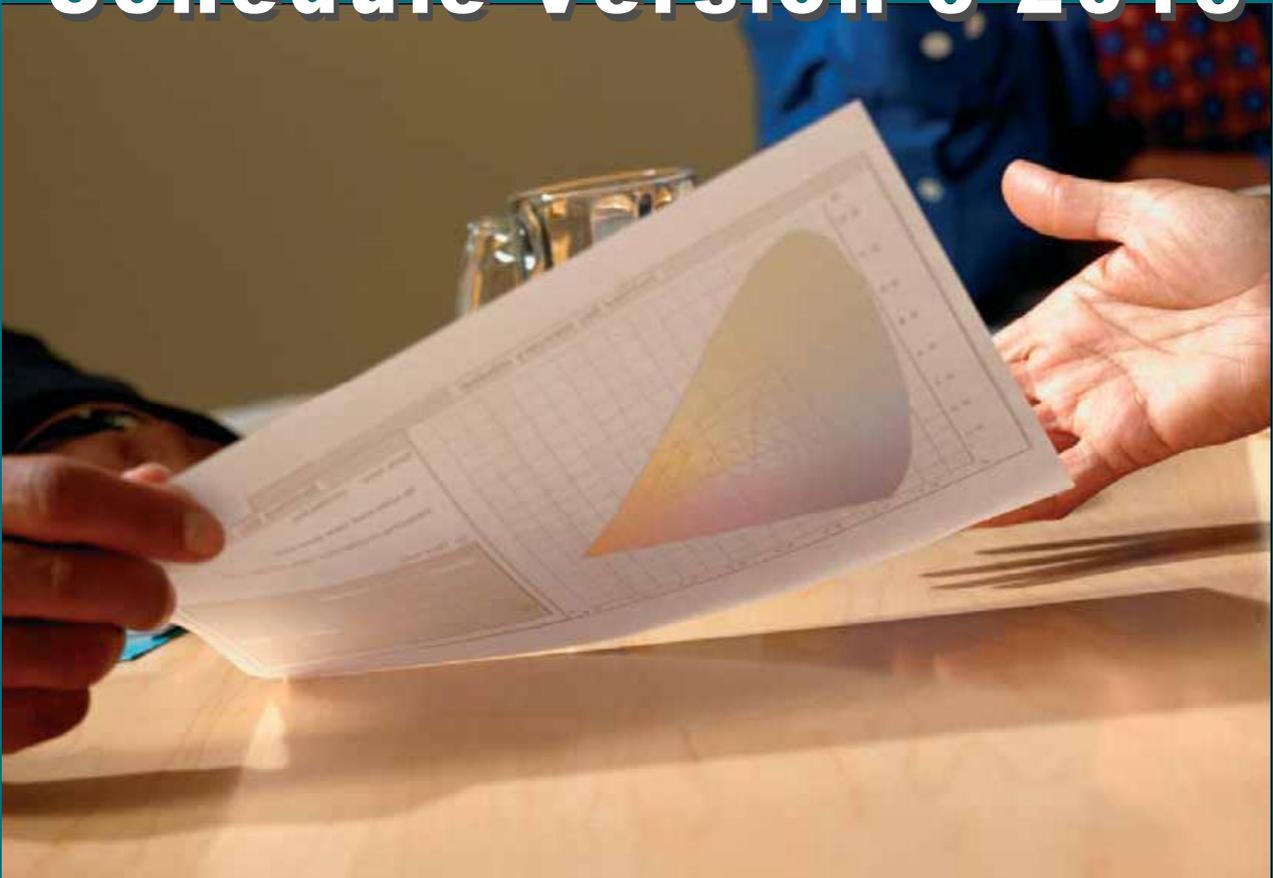


PROBATION BOARD FOR NORTHERN IRELAND

Retention and Disposal Schedule Version 3 2015



Issue 2

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Section 1 – Introduction

1.1. Functions of the Probation Board for Northern Ireland

The Probation Board for Northern Ireland (PBNI) is a non-departmental public body (NDPB) of the Department of Justice (DOJ) which is a new Northern Ireland Department established by the Department of Justice Act (Northern Ireland) 2010. It has a range of devolved policing and justice functions, set out in the Northern Ireland Act 1998 (Devolution of Policing and Justice Functions) Order 2010.

The Board's aim is to help reduce crime and the harm it does by challenging and changing offender behaviour. Its purpose is to protect the public by working with the Courts and other agencies and partners to reduce re-offending and integrate offenders successfully into the Community. The Board seeks the confidence and support of the courts and the community in order to supervise high-risk offenders successfully in the community.

The main functions of PBNI are:

- to carry out assessments and compile reports to assist the courts in determining the most suitable sentences for offenders
- to supervise probation orders, ie, ensure that the offender keeps to the conditions of the court order and use programmes or resources to help in changing behaviour and prevent future offending
- to supervise community service orders under which offenders carry out unpaid work for the benefit of the community
- to encourage and support communities and voluntary organisations to establish projects to tackle crime in local areas
- to provide a service to prisoners and their families.

1.2. Purpose of the Disposal Schedule

This Retention and Disposal (thereafter called the Schedule) identifies the disposal arrangements for all records created by PBNI whether manual or electronic. The Schedule will not specify every individual document contained in your office, but should encompass every type of record eg Training Pack is listed but not every item of information contained in a training pack.

The preparation of a Disposal Schedule is a requirement of the Public Records Act (NI) 1923 and the Disposal of Records Order (S.R.& O. 1925 No.167) and organisations must adhere to the retention and disposal timescales specified in the Schedule.

PBNI identifies the required retention periods based on the need for information. Where applicable PBNI has adopted DOJ (previously NIO) guidelines on the disposal and retention of records as well as advice from Treasury, the Public Record Office for Northern Ireland (PRONI), the NI Audit Office and Cabinet Office Guidance.



1.3. Roles and Responsibilities

The Director of Probation has a duty to ensure that PBNI complies with the requirements of legislation (Public Records Act (NI) 1923; Disposal of Documents Order (S.R & O 1925 No 167; Section 46 Freedom of Information Act 2000) affecting management of the records, and with supporting regulations and codes.

The Records Officer based in the Communications and PR Unit, is responsible for the development and oversight of a records management policy and will work with Assistant Deputy Directors, Assistant Directors and other managers to ensure that there is consistency in the management of records. The Records Officer will also provide training, advice and guidance on good records management practice to all staff and provide the Director with assurances on compliance with records management policy.

All managerial staff are responsible for ensuring that records and information systems in their areas conform to an agreed Records Management policy and to the requirements of legislation. All members of staff are responsible for documenting their actions and decisions on records and for maintaining the records in accordance with good records management practice.

The role of the Area/Office Manager is to ensure compliance with Records Management standards within their team and to co-ordinate activities aimed at ensuring that information is recorded, stored, managed and disposed of both effectively, legally and in keeping with PBNI policies and guidelines.

The Public Records Act (Northern Ireland) 1923 made the Public Record Office of Northern Ireland (PRONI) responsible for the records of any Court, Government Department, Authority or Office in Northern Ireland.

The Retention and Disposal Schedule sets out the 'Final Action' for each group of records. Where this Final Action is 'Determined upon Review' these records are to be reviewed by PRONI and cannot be disposed of without their approval. PRONI will review all identified records on an annual basis.

Section 2 – Operation of this Disposal of Records Schedule

PBNI is committed to taking all measures necessary to ensure that the records it creates will be physically well maintained while they are in its care. These measures will include:

- Removing paper clips and pins from papers before filing with particular attention being given to those records, which, according to the Disposal Schedule are to be preserved permanently;
- Using files with file covers as opposed to buff folders, which do not offer the same protection to its papers inside;
- Using continuation files if files get too bulky (i.e. more than 25 mm thick);
- Punching papers to be filed 25 mm in and 25 mm down from the edge to minimise the danger of detachment and resulting loss of information;
- Storing bulky or outsize papers (e.g. spreadsheets) in a plastic pocket or envelope inside the file cover on the left hand side.
- Operational Files should be transferred to and placed in a sealed envelope when closed. Details of the information held in the envelope should be clearly recorded on the front of the envelope. This should include the name of the offender whose information is held in the envelope, and the date of the start and end of the Probation Order served. Schedule 1, Sex Offenders, , Public Protection Sentences (ECS and ICS), lifers and Life Sentence Prisoners and those who are categorised under PPANI (Levels 1,2 and 3) should be identified as such on the front of the envelope.
- Files destined for permanent preservation must be held in appropriate covers. The Records Officer will provide these files and identify a location for storing them.

2.2. Retention Period

A retention period is the period of time that a record must be held before a decision is made about its business, legal or historical value and a determination made as to its disposal or preservation. The retention period stated for each type of record is calculated from the date the file or record is closed (in the case of administrative records) or at the end of PBNI's statutory supervision responsibility (in the case of operational records). All retention periods are given in whole years and should be calculated from the end of the financial year or calendar year to which the records relate. Administrative files are generally held in calendar year order. Financial files are held in financial year order.

2.3. File Closure

Files can be closed at any time during the five years for any of the following reasons:

- They reach 2.5 cm thick (for administrative files only)
- The file subject is finished (e.g. the title is time bounded)
- Nothing new has been added for 2 years
- The supervision of the offender has ended.

NB: in the case of offender files the file should not be closed if there is an anticipation of future work– e.g. breach/warrant outstanding etc. Please refer to the relevant section in the Disposal Schedule.

A registered file is one that has been given a distinct reference number. All papers/information that are held in an office/department should be kept in registered files. Records should be closed as soon as they have ceased to be used for current work purposes although the information on these files may still be required for reference. Registered administrative files have a maximum life span of 5 years.

When an administrative file is due to be closed the appropriate manager of at least Area Manager/Office Manager level or person delegated by the Area Manager should consult the disposal Schedule and complete the front cover of the file, indicating the date on which the file can be destroyed, or removed for review by PRONI. The relevant manager or delegated person should complete the closure box on the front of the file cover by inserting the date of the last paper, stamping the word closed, and inserting the yellow closure sheet (see Appendix A) on the inside Right Hand Side (RHS) of the file. The file should be retained until it is ready for review and/or destruction.

The Record Management Policy will provide advice on the storage of manual files and the information to be held on the file cover.

The following information needs to be captured on the file cover:

- Registration Number:
- Papers from year:
- Referred to:
- Date Referred to:
- Year of First Paper:
- Year of Last Paper
- First Review:
- Second Review:

Operational Files should be closed in the same way as detailed above. These files should be placed in a sealed envelope and held in offices for the retention period as stated in the Schedule. Details of all closed files should be recorded on a spreadsheet that will be circulated for this purpose. Please see section 2.8 for guidance on the closing of high risk/sensitive files.

The Record Management Policy provides advice on the storage of operational files and the information to be held on the file cover.

The information that must be held on the file cover of **closed** operational files is as follows:

- Name of Client:
- Year of opening (or date Order made):
- Year of closure (or date Order ended):
- Disposal Review Date:

- Transfer to PRONI (if applicable):
- Date disposed of:

Labels will be provided for current offender files detailing the information set out above.

2.4. Categories of Disposal/Review/Preservation

- **Destruction** – identified files/documents to be placed in the containers supplied by the 'Shred It' company who collect and destroy the information on site.
- **Electronic Destruction** – The principle issues for the management of electronic records are the same as those for the management of any record (Section 46 of the Freedom of Information Act - Lord Chancellor's Code of Practice on Records Management). This includes disposal arrangements. Further detail is provided in PBNI's Record Management Policy and Procedures.
- **Review** - after the period of time stated within the Retention & Disposal Schedule the file is reviewed by the relevant manager. **Area Managers must take responsibility for reviewing operational files, while the Office Manager must review administrative files.** Files should then be retained for a further period, or set aside for destruction.
- **Permanent preservation** – this is where PRONI has decided that files are of long-term historical research value and must therefore be retained permanently. The Records Officer is responsible for ensuring that all files listed for permanent preservation are held appropriately.

2.5. Normal Review Process

Where the disposal action is "Normal Review Process". The procedures below should be followed: -

The files concerned should be closed according to the procedures set out in 2.3. Administrative files should be closed no more than five years after their opening if they have not been closed earlier for other reasons as stated in 2.3.

After the administrative file has been closed for five years the file should be reviewed. In certain circumstances a file can be kept open for up to 10 years when it is determined that the administrative value is such that the file needs to be held or where it remains the only source of reference for a particular issue. This can only be authorised by the Office Manager in field teams, or the relevant Manager responsible for the business area in HQ. The reason for the retention of the file should be recorded on the front of the file.

Papers should be filed in date order with the oldest at the bottom and the most recent papers on top. This is very important as the review date is calculated from the date of the last paper on the file and, if the latest document is not on the top, it is possible that the wrong terminal date will be assumed.

Although the information in files should be in date order, where files contain information straddling several years and perhaps covering more than one subject area, you should ensure that the date of the last insert actually reflects the chronological order of the contents before disposing of the entire file. If some of the papers need to be retained,

staff should open a current file on the subject area and transfer relevant documentation to it.

Although it is essential that old reference documentation be replaced as soon as it is superseded, this may not always be possible if the documentation has not been updated. In this case the documentation may be kept longer than the stated retention period. Advice should be sought on this issue from the Records Officer.

2.6. Determined by Review Process

Operational files should be closed using the procedure set out in section 2.3 following the completion of the supervision period (**providing that there is no outstanding/future work**). The Disposal Schedule should then be consulted and direction taken as to the retention period for that file. Statutory Supervision Case Files are reviewed after 5 years. Statutory Supervision Schedule 1, Sex Offenders, , Public Protection Sentences (ECS and ICS), Life Sentence Prisoners and those who are categorised under PPANI (Levels 1,2 and 3) are reviewed upon death or 99 years after the date of birth of the offender. Further details can be found in the relevant section in the Retention and Disposal Schedule.

Operational files must **not** be destroyed at local level, unless the Records Officer advises staff otherwise, as they are subject to a review process that is detailed at para 2.8 below. The Records Officer will liaise with representatives from the Public Record Office for Northern Ireland on an annual basis to determine how the review process will proceed.

2.7. Authorisation for destruction by Relevant Manager

Office Managers in operational areas and the appropriate Managers in Headquarters should review administrative files in keeping with the Retention and Disposal Schedule at the end of each calendar/financial year and determine whether the files should be retained for a further period. If not, then Office Managers should make arrangements to have the files destroyed.

Administrative records can be destroyed by shredding or put into the confidential waste bags. Offender files may also be destroyed in the same way if they do not require review by PRONI and staff will be informed of this by the Records Officer. Confidential waste should be collected and disposed of as quickly as possible. Accommodation and Supplies Department are responsible for arranging for the collection of confidential waste.

Operational Files should not be destroyed at local level until staff are informed by the Records Officer of the details of the Annual Review by PRONI.

Please note you should keep a record of the decision taken with regard to each file.

An Excel spreadsheet entitled 'Closed Files' for recording the information relating to Offender files will be circulated to all departments and the decision taken with regard to each file should be captured on this spreadsheet.

Office Managers, or the relevant department manager in HQ, should ensure that a record is kept of the decision taken relating to administrative files.

2.8 High Risk/Sensitive files

This refers to information held in Schedule 1, Sex Offenders, Lifers and, Public Protection Sentences and Life Sentence Prisoners and those who are categorised under PPANI (Levels 1,2 and 3) files where there are Public Protection/Child Protection issues. These files are held by PBNI for 99 years from the date of their closure. When these files have been closed for 12 months and **no further work is anticipated**, they should be held in a secure locked filing cabinet and then identified for removal to off-site storage by the relevant Area Manager. The Records Officer should be notified and will arrange for the files to be moved to the off-site storage facility.

2.9. Reviews by PRONI

The Public Record Office will review a selection of offender files annually prior to destruction to determine which files should be disposed of and which files should be held in storage to await a second review 15 years later. Primarily this covers Offender Files where the Retention Period is the normal review process of 5 years from the end of the Order. However, in time it will also cover other categories of files where the retention period is 99 years or death. The Public Record Office representatives would make a decision at this point as to whether a file should be preserved permanently because it is of historical or research value.

To facilitate the review by PRONI, the Area Manager must review all offender files and notify the Office Manager of the outcome of this review process. The Office Manager will liaise with the Records Officer and arrange for all relevant files to be collected from all offices before the first working day of February, or as close to this date as possible.

The files that PRONI determine should be kept for review after 15 years will be held at a central point to be agreed by the Records Officer in the PR & Communications Unit and Office Managers will be notified of the files that PRONI have identified for this so they can update the spreadsheet as referred to in section 2.7.

Office Managers should also notify the relevant Area Manager of the outcome of this process.

2.10. Permanent Preservation/Transferred to PRONI/Copy sent to PRONI

PRONI have stated that some records e.g. Board Papers, Agendas and Board Minutes may be permanently preserved by PBNI for historical and research purposes. These files need to be reviewed by PRONI after 25 years. The Records Officer will liaise with the relevant Manager in this area to arrange for the collation and collection of these files. The procedures for the review of these files will be agreed with the Records Officer liaising with representatives from PRONI.

Section 3 – Definitions of Records held by PBNI in respect of each Work Area

3.1. Human Resources

The purpose of the Human Resource department is to manage all aspects of recruitment and ongoing employment of staff within the organisation. As a key part of delivering PBNI core functions the department must ensure that there are appropriate levels of staff with the right amount of knowledge, skill, understanding and commitment to deliver a quality service.

With this purpose in mind records are kept on:

- Personnel practices and procedures
- Recruitment and selection
- Roles and Responsibilities of staff
- Rates of pay
- Health and safety
- Attendance and Performance Monitoring (staff appraisals, leave etc)
- Pension
- Disciplinary
- Equal Opportunities – staff monitoring and reports
- Personal Information

HR is also charged with ensuring that PBNI is an equal opportunity employer. This means they must ensure that all its employment practices and policies comply with equal opportunities legislation and good practice guidelines as well as monitoring staff and providing reports to the Equality Commission.

3.2. Finance

The Finance Department manages the day to day financial and audit responsibilities of the organisation in adherence with Government Accounting procedures. It is also responsible for ensuring correct application of the Board's grant in aid. Accommodation and supplies is primarily responsible for facilities management for the Board, estate services and purchasing goods and services.

With this purpose in mind records are kept on:

- Planning, budgeting and forecasting
- Processing
- Reporting to NIO (e.g. annual accounts etc)
- Leases/rents
- Purchasing of office equipment
- Travel
- Community Development



3.3. Secretariat

The Board holds records of its meetings (Board and Committee) in order to ensure the proper functioning of the Board at policy level. The Board also retains a register of Member's interests.

The Secretariat department, which services the Board and its committees, holds all Board and Committee agendas, papers and minutes. It also holds correspondence and papers relating to contact with statutory, non-statutory and community partners – eg Department of Justice, Crown Solicitor and all such organisations that impact on the work of the Board. The Secretariat, which incorporates the work of the Board Secretary, also holds records relating to Board business including insurance of Board Members and attendance records.

3.4. Management

The Senior Management team are responsible for the day-to-day operations of the Board. Records reflect their main areas of responsibilities and the information they require in order to fulfil the core objectives of the Probation Service as set out in the Board's Corporate and Business Plans.

These include: Youth Justice; Courts; Prisons; Training; Offender Accommodation; Finance; Personnel and policy. Records are kept of contact and interagency working across statutory, non-statutory and community partners as well as PBNI staff for whom they have responsibility. Records incorporate all aspects of day-to-day working with those organisations that impact on each manager's area of responsibility and underpin their work to ensure key objectives are met for their core areas

3.5. Statistics and Research

The purpose of the Statistics & Research Department is to provide PBNI with research and statistical advice, briefing and evaluation services to inform and improve its practice. The Statistics & Research Department collates and analyses statistics, including PBNI's caseload, volume of reports, performance targets (Key Performance Measures) for customers within and outside the organisation. The Department's primary customers are PBNI Senior Managers.

The Department also links with other criminal justice agencies statisticians via the Research and Statistics sub group of the Criminal Justice Board, contributing to fulfilling the requirements of the Criminal Justice Review, including research designed to evaluate intervention effectiveness.

With this purpose in mind records are kept on:

- Key Performance Measures
- Workload Statistics
- Effectiveness of probation programmes
- Research findings

- Evaluation of probation programmes for offenders
- Offender information

3.6. IT (Information Technology)

The purpose of the IT department is to develop, manage, maintain and support the Information technology that helps enhance the overall effectiveness of PBNI. Records are kept on software applications, installation guidelines, as well as all documentation relating to the network, infrastructure and back-up systems.

Data is also collated and maintained in respect of requests for reports from courts in relation to offenders. At management level, it is responsible for developing policies such as Internet/email, and is also responsible for a suite of policies on the security of information. The department also works to enhance the mechanisms required for the sharing of information electronically across all the Criminal Justice Agencies (eg, Causeway project).

3.7. Administrative

Records held, reflect the various administrative and clerical processes and procedures required to underpin the operational work of the service.

Work areas include: Human Resources, Finance and Accommodation, Information Technology and support services, Training, PR and Communications (including Compliance), Complaints, Policy Development, Secretarial services supporting the work of teams, departments and Senior management, and the Secretariat (servicing the Board and Committees).

3.8. Operational/Service User

Probation 'service user' records are maintained to ensure that PBNI properly monitors and supervises offenders while under supervision or involved in probation programmes.

Records will include Pre Sentence Reports; depositions; records of contact; supervision plans and may also include any risk/psychological assessments of offenders. The latter are used to plan and provide the most effective means of supervision.

There will be records on all offenders who come into contact with PBNI including statutory, non statutory, Schedule 1, Sex Offenders, and Public Protection Sentences (ECS and ICS) and lifers.

Records are kept on an operational level to ensure the effectiveness of the organisation to achieve its aim and objectives as laid out in its Corporate and Business Plans. Relevant information is retained in order to access and measure the level of achievement and progress made by both the service user and the service provider towards ultimately protecting the public. This may include retaining records on victims and any correspondence between PBNI and victims of offences and related agencies – eg Police;

Prison. Information linked to PBNI's Inter-agency work to enhance offender programmes and contribute to public protection is also maintained.

Records of all programmes provided by PBNI are retained including records of attendance and evaluation of programmes.

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NOTES

- The retention period listed for manual records is the same for any corresponding electronic record.

E-mails are not listed with a retention period. Although they can constitute a record in themselves, they are usually merely a method of transmitting information. In most cases the relevant information is held in an attachment. Therefore when seeking to dispose of emails or attachments you should consider the subject matter and dispose of it according to the Schedule.

- The retention period is a trigger to review the file at that stage. It is not an automatic signal to destroy files. On review you may decide to retain for a further period, destroy or consult with the Communications Team (Compliance) with regard to permanent preservation.

HUMAN RESOURCES

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes Mandatory (M) or Recommended (R) and Explanation
Recruitment and Selection						
	Advertisements, Applications, Interview Shortlist, Interview Reports, Letters of Appointment, Unsuccessful applications	Close 12 months after interview date	1 year after recruitment has been finalised	HR manager authorises destruction	NIO Guidance	
	Administrative files relating to the Recruitment and Selection process e.g. correspondence, external information	Filed in HR			PBNI guidance	
	Equality Monitoring e.g. forms and stats	Hold on monitoring file	For 3 years	HR manager authorises destruction	PBNI Guidance from HR department	
Employment and Career						
	Written Particulars of employment: e.g. contracts of employment and changes to terms and conditions	Hold on individuals personal file in HR	Until age 72	HR manager authorises destruction	Cabinet Office guidance 1999	(M) Pension
	Job History e.g. consolidated record of whole career and location details	Hold on individuals personal file in HR and PAMS	Until age 72	HR manager authorises destruction	Cabinet Office guidance 1999	(M) Pension and litigation
	Current Address details	Hold on individuals personal file in HR and PAMS	7 years after employment has ended	HR manager authorises destruction	NIO Guidance	(M) Pension
	Record of location of overseas service	Hold on individuals personal file in HR and PAMS	Until age 72	HR manager authorises destruction	Cabinet Office guidance 1999	(M) Pension and litigation

HUMAN RESOURCES

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
	Variation of hours – calculation formula for individual	Hold on individuals personal file in HR and PAMS	Destroy after use	HR manager authorises destruction	NIO Guidance	(R)
	Promotion, temporary promotions and / or substitution documentation	Hold on individuals personal file in HR and PAMS	Destroy after summary noted	HR manager authorises destruction	NIO Guidance	(R) Litigation
	Working Time Directive opt out forms	Hold on individuals personal file in HR	3 years after the opt out has been rescinded or has ceased to apply	HR manager authorises destruction	Cabinet Office guidance 1999	(M) Litigation
	Record of previous service dates	Hold on individuals personal file in HR	Until age 72	HR manager authorises destruction	Cabinet Office guidance 1999	(M) Pension and litigation
	Previous service supporting papers	Hold on individuals personal file in HR	Destroy after records noted as appropriate	HR manager authorises destruction	Cabinet Office guidance 1999	(R) Litigation
	Qualifications / references	Hold on individuals personal file in HR	7 years	HR manager authorises destruction	Cabinet Office guidance 1999	(R) Litigation
	Transfer documents	Hold on individuals personal file in HR	Destroy after summary noted and actioned	HR manager authorises destruction	NIO Guidance	(R)
	Annual/ Assessment Reports e.g. staff appraisals and monitoring forms	Hold on individuals personal file in HR	5 years *Kept the last 5 years of service until age 72	HR manager authorises destruction	NIO Guidance	(M) Pension

HUMAN RESOURCES

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
	Training History	Hold in Training Dept files and PAMS	7 years	HR manager authorises destruction	Limitation Act 1980); Limitation (NI) Order 1989	(R) Mgt
	Travel and subsistence – claims and authorisation	Hold in Financial File	7 years	HR manager authorises destruction	NIO Guidance	(M) Litigation
	Annual leave records (in some departments)	Individual holds own copy and copy retained in personal file	2 years	HR manager authorises destruction	Cabinet Office guidance 1999	(R) Mgt
	Job Applications - Internal		1 year	HR manager authorises destruction	NIO Guidance	(R) Mgt and Discipline
	Recruitment / Appointment / Promotion Board Selection papers	Relevant selection file and in successful candidates personal file	1 year (brief summary 3 years)	HR manager authorises destruction	Cabinet Office guidance 1999	(R) Mgt and research
	Building Society References	Hold on personal file in HR & Finance	6 months	HR manager authorises destruction	Cabinet Office guidance 1999	(R) Queries
	Various papers relating to employee e.g. correspondence etc.	Hold on personal file in HR	Review after 5 years	HR manager authorises destruction	PBNI Guidance	
Disciplinary records						
	Papers relating to disciplinary action which has resulted in any changes to terms and conditions of service, salary, performance pay or allowances	Hold on personal file (discipline section)	Until age 72	HR manager authorises destruction	Cabinet Office guidance 1999	(M) Pension and Litigation

HUMAN RESOURCES

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
	Disciplinary Notes	Hold on individual file in Secretariat	Destroy 7 years after date of last paper	HR manager authorises destruction	Limitation Act 1980; Limitation (NI) Order 1989	
	Warning about standard of work	Hold on individuals file at local level	1 year	HR manager authorises destruction	NIO Guidance	
	Late attendance	Hold on individuals file at local level	1 year	HR manager authorises destruction	NIO Guidance	
	Unauthorised absences	Hold on individual personal file in HR	Until age 72	HR manager authorises destruction	NIO Guidance	
	Excessive sick absence; formal warnings	Hold on individual personal file in HR	Until age 72	HR manager authorises destruction	NIO Guidance	
	Further final trial period document	Hold on individual personal file in HR	Until age 72	HR manager authorises destruction	NIO Guidance	
Leave						
	Staff Attendance	Hold in individual offices/departments	2 years	Relevant Manager authorises destruction		
	Copy of annual leave entitlement	Hold in individuals leave folder	Until age 72	HR manager authorises destruction	Cabinet Office guidance 99	(R) Mgt
	Annual leave carry over	Hold in individuals leave folder	5 years	HR manager authorises destruction	NIO Guidance	

HUMAN RESOURCES

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
	Paid special leave	Hold in personal file in HR	7 years	HR manager authorises destruction	NIO Guidance	
	Unpaid special leave	Hold in personal file in HR	Until age 72	HR manager authorises destruction	NIO Guidance	
	Annual leave papers / flexi sheets (for leavers only)	Hold in personal file	7 years	HR manager authorises destruction	NIO Guidance	
Health						
	Complete sick absence records showing dates and causes of sick leave	Hold on file and computer in HR	Until age 72	HR manager authorises destruction	Cabinet Office Guidance 1999	(M) Pension and Litigation
	Medical / Self certificates unrelated to industrial injury	Hold in personal file in HR	7 years	HR manager authorises destruction	Limitation (Northern Ireland) Order 1989	4 years (R) Mgt
	Papers relating to any injury on duty	Hold on Health and Safety File	Until age 72	HR manager authorises destruction	Cabinet Office Guidance 1999	(M) Pension and Litigation
	Disability Questionnaire	Hold in personal file in HR	Until age 72	HR manager authorises destruction	NIO Guidance	
	Eyesight test forms	Hold in personal file in HR	1 year	HR manager authorises destruction	NIO Guidance	
Medical Reports						
	On exposure to substance hazardous to health: Lead	Hold in Health & Safety file	40 years from date of record of incident	Relevant Manager authorises destruction	Control of Lead at Work Regulations 1980	(M) COSHH Requirement

HUMAN RESOURCES

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
	Asbestos	Hold in Health & Safety file	40 years from date of record of incident	Relevant Manager authorises destruction	Control of Asbestos at work Regulations 1996	(M) COSHH Requirement
	Compressed Air	Hold in Health & Safety file	40 years from date of record of incident	Relevant Manager authorises destruction	Work in Compressed Air Regulations 1996	(M) COSHH Requirement
	Radiation	Hold in Health & Safety file	50 years from date of record of incident	Relevant Manager authorises destruction	Ionising Radiation Regulations 1985	(M) COSHH Requirement
Welfare						
	Welfare Papers	Hold in personal file in HR	Until age 72	Destroy after minimum of 7 years after last action	Limitation Act 1980; Limitation (NI) Order 1989	(R) Litigation
Pay and Pension						
	Bank Details - current	Hold on pay file	7 years after employment has ended	HR manager authorises destruction	Limitation Act 1980 (NI) Order 1989	7 years (M) Litigation
	Death Certificates	Hold in personal file in HR	Return original to provider Retain copy until age 72	HR manager authorises destruction	Cabinet Office guidance 1999	(M) Pension and litigation

HUMAN RESOURCES

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
	Unpaid leave periods (maternity leave etc)	Hold in personal file in HR	Until age 72	HR manager authorises destruction	Cabinet Office guidance 1999	(M) Pensions and Litigation
	Statutory Maternity Pay documents	Hold in pay file	7 years	HR manager authorises destruction	Limitation Act 1980; Limitation (NI) Order 1989	7 years (R) Litigation
	Other maternity pay documentation	Hold in pay file	2 years	HR manager authorises destruction	Cabinet Office guidance 99	18 months (R) Mgt
	Overpayment documentation	Hold in personal file in HR	7 years after repayment or write- off	HR manager authorises destruction	Limitation Act 1980; Limitation (NI) Order 1989	7 years (R) Litigation
	Personal payroll history, including record of pay, performance pay, overtime pay, allowances	Hold in pay file	Until age 72	HR manager authorises destruction	Cabinet Office guidance 99	(M) Pension and Litigation
	Pensions estimates and awards	Hold in personal file in HR	Until age 72	HR manager authorises destruction	Cabinet Office guidance 99	(M) Pension and Litigation
	Record of: Full name and DOB National Insurance Number Pensionable pay at leaving Reckonable service for pension purposes (and actual service where this is different together with reasons for the difference) Reason for leaving and new employer's name (where known) Amount and destination of any transfer value paid Amount of any refund of PCSPS contributions Amount and date of any contributions equivalent premium paid (All other papers relating to pensionability not listed above)	Hold in personal file in HR and pay file	Until age 72	HR manager authorises destruction	Cabinet Office guidance 99	(M) Pension and Litigation

HUMAN RESOURCES

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
	Resignation, termination and or retirement letters	Hold in personal file in HR	Until age 72	HR manager authorises destruction	Cabinet Office guidance 1999	(M) Pension and Litigation
	Added years	Hold in personal file in HR	Until age 72	HR manager authorises destruction	Cabinet Office guidance 1999	(M) Pension
	Additional voluntary contributions (AVC)	Hold in pay file	Until age 72	HR manager authorises destruction	Cabinet Office guidance 1999	(M) Pension
	Payroll input forms	Hold in personal file in HR and Pay File	7 years	HR manager authorises destruction	Cabinet Office guidance 1999	(M) Litigation
	Bonus nominations	Hold in personal file in HR	7 years	HR manager authorises destruction	Cabinet Office guidance 1999	(R) Litigation
	Complete sick absence records showing dates and causes of sick leave	Hold in personal file in HR and pay file	Until age 72	HR manager authorises destruction	Cabinet Office guidance 1999	(M) Pension and Litigation
	Statutory sick pay (SSP) forms	Hold in personal file in HR	7 years	HR manager authorises destruction	Cabinet Office guidance 1999	For last 4 – 6 yrs (M) Statutory Requirement
	Authorisation for deputising, substitution allowance of or overtime travel time claim	Hold in pay file	7 years	HR manager authorises destruction	Cabinet Office guidance 1999	(R) Audit Purposes
	Travel & Subsistence – claims and authorisation	Hold in finance file	7 years	HR manager authorises destruction	Cabinet Office guidance 1999	(M) Litigation

HUMAN RESOURCES

	File/Record Description:	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
Security						
	Security Personnel Files	Hold in personnel security file	5 years after leaving (at normal retirement age) or 10 years (before normal retirement age)	HR manager authorises destruction	NIO Guidance	(R) Central guidance
Health & Safety dept						
	Database of health and safety training courses	Information held on computer.	10 years	Destruction by Relevant Manager	Various health and safety legislation	
	Files for individual health and safety training courses	Close file at completion of course	10 years	Destruction by Relevant Manager	Various health and safety legislation	
	Database of accidents and incidents of violence/aggression	Information held on computer	10 years	Destruction by Relevant Manager	RIDDOR (NI) 1997	
	Files relating to accidents and incidents of violence/aggression	Close file at end of calendar year	10 years	Pass to HR as an appendix to Personal file		
	Database of forms received in conjunction with Community Service assessments and inspections	Information held on computer	10 years	Destruction by Relevant Manager	Various health and safety legislation	
	Files for Community Service inspections, assessments and risk assessments and general correspondence regarding queries.	Close at end of projects/ placements	10 years	Destruction by Relevant Manager	Various health and safety legislation	

HUMAN RESOURCES

File/Record Description:	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
Database of risk assessments provided in conjunction with Probation Projects/Duke of Edinburgh's Award	Information held on computer	10 years	Destruction by Relevant Manager	Various health and safety legislation	
Files for Probation Projects/Duke of Edinburgh's Award risk assessments and approval of it by Activities Panel.	Close at end of projects.	10 years	Destruction by Relevant Manager	Various health and safety legislation	
Approval of providers, general correspondence regarding queries.	Reviewed 3 yearly	10 years	Destruction by Relevant Manager	Various health and safety legislation	
Files for each PBNI office for H&S Workplace Inspections, Fire Risk Assessments, Log Books, Water Risk Assessments, general correspondence, building surveys etc.	Keep for reference	10 years	Destruction by Relevant Manager	Various Health & Safety legislation	
Asbestos surveys on buildings	Keep for reference	40 years	Destruction by Relevant Manager	Control of Asbestos at Work Regulations 1996	
Files for Display Screen Equipment users assessments and correspondence	Close file after assessments and destroy information held on pc	10 years	Destruction by Relevant Manager	H&S (Display Screen Equipment) Regulations (NI) 1996	
Risk assessments for various activities	Keep for reference	10 years	Destruction by Relevant Manager	Management of H&S at Work Regulations	
Various files relating to H&S topics with general memos and external information	Keep for reference	10 years	Destruction by Relevant Manager	Various health and safety regulations	

FINANCE						
Types of Files / Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
Bank Account Records						
	Cheques and Associated records	Hold on File in Finance department for 2 years, then transfer to Antrim Road	7 years	Finance manager authorises destruction	Limitation Order (NI) 1989	
	Bank Deposits	Hold on file in safe in Finance department	2 years	Finance manager authorises destruction	National Audit Office requirement	
	Bank Re-conciliations	Hold on File in Finance department	2 years	Finance manager authorises destruction	National Audit Office requirement	
	Bank Statements	Hold on file in safe in Finance department	2 years	Finance manager authorises destruction	National Audit Office requirement	
	Electronic banking and electronic funds transfer	Hold on File in Finance department	In line with paper records above	Finance manager authorises destruction	Limitation Order (NI) 1989	
Expenditure Records						
	Cash books / expenditure sheets	Hold in Finance department for 2 years, then transfer to Antrim Road	7 years	Finance manager authorises destruction	Limitation (NI) Order 1989	

FINANCE

	File/Record Description:	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
	Petty Cash records	Hold in probation office	2 years	Finance manager authorises destruction	National Audit Office requirement	
	Creditors	Hold on file in Finance department	7 years	Finance manager authorises destruction	Limitation Order (NI) 1989	
	Statements of accounts	Hold on file in Finance department	2 years	Finance manager authorises destruction	National Audit Office requirement	
	Subsidiary Records e.g. copies of abstracts and expenditure dissections, credit note books, debit note books	Hold on file in Finance department	2 years	Finance manager authorises destruction		
	Vouchers includes claims for payment, purchase orders, requisitions for goods and services, accounts payable invoices, invoices received, etc	Hold on File in Finance dept for 2 yrs, then transfer to Antrim Rd	2 years	Finance manager authorises destruction		
	Copies of Vouchers	Hold on file in Finance department	1 year	Finance manager authorises destruction		
	Vouchers registers	Hold on file in Finance department	2 years	Finance manager authorises destruction	National Audit Office requirement	
	Voucher registration cards and payment cards	Hold on File in Finance dept for 2 yrs, then transfer to Antrim Rd	7 years	Finance manager authorises destruction	Limitation Order (NI) 1989	

FINANCE						
Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
	Voucher summaries	Hold on file in Finance department	1 year	Finance manager authorises destruction		
	Costing records	Hold on File in Finance department for 2 years, then transfer to Antrim Rd	2 years	Finance manager authorises destruction	National Audit Office requirement	
Ledger Records						
	General and subsidiary ledgers	Hold on File in Finance department for 2 yrs, then transfer to Antrim Rd	7 years	Finance manager authorises destruction	Limitation Order (NI) 1989	
	Related records e.g. audit sheets – ledger postings	Hold on file in Finance department	2 years	Finance manager authorises destruction	National Audit Office requirement	
	Journals e.g. prime records for the raising of charges and routine adjustments	Hold on File in Finance department for 2 yrs, then transfer to Antrim Rd	7 years	Finance manager authorises destruction	Limitation Order (NI) 1989	
	Trial balance & reconciliations e.g. year end balances, reconciliations and variations to support ledger balances and published accounts	Hold on File in Finance department for 2 yrs, then transfer to Antrim Rd	7 years	Finance manager authorises destruction	Limitation Order (NI) 1989	

FINANCE						
Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
Receipts and Revenue Records						
	Books / butts e.g. receipt butts / books; office copies of receipts;	Hold on File in Finance dept for 2 yrs, then transfer to Antrim Rd	7 years	Finance manager authorises destruction	Limitation (NI) Order 1989	
	Revenue Records	Hold on File in Finance dept for 2 yrs, then transfer to Antrim Rd	7 years	Finance manager authorises destruction	Limitation (NI) Order 1989	
	Debtors records / invoices	Hold on File in Finance dept for 2 yrs, then transfer to Antrim Rd	7 years	Finance manager authorises destruction	Limitation (NI) Order 1989	
	Debts / refunds	Hold on File in Finance dept for 2 yrs, then transfer to Antrim Rd	7 years	Finance manager authorises destruction	Limitation (NI) Order 1989	
Salary Records						
	Employee pay history records e.g. The last 3 years records must be kept for leavers, in either the personnel or the finance records system, for the calculation of pension entitlement	Hold on Personal File in Finance dept for 2 yrs, then transfer to Antrim Rd	7 years	Finance manager authorises destruction	National Audit Office requirement	
	Salary rates registers	Hold on File in Finance department	When superseded	Finance manager authorises destruction	National Audit Office requirement	

FINANCE						
Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
	Salary ledger cards / records	Hold on file in Finance department	7 years	Finance manager authorises destruction	National Audit Office requirement	
	Copies of salary/ wages / payroll sheets	Hold on Personal File in Finance department	2 years	Finance manager authorises destruction	National Audit Office requirement	
Accommodation and Supplies Records						
	Administrative files relating to accommodation and supplies function e.g. correspondence (internal and external)	Hold in Accommodation and Supplies	5 years	Relevant Manager authorises destruction		
	Files relating to each office/building owned or leased by PBNI. Records could include information on title deeds, leases, tenders, licences, sub letting agreements, memoranda of terms, contracts, bills of quantity, surveys, reports, feasibility studies, photographs, mechanical and electrical information, meetings etc.	Hold in Accommodation and Supplies	Review 15 years after superseded or expired	Relevant Manager authorises destruction		
Tendering	Invitation to tender	Hold in Accommodation and Supplies	7 years from end of contract	Finance manager authorises destruction		
	Unsuccessful tender documents	Hold in Accommodation and Supplies	7 years	Finance manager authorises destruction		
	Successful tender documents	Hold in Accommodation and Supplies	Review 15 years after award of contact	Determined upon review		

FINANCE

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
	Information held on tendering process e.g. background information, report etc	Hold in Accommodation and Supplies	1 year after end of contract	Finance manager authorises destruction		
	Signed contract	Hold in Accommodation and Supplies	Review 15 years after award of contact	Finance Manager authorises destruction		
	Information held on contractors and suppliers	Hold in Accommodation and Supplies	Normal review process (5 years)	Finance Manager authorises destruction		
	List of approved suppliers	Hold in Accommodation and Supplies	Update regularly. Destroy when list superseded	Finance manager authorises destruction		
	Purchase order records	Hold on File in Finance dept for 2 yrs, then transfer to Antrim Rd	7 years	Finance manager authorises destruction	Limitation Order (NI) 1989	
	Requisition Records	Hold on file in Finance department	2 years	Finance manager authorises destruction	National Audit Office requirement	
Asset records						
	Asset register	Hold on File in Finance dept for 2 yrs, then transfer to Antrim Rd	7 years after asset or last one in the register is disposed of	Finance manager authorises destruction	Limitation Order (NI) 1989	

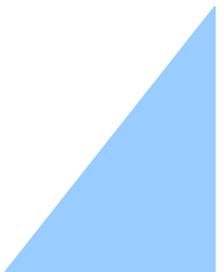
FINANCE						
Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
	Copies of blue purchase orders	Hold on File in Finance department for 2 yrs, then transfer to Antrim Rd	7 years	Finance manager authorises destruction	PBNI Guidance	
	Loss / damage to property records file	Hold on File in Finance dept for 2 yrs, then transfer to Antrim Rd	7 years	Finance manager authorises destruction	PBNI Guidance	
	New furniture / equipment asset information file	Hold on File in Finance dept for 2 yrs, then transfer to Antrim Rd	7 years	Finance manager authorises destruction	PBNI Guidance	
	Depreciation Registers	Hold on File in Finance dept for 2 yrs, then transfer to Antrim Rd	7 years after asset or last one in the register is disposed of	Finance manager authorises destruction	Limitation Order (NI) 1989	
Other Accountable Financial Records						
	Financial Statements	Hold on File in Finance dept for 2 yrs, then transfer to Antrim Rd	7 years	Finance manager authorises destruction	National Audit Office requirement	
	Financial Audit records	Hold on file in Finance department	7 years	Finance manager authorises destruction	Limitation Order (NI) 1989	

FINANCE						
Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
	Internal reporting	Hold on file in Finance department	Normal review process (5yrs)	Determined upon review	PBNI Guidance	
	Reference material	Hold on file in Finance department	Normal review process (5yrs)	Determined upon review	PBNI Guidance	Destroy when superseded
Finance Forms						
	PB 1,3, & 4,	Hold on File in Finance department for 2 yrs, then transfer to Antrim Rd	7 years	Finance manager authorises destruction	PBNI Guidance	
	Applications forms for assisted car purchase scheme	Hold on File in Finance department for 2 yrs, then transfer to Antrim Rd	7 years	Finance manager authorises destruction	PBNI Guidance	
	Reimbursement forms for additional expenditure forms	Hold on File in Finance department for 2 yrs, then transfer to Antrim Rd	7 years	Finance manager authorises destruction	PBNI Guidance	
	Travel & Incidental expenditure forms	Hold on File in Finance department for 2 yrs, then transfer to Antrim Rd	7 years	Finance manager authorises destruction	PBNI Guidance	

FINANCE						
Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
	Travel & Substance claim forms	Hold on File in Finance department for 2 yrs, then transfer to Antrim Rd	7 years	Finance manager authorises destruction	PBNI Guidance	
Community Development Records						
	Administrative files relating to community development, e.g. correspondence, external information on hostels, housing benefit, Peace II etc.	Hold on File in Community Development	7 years	Relevant Manager authorises destruction	PBNI Guidance	
	Records on organisations who receive funding, e.g. application form, correspondence, accounts	Hold on File in Community Development	7 years	Relevant Manager authorises destruction	PBNI Guidance	
	Project Application forms	Hold on File in Community Development	7 years	Relevant Manager authorises destruction	PBNI Guidance	
	CD1 Forms	Hold on File in Community Development	7 years	Relevant Manager authorises destruction	PBNI Guidance	
	CF 11 Forms	Hold on File in Community Development	7 years	Relevant Manager authorises destruction	PBNI Guidance	
	CF 111 Forms	Hold on File in Community Development	7 years	Relevant Manager authorises destruction	PBNI Guidance	

FINANCE

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
	Community Development evaluating forms	Hold on File in Community Development	7 years	Relevant Manager authorises destruction	PBNI Guidance	



SECRETARIAT

Types of Files / Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
The Board						
	Board Agendas and Papers e.g. Briefing,	Filed in Secretariat	Permanent	Permanent Preservation - Forwarded to PRONI	PRONI guidance	
	Committee Agendas and Papers e.g. Briefing and policy papers	Filed in Secretariat	Permanent	Permanent Preservation - Forwarded to PRONI	PRONI guidance	
	Board and Committee Minutes	Filed in Secretariat	Permanent	Permanent Preservation - Forwarded to PRONI	PRONI guidance	
	Insurance of Board Members	Filed in Secretariat	Normal review process (5 yrs)	Determined upon review	PBNI guidance	
	Register of members interests (Board & Senior Mgt)	Filed in Secretariat	Normal review process (5 yrs)	Determined upon review	PBNI guidance	
	Personal information on Board Members	Filed with Board Secretary	Normal review process (5 yrs)	Determined upon review	PBNI guidance	
	Administrative files relating to the Board e.g. correspondence, (NIO, Crown Solicitor, other Criminal Justice Organisations) external information,	Filed with Board Secretary	Normal review process (5 yrs)	Determined upon review	PBNI guidance	
	Administrative files relating to the Committees e.g. correspondence, external information	Filed with Board Secretary	Normal review process (5y)	Determined upon review	PBNI guidance	

MANAGEMENT						
Types of Files / Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
	Policies and Procedures and guidelines relating to operational and administrative functions.	Filed by relevant department / office	Normal review process (5 yrs)	Determined upon review	PBNI guidance	One copy of approved policies and procedures will be kept at source for reference
	NI Standards and Service Requirements	Filed by relevant department / office	Dispose of when updated	One copy will be kept at source for reference.	PBNI guidance	One copy to be sent to PRONI
Mgt Meetings	At senior and team level					
	Agendas of Senior Management and Team meetings	Original filed by relevant department / office	Normal review process (5 yrs)	Determined upon review	PBNI guidance	
	Senior Management and Team meeting Minutes	Original filed by relevant department / office	Normal review process (5 yrs)	Determined upon review	PBNI guidance	
	Papers e.g. Policy and Briefing papers for Senior Management and Team meetings	Original filed by relevant department / office	Normal review process (5 yrs)	Determined upon review	PBNI guidance	
	Reports presented by/to Senior Management Team	Original filed by relevant department / office	Normal review process (5 yrs)	Determined upon review	PBNI guidance	

MANAGEMENT

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
	Information from Working / Steering groups	Original filed by relevant department / office	Normal review process (5 yrs)	Determined upon review	PBNI guidance	
	Reviews, Inspections and Audits (External and Internal)	Original filed by relevant department / office	Normal review process (5 yrs)	Determined upon review	PBNI guidance	
	Administrative files relating to relevant senior managers area of work e.g. prison, courts etc.	Filed by relevant Senior Manager	Normal review process (5 yrs)	Determined upon review	PBNI guidance	
	Response for Assembly Questions and PQ's	Original filed by relevant sector e.g. finance	Normal review process (5 yrs)	Determined upon review	PBNI guidance	

STATISTICS AND RESEARCH

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
	Caseload audits	Filed in Information and Research department and relevant probation office	1 Year	Relevant Manager authorises destruction	PBNI guidance	
	Workload statistics – returns from teams; collated monthly statistics – all information held electronically.	Filed in Information and Research department and relevant probation office	1 Year	Relevant Manager authorises destruction	PBNI guidance	
	KPM Monitoring – returns from teams, collated monthly statistics	Filed in Information and Research department and relevant probation office	1 Year	Relevant Manager authorises destruction	PBNI guidance	
	External working groups	Filed in Information and Research department	Normal review process (5 yrs)	Determined upon review	PBNI guidance	
	Query directory – held electronically	Filed in Information and Research department	5 years	Relevant Manager authorises destruction	PBNI guidance	
	Research (divided by project)	Filed in Information and Research department	Normal review process (5 yrs)	Determined upon review	PBNI guidance	
	Evaluations of PBNI programmes for offenders	Filed in Information and Research department	Normal review process (5 yrs)	Determined upon review	PBNI guidance	

STATISTICS AND RESEARCH

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action		Notes
	Summary Statistics – held electronically	Filed in Information and Research department	Normal review process (5 yrs)	Determined upon review	PBNI guidance	
	NIO GUIDANCE Overview Statistics – held electronically	Filed in Information and Research department	Normal review process (5 yrs)	Relevant Manager authorises destruction	PBNI guidance	
Information & Research forms						
	Combination Order form	Filed in Information and Research department and relevant probation office	1 year	Relevant Manager authorises destruction	PBNI guidance	
	Change of address forms	Filed in Information and Research department and relevant probation office	1 year	Relevant Manager authorises destruction	PBNI guidance	
	CS completion forms	Filed in Information and Research department and relevant probation office	1 year	Relevant Manager authorises destruction	PBNI guidance	
	Custody Probation Order forms	Filed in Information and Research department and relevant probation office	1 year	Relevant Manager authorises destruction	PBNI guidance	
	JJCO Field Teams forms	Filed in Information and Research department and relevant probation office	1 year	Relevant Manager authorises destruction	PBNI guidance	

STATISTICS AND RESEARCH

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action		Notes
	JJCO YJU Forms	Filed in Information and Research department and relevant probation office	1 year	Relevant Manager authorises destruction	PBNI guidance	



INFORMATION TECHNOLOGY

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
Technical						
	Application/software details (including installation guidelines)	Filed in Information Technology	Dispose of when superseded	Relevant Manager authorises destruction	PBNI guidance	
	Operational support logs, Backup logs	Filed in Information Technology	Review after 5 years	Relevant Manager authorises destruction	PBNI guidance	
	Infrastructure documentation, Network topography documentation, IT asset register, Email lists	Filed in Information Technology	Dispose of when superseded	Relevant Manager authorises destruction	PBNI guidance	
Procedures						
	Backup, Helpdesk, Desktop, Password protection, Email, RAS, etc.	Filed in Information Technology	Dispose of when superseded	Relevant Manager authorises destruction	PBNI guidance	
General						
	3 rd party support contact information and contracts	Filed in Information Technology	Dispose of when superseded	Relevant Manager authorises destruction	PBNI guidance	
	Administrative files relating to Information Technology e.g. correspondence, research	Filed in Information Technology	Review after 5 years	Relevant Manager authorises destruction	PBNI guidance	

INFORMATION SERVICES

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
Information Services						
	Administrative files relating to ECMS e.g. correspondence, research	Filed in Information Services	Normal review process (5 yrs)	Determined upon review	PBNI guidance	
	Administrative files relating to e.g. Causeway correspondence, research	Filed in Information Services	Normal review process (5 yrs)	Determined upon review	PBNI guidance	
	Administrative files relating to Information Services	Filed in Information Services	Review after 5 years	Relevant Manager authorises destruction	PBNI guidance	



ADMINISTRATIVE

Types of Files Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
Reference						
	Journals	Filed by relevant office / department	Review after 5 years	Relevant Manager authorises destruction	PBNI guidance	
	Legislation	Filed by relevant office / department	Dispose of when updated or revoked	Relevant Manager authorises destruction	PBNI guidance	
	Manuals	Filed by relevant office / department	Dispose of when updated	Relevant Manager authorises destruction	PBNI guidance	
	Reports	Filed by relevant office / department	Permanent preservation	Retain one copy at source for historical purposes	PBNI guidance	
General Administration items						
	Appointment Diary	Hold by individual	2 years	Relevant Manager authorises destruction	PBNI guidance	
	Staff Working diaries	Hold by individual	2 Years	Relevant Manager authorises destruction	PBNI guidance	

ADMINISTRATIVE

Types of Files Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
	Incoming post log and outgoing post log	Hold by administrator	1 year	Relevant Manager authorises destruction	PBNI guidance	
	Office Appointment Book	Hold by administrator	1 year	Relevant Manager authorises destruction	PBNI guidance	
	Record of general office requests	Hold on file by probation office	1 year	Relevant Manager authorises destruction	PBNI guidance	
Other Admin Forms						
	Board vehicle and booking forms	Filed by accommodation and supplies	1 Year	Relevant Manager authorises destruction	PBNI guidance	
Records on Requests for Information						
Case file records for information requests (FOI, DPA, EIR)	Where the record is made available to the requester – Freedom of Information (FOI and Environment Information Regulations (EIR)	Filed in relevant folder at office/ department	Reviewed after 5 years	Relevant Manager authorises destruction	National Archive guidance	See PR & Communications (Compliance) section
	Where the record is made available to the requester – Data Protection	Filed in relevant folder at office/ department	Reviewed after 5 years	Relevant Manager authorises destruction	National Archive guidance	See PR & Communications (Compliance) section

ADMINISTRATIVE

Types of Files Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
	Where the record is not made available to the public – Freedom of Information (FOI and Environment Information Regulations (EIR)	Filed in relevant folder at office/ department	Reviewed after 10 years	Relevant Manager authorises destruction	National Archive guidance	
	Where the record is not made available to the requester – Data Protection	Filed in relevant folder at office/ department	Reviewed after 5 years	Relevant Manager authorises destruction	National Archive guidance	
	Where record is closed under an exemption	Filed in relevant folder at office/ department	Reviewed after 5 years	Relevant Manager authorises destruction	National Archive guidance	
	PBNI Disposal Schedule	Replace with current Schedule when updated	Permanent	Permanent Preservation	PRONI Guidance	
	Papers used in the compilation of the Disposal Schedule	Close when Schedule has been signed off	10 years	Relevant Manager authorises destruction	PRONI Guidance	

COMPLAINTS

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
Records of Complaints						Complaints from offenders and the general public.
	Administrative files relating to complaints e.g. correspondence, research	Filed in relevant folder at office/ department	Reviewed after 5 years	Relevant Manager authorises destruction	National Archive guidance	
	Investigations e.g. individual case files that will include correspondence with complainant etc; details of enquiries and investigations; reports etc	Filed in relevant folder at office/ department	10 years	Relevant Manager authorises destruction	National Archive guidance	
	Precedents	Filed in relevant folder at office/ department	Review after 10 years	Determined upon review	National Archive guidance	
	Register of complaints	Filed in relevant folder at office/ department	10 years	Relevant Manager authorises destruction	National Archive guidance	

COMMUNICATIONS

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
PR & Communication						
	Administrative files relating to Communications e.g. correspondence, research	Filed in PR	Normal review process (5 yrs)	Determined upon review	PBNI guidance	
	Background files used in developing publications e.g. annual reports, business and corporate plans	Hold by relevant office/department	Normal review process (5 yrs)	Relevant Manager authorises destruction	PBNI guidance	
	Information held on the media e.g. press cuttings, press releases, management statements	Filed in PR	Normal review process (5 yrs)	Determined upon review	PBNI guidance	
Annual Publications						
	Business Plans	Hold individually	Dispose of when updated	Relevant Manager authorises destruction.	PBNI guidance	One copy to be sent to PRONI
	Corporate Plans	Hold individually	Dispose of when updated	Relevant Manager authorises destruction.	PBNI guidance	Once copy to be sent to PRONI
	Information leaflets	Hold individually	Dispose of when updated	Relevant Manager authorises destruction	PBNI guidance	
	Annual Report	Hold individually – one copy sent to PRONI	Dispose of when updated	Relevant Manager authorises destruction	PBNI guidance	

COMMUNICATIONS

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
Internal Publications	Team Business Plans	Hold by relevant office/ department	Dispose of when updated	Relevant Manager authorises destruction	PBNI guidance	



COMMUNICATIONS (COMPLIANCE)

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
Compliance						
	Administrative files relating to Freedom of Information (FOI) and Environment Information Regulations (EIR)e.g. correspondence, research	Filed in the PR & Communications Unit(Compliance)	Reviewed after 5 years	Relevant Manager authorises destruction	PBNI guidance	
	Administrative files relating to Data Protection Act (DPA) e.g. correspondence, research	Filed in the PR & Communications Unit(Compliance)	Reviewed after 5 years	Relevant Manager authorises destruction	PBNI guidance	
	Administrative files relating to Records Management e.g. correspondence, research on policy etc.	Filed in the PR & Communications Unit(Compliance)	Reviewed after 5 years	Relevant Manager authorises destruction	PBNI guidance	
	Files relating to PRONI review	Filed in the PR & Communications Unit(Compliance)	Reviewed after 15 years	Relevant Manager authorises destruction	PBNI guidance	

TRAINING

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
Training						
	Administrative files relating to training e.g. correspondence and external information	Hold in training department	Review after 5 years	Relevant Manager authorises destruction	PBNI guidance	
	Evaluation of training events	Hold on file in training department	1 year	Relevant Manager authorises destruction	PBNI guidance	
	Course / conferences / bursaries	Hold on file in training department	5 years	Relevant Manager authorises destruction	PBNI guidance	
	Student training (including video recordings)	Hold on file in training department	Until course ends	Relevant Manager authorises destruction	PBNI guidance	
	Staff training	Hold on personal file in training department	Until employment is terminated	Hold on personal file in training department	Hold on personal file in training department	
	Video recordings of staff training	Hold on file in training department	Until course ends	Hold on personal file in training department	Hold on personal file in training department	

OPERATIONAL / SERVICE USER

Types of Files / Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
Probation Records on Offenders						The deletion of offender files should be postponed where any future work is reasonably anticipated
	Offender Pack which includes a copy of the PSR, depositions, tracking sheet NB The retention period given for information also held separately eg depositions, should be adhered to.	Filed in Assessment Unit	1 year	Relevant Manager authorises destruction	PBNI guidance	This retention period applies specifically to the assessment unit
	PSRs where no Order has been made	Filed in Assessment or relevant office	1 year	Relevant Manager authorises destruction		Filed in OASIS for 1 year and then destroyed
	PSRs and Assessments for PSR where order has been made	Filed in relevant office	Normal review process (5 yrs)	Area manager authorises destruction	PBNI guidance	The Normal Review process is five years from end of order
	PSRs and Assessments for PSRs on Schedule 1, Sex Offenders, Lifers, Public Protection Sentences (ECS and ICS Life Sentence Prisoners and those who are categorised under PPANI (Levels 1,2 and 3)	Filed in relevant client record	Upon death or 99 years after DOB	Area manager authorises destruction	PBNI guidance	Disposal "upon death" should be postponed if it is reasonably anticipated that they will be future work on file (e.g. Internal Investigation)

OPERATIONAL/SERVICE USER

Types of Files / Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
	Depositions on Schedule 1, Sex Offenders, , Lifers, Public Protection Sentences (ECS and ICS) Life Sentence Prisoners and those who are categorised under PPANI (Levels 1,2 and 3)	Filed in probation office	Upon death or 99 years after DOB	Review by PRONI	PBNI guidance	Disposal "upon death" should be postponed if it is reasonably anticipated that they will be future work on file (e.g. Internal Investigation)
	Depositions – no PBNI outcome	File in probation office	6 months (from sentence)	Area manager authorises destruction	PBNI guidance	Only need to hold 'resulted' cases.
	Depositions with PBNI outcome	File in probation office	Retain with the file for the life of the Order	Area Manager authorises destruction	PBNI guidance	Depositions should be disposed of in confidential waste when the file closes.
	Depositions pending PSR	Filed in probation office	2 years ICOS Access	Area manager authorises destruction	PBNI guidance	Please get update from ICOS on case before final decision to dispose
	Statutory Supervision Case Files (incl. Community service)	File in probation office	Normal review process (5 yrs)	Review by PRONI	PBNI guidance	The Normal Review process is five years from end of order
	Files for Schedule 1, Sex Offenders, Public Protection Sentences (ECS and ICS), Life Sentence Prisoners and those who are categorised under PPANI (Levels 1,2 and 3)	File in probation office	Upon death or 99 years after DOB	Review by PRONI	PBNI guidance	Disposal "upon death" should be postponed if it is reasonably anticipated that there will be future work on file (e.g. Internal Investigation)

OPERATIONAL/SERVICE USER

Types of Files / Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
	Statutory Supervision Life Sentences Case Files	File in probation office	Upon death or 99 years after DOB	Review by PRONI	PBNI guidance	Disposal "upon death" should be postponed if it is reasonably anticipated that they will be future work on file (e.g. Internal Investigation)
	Non Statutory Case Files (Previously termed Inescapable Voluntaries) i.e. offenders not on a statutory supervision order.	File in probation office	Normal review process (5 yrs)	Determined by review process	PBNI guidance	The Normal Review process is five years from end of order
	Non Statutory Schedule 1, Sex Offenders, Public Protection Sentences (ECS and ICS). Lifers Life Sentence Prisoners and those who are categorised under PPANI (Levels 1,2 and 3)	File in probation office	Upon death or 99 years after DOB	Area manager authorises destruction	PBNI guidance	Disposal "upon death" should be postponed if it is reasonably anticipated that they will be future work on file (e.g. Internal Investigation)
	Non Statutory Case Files (ie. Offenders who have received a custodial sentence but for whom PBNI has no statutory supervision responsibility).	Filed in PBNI Prison offices	6 months	Area manager authorises destruction	PBNI guidance	This refers to 6 months following completion of sentence.

SERVICE USER DATABASES

Types of Files / Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
ECMS (Electronic Case Management System)						Note for deletions – This can only be done centrally and will be processed in consultation with the records officer.
	ECMS Statutory Supervision Records (including significant Risk of Serious Harm) (This will include all documentation normally contained within a case file e.g. Referral Forms, Summons, PSR etc.) where the outcome is a PBNI Disposal	Held in ECMS	Normal review process (5 yrs)	Determined by review process	PBNI guidance	The Normal Review process is five years from end of order
	ECMS Records with a non-PBNI Disposal	Held in ECMS	1 year	Determined by review process	PBNI guidance	
	ECMS Statutory Supervision Schedule 1, Sex Offenders, , Public Protection Sentences (ECS and ICS), Life Sentence Prisoners and those who are categorised under PPANI (Levels 1,2 and 3)	Held in ECMS	Upon death or 99 years after DOB	Area manager authorises destruction	PBNI guidance	Disposal "upon death" should be postponed if it is reasonably anticipated that they will be future work on file (e.g. Internal Investigation)
	ECMS Statutory Supervision Life Sentences Case	Held in ECMS	Upon death or 99 years after DOB	Area manager authorises destruction	PBNI guidance	Disposal "upon death" should be postponed if it is reasonably anticipated that they will be future work on file (e.g. Internal Investigation)

SERVICE USER DATABASES

Types of Files / Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
	<p>ECMS Non Statutory Case (Previously termed Inescapable Voluntaries)</p> <p>This refers to offenders not on a statutory supervision order.</p>	Held in ECMS	Normal review process (5 yrs)	Determined by review process	PBNI guidance	The Normal Review process is five years from end of order
	ECMS Non Statutory Schedule 1, Sex Offenders, Public Protection Sentences (ECS and ICS), Life Sentence Prisoners and those who are categorised under PPANI (Levels 1,2 and 3)	Held in ECMS	Upon death or 99 years after DOB	Area manager authorises destruction	PBNI guidance	Disposal "upon death" should be postponed if it is reasonably anticipated that they will be future work on file (e.g. Internal Investigation)
	Information and Research Client Database	Held at individual offices and by information and research	Normal review process (5 yrs)	Determined by review process	PBNI Guidance	The Normal Review process is five years from end of order
	PBNI Victims Unit Database	Held in victim unit	Normal review process (5 yrs)	Determined by review process	PBNI guidance	The Normal Review process is five years from end of order

PROGRAMME DELIVERY UNIT (PDU)

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
PDU Records						
	Administrative files relating to PDU e.g. correspondence, external information.	Filed in PDU	Normal review process (5 yrs)	Determined by review process	PBNI Guidance	
	Programmes	Filed in PDU	Normal review process (5 yrs)	Determined by review process	PBNI Guidance	
	PDU case records of Clients on programmes	Filed in PDU	Normal review process (5 yrs)	Determined by review process	PBNI Guidance	The Normal Review process is five years from end of order
	Video recordings of programmes	Held in PDU	Normal review process (5 yrs)	Destroy	PBNI Guidance	

PSYCHOLOGY

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
Psychology files						
	Administrative files relating to psychology department e.g. correspondence, external information.	Filed in Psychology department	Reviewed after 5 years	Relevant Manager authorises destruction	PBNI guidance	
	Psychology Training Packs	Filed in Psychology department	Normal review process (5 yrs)	Determined by review process	PBNI guidance	
	Psychology case file (where offender is not the subject of PBNI supervision)	Filed in Psychology department	Normal review process (5 yrs)	Determined by review process	PBNI guidance	This is five years from date of referral
	Psychology case file (statutory supervision offender)	Filed in Psychology department	Normal review process (5 yrs)	Determined by review process	PBNI guidance	The Normal Review process is five years from end of order
	Psychology case file (Schedule 1, sex offender, , public protection sentences (ECS and ICS), Life Sentence Prisoners and those who are categorised under PPANI (Levels 1,2 and 3)	Filed in Psychology department	Upon death or 99 years after DOB of the offender	Determined by review process	PBNI guidance	Disposal "upon death" should be postponed if it is reasonably anticipated that they will be future work on file (e.g. Internal Investigation)
	Psychology case file (non-statutory supervision offender)	Filed in Psychology department	Normal review process (5 yrs)	Determined by review process	PBNI guidance	The Normal Review process is five years from end of order

VICTIM INFORMATION SCHEME

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
Victim						
	Administrative files relating to Victims Unit e.g. correspondence, external information.	Filed in victim unit	Normal review process (5 yrs)	Determined by review process	PBNI guidance	The Normal Review process is five years from end of order
	Victim case file (Schedule 1, sex offender , public protection sentences (ECS and ICS) and Life Sentence Prisoners and those who are categorised under PPANI (Levels 1,2 and 3)	Filed in victim unit	Normal review process (5 yrs)	Determined by review process	PBNI guidance	The Normal Review process is five years from end of order
	Victim case file (statutory supervision case)	Filed in victim unit	Normal review process (5 yrs)	Determined by review process	PBNI guidance	The Normal Review process is five years from end of order
	Victim case file (non-statutory supervision case)	Filed in victim unit	Normal review process (5 yrs)	Determined by review process	PBNI guidance	The Normal Review process is five years from end of order
	PBNI Victims Unit Database	Held in victim unit	Normal review process (5 yrs)	Determined by review process	PBNI guidance	The Normal Review process is five years from end of order

OTHER RECORDS RELATING TO SERVICE USERS

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
Court Documents						
	Copies of Summons	Filed in probation office	1 Year	Area manager authorises destruction	PBNI guidance	
	Court lists	Filed in probation office	6 months	Area manager authorises destruction	PBNI guidance	
	Committal Papers	Filed in probation office	1 Year	Area manager authorises destruction	PBNI guidance	One year from when the case has been dealt with.
	Court Duty Information	Filed in probation office	6 months	Area manager authorises destruction	PBNI guidance	
	CCTV footage Videos	Filed in probation office	5 years	Area manager authorises destruction	PBNI guidance	
	PSR Referral book	Hold on probation office	1 year	Area manager authorises destruction	PBNI guidance	
	Court Book	Hold on probation office	6 months	Area manager authorises destruction	PBNI guidance	

OTHER RECORDS RELATING TO SERVICE USERS

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
Information from Police						
	Police Youth referrals	Hold on probation office	6 months	Area manager authorises destruction	PBNI guidance	
	Police Report / stats	Hold on probation office	6 months	Area manager authorises destruction	PBNI guidance	
Prison						
	Transfer Slips	Hold on individual client file in probation office	1 year	Area manager authorises destruction	PBNI guidance	
	Committals (forms/notes/cards etc)	Hold on individual client file in probation office	1 year	Area manager authorises destruction	PBNI guidance	
	Prison release dates	Hold on individual client file in probation office	1 year	Area manager authorises destruction	PBNI guidance	
	Discharge Grant	Hold on individual client file in probation office	1 year	Area manager authorises destruction	PBNI guidance	

OTHER RECORDS RELATING SERVICE USERS

Types of Files/ Records	File / Record Description	File / Record Action	Retention Period	Final Action	Authoritative base	Notes
	Time served lists	Hold on individual client file in probation office	1 year	Area manager authorises destruction	PBNI guidance	
	Bench warrants	Hold on individual client file in probation office	1 year	Area manager authorises destruction	PBNI guidance	
Hostels						
	Administrative files relating to hostels	Hold on relevant office/dept	Normal review process (5 yrs)	Determined by review process	PBNI guidance	
	Hostel Application forms	Hold on individual client file in probation office	6 months	Area manager authorises destruction	PBNI guidance	
	Hostel Monitoring e.g. critical incident forms	Hold on client file and in hostel file	7 Years	Area manager authorises destruction	Limitation (NI) Order 1989	(In case any legal matters arise)
	Hostel Standards	Hold in probation office	Dispose of when updated	Area manager authorises destruction	PBNI guidance	
	Hostels – Statement of Purpose	Hold in probation office	Dispose of when updated	Area manager authorises destruction	PBNI guidance	

OTHER RECORDS RELATING TO SERVICE USERS

					Authoritative base	Notes
Programmes						
	Programme Referral forms	Hold on client file in probation office	Contained within client file. Kept for length of file	Area manager authorises destruction	PBNI guidance	
	Information on programmes	Hold in probation office	Dispose of when updated	Area manager authorises destruction	PBNI guidance	

Section 5 – Signatories

Signed in Accordance with the Public Records Act (Northern Ireland) 1923

David Huddleston

David Huddleston, Head of Records Management & Administration Section, Public Records Office of Northern Ireland

Aileen McClintock

Aileen McClintock, Director, Public Records Office of Northern Ireland

Rosalie Flanagan

Rosalie Flanagan, Permanent Secretary, DCAL

Brian McCaughey

Brian McCaughey, Director of Probation

Gail McGreevy

Gail McGreevy, Head of Communications

Appendix A

**THIS FILE IS
CLOSED.**

NO FURTHER PAPERS ARE TO BE ADDED.

A new file:

- (a) has been opened (Ref.)*
- (b) will be opened on request *

* Delete as applicable

GLOSSARY

ACE	Assessment case management and evaluation system
AVC	Additional Voluntary Contributions
Causeway	This is a joint enterprise by the Criminal Justice organisations in Northern Ireland that seeks to improve their performance by sharing information electronically.
CD1 Forms	Application for one off funding
CF 11 Forms	Area Manager's recommendations on funding application
CF 111 Forms	Community Development Evaluation form
CO	Combination Order (a Probation Order and Community Service Order)
COSHH	Control of Substances Hazardous to Health
CPO	Custody Probation Order
CS	Community Service
CSO	Community Service Order
Deposition	Total package of Court documentation issued in respect of a case – includes witness statements, defence statements, etc
Disposal	The way in which information is discarded.
DOB	Date of Birth
DPA	Data Protection Act
ECS	Extended Custodial Sentence
EIR	Environmental Information Regulations
FOI	Freedom of Information
Gate Keeping	The process used to monitor and evaluate current practice and processes in relation to record keeping
HR	Human Resources
H & S	Health and Safety
ICS	<u>Indeterminate Custodial Sentence</u>
JJCO	Juvenile Justice Centre Order

JJCO YJU	Juvenile Justice Centre Order from the Youth Justice Unit
KPM	Key Performance Measures
Risk of Serious Harm	This refers to offenders who have been assessed for risk of harm and risk of re-offending and have been deemed potentially dangerous
Mgt	Management
NIO	Northern Ireland Office
PAMS	Personnel Administrative Management System.
PB1	Application form from office for project monies
PB3	Itemised receipts form sent in by the office
PB4	Summary of spend to date sent in by the office
PBNI	Probation Board for Northern Ireland
PDU	Programme Delivery Unit
PQ	Parliamentary Questions
Programmes	Probation run a number of programmes aimed at preventing re-offending. eg anger management; drink drive etc
PRONI	Public Record Office of Northern Ireland
PR	Public Relations
PSR	Pre-Sentence Report
Public Protection Sentences	These prison sentences are for sexual and violent offences and can only be used if the judge decides that there is a risk of the defendant committing further offences which cause serious harm to the public.
Retention	This is the time period for which the information is kept.
Schedule 1	Schedule 1 of the Children and Young Persons (NI) Act 1968 refers to any offence (physical or sexual) against a child (under 18)
SSP	Statutory Sick Pay
Stats	Statistics
Statutory Supervision	Offenders who have gone through the court system and for whom PBNI have a legal obligation to supervise

