



Archive Policy

Policy Title

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Policy Intentions

This policy gives guidance for police officers, police staff, PCSOs and volunteers regarding items that may be considered as having historical value to the Constabulary. Some of these items may be deemed to be of interest to the public and as such will be made available for public viewing, when it is appropriate, through the Archive Group Volunteers and / or the Force Records Manager.

All items retained in the archive collection shall be owned by Gloucestershire Constabulary for the purpose of preserving its history both as an organisation and a record of operational involvement in certain notable events.

This policy should be read in conjunction with the Archive “How to Guide”.

Policy wording

What is the purpose of this policy?

It is important to avoid the loss of material that may be of historical value to the Constabulary and, as such, this policy offers guidance as to what types of items may be preserved by the Constabulary beyond business use, what items may be made available to the public and what should remain outside of this remit.

Items that may be considered of historical value to the Constabulary could include:

- Photographic items
- Uniforms and insignia
- Equipment
- Furniture and furnishings
- Memorabilia
- Published documents

Items within the Archive Collection will be classified as either ‘open’ or ‘closed’.

For the purpose of this policy and the ‘How To Guide’ the definition of ‘closed’ is an item that cannot be made available to the public for a period of 30 years, in accordance with the Public Records Act 1958, section 3 (4), from date of receipt into the Archive Collection.



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An item is 'closed' if any of the following criteria apply:

- The item contains personal information
 - The item has a GPMS/GSC restriction applied
 - The item relates to a criminal case and is therefore covered by the Force Case File Management Policy.

After a period of 30 years, items can be recorded as 'open'.

NB. **No** images will be placed in the Archive Collection that would be considered unacceptable for public view according to the general public's perception of 'taste and decency'.

For the purposes of this Policy and the 'How to Guide' the definition of 'open' is an item that is available to the public immediately and does not have any qualifying period of 30 years applied.

Personal Images

The Constabulary will consider all images of people as 'open' unless the person notifies that they do not wish their image to be used and therefore it will be 'closed'.

The reason for this approach is due to the following reasons:

- It's considered reasonable that persons captured in images were clearly aware that filming / photography was taking place and, as no objection was made at the time, there exists a legitimate expectation that those images would be used either by the Constabulary or by other agencies for purposes deemed to be suitable by the Constabulary.
- It would be an impracticable undertaking to review each image, identify the persons captured and to then contact them to obtain their consent.

If someone sees their image displayed and wishes it to be 'closed' a notification to Information Disclosure will result in immediate removal.

Who does this policy apply to?

This policy applies to Police Officers, Police Staff, PCSOs and Police Support Volunteers with the role of Archive Volunteer.



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Procedural guides

Further guidance and information can be found in the Archive 'How to Guide'

Relevant Legislation

This policy has been produced with reference to:

- Data Protection Act, 1998
- Freedom of Information Act, 2000
- Management of Police Information (MoPI), 2010
- Public Records Act 1958

Identification, Monitoring and Review

The policy should enable consistent and effective decision making. Where operational or managerial circumstances require any decision making that would adversely affect adherence to the policy or procedure, in line with the 'Statement of Intent' of the constabulary and the police service 'Code of Ethics', if an officer/ police staff member believes that they need to make a decision that steps outside of policy and procedure they should do so, provided that:

- the officer/ police staff member raises the matter at the earliest opportunity (and ideally before any such decision is made) with their line manager declaring their intended (or actual) course of action if notification is made after the decision is taken,
- produces, in a timely manner, a signed and dated written explanation of why it is/ was deemed necessary to step outside of policy and procedure, and
- maintain an adequate record of this written rationale for audit purposes appropriate to the circumstances/ contravention

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Previous policies can be found with the continuous improvement team.