1.2	Standards Committee Members	P, E	Locked Cab	Do not destroy
PERM - 2	PERSONNEL FILES - MEMBERS (PAST)			
N/A	As Required	P, E	Locked Cab	6 years
PROM	HUMAN RESOURCES – PROCESSES – MEMBERS			
HR/PROM/1	Race, Diversity & Equality	P, E	Locked Cab	6 years
HR/PROM/2	Recruitment	P, E	Main Files	2 years
HR/PROM/3	Induction	P, E	Main Files	6 yrs from leaving
HR/PROM/4	Personnel Development Reviews	P, E	Locked Cab	6 yrs from leaving
HR/PROM/5	Training Records	P, E	Locked Cab	6 yrs from leaving
PERCO - 1	PERSONNEL FILES – CHIEF OFFICERS (CURRENT)			
HR/PERCO/1.1	Chief Constable	P, E	Locked Cab	Do not destroy
HR/PERCO/1.2	Deputy Chief Constable	P, E	Locked Cab	Do not destroy
HR/PERCO/1.3	Assistant Chief Constable	P, E	Locked Cab	Do not destroy
HR/PERCO/1.4	Assistant Chief Officer	P, E	Locked Cab	Do not destroy
HR/PERCO/1.5	Police Staff	P, E	Locked Cab	3 years
PERCO - 2	PERSONNEL FILES – CHIEF OFFICERS (PAST)			
N/A	As required	P, E	Locked Cab	6 years

<b>PROCO</b>	<b>HUMAN RESOURCES – PROCESSES – CHIEF OFFICERS</b>			
HR/PROCO/1	Race, Diversity & Equality	P, E	Locked Cab	6 years
HR/PROCO/2	Recruitment	P, E	Main Files	2 years
HR/PROCO/3	Personnel Development Reviews	P, E	Locked Cab	6 yrs from leaving
HR/PROCO/4	Code of Conduct for Police Officers	P, E	Main Files	3 yrs
HR/PROCO/5a	Dip sampling - Grievance Cases	P, E	Main Files	3 years
HR/PROCO/5b	Dip sampling - PSB Complaints	P, E	Main Files	3 years
HR/PROCO/6	Chief Officer Bonus Scheme	P, E	Main Files	7 years
HR/PROCO/7	Medical	P, E	Locked Cab	6 yrs from leaving
HR/PROCO/8	Police Pensions	P, E	Main Files	6 years
HR/PROCO/9	Force Training Plans	P, E	Main Files	Until superseded
<b>EO</b>	<b>HUMAN RESOURCES – EXTERNAL ORGANISATIONS</b>			
HR/EO/1	HR Consultant	P, E	Main Files	3 years
HR/EO/2	Trade Union	P, E	Main Files	3 years
HR/EO/3	Recruitment Agencies	P, E	Main Files	3 years
HR/EO/4	Independent Custody Visitors	P, E	Locked Cab	6 yrs from leaving
HR/EO/5	Animal Welfare Lay Visitors	P, E	Locked Cab	6 yrs from leaving
HR/EO/6	Police Staff Council (PSC)	P, E	Main Files	3 years
HR/EO/7	Panel Clerks	P, E	Locked Cab	6 yrs from leaving
HR/EO/8	Police Training	P, E	Main Files	3 years
HR/EO/9	Investors in People (IIP)	P, E	Main Files	3 years

<b>INFORMATION TECHNOLOGY</b>				
<b>REFERENCE</b>	<b>FILE TITLE</b>	<b>TYPE(S)</b>	<b>LOCATION</b>	<b>RETENTION PERIOD</b>
<b>PA</b>	<b>POLICE AUTHORITY IT</b>			
IT/PA/1	Website	P, E	Main Files	3 years
IT/PA/2	Netconstruct	P, E	Main Files	3 years
IT/PA/3	IT Issues	P, E	Main Files	3 years
<b>FORCE</b>	<b>POLICE FORCE IT</b>			
IT/FORCE/1	National Strategy for Police Information Systems (NSPIS)	P, E	Main Files	3 years
IT/FORCE/2	Police National Computer (PNC)	P, E	Main Files	3 years
IT/FORCE/3	Police National Database (PND)	P, E	Main Files	3 years
IT/FORCE/4	IMPACT	P, E	Main Files	3 years
IT/FORCE/5	Information Factory	P, E	Main Files	3 years
IT/FORCE/6	Mobile Data Pilot Project	P, E	Main Files	3 years

<b>LEGAL</b>				
<b>REFERENCE</b>	<b>FILE TITLE</b>	<b>TYPE(S)</b>	<b>LOCATION</b>	<b>RETENTION PERIOD</b>
<b>ACT</b>	<b>ACTS</b>			
LEG/ACT/1	Police Act 1996	E	Main Files	Permanent
LEG/ACT/2	Police Reform Act 2002	E	Main Files	Permanent
LEG/ACT/3	Police and Justice Act 2006	E	Main Files	Permanent
LEG/ACT/4	Criminal Justice and Immigration Act 2008	E	Main Files	Permanent
LEG/ACT/5	Local Government and Public Involvement in Health Act 2007	E	Main Files	Permanent
LEG/ACT/6	Corporate Manslaughter Act 2007	E	Main Files	Permanent
LEG/ACT/7	Equalities Act 2006	E	Main Files	Permanent
LEG/ACT/8	Crime and Disorder Act 1998	E	Main Files	Permanent
LEG/ACT/9	Race Relations 89 (Amendment) Act 2000	E	Main Files	Permanent
LEG/ACT/10	Freedom of Information Act 2000	E	Main Files	Permanent
LEG/ACT/11	Data Protection Act 1998	E	Main Files	Permanent
LEG/ACT/12	Disability Discrimination Act 2005	E	Main Files	Permanent
LEG/ACT/13	Sex Discrimination Act 1975	E	Main Files	Permanent
LEG/ACT/14	Employment Act 2007	E	Main Files	Permanent
LEG/ACT/15	Human Rights Act 1998	E	Main Files	Permanent
LEG/ACT/16	Local Government Act 1994 and 2000	E	Main Files	Permanent
LEG/ACT/17	Local Government Finance Act 1988 and 1992	E	Main Files	Permanent
LEG/ACT/18	Audit Commission Act 1998	E	Main Files	Permanent
LEG/ACT/19	Police (Property) Act 1997	E	Main Files	Permanent
<b>BILL</b>	<b>BILLS AND PAPERS</b>			
LEG/BILL/1	Green Paper (August 2008)	P, E	Main Files	3 years

<b>REG</b>	<b>REGULATIONS AND STATUTORY INSTRUMENTS</b>			
LEG/REG/1	The Police (Conduct) Regulations 2004	E	Main Files	Until Superseded
LEG/REG/2	Police (Performance) Regulations 2008	E	Main Files	Until Superseded
<b>FOI</b>	<b>FREEDOM OF INFORMATION REQUESTS</b>			
LEG/FOI/1	Freedom of Information – General	P, E	Main Files	3 years
LEG/FOI/Year	Freedom of Information Requests	P, E	Main Files	Permanent
N/A	<i>Archive Previous Years</i>	P, E	Main Files	Permanent
<b>TRI</b>	<b>POLICE APPEALS TRIBUNALS</b>			
LEG/TRI/1	Police Appeals Tribunals – General	P, E	Main Files	3 years
LEG/TRI/Year	Police Appeals Tribunals	P, E	Locked Cab	Permanent
N/A	<i>Archive Previous Years</i>	P, E	Locked Cab	Permanent
<b>INQ</b>	<b>POLICE INQUESTS</b>		Locked Cab	Permanent

PERFORMANCE				
REFERENCE	FILE TITLE	TYPE(S)	LOCATION	RETENTION PERIOD
<b>CH</b>	<b>CHALLENGE</b>			
PERF/CH/1	Deputy Chief Constable's Challenge Meetings	P, E	Main Files	3 years
PERF/CH/2	Divisional Performance – A Division	P, E	Main Files	5 years
PERF/CH/3	Divisional Performance – B Division	P, E	Main Files	5 years
PERF/CH/4	Divisional Performance – C Division	P, E	Main Files	5 years
PERF/CH/5	Divisional Performance – D Division	P, E	Main Files	5 years
PERF/CH/6	Force Performance	P, E	Main Files	5 years
PERF/CH/7	Targets	P, E	Main Files	5 years
PERF/CH/8	Pegasus	P, E	Main Files	3 years
<b>EG</b>	<b>EXTERNAL GROUPS</b>			
PERF/EG/1	Police and Crime Standards Directorate	P, E	Main Files	5 years
PERF/EG/2	Local Domain	P, E	Main Files	5 years
PERF/EG/3	Efficiency Plans	P, E	Main Files	5 years
PERF/EG/4	Activity Analysis	P, E	Main Files	3 years
PERF/EG/5	Audit Commission Performance Reviews	P, E	Main Files	Permanent
PERF/EG/6	Other	P, E	Main Files	3 years
<b>PLAN</b>	<b>PLANS / PUBLICATIONS</b>			
PERF/PLAN/1	Strategic Plans	P, E	Main Files	Permanent
PERF/PLAN/2	Policing Plan	P, E	Main Files	Permanent
PERF/PLAN/3	Precept Leaflet	P, E	Main Files	3 years
PERF/PLAN/4	Local Policing Summaries	P, E	Main Files	3 years
PERF/PLAN/5	"About" Magazine	P, E	Main Files	3 years

<b>DATA</b>	<b>DATA QUALITY</b>			
PERF/DATA/1	National Standard for Incident Recording (NSIR)	P, E	Main Files	3 years
PERF/DATA/2	National Crime Recording Standard (NCRS)	P, E	Main Files	3 years
PERF/DATA/3	Audit	P, E	Main Files	6 years
<b>GREEN</b>	<b>GREEN PAPER</b>			
PERF/GREEN/1	General	P, E	Main Files	3 years
<b>OTHER</b>	<b>OTHER</b>			
PERF/OTHER/1	Miscellaneous	P, E	Main Files	3 years
PERF/OTHER/2	Media	P, E	Main Files	3 years
PERF/OTHER/3	Paul's Performance Info	P, E	Main Files	3 years
PERF/OTHER/4	Rich's Performance Info	P, E	Main Files	3 years
PERF/OTHER/5	Sickness	P, E	Main Files	3 years

<b>POLICE FORCE</b>				
<b>REFERENCE</b>	<b>FILE TITLE</b>	<b>TYPE(S)</b>	<b>LOCATION</b>	<b>RETENTION PERIOD</b>
<b>NAT</b>	<b>NATIONAL POLICE GROUPS</b>			
POL/NAT/1	British Transport Police	P, E	Main Files	3 years
POL/NAT/2	Police Federation	P, E	Main Files	3 years
POL/NAT/3	National Policing Improvement Agency (NPIA)	P, E	Main Files	3 years
POL/NAT/4	British Association of Women in Policing (BAWP)	P, E	Main Files	3 years
POL/NAT/5	Association of Chief Police Officers (ACPO)	P, E	Main Files	3 years
POL/NAT/6	Police Negotiating Board (PNB)	P, E	Main Files	3 years
POL/NAT/7	Police Skills and Standards Organisation (PSSO)	P, E	Main Files	3 years
POL/NAT/8	Police Staff Council (PSC)	P, E	Main Files	3 years
POL/NAT/9	Her Majesty's Inspectorate of Constabulary (HMIC)	P, E	Main Files	3 years
<b>HUMB-1</b>	<b>HUMBERSIDE POLICE BOARDS</b>			
POL/HUMB/1.1	Citizen Focus Project Board	P, E	Main Files	3 years
POL/HUMB/1.2	Business and Workforce Modernisation Project Board (BWFM)	P, E	Main Files	3 years
POL/HUMB/1.3	Estates Board	P, E	Main Files	3 years
POL/HUMB/1.4	Force Audit Board	P, E	Main Files	3 years
POL/HUMB/1.5	Professional Standards Board	P, E	Main Files	3 years
POL/HUMB/1.6	Workforce Development Oversight Board	P, E	Main Files	3 years
POL/HUMB/1.7	Force Custody Board	P, E	Main Files	3 years
POL/HUMB/1.8	Neighbourhood Policing Board	P, E	Main Files	3 years
POL/HUMB/1.9	Mobile Data Project Board	P, E	Main Files	3 years
POL/HUMB/1.10	Leadership Project Board	P, E	Main Files	3 years
POL/HUMB/1.11	IMPACT / MOPI Project Board	P, E	Main Files	3 years
POL/HUMB/1.12	Protective Services Project Board	P, E	Main Files	3 years

<b>HUMB-2</b>	<b>HUMBERSIDE POLICE GROUPS</b>			
POL/HUMB/2.1	Efficiency Plan Steering Group (EPSG)	P, E	Main Files	3 years
POL/HUMB/2.2	Force Independent Advisory Group (FIAG)	P, E	Main Files	3 years
POL/HUMB/2.3	Force Diversity Group	P, E	Main Files	3 years
POL/HUMB/2.4	Equality and Fairness Scrutiny	P, E	Main Files	3 years
POL/HUMB/2.5	Equality and Representation Steering Group	P, E	Main Files	3 years
POL/HUMB/2.6	Incident Handling Improvement Team (IHIT)	P, E	Main Files	3 years
POL/HUMB/2.7	CIS4 Steering Group	P, E	Main Files	3 years
POL/HUMB/2.8	Data Quality Gold Group	P, E	Main Files	3 years
<b>ISS</b>	<b>POLICE ISSUES</b>			
POL/ISS/1	Counter Terrorism	P, E	Main Files	3 years
POL/ISS/2	Citizen Focus	P, E	Main Files	3 years
POL/ISS/3	Business and Workforce Modernisation	P, E	Main Files	3 years

<b>PREMISES</b>				
<b>REFERENCE</b>	<b>FILE TITLE</b>	<b>TYPE(S)</b>	<b>LOCATION</b>	<b>RETENTION PERIOD</b>
<b>PE</b>	<b>PACIFIC EXCHANGE</b>			
PREM/PE/1	Car Park	P, E	Main Files	3 years
PREM/PE/2	Conference Room	P, E	Main Files	3 years
PREM/PE/3	Insurance	P, E	Main Files	7 years
PREM/PE/4	Utilities	P, E	Main Files	7 years
PREM/PE/5	Security	P, E	Main Files	3 years
PREM/PE/6	Maintenance	P, E	Main Files	7 years
PREM/PE/7	Consultants	P, E	Main Files	3 years
PREM/PE/8	Contracts	P, E	Main Files	7 years
PREM/PE/9	Upgrades / refurbishment	P, E	Main Files	7 years
PREM/PE/10	Instruction Manuals / Booklets	P, E	Main Files	Until Superseded
<b>H&amp;S</b>	<b>HEALTH AND SAFETY</b>			
PREM/H&S/1	Health and Safety	P, E	Main Files	7 years
PREM/H&S/2	Fire Safety	P, E	Main Files	7 years
PREM/H&S/3	First Aid	P, E	Main Files	7 years
PREM/H&S/4	Accident Book	P, E	Main Files	7 years
PREM/H&S/5	Signing In Sheets	P, E	Main Files	2 years
<b>PROP - 1</b>	<b>PROPERTY PORTFOLIO (CURRENT)</b>			
PREM/PROP/1.1	A Division	P, E	Main Files	Do not Destroy
PREM/PROP/1.2	B Division	P, E	Main Files	Do not Destroy
PREM/PROP/1.3	C Division	P, E	Main Files	Do not Destroy
PREM/PROP/1.4	D Division	P, E	Main Files	Do not Destroy

<b>PROP - 2</b>	<b>PROPERTY PORTFOLIO (SOLD)</b>			
<b>PREM/PROP/2.1</b>	<b>A Division</b>	<b>P, E</b>	<b>Main Files</b>	<b>15 years</b>
<b>PREM/PROP/2.2</b>	<b>B Division</b>	<b>P, E</b>	<b>Main Files</b>	<b>15 years</b>
<b>PREM/PROP/2.3</b>	<b>C Division</b>	<b>P, E</b>	<b>Main Files</b>	<b>15 years</b>
<b>PREM/PROP/2.4</b>	<b>D Division</b>	<b>P, E</b>	<b>Main Files</b>	<b>15 years</b>

<b>PROTECTIVE SERVICES</b>				
<b>REFERENCE</b>	<b>FILE TITLE</b>	<b>TYPE(S)</b>	<b>LOCATION</b>	<b>RETENTION PERIOD</b>
<b>GEN</b>	<b>GENERAL</b>			
<b>PS/GEN/1</b>	<b>General</b>	<b>P, E</b>	<b>Main Files</b>	<b>3 years</b>

<b>SECRETARIAT INFORMATION &amp; ADMINISTRATION</b>				
<b>REFERENCE</b>	<b>FILE TITLE</b>	<b>TYPE(S)</b>	<b>LOCATION</b>	<b>RETENTION PERIOD</b>
<b>OS - 1</b>	<b>OFFICE SUPPORT - GENERAL</b>			
SIA/OS/1.1	General Correspondence	P, E	Main Files	3 years
SIA/OS/1.2	Hotel Bookings	P, E	Main Files	3 years
SIA/OS/1.3	Conference / Training Events Booking	P, E	Main Files	3 years
SIA/OS/1.4	Publicity	P, E	Main Files	3 years
SIA/OS/1.5	Post , Franking Machine & Neopost	P, E	Main Files	3 years
SIA/OS/1.6	Photocopier	P, E	Main Files	3 years
SIA/OS/1.7	Telephones	P, E	Main Files	3 years
SIA/OS/1.8	Other Equipment and Services	P, E	Main Files	3 years
<b>OS - 2</b>	<b>OFFICE SUPPORT - FUNCTIONS</b>			
SIA/OS/2.1	Chair's Hospitality / Networking Events	P, E	Main Files	3 years
SIA/OS/2.2	Attestations	P, E	Main Files	3 years
SIA/OS/2.3	Retirement Ceremonies	P, E	Main Files	3 years
SIA/OS/2.4	Other	P, E	Main Files	3 years
<b>OS - 3</b>	<b>OFFICE SUPPORT – MASTER DOCUMENTS</b>			
SIA/OS/3.1	Master Letterheads	P, E	Main Files	Until Superseded
SIA/OS/3.2	Master Memos	P, E	Main Files	Until Superseded
SIA/OS/3.3	Master Faxes	P, E	Main Files	Until Superseded
SIA/OS/3.4	Electronic Signatures	P, E	Main Files	Until Superseded
SIA/OS/3.5	Envelopes	P, E	Main Files	Until Superseded
SIA/OS/3.6	Comps Slip	P, E	Main Files	Until Superseded
SIA/OS/3.7	Labels	P, E	Main Files	Until Superseded
SIA/OS/3.8	Forms & Leaflets	P, E	Main Files	Until Superseded

<b>OS - 4</b>	<b>OFFICE SUPPORT – INFORMATION</b>			
SIA/OS/4.1	General Information	P, E	Main Files	Until Superseded
SIA/OS/4.2	Maps & Directions	P, E	Main Files	Until Superseded
SIA/OS/4.3	Pictures	P, E	Main Files	Until Superseded
SIA/OS/4.4	Notices / Signs	P, E	Main Files	Until Superseded
SIA/OS/4.5	Contacts / Name Databases	P, E	Main Files	Until Superseded
SIA/OS/4.6	Library	P, E	Main Files	Until Superseded
<b>SDOC</b>	<b>WHOLE SECRETARIAT DOCUMENTS</b>			
SIA/SDOC/1	Team Meetings	E	Main Files	Permanent
SIA/SDOC/2	Secretariat Staff Functions	P, E	Main Files	2 years
SIA/SDOC/3	Senior Management Team Meetings	E	Main Files	Permanent
SIA/SDOC/4	Policies	P, E	Main Files	Until Superseded
SIA/SDOC/5	Procedures	P, E	Main Files	Until Superseded
SIA/SDOC/6	Logs	P, E	Main Files	Until Superseded
<b>PERS</b>	<b>PERSONAL FILES</b>			
SIA/PERS/1	Current Staff	P, E	Main Files	3 years
SIA/PERS/2	Past Staff	P, E	Main Files	3 years