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Our ref: GSA 3208/23
Please quote our reference
number when responding

Wednesday, 28 June 2023

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FREEDOM OF INFORMATION REQUEST REFERENCE NO: GSA 3208/23

I write in connection with your request for information dated 26/06/2023, I note you seek access to the following information:

Please provide information on your policy for retention of documents and the timescale that these documents are held for in serious injury road traffic collisions, particularly where there has been prosecution, conviction and sentencing of an offender.

Result of Searches

Following receipt of your request, searches were conducted within Greater Manchester Police to locate information relevant to your request. I can confirm that the information you have requested is held by Greater Manchester Police.

According to 'Policy for: Retention and Disposal of Policing Records Version 1.3'

MoPI Group Based Retention- Overview

Document	Retention period
<i>Prosecution files: Group 1 Offences</i>	<i>Group 1 prosecution files should be retained until the offender's 100th birthday. (N.B. Group 1 prosecution files that are over 2 years old should be forwarded to the Intelligence Review Team at Oakland House for review and long-term storage).</i>
<i>Prosecution files: Group 2 and Group 3 Offences</i>	<i>These should be retained on division for 7 years, or if CPIA rules apply until 6 months after the end of sentence (whichever is the longer).</i>

<i>Crimes Group 1 (Undetected)</i>	<i>Associated documents to be kept for 100 years.</i>
<i>Crimes Group 2 and Group 3 (Undetected)</i>	<i>Associated documents to be kept for 7 years.</i>
<i>Group 4- CRB Disclosures</i>	<i>Retain for 10 years from date of request.</i>
<i>Group 4- Missing Persons: Resolved</i>	<i>Minimum of 6 years. Dispose of, if this period has been clear and there are no further indicators of risk.</i>
<i>Group 4- Victim/Witness details</i>	<i>Retain for a minimum of <u>6 years</u> or <u>length of sentence</u> (if this is longer). <i>Decisions to dispose must be made on a case-by-case basis. Retain if victim or witness is recorded as the offender or suspect for another offence.</i></i>

All detected crimes and associated document should be disposed of under current CPIA legislation. (Unless they are deemed to be of historic/national importance when they should be retained. I.e. Shipman files should be retained and possibly sent to National Archive/British Library.)

DOCUMENT/RECORD	CATEGORY	DESCRIPTION OF RECORD	RETENTION PERIOD	MoPI GROUPING	RATIONALE/COMMENTS
<i>Collisions</i>	<i>Operational</i>	<i>Road Traffic Collisions - Injury and damage</i>	<i>Full 3 years</i>	<i>N/A</i>	<i>Road Traffic Act 1988</i>
<i>Collisions</i>	<i>Operational</i>	<i>Road Traffic Collisions - Fatal</i>	<i>6 years / As per MoPI</i>	<i>Groups 1 - 4</i>	<i>Road Traffic Act 1988</i>
<i>Collisions</i>	<i>Operational</i>	<i>MoPI Gp1 - e.g. Causing death by dangerous driving. MoPI Gp2 - e.g. Causing danger to road users, MoPI Gp3 - fatalities or accidents where non violent crimes involved, Others</i>	<i>6 years / As per MoPI</i>	<i>Groups 1-4 / Other</i>	<i>Road Traffic Act 1988</i>
<i>Collisions</i>	<i>Operational</i>	<i>Road Traffic Collisions - Fatal Undetected</i>	<i>Until resolved</i>	<i>Groups 1 - 4</i>	<i>Road Traffic Act 1988</i>
<i>Collisions (POLAACs)</i>	<i>Operational</i>	<i>Road Traffic Collisions - Damage only</i>	<i>6 years</i>	<i>N/A</i>	<i>Force Policy, Civil Litigation</i>

DOCUMENT/RECORD	CATEGORY	DESCRIPTION OF RECORD	RETENTION PERIOD	MoPI GROUPING	RATIONALE/COMMENTS
<i>Collisions (POLAACs)</i>	<i>Operational</i>	<i>Road Traffic Collisions - 3rd Party</i>	<i>6 years</i>	<i>N/A</i>	<i>Force Policy, Civil Litigation</i>
<i>Collisions (POLAACs)</i>	<i>Operational</i>	<i>Road Traffic Collisions - injury to officer</i>	<i>6 years</i>	<i>N/A</i>	<i>Force Policy, Civil Litigation</i>

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