



TOTAL POLICING



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## How to manage your documents and records 16.05.14

Following the publication of the Ellison Report, the Met's Directorate of Professional Standards (DPS) has temporarily stopped disposing of documents while we review our information management procedures.

This restriction only applies to DPS, all other officers and staff should continue to follow the Met's policy for managing and disposing documents.

Here's a quick summary of what you should do:

- There are rules around how long certain documents or computer records need to be kept. The [Met Retention Schedule](#) explains which documents these are and for how long they need to be kept. This is in line with [Management of Police Information \(MoPI\) guidance](#).
- The start of the retention period for all these documents and records agreed with the Information Commissioner's Office (ICO) is 2006. This makes it easier to know how long to keep a record e.g. if it needs to be kept for ten years, the disposal date would be 2016.
- If you need to store a document or record and only need to access it infrequently or on a non-urgent basis, we have an [external storage facility](#).
- Any information that is out of date or inaccurate should be disposed immediately, with its disposal recorded so the Met can demonstrate an effective and compliant decision-making process.
- All registered or case files should be sent to the Records Management team with reason for disposal.
- If you're disposing of any operational or administrative records - such as HR files - you should log it on a local B/OCU document, saved on the shared drive (S) or SharePoint, with disposal date, disposal reason and any reference numbers.
- Any information that isn't stored on Met databases - such as emails or Microsoft documents - for ongoing operations or administration must be made available for all relevant teams.
- This means these records should be saved on Shared Drive (S) folders and not stored on personal drives (H), DVDs, USB sticks and other removable media; unless those other relevant officers and staff also have access to it.
- As part of the [Total Technology Programme](#), we are developing systems to store most Met documents and records, including emails, so that paper copies can be disposed from 2018. We're also reviewing our policy for information and record management, informed by an ACPO review of the MoPI guidance. Once complete, we plan to introduce a simple and easy to use toolkit.

There are legitimate reasons for getting rid of out of date material. And there is also good reason to dispose of documents and computer records on a regular basis; in fact, we have a legal duty to do it for some records. As long as you can show your reasons for getting rid of a record.

### More information

If information is sensitive, relates to a case or operation, or you're not sure if you can dispose of a record, please contact the [Records Management team](#) on ext. [REDACTED] or email.

Visit the [Record Management Intranet site](#).

View the [Information Management Policy](#) or [Record Management Manual](#).