

# Lincolnshire Police

## Policy Document



### Records management policy (crime files and associated media) PD 191

#### Policy document information

**Reference number:** PD 191

**Policy sponsor:** Head of Criminal Justice Service

**Policy owner:** Head of Criminal Justice Service

**Author:** Records Archive Supervisor, Records Archive

**Publication date:** November 2024

**Review date:** November 2026

## Version history

Version	Date	Reason for issue
10	November 2022	Review
11	November 2024	Review

## Code of Ethics

All staff involved in carrying out functions under this policy and associated procedures and appendices will do so in accordance with the principles of the Code of Ethics. The aim of the Code of Ethics is to support each member of the policing profession to deliver the highest professional standards in their service to the public.

## Legislative compliance

This document has been drafted to comply with the principles of the Human Rights Act. Proportionality has been identified as the key to Human Rights compliance, this means striking a fair balance between the rights of the staff and those of the rest of the community. There must be a reasonable relationship between the aim to be achieved and the means used.

Equality and Diversity issues have also been considered to ensure compliance with the Equality Act 2010 and meet our legal obligation in relation to the equality duty. In addition, Data Protection, Freedom of Information and Health and Safety Issues have been considered. Adherence to this policy or procedure will therefore ensure compliance with all relevant legislation and internal policies.

Other legislation/law which this policy has been drafted to comply with:

- [Human Rights Act 1998 \(in particular A.14 – Prohibition of discrimination\)](#)
- [Equality Act 2010](#)
- [Crime and Disorder Act 1998](#)
- [H&S legislation](#)
- [Data Protection Act 2018](#)

- [Freedom Of Information Act 2000](#)

## Security classification

**Policy to be published on Intranet:** Yes

**Policy to be published on Force Website:** Yes

## Authorised Professional Practice (APP)

APP is developed and owned by the College of Policing (the professional body for policing) and can be accessed online. It is authorised by the College of Policing as the official and most up-to-date source of policing practice. The range of subjects covered by APP is growing all the time.

It has the same legal status as previous guidance; it is not the law and so, while Police Officers and Staff are expected to have regard to APP in discharging their responsibilities, the status of APP is advisory. There may be circumstances when it is legitimate to deviate from APP, providing there is a clear rationale for doing so.

\*This Policy has been checked against APP and Lincolnshire Police has adopted the provisions of APP as its Policy.

\*Those provisions are shown in the link(s) below and can be accessed via the home page of the APP website: (insert link(s) below)

<https://www.app.college.police.uk/app-content/information-management/management-of-police-information/>

### 1. Policy aims (Purpose)

- 1.1 The aim of this policy is to ensure that all finalised hard copy records that have been created as part of a criminal investigation i.e. crime files are maintained in a structured central location, which will enable efficient, timely retrieval of said records. This policy will also ensure that once a decision has been taken re disposal then this is also carried out in a timely manner in line with current legislation.

## **2. Policy statement (Key information)**

### **2.1 The principles and scope of the policy**

2.1.1 This policy relates to the records management of all policing purpose information held in a hard copy format by Lincolnshire Police. For a full records management overview, this policy should be read in conjunction with the Force Review, Retention and Disposal Policy (PD 54) and Retention of Documents for a Non-Policing Purpose (PD 156)

The management of Police information guidance defines information for a policing purpose as:

That which satisfies the following five policing purposes which provide the legal basis for collecting, recording, evaluating, sharing and retaining police information. These are:-

- a. Protecting life and property
- b. Preserving order
- c. Preventing the commission of offences
- d. Bringing offenders to justice
- e. Any duty or responsibility arising from common or statute law.

The British Standards Institution defines a 'record' as:

'information created, received and maintained as evidence and information by an organisation or person, in pursuance of legal obligations or in the transaction of business'. (BS ISO 15489:2001).

The British Standards Institution also gives the following definition of 'records management':

"The field of management responsible for the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records, including the processes for capturing and maintaining

evidence of and information about business activities and transactions in the form of records.” (BS ISO 15489:2001).

The development of working procedures for the day to day management of records remains the responsibility of each business area whilst they retain them.

This procedure does not apply to copies of documents published by other organisations that are kept for reference purposes only.

## **2.2 The origins/background information**

The Force has addressed the issue surrounding storage of hard copy records which contain policing purpose information. Previously the Force stored these records at several different locations and retrieval was difficult and time consuming. The development of a central archive has addressed these issues whilst also assisting with the requirements of MoPI in disposing of records that have been identified through the RRD process.

## **2.3 Motivators/Driving Forces**

There is no existing/previous policy relating to this business area. The Force has moved to a central archive solution and we are required by section 46 of the Freedom of Information Act 2000 to have a policy statement addressing the performance of all our records and information management functions.

Essentially, in order to comply with legislation our records must be:

- Adequate for their purpose.
- Authentic and reliable.
- Retrievable, arranged and described in a manner that facilitates fast, accurate and comprehensive retrieval.
- Not destroyed prematurely nor kept longer than necessary.
- Stored in a safe and secure physical and electronic environment.
- Stored as cost effectively as possible.

- Created in the best possible format for the purpose which they are created, and the length of time for which they will be retained.
- Contain the information that is necessary to support the relevant business activities and the regulatory and evidential requirements.
- Accessible to those who require to use them and held in a medium that will provide reliable access over the anticipated retention period of the record.

This process will be assisted by:-

- The creation and capture of metadata necessary to ensure the authenticity and reliability of our records that will be incorporated into all of our records keeping systems and procedures.
- Time expired records will be destroyed consistently and in accordance with guidelines set out in the RRD Policy.

## **2.4 General Principles of the Policy**

Lincolnshire Police will utilise a computer application to manage all records which are to be retained by the Force. This application is called Transearch and is fully integrated with GENIE, the force's RRD Tool and 'one stop shop' search tool for information held in all designated systems.

Transearch will 'talk' with GENIE and ascertain whether the record we are storing is still in existence within a designated system. When this is confirmed Transearch will allocate a unique barcode to the record and this is then stored in the central archive on a barcoded shelf for ease of retrieval. There are several different procedures connected with Transearch and these are provided in more detail as appendices attached to this policy.

## **3. Other related documents and appendices**

### **3.1. Appendices:**

- A – Process for creating new records on Transearch – full windows application version
- B – Barcoding interviews tape / disc / VWI's
- C – Preparing scan backs via Transearch orders
- D – Process for Transearch destructions
- E – CCTV and media process
- F – Requesting a scan back of a file
- G – Process for creating a new record on Transearch – web client version

Related documents:

- Force Review, Retention and Disposal Policy (PD 54)
- Retention of Documents for a Non-Policing Purpose (PD 156)

## **4. Monitoring and review**

- 4.1 This policy will be reviewed at 24 Monthly intervals by the Records Archive Supervisor.

## **5. Who to contact about this policy**

- 5.1. This policy is owned by the Head of Criminal Justice Service.

Any enquires about this policy should be directed to the Prosecution's Manager / Records Archive Supervisor, Criminal Justice Service.

## Pro-forma for the equality initial assessment

This screening document is the first stage in a two-stage process to take a systematic approach to assessing the impact of an activity on equality. An activity may mean a:

- policy or policy review
- a business case
- a business plan
- a project initiation
- a decision to implement a service
- a decision to decommission a service.

This screening should be completed by the lead person for the activity with assistance from any of the following departments:

- Human Resources (where appropriate)
- Equality and Diversity

<b>Department:</b>	IMU	<b>Section:</b>	Records Management	<b>Person responsible for initial assessment:</b>	Sally Wood
<b>Policy being assessed:</b>	Records Management	<b>Date of assessment:</b>	November 2022	<b>Is this a new or existing policy?</b>	Existing

Question	Answer
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<p>1. Briefly describe the aims, objectives and purpose of the policy.</p>	<p>The aim of this policy is to ensure that all hard copy records that have been created as part of a criminal investigation i.e. crime files, are maintained in a structured central location, which will enable efficient, timely retrieval of said record. This policy will also ensure that once a decision has been taken re disposal then this is also carried out in a timely manner in line with current legislation.</p>
<p>2. Are there any associated objectives of the policy? Please explain.</p>	<p>The policy will assist in bringing the archive function to a central location and make the process of retrieving file more efficient and therefore saving money and time of those requesting files</p>
<p>3. Who is intended to benefit from the policy and in what way?</p>	<p>All staff employed by Lincolnshire Police and those carrying out functions on behalf of Lincolnshire Police. By having a central archive location and dedicated staff dealing with retrieval requests this will enable a process to be developed to ensure this is carried out in the most efficient and effective manner.</p>
<p>4. What outcomes are wanted from this policy?</p>	<p>Improved access to crime file etc for the needs of operational staff and also this central archive will help towards being compliant with MoPI and RRD processes in retention and disposal.</p>
<p>5. What factors/forces could contribute/detract from the outcomes?</p>	<p>None</p>
<p>6. Who are the main stakeholders in relation to the Policy?</p>	<p>All staff who will at some point require access to a crime file which will be held within the central archive.</p>
<p>7. Who implements the policy and who is responsible for the activity?</p>	<p>The DCC is the ACPO lead and the Information Manager is the business owner.</p>

8. Is there any likelihood the policy <b>could</b> have a differential impact on racial groups? (Including Gypsies and Travellers)	<b>No</b>
What existing evidence (either presumed or otherwise) do you have for this?	
9. Is there any likelihood the policy <b>could</b> have a differential impact due to gender?	<b>No</b>
What existing evidence (either presumed or otherwise) do you have for this?	
10. Is there any likelihood the policy <b>could</b> have a differential impact on due disability?	<b>No</b>
What existing evidence (either presumed or otherwise) do you have for this?	
11. Is there any likelihood the policy <b>could</b> have a differential impact on people due to sexual orientation?	<b>No</b>
What existing evidence (either presumed or otherwise) do you have for this?	

12. Is there any likelihood the policy <b>could</b> have a differential impact on people due to their age?	<b>No</b>
12a. Is there any likelihood the policy <b>could</b> have a differential impact on Young People and Children?	<b>No</b>
What existing evidence (either presumed or otherwise) do you have for this?	
12b. Is there any likelihood the policy <b>could</b> have a differential impact on Older People?	<b>No</b>
What existing evidence (either presumed or otherwise) do you have for this?	
13. Is there any likelihood the policy <b>could</b> have a differential impact on people due to their religious belief?	<b>No</b>
What existing evidence (either presumed or otherwise) do you have for this?	
14. Is there any likelihood the policy <b>could</b> have a differential impact on people due to them having dependants/caring responsibilities?	<b>No</b>

What existing evidence (either presumed or otherwise) do you have for this?	
15. Is there any likelihood the activity <b>could</b> have a differential impact on people due to Marriage or Civil partnership?	<b>No</b>
What existing evidence (either presumed or otherwise) do you have for this?	
16. Is there any likelihood the policy <b>could</b> have a differential impact on people due to them being Transgender or Transsexual?	<b>No</b>
What existing evidence (either presumed or otherwise) do you have for this?	
17. If a differential impact has been identified in 8-16, will this amount to there being the potential for an adverse impact in this policy?	<b>No</b>
18. Can this adverse impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	<b>No</b>
19. If Yes, is there enough evidence to proceed to a full EIA?	<b>No</b>

20. Date on which Full impact assessment to be completed by.	
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Signed (completing officer): SA Wood

Signed (Lead officer): R Burge

## Groups affected

Please identify the anticipated impact this activity will have on the following population groups.

- Tick the appropriate box and give explanation if so required,
- Please note that there are both likely benefits and adverse impact within the same group
- Any groups highlighted as likely to be adversely affected should be consulted in the second stage Full Impact Assessment if one has been identified as being needed.

	Likely to Benefit	No Impact	Adverse Impact
<b>Disability:</b> Physical, Sensory, Learning Disability, Mental Health, Carers	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Gender:</b> Male, Female	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Transgender</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Race:</b> Traveller and Gypsy etc	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Sexual Orientation:</b> Lesbian, Gay, Bisexual	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Religion and Belief</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Age:</b> Young and Old	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Marriage and Civil Partnerships</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>