

Thames Valley Safer Roads Partnership Disposal Policy

This paper outlines what documents are likely to be held by Thames Valley Safer Roads Partnership (TVSRP) offices. It uses guidance from the Association of Chief Police Officers (ACPO) Record Disposal document in setting appropriate retention timescales. If documents are held by the Partnership (through the Project Office), they will be retained for the lengths of time specified in each section below:

TYPE	DESCRIPTION	DISPOSAL
Minutes and Papers	Project Boards, Steering Group etc	5 years
Reports	All reports produced by the Project Office including: <ul style="list-style-type: none"> - Press releases - Financial returns - Statutory DfT returns - Internal Partnership releases - Internal Project Team analysis 	5 years 10 years 10 years 3 years 3 years
Financial Records	Financial information related to the running of the Partnership including: <ul style="list-style-type: none"> - All Partner and Project Office spend - Audited accounts 	Until completion of project
Camera Site Information	Central records including collision, casualty speed and enforcement information.	Until completion of project
Correspondence	All correspondence between the Project Office and partner organisations, external bodies, members of the public via: <ul style="list-style-type: none"> - Letter - Fax - Email 	3 years 3 years 6 Months*
Miscellaneous documentation	Miscellaneous records, such as: copies of documentation from other sources, audit reports, equipment manuals, office policies and procedures, etc.	Until completion of project

* Rule created by email server