



Philip Seccombe
Police and Crime
Commissioner
for Warwickshire

RECORDS MANAGEMENT RETENTION AND DISPOSAL POLICY

October 2019

**Office of the Police and Crime
Commissioner for Warwickshire**



Philip Seccombe
Police and Crime
Commissioner
for Warwickshire

| | |
|------------------------|---|
| Policy/Procedure Title | Records Management – Retention and Disposal Policy |
| Responsible Party | Chief Executive |

| | |
|---|---------------|
| Security Classification | Public |
| Disclosable under Freedom of Information Act 2000 | Yes |

| | |
|----------------------------|------------------------|
| Policy Implementation Date | 31 October 2019 |
| Next Review Date Prior To | 31 October 2021 |

Revision record

| Date | Nature of revision |
|----------------|--------------------|
| 1.0 Month YYYY | n/a |

Contents

| | |
|---|-------------------------------------|
| 1. Introduction | Error! Bookmark not defined. |
| 2. Records Management Principles | Error! Bookmark not defined. |
| 3. Roles and Responsibilities | 4 |
| 4. Standard Operating Procedure for Retention of Records..... | Error! Bookmark not defined. |
| Annex 1 – Retention Schedule | Error! Bookmark not defined. |

1. Introduction

- 1.1 The Office of the Police and Crime Commissioner for Warwickshire (OPCC) is committed to the handling of information in a safe, responsible and secure manner and ensuring the availability, integrity and confidentiality of the information under its control.
- 1.2 This Policy is designed to support the OPCC's policies in relation to the handling of information including the OPCC's Data Protection Policy and other information management policies. This Policy has been prepared in compliance with relevant legislative regimes and is underpinned by a number of related codes of practice and good practice guidelines.
- 1.3 The OPCC recognises that having accurate and relevant information is essential to effective decision making and that good records management enables business to be conducted in an orderly efficient and accountable manner.
- 1.4 There are inherent risks attached to the retention and disposal of records which directly affect public confidence, legal issues and complaints legislation. This policy provides the OPCC with a common and consistent approach to the retention and disposal of records that seeks to balance proportionality and necessity.
- 1.5 This Policy covers the management of all records and information held by the OPCC, regardless of medium or format, including electronic records. It is applicable to all employees of the Police and Crime Commissioner for Warwickshire including the Police and Crime Commissioner, Deputy Police and Crime Commissioner (if in post), volunteers, consultants and any other individuals working for the OPCC on a contractual basis or otherwise engaged on OPCC business. Ultimate responsibility rests with the PCC who is the Data Controller.
- 1.6 This Policy recognises that some information that is duplicated, unimportant or of short term use may not need to be retained (e.g. duplicate correspondence / emails, trivial emails/notes, matters unrelated to OPCC business). However, it is important that care is taken in deciding whether such information can be disposed of and guidance should be sought from the Chief Executive, if employees are unsure as to whether disposal is appropriate.
- 1.7 Where possible only one copy of a record should be kept, with duplicate records destroyed appropriately. Records should be electronic wherever possible.

2 Records Management Principles

2.1 The purpose of this Policy is to: (i) prevent the premature destruction of records; (ii) provide consistency of preservation and destruction of records; (iii) improve records management; and (iv) ensure adherence with the Data Protection Act (DPA) 2018 and other relevant legislation.

2.2 Records are retained for four main reasons, as follows:

- To provide evidence for actions undertaken and support transparent business decision making.
- To enable the OPCC to discharge its functions in a timely and effective manner.
- To comply with legislative and regulatory requirements.
- To preserve the OPCC's corporate memory.

- 2.3 Records will be retained for as long as required to comply with the requirements set out in section 2.2, above and in line with the DPA 2018. Where possible, records should be kept in an electronic format and duplicate paper copies should be destroyed.
- 2.4 Records should be stored as securely as possible, having regard to the sensitivity and confidentiality of the information and to avoid potential misuse or loss. Records should be easily identified and accessible to those who need to have access to them.
- 2.5 Wherever there is a potential for litigation or a request under access to information legislation, the records that are likely to be affected should not be amended or disposed of until the threat of litigation or actual litigation has ceased including any appeal processes.
- 2.6 Records should be disposed of by shredding and / or arranging for collection as confidential waste for destruction by an appropriate body. This should also include all back-up copies on alternative media.
- 2.7 A record of disposal of the information detailed in the Retention Schedule should be maintained which identifies each record destroyed.
- 2.8 The DPA 2018 provides individuals with the right to correction of personal data. Any changes made to a record need to be made to each copy of the record. Having one copy of each record will assist with compliance to this duty.

3 Roles and Responsibilities

- 3.1 The Chief Executive is responsible for ensuring compliance from the OPCC and its employees to this Policy, keeping under review the OPCC's approach to records management and the retention and disposal of information, including ensuring that sufficient resources are made available to support OPCC employees in meeting their obligations under this Policy.
- 3.2 The Chief Executive is responsible for providing appropriate communications and raising awareness amongst employees and any other individuals to whom this Policy applies.
- 3.3 Employees and individuals to whom this Policy applies are responsible for familiarising themselves with their obligations under this Policy, ensuring their own compliance and seeking guidance where they need it.
- 3.4 The OPCC undertakes to review this Policy regularly so as to ensure that it remains compliant with legislative regimes, relevant codes of practice / good practice guidelines and to reflect the types of documents held by the OPCC.

4 Standard Operating Procedure for Retention of Records

- 4.1 The majority of records that the OPCC holds are listed in the Retention Schedule at Annex 1. Records should be retained for the amount of time indicated in the Retention Schedule. All retention periods are shown in whole years. Where indicated within the Retention Schedule, some records will be retained indefinitely. A record must not be retained beyond the period indicated in the Retention Schedule, unless a valid reason (or notice to preserve documents for contemplated litigation or other special situation) calls for its continued retention.

4.2 Some records do not need to be kept at all. In most cases, information which is duplicated, unimportant or of short term use can be destroyed when it is no longer of any practical use, including:

- Compliments slips.
- Catalogues and trade journals.
- Telephone message slips.
- Non-acceptance of invitations.
- Trivial e-messages or notes not related to OPCC business.
- Out of date distribution lists.
- Working papers which lead to a final report (including meeting papers).
- Signing in books.
- Duplicated and superseded material such as stationery, manuals, drafts, address books and reference copies of annual reports.
- Hard copies of documents where an electronic copy has been created and saved.

4.3 Any type of record may contain personal data; that is, data that identifies living individuals. Data protection laws require us to retain personal data for no longer than is necessary for the purposes for which it is processed (the principle of storage limitation). Where records containing personal data have been listed in the Retention Schedule, we have taken into account the principle of storage limitation and balanced this against our requirements to retain the data. Employees should take into account the principle of storage limitation when deciding whether to retain any record.

4.4 If data is not listed in the Retention Schedule, it is likely that it should be classed as disposable information which can be destroyed when it is no longer of any practical use. However, if you consider that there is an omission in the Retention Schedule, or if you are unsure whether to retain a certain record, please contact the Development and Policy Lead (Standards and Integrity).

Annex 1 – Retention Schedule

Internal PCC Business, Corporate Planning, Processes and Policies

| Area of Business | Reason for Retention | Examples of Records | Retention Period | Information Asset Owner | Action |
|---|----------------------|--|--|--------------------------------|-----------------------|
| PCC decisions | Business need | Decision notices and associated documentation | Permanent | Chief Exec | Archive after 6 years |
| Complaints, including those against the PCC, DPCC and staff | Public task | Correspondence, summary reports, file notes, details of investigations | 7 years from conclusion of the investigation and any appeals | Chief Exec | Destroy |
| Corporate planning and reporting | Business need | Police and Crime Plans, Strategy Plans, Annual Reports, Registers | Permanent | Chief Exec | Archive after 6 years |
| | | Delivery Plan | 6 years from date of document | DPL (Performance and Scrutiny) | Destroy |
| Ethical framework | Business need | Codes of Conduct | 7 years from date of document | DPL (Standards and Integrity) | Destroy |
| | | Register of interests, registers of gifts and hospitality, | Permanent | DPL (Standards and Integrity) | Archive after 6 years |

| | | | | | |
|-----------------------------|--|--|---------------------------------|--|-----------------------|
| | The Police and Crime Commissioner Elections (Declaration of Acceptance of Office) Order 2012 | Commissioner's Oath | Permanent | Chief Exec | Archive after 6 years |
| | Police Reform and Social Responsibility Act 2011 | PCC, DPCC and senior staff confirmation reports | Term of employment plus 6 years | Chief Exec | Destroy |
| Policy development | Business need | Policies | Permanent | All | Archive after 6 years |
| | | Joint protocols | 2 years after superseded | All | Destroy |
| Information management | Business need | Filing indices, records of transfer to archives, disposal records | Permanent | Office Manager and DPL (Standards and Integrity) | Archive after 6 years |
| | | Routine correspondence to or by the OPCC in relation to information management | 4 years from date of document | Admin Office in conjunction with DPL (Standards and Integrity) | Destroy |
| Equality impact assessments | Business need | Initial and full assessments of policies and procedures | Superseded plus 2 years | DPL (Standards and Integrity) | Destroy |

| | | | | | |
|--|---------------|---|-------------------------|--|---------|
| Approved policies not listed elsewhere | Business need | Equality Policy, etc | Superseded plus 3 years | All | Destroy |
| Briefing notes | Business need | Briefing notes for the PCC, Chief Executive and other staff members for meetings, etc | 4 years after use | Author or person who has taken on the role if post holder has left | Destroy |

Meetings and Steering Groups

| Area of Business | Reason for Retention | Examples of Records | Retention Period | Information Asset Owner | Action |
|--|--|---|---|-------------------------|-----------------------|
| Meetings where the PCC owns the record including formal, partnership, agency and external meetings | Holding the Force and criminal justice agencies to account | Minutes, agendas and reports | Permanent | All | Archive after 6 years |
| | | Note books | Destroy on completion of book | All | Destroy |
| | | General correspondence | 2 years after date of meeting | All | Destroy |
| External meetings (where the OPCC does not own the record) | Holding the Force and criminal justice agencies to account | Minutes, agendas, reports and presentations | 4 years after date of meeting or document | All | Destroy |

| | | | | | |
|--------------------------------|--|---|---|-----|---------|
| Working groups/Steering groups | Holding the Force and criminal justice agencies to account | Minutes, agendas, reports and presentations | 4 years after date of meeting or document | All | Destroy |
|--------------------------------|--|---|---|-----|---------|

Governance, Assurance and Chief Constable

| Area of Business | Reason for Retention | Examples of Records | Retention Period | Information Asset Owner | Action |
|---|------------------------------|---|---|--------------------------------|-----------------------|
| Assurance – process of assessing quality, efficiency or performance of the Force/Alliance | Holding the Force to account | Minutes, agendas, reports, supporting documentation, dip sampling records, presentations, performance reports | 4 years after date of meeting or document | All | Destroy |
| Governance | Business need | Corporate Governance Framework, standing orders/financial regulations, Annual Governance Statement | Permanent | Chief Exec | Archive after 6 years |
| Statutory inspections, reviews and external audit reports | Business need | External Audit reports, HMICFRS reports | Permanent | DPL (Performance and Scrutiny) | Destroy |
| | | Correspondence | 4 years from date of document | DPL (Performance and Scrutiny) | Destroy |

| | | | | | |
|--|--|---|--|----------------------------------|---------|
| Appointment of Chief Constable | Public task under the Police Reform and Social Responsibility Act 2011 | Advertisements, application forms, interview reports | 2 years from date of application/interview for unsuccessful candidates. 7 years after termination of employment for successful candidates. | Chief Exec | Destroy |
| | | Personnel files | 7 years after Chief Constable leaves post <i>Note that Warwickshire Police hold these records until age 100</i> | Chief Exec | Destroy |
| Dismissal of Chief Constable | Police Reform and Social Responsibility Act 2011 | Resignation, redundancy, dismissal, death, retirement | 7 years after termination of employment | Chief Exec | Destroy |
| Complaints against the Chief Constable | Police Reform and Social Responsibility Act 2011 | Details of complaint, investigation and outcome | 7 years after termination of employment | Chief Exec | Review |
| Independent Custody Visitors | Business need | Minutes, agendas, reports, registers of visits, Custody Visitor details | 4 years from date of document | DPL with responsibility for ICVs | Destroy |

| | | | | | |
|--|--|-------------------------|--|-------------------------------------|---------|
| | | Handbook | Until superseded | DPL (Criminal Justice and Equality) | Destroy |
| | | Custody Visitor records | 7 years after individual leaves position | DPL (Criminal Justice and Equality) | Destroy |

Administration

| Area of Business | Reason for Retention | Examples of Records | Retention Period | Information Asset Owner | Action |
|--|---|---|---|-------------------------|---------|
| Allowances/Expenses | Business need | Claim forms, letters | 7 years after period of appointment ends for staff and volunteers | Admin Office | Destroy |
| Diaries and calendars | Business need | Electronic and manual diaries/calendars | 4 years from end of calendar year | All | Destroy |
| Health and safety, including accidents at work | The National Archives Retention Scheduling: Departmental Accounts, Health and Safety at Work Act 1974 and supporting Regulations, Limitation Act 1980 | Risk assessments, accident books, RIDDOR correspondence and fire certificates | Destroy after 6 years from date of document | Office Manager | Destroy |

| | | | | | |
|---|--|--|---|-------|---------|
| | Business need RIDDOR - Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 | | | | |
| Unstructured records | Business need | Records that do not support a business process, i.e. there is no existing place for them in the filing structure and none will be created. This applies to paper and electronic formats including e-mails. | Destroy as soon as use has ceased | All | Destroy |
| General correspondence from the public (excluding complaints, legal matters or Fol) | Business need | General contacts, such as marketing, general information updates, etc. | 4 years after the final response to an enquiry or comment | All | Destroy |
| Circulars | Business need | Circulars, newsletters, journals, etc, from the APCC, APACE, Home Office, IOPC, etc | 4 years after date received | All | Review |
| Visitor Signing In Book | Business need | Record used to log who is in the building to comply with fire and security | Completion of page (approximately every month) | Admin | Destroy |

| | | | | | |
|--|---------------|--|---|----------------|-----------------------|
| Contact and address lists | Business need | Any lists of contacts for staff, volunteers, etc. These may be stored in individual e-mail accounts under 'contacts' | As and when required or following non-contact for 7 years | All | Destroy |
| Government Department circulars | Business need | APCC, APACE, NPCC, PACCTS, etc | 4 years from date of document | All | Destroy |
| Logs of contacts to the office | Business need | Trackers, case management systems, etc | 4 years after last use. | Admin | Destroy |
| Organisation charts | Business need | Structure charts, etc | Permanent | Chief Exec | Archive after 6 years |
| Third party emergency contact details provided by staff member | Business need | Emergency contact information | End of employment | Office Manager | Destroy |
| Conferences and events | Business need | Delegate lists, badges, table plans, completed evaluation forms, etc | 12 months after event | Organiser | Destroy |

Fol, External Consultations from Outside Agencies and Grants

| Area of Business | Reason for Retention | Examples of Records | Retention Period | Information Asset Owner | Action |
|---------------------------------|-----------------------------|--|-----------------------------|--------------------------------|---------------|
| External consultation responses | Business need | Responses to external consultations, e.g. Home Office, APCC, APACE | 4 years from date submitted | All | Destroy |

| | | | | | |
|-------------------------------------|---------------|---|---|--|---------|
| Freedom of Information Act requests | Business need | Requests received and responses | 6 years from last action | All | Destroy |
| | | Appeals, reviews, ICO rulings | 6 years from last action | Chief Exec | Destroy |
| Grants and commissioning | Business need | Applications, evaluations, terms and conditions, quarterly reports, organisations' policies, decision documents, administration (letters, e-mails etc), finance information | 7 years from expiry of grant agreement (for grants awarded to successful bidders) 1 year from last contact with unsuccessful bidders | DPL (Grants, Commissioning and Engagement) | Destroy |

Media, Website, Consultations and Marketing

| | | | | | |
|---|---------------|---|--|----------------------------------|---------|
| Public/Partner consultation (Police and Crime Plan, Precept, Community Trigger) | Business need | Forum notes, records, questionnaires, correspondence, supporting papers | 4 years from date of document | Head of Media and Communications | Destroy |
| Media relations | Business need | Media reports, press releases | 4 years from date of report or article | Head of Media and Communications | Destroy |
| Marketing | Business need | Developing and promoting OPCC events | 4 years from date of document | All | Destroy |

| | | | | | |
|--|-----------------------------|---|--|----------------------------------|---------|
| | | Information about the OPCC | Until superseded | Head of Media and Communications | Destroy |
| Website | Business need | Information contained on the website | Until superseded | Head of Media and Communications | Destroy |
| | Business need | Google Analytics | Stores information for 50 months | Head of Media and Communications | Destroy |
| Photographs and videos | Business need | Photographs and videos taken at events, etc | 2 years from creation for children and young people and 4 years from creation for adults (unless consent sought for further use) | Head of Media and Communications | Destroy |
| Equality and diversity published information | Public Sector Equality Duty | Details of equality and diversity for publication | 6 years | Head of Media and Communications | Review |
| Communications with journalists | Business need | Notes of telephone conversations, e-mails, etc | 12 months | Head of Media and Communications | Destroy |

Human Resources

| Area of Business | Reason for Retention | Examples of Records | Retention Period | Information Asset Owner | Action |
|---|---|--|---|---------------------------------|---------|
| Personnel administration | Business need Limitation Act 1980 | Personnel file (including contracts, probation records, appraisals, references, sickness records, reasonable adjustment requirements, maternity, paternity and adoption leave) and disciplinary records (including warnings and grievance records) | 7 years after individual leaves employment of OPCC. <i>Note that Warwickshire Police hold these records until age 100, other than sickness records which are held until age 72</i> | Chief Exec | Destroy |
| Staff recruitment | Unsuccessful - Limitation Act 1980 Successful – The National Archives Retention Scheduling: Employee and Personnel Records and CIPD | Advertisements, application forms, interview notes, references, personnel files | Unsuccessful candidates – 6 months from last contact Successful candidates – 7 years after end of employment | Chief Exec | Destroy |
| Appointment of Members (Audit and Standards Committee, etc) | Unsuccessful - Limitation Act 1980 | Advertisements, application forms, interview notes, references, personnel files | Unsuccessful members – 6 months from last contact | Chief Exec or DPL who appointed | Destroy |

| | | | | | |
|------------------------|--|---|--|------------|-----------------------|
| | Successful – The National Archives Retention Scheduling: Employee and Personnel Records and CIPD | | Successful members - 4 years after appointment ends | | |
| Employee relations | The National Archives Retention Scheduling: Employee Personnel Records and CIPD | Agreement, correspondence re formal negotiations | In line with Warwickshire Police | All | Archive after 6 years |
| | Business need | Correspondence re minor and routine matters | In line with Warwickshire Police | All | Destroy |
| Medical records | CIPD | Medical examinations, adjustment to work examinations | 7 years after individual leaves employment or 2 years from date of document if individual not appointed following medical check | Chief Exec | Destroy |
| Staff leave monitoring | CIPD | Leave records, time sheets, flexi records | 7 years after individual leaves employment ends of OPCC. <i>Note that Warwickshire Police hold these records for a minimum of 2 years</i> | All | Destroy |

| | | | | | |
|---------------------------|-----------------------------------|---|---|------------|---------|
| Staff termination | CIPD | Resignation, redundancy, dismissal, death or retirement | 7 years after end of employment or if pension paid, 7 years after last pension payment | Chief Exec | Destroy |
| Police Appeals Tribunals | Local Government Act 1972 revised | Correspondence, reports, agendas, minutes | 7 years after PAT determination | Chief Exec | Destroy |
| Business interest appeals | Business need | Appeals in relation to business interests | 7 years from last action | Chief Exec | Destroy |
| Vetting | Business need | Vetting records | Any records held by the OPCC to be destroyed after confirmation of vetting received from Warwickshire Police. <i>Note that Warwickshire Police hold these records for 6 years after leaving or until 1 year after death. If unsuccessful, held for 6 years from when vetting took place.</i> | All | Destroy |

Finance and Risk

| Area of Business | Reason for Retention | Examples of Records | Retention Period | Information Asset Owner | Action |
|--|--|---|---|---|-----------------------|
| Annual reports | Business need | Annual statement of accounts | Permanent | Deputy Chief Finance Officer | Archive after 6 years |
| Internal inspections, audits and reports | Business need | Internal Audit Reports | Permanent | Deputy Chief Finance Officer | Archive after 6 years |
| Finance reports | Business need | Quarterly budget reports, working papers | Destroy when admin use complete | Deputy Chief Finance Officer | Destroy |
| Approvals/purchase | Business need | Purchase/sales orders | Destroy 7 years after end of financial year | Office Manager | Destroy |
| Expenditure | Limitation Act 1980 | Invoices, receipts, bank statements, vouchers, ledger | Destroy 7 years after end of financial year | Deputy Chief Finance Officer/Office Manager | Destroy |
| Payroll | HM Treasury guidelines, National Audit Office advice, Companies Act 2006 | Claim forms, pay/tax records | Destroy 7 years after the end of the financial year | All | Destroy |
| Budget setting | | Final annual budget | Permanent | Deputy Chief Finance Officer | Archive after 6 years |

| | | | | | |
|----------------------------------|---------------|--|---|------------------------------|---------|
| | Business need | Draft budgets and estimates | 4 years after budget set | Deputy Chief Finance Officer | Destroy |
| Budget monitoring | Business need | Quarterly statements | Destroy after next year's annual budget adopted | Deputy Chief Finance Officer | Destroy |
| Asset monitoring and maintenance | Business need | Asset Registers | Destroy 7 years after end of financial year | Deputy Chief Finance Officer | Destroy |
| | | Inventories | Destroy 2 years after admin use | Deputy Chief Finance Officer | Destroy |
| Taxation records | Business need | Taxation Records | 7 years after end of financial year | Deputy Chief Finance Officer | Destroy |
| Risk register | Business need | Risk register for activity of the organisation | 3 years' worth plus the current one | Deputy Chief Finance Officer | Destroy |

Legal

| Area of Business | Reason for Retention | Examples of Records | Retention Period | Information Asset Owner | Action |
|------------------|----------------------|--|---------------------------|-------------------------|--------|
| Litigation | Business need | Correspondence, criminal and civil case files, medical appeal files, employment tribunal files | 7 years after last action | Chief Exec | Review |

| | | | | | |
|---|---------------|---|-----------------------------|------------|-----------------------|
| Legal advice | Business need | Briefing notes, correspondence, Counsel's opinion | 7 years from date of advice | Chief Exec | Review |
| Police medical retirement (Reg A20 decisions) | CIPD | Minutes, agendas and reports | Permanent | Chief Exec | Archive after 6 years |

Contracts and Tenders (not including grants)

| Area of Business | Reason for Retention | Examples of Records | Retention Period | Information Asset Owner | Action |
|---|---|---|-------------------------------------|-------------------------|---------|
| Contracts and agreements (ordinary) | The National Archives Retention Scheduling: Contractual Records | Service Level Agreements, contracts with suppliers | 7 years after contract expires | Chief Exec | Review |
| Contracts and agreements (under seal) | The National Archives Retention Scheduling: Contractual Records | Service Level Agreements, contracts with suppliers | 13 years after contract expires | Chief Exec | Review |
| Contract development and evaluation of tenders (ordinary) | The National Archives Retention Scheduling: Contractual Records | Tender specification, evaluation criteria, successful tender document | 7 years after contract has expired | Chief Exec | Destroy |
| Contract development and evaluation of tenders (Under seal) | The National Archives Retention Scheduling: Contractual Records | Tender specification, evaluation criteria, successful tender document | 13 years after contract has expired | Chief Exec | Destroy |

| | | | | | |
|----------------------|---|------------------|--------------------------------|------------|---------|
| Unsuccessful tenders | The National Archives Retention Scheduling: Contractual Records | Tender envelopes | 1 year after start of contract | Chief Exec | Destroy |
|----------------------|---|------------------|--------------------------------|------------|---------|

Property and Assets

| Area of Business | Reason for Retention | Examples of Records | Retention Period | Information Asset Owner | Action |
|---------------------------------------|----------------------|---|--|-------------------------|---------|
| Asset acquisition/disposal (Non land) | Business need | Legal documents relating to purchase/sale of assets, leases of assets, tender documents | Destroy 13 years after contract expires | Chief Exec | Destroy |
| Property acquisition | Business need | Survey reports, plans and other reports, sale agreement | Duration of ownership by the PCC plus 13 years | Chief Exec | Destroy |
| Property disposal | Business need | Survey reports, tender documents, sale agreements | Destroy 15 years after all obligations end | Chief Exec | Destroy |
| Insurance | Business need | Insurance policies, correspondence | Destroy 7 years after terms expire | Chief Exec | Destroy |
| Leases of premises | Business need | Lease of OPCC premises | 13 years from end of lease | Chief Exec | Destroy |