

FILE RETENTION POLICY

| FILE TYPE | POLICY NARRATIVE |
|--------------------------------|---|
| Misconduct Meeting | Scan to file and destruction |
| Misconduct Hearing – no appeal | Scan to file and destruction |
| Misconduct – any dismissal | Scan key documents and retain full file for 6 years |
| Misconduct appeal | Retain for 6 years only if dismissed |
| Criminal – Not Guilty | Scan key documents and destruction |
| Criminal – Guilty | As per misconduct outcome |
| Employment Tribunal | Scan key documents and return file to member |
| Criminal Injuries | Scan key documents and return file to member |
| Personal Injury | Scan key documents and return file to member |
| Any other Civil Claim | Scan key documents and return file to member |
| Pension | Scan all documents and return file to member |
| Injury Awards | Scan all documents and return file to member |
| UAP/UPP – no dismissal | Scan key documents and destroy |
| UAP/UPP – dismissal | Scan key documents and retain file for 6 years |
| Regulation 13 | Scan key documents and return file to member |