



Information Governance

Retention Guidance and Schedule

Title	Retention Schedule & Guidelines
Author/Owner	Data Protection Officer and Information Governance Manager
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Security Classification	OFFICIAL

This document reflects the main categories of records held by the Essex County Fire and Rescue Service (ECFRS) and the associated approved retention arrangements. A 'Record' is a set of structured information collected in furtherance of the Authority's business. A 'Record' is not a policy, procedure or guidance. It is a collection of facts, statistics or insight, which we use in our day-to-day business to deliver services as a Fire Authority.

Policy Information	
SCOPE OF POLICY	<p>This policy applies to all employees of the Essex Police, Fire and Crime Commissioner Fire and Rescue Authority (the Authority). This includes temporary staff, agency workers, volunteers, and those on secondments. This policy expressly includes staff in the Service Head Quarters, stations, and workshops and to all employees working remotely.</p> <p>Some records have specified time periods for retention in law or in official government guidance. This Schedule collates a retention criteria that reflects legal/statutory requirement and justifiable best practice review of a wide range of organisations across the country.</p>
POLICY OPERATIONAL DATE	14/03/2023
POLICY PREPARED BY	Information Governance Manager and the Data Protection Officer
DATE APPROVED BY INFORMATION GOVERNANCE (IG) BOARD	TBC
POLICY REVIEW DATE	To be reviewed in February 2024
CONTEXT	<p>In order to carry out its duties Essex County Fire & Rescue Service (ECFRS) needs to collect and utilise information about people with whom it works; members of the public, current, past, and prospective employees; customers; suppliers and others. ECFRS will ensure that it treats lawfully and correctly all personal information entrusted to it. The ECFRS adheres to principles set out in the Data Protection legislation Act 2018.</p> <p>This retention guidance and the procedures set out in it are reviewed biennially to ensure that the ECFRS continues to comply with the requirements in the Data Protection Act 2018 (DPA).</p> <p>Changes will be highlighted so that employees can keep track and modify their practices accordingly.</p>

<p>APPLICATION OF POLICY</p>	<p>The ECFRS will ensure that all personal data is retained and disposed of correctly. For the purposes of this policy, personal data can be held in any medium including, but not exclusively, paper documents or files, electronic images and documents, emails data records within an electronic dataset, other images, video and audio recordings.</p> <p>In addition to meeting the requirements of the DPA, the Freedom of Information (FoI) Act and the Environmental Information Regulations (EIR) require the ECFRS adopts records management practices that enable it to respond to requests for information as soon as possible and the latest within 20 working days.</p>
<p>WHAT THIS POLICY COVERS AND THE PURPOSE OF THIS POLICY</p>	<p>The records to be retained, relate and include those relating to employees, customers members of the public properties, assets and equipment, incidents, purchasing and accounting records, management information and management and Authority decisions</p> <p>Some records should be kept indefinitely for legal and/or administrative purposes and/or are enduring value for historical research purposes and so suitable for transfer the Museum or County Record office or in the case of deeds, to the County Council repository. Records identified in this schedule as “permanent” are referred to the Service solicitor or equivalent for checking.</p> <p>Disposal at the end of the retention period depends on whether these are electronic or physical records. Electronic records may be deleted, backed up or archived.</p> <p>Physical records requiring disposal should be treated as “confidential waste” and disposed securely.</p>
<p>RELEVANT PRINCIPLES OF DATA PROTECTION</p>	<p>Whenever retaining or disposing of personal information the ECFRS will:</p> <ul style="list-style-type: none"> • Ensure that personal data is retained only for as long as necessary. • Ensure that data is disposed of properly. • Ensure that all personal data is processed in accordance with the right of the individual concerned. • Ensure that security is maintained all times. • Ensure that the movement of personal data is done in a lawful way, both inside and outside the ECFRS, and that suitable safeguards exist at all times.

<p>DEFINING RETENTION PERIODS</p>	<p>A number of considerations that have been made when deciding upon an appropriate retention period include:</p> <ul style="list-style-type: none"> • Statutory: Some retention periods are governed by statute for example, The “Health and Safety at work Act 1974” and HMRC VAT Notice 700/21. It is therefore essential that any relevant statutory provisions are considered when deciding upon retention period. • Civil Action: Personal data must be retained if it may be needed to defend possible future legal claims. However linked information that could not possibly be relevant to any claim must not be retained. Personal data must be deleted when a claim could no longer arise. The Limitation Act 1980 imposes various time limits for the taking of legal action. • DPA, FOI and EIR - if a request for information is made where the records holding that information are due to be destroyed, the destruction of these records must be suspended until those requests have been fully responded to. • Data Protection Act - does not specify retention periods. However, the Act does state that where other statutory record retention provisions exist this take precedence. Data controllers are responsible for implementing the DPA and must decide for how long personal data is retained, considering the Data Protection Principles, business needs, other legal requirements, any professional guidelines, and best or common practice. • Historical and research - there may be good grounds for keeping personal data for historical, statistical or research purposes. <p>It is an offence to destroy, delete or amend records or data in order to prevent or attempt to prevent the release of information requested under the DPA, FOIt or the EIR. Where the records holding the information requested have been destroyed in accordance with the retention schedule again the ECFRS have a duty to explain why the information is no longer held.</p>
<p>RECORDS CATEGORY</p>	<p>The Records Categories are:</p> <ol style="list-style-type: none"> 1. Incident, Inspection and Activity Records 2. Employee and Training Records 3. Corporate records 4. Pay and Accounting Records 5. Property and Asset Records 6. Contracts 7. Emails 8. Audio and visual records (including, but not limited to, photographs and videos)

Appendix A. Retention Schedule

Record Category	Record Type	Activity Description	REF	Retention Period & Action To Be Taken	Basis For Retention Rule
Contracts	Records associated with a commercial contract for the provision of goods or services (not contracts of employment)	Commercial relationships	RET001	Records are kept for the length of the contract or up to 3 years post end of contract depending on term.	Business requirements
Contracts	Records of Insurers	Insurance relationships	RET002	Permanent Preservation	Meets operational needs
Corporate Records	Minutes and Papers of the Authority and its Committees	The official records, papers and copies of minutes will only be kept by the Executive Support team. Any copy of minutes should be deleted as soon as those are approved.	RET003	Permanent Preservation/ 12 months Depending on the case	Business Requirements
Corporate Records	Records relating to decisions made by the Authority or by Officers through their delegated powers	Authority and delegated Officers decision-making	RET004	7-10 years Depending on the case.	General Retention Period

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Emails and Records Held for No Business Reason	Emails and Records held for no business reason	Emails relating to the categories listed above should be stored with the substantive record, for example, email clarification of the terms of a contract should be stored with the contract, not as an email. The originator of an internal email will be responsible for ensuring it is retained if it falls into a retention category	RET005	Email – 3-year Other – 7 - years However if an employee leave ECFRS the emails will be retained only for 90 days.	Meets operational needs General Retention Period
Employee and Training Records	Annual Leave	Absence Reporting	RET006	6-years from termination of the contract	Meets operational needs
Employee and Training Records	COSHH records /assessments	Files storing health records relating to an employee's employment	RET007	6 years for litigation purposes HSE: Record keeping should be 40 years. Including health records when exposing to asbestos.	General Retention Period Legislation
Employee and Training Records	Employee Occupational Health File	Files storing health records relating to an employee's employment	RET008	7 years following date of employment ceased	General Retention Period
Employee and Training Records	Hand arm vibration assessments	Files storing health records relating to an employee's employment	RET009	7 years for litigation purposes	General Retention Period

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Record Category	Record Type	Activity Description	REF	Retention Period & Action To Be Taken	Basis For Retention Rule
Employee and Training Records	Incident and Investigation data	Files storing health records relating to an employee's employment	RET010	7 years for litigation purposes	General Retention Period
Employee and Training Records	Management of Health & Safety at Work exceptions such as Asbestos exposure	Health & Safety	RET011	40 years or to 80th birthday whichever is the longest and this also covers the Control of Substances Hazardous to Health Regulations	Regulatory requirement
Employee and Training Records	Manual Handling Assessments	Files storing health records relating to an employee's employment	RET012	5 years for litigation purposes	General Retention Period
Employee and training Records	Records of: - Maternity - Paternity - Shared parental - Adoption			6 years following end of employment	Meets operational needs
Employee and Training Records	Attendance management documents including. - details of absence/leave taken - medical certificates information about medical/health conditions - reasonable adjustments - records of absence management discussions - correspondence with employees including documents provided (e.g. formal packs).			6 years following end of employment. For Ill Health Retirees, retain for 10 years following end of employment.	

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Employee and Training Records	Performance records including; - appraisals - performance improvement plans - records of performance improvement meetings - related correspondence including warnings			3 years following end of employment.	
Employee and Training Records	Drug and alcohol testing records			6 years following end of employment (If this is part of disciplinary process) 3 years if this is part of attendance management process.	
Employee and Training Records	Redundancy details including calculations			6 years from date of redundancy	
Employee and Training Records	Termination of employment including: - dismissal - retirement & early retirement - resignation - death in Service - TUPE			6 years following end of employment.	

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Record Category	Record Type	Activity Description	REF	Retention Period & Action To Be Taken	Basis For Retention Rule
Employee and Training Records	Disciplinary & grievance documents including. - investigation records - notes of disciplinary & grievance meetings & appeals - correspondence with employees including confirmation of written warnings			3 years following end of employment.	
Employee and Training Records	Recruitment records - for successful candidates - Application forms - Interview notes - Test results - References - Proof to work in the UK. Contractual information - Offer letters. - Employment contract Contract variations e.g. promotion, flexible working requests			6 years following end of employment. For Ill Health Retirees retain for 10 years following end of employment.	
Employee and Training Records	Employment references			1 year	
Employee and Training Records	Mortgage references			3 years	

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Record Category	Record Type	Activity Description	REF	Retention Period & Action To Be Taken	Basis For Retention Rule
Employee and Training Records	Pension details e.g. pensionable pay calculations			6 years following end of employment / closure of case (whichever is the later date) For Ill Health Retirees, retain for 10 years following end of employment.	
Employee and Training Records	TUPE			Transferor: 3 years following end of employment. Transferee: 6 years following end of employment.	
Employee and Training Records	Recruitment information - for unsuccessful candidates (Application forms, interview notes, test results)		RET016	12 months after recruitment process is completed	Meets operational needs
Employee and Training Records	Risk Assessments	Files storing health records relating to an employee's employment	RET017	5 years for litigation purposes	General Retention Period
Employee and Training Records	Slip test records	Files storing health records relating to an employee's employment	RET018	5 years for litigation purposes	General Retention Period
Employee and Training Records	Working Time Regulations 1998	Working Hours	RET019	2-years after opt-out period ends	Meets operational needs

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Record Category	Record Type	Activity Description	REF	Retention Period & Action To Be Taken	Basis For Retention Rule
Home Safety Visit and fitting of smoke detectors	Home Safety Visit Records	All records relating to Home Safety Visits and smoke detection provided by ECFRS are held on the service customer relationship management system (Dynamics 365).	RET020	10 years after the year in which the data is collected.	Smoke detectors are advertised as having a 10-year lifespan and therefore, ECFRS are expected to retain information in relation to their fitting, both to understand the effectiveness of the product, and to inform fire investigation.
Incident, Inspection and Activity Records	999 calls, Incident details, Property inspections, risk gathering, community safety activities	Records held by a range of departments including Control, Performance and Data Management, Workplace Fire Safety and Community Safety. It also includes records held at Fire stations and Area Commands	RET021	6-years after the year in which data is collected. Statistical analysis of this data is an essential tool for the Authority in considering changes to fire cover and operational response	General Retention Period
Incident, Inspection and Activity Records	Community Safety Records		RET022	6-10 years	
Incident, Inspection and Activity Records	Incident Recording System (IRS)	An analytical data set with full 5-years to be used for all detailed analysis	RET023	The full incident record, collected by and stored in IRS will be maintained for 6 years.	Meets operational needs

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Incident, Inspection and Activity Records	Incident Recording System (IRS) Reduced Data Set	Incident records older than 6-years will be reduced to consist of the following information: Identifier, Date, Time, Location, Incident Type, Resources Mobilised	RET024	This data set will contain no personal information and could be published avoiding any FOI implication. The retention period for this reduced data set is 6-12 years depending on the case.	Meets operational needs
Incident, Inspection and Activity Records	Personal Data	Any personal data collected	RET025	3-5 years after the year in which data is collected	Meets operational needs
Incident, Inspection and Activity Records	Workplace Fire Safety Premises Inspection Records	Reviewed and updated within 6-year window	RET026	New premises records may be retained for a further period of up to 6-years	Meets operational needs
Pay and Accounting Records	All main accounting and payroll records including invoices, data entry forms, journals and supporting information	Accounting and Payroll	RET027	6 years following close of the financial year	General Retention Period
Property and Asset Records	Asbestos records	Location of risks	RET028	40 years or in accordance with legislative requirements	Regulatory requirement

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Record Category	Record Type	Activity Description	REF	Retention Period & Action To Be Taken	Basis For Retention Rule
Property and Asset Records	Property leases or licenses	The records will be retained only by the department responsible for the asset. Before disposal, consideration should be given as to whether the records are of historical significance.	RET029	These should be kept for up to 6 years post termination	General Retention Period
Property and Asset Records	Records, drawings, and photographs in respect of all property, plant, equipment and vehicles	Only the department responsible for the asset will retain the records. Before disposal, consideration should be given as to whether the records are of historical significance.	RET030	Until 3-years after disposal of the asset	General Retention Period
Audio and Visual	Photographs and videos	Photos and videos captured for marketing purposes, celebrating our people, prevention and protection, awards and ceremonies, incidents - internal and external.	RET032	Review after 5 years and retain for no more than 20 years Dispose of in accordance with the right to be forgotten.	Meets Corporate Communications and Marketing operational needs. Some of them does not need 5 years in that case 3 years.
Technical Fire Safety	Non-enforcement documents. Officer	Records of audits or other Fire Safety activity	RET033	3-6 years and formal review before destruction	General Retention Period

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Record Category	Record Type	Activity Description	REF	Retention Period & Action To Be Taken	Basis For Retention Rule
Technical Fire Safety	Enforcement documents and images	Records of enforcement action	RET034	3-6 years and formal review before destruction (Enforcement, Prohibition and Alterations Notices must be retained for 3 years after they are complied with or withdrawn. All documents and images relating to a prosecution must be retained whilst the prosecution is ongoing and for 3 years after the prosecution ends.	General Retention Period

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Record Category	Record Type	Activity Description	REF	Retention Period & Action To Be Taken	Basis For Retention Rule
Technical Fire Safety (Protection)	<p>Floor Plans and Building Plan.</p> <p>Design and materials in external walls.</p>	<p>Responsible Persons (RP) for High-Rise Residential Buildings (HRRBs) must provide the Local Fire and Rescue Authority (FRA) with up-to-date Floor Plans and a Building Plan, they are also required to share information on the design and materials used in external walls.</p>		<p><u>Floor Plans</u></p> <p>To be retained until new Floor Plans, Building Plan, and External Wall Information is received by the RP.</p> <p>Following submission of new plans, the plans being replaced will be retained for five years.</p> <p><u>External Wall Design</u></p> <p>To be retained until a new external wall report is received.</p> <p>Following submission of a new external wall report, the plans being replaced will be retained for five years.</p>	

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Record Category	Record Type	Activity Description	REF	Retention Period & Action To Be Taken	Basis For Retention Rule
Technical Fire Safety (Protection)	Notification of a Fault and Fault Rectification.	Responsible Persons (RP) for High-Rise Residential Buildings (HRRBs) must inform the FRA of a fault with lifts for use by the FRS and fire-equipment i.e. Dry Rising Main (DRM).		<p>The record of a fault will be retained for five years following notification of the fault being rectified.</p> <p>After five years both the fault notification and fault rectification notification will be destroyed.</p>	<p>Fire Safety (England) Regulations 2022.</p> <p>Regulation 7 – Lifts and essential fire-fighting equipment.</p> <p>(3)(a) report the fault to the local fire and rescue authority by electronic means; and</p> <p>(3)(b) report the rectification of the fault to the local fire and rescue authority by electronic means when it has been rectified.</p>
ICT	Email	Outlook emails and corporate emails.		<p>7 years</p> <p>However, this information will be retained only for a period of 12 months following the termination of employment</p>	General Retention Period
ICT	Backups	System restoration in the event of erroneous user action or system failure	RET031	<p>Backups made by ICT will only be retained for 18 months.</p>	General Retention Period

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Record Category	Record Type	Activity Description	REF	Retention Period & Action To Be Taken	Basis For Retention Rule
ICT	M365 Groups One drive Content SharePoint Teams chats and Channels. Teams Private Channels	Corporates records and conversations		7 years. However, this information will be retained only for a period of 12 months following the termination of employment	General Retention Period
Fire Investigation	All Fire Investigation documents and images. Officer Contemporaneous notebooks. Fire investigation notebook.	Fire Investigation documentation	RET035	6-years and formal review/deletion before destruction (documents and images relating to a prosecution must be retained whilst the prosecution is ongoing and for 6 years after the prosecution is resolved)	General Retention Period
Information Governance	Statutory Requests for Information Register/ Statutory Requests for Information Requests and Responses	FOI/EIR/SAR processing	RET036	7 years	General Retention Period
GIS	Spatial Data Store	Mapping Services	RET037	10 years	General Retention Period
Family Group 4 Datasets	Stats from FG4 Members	Service Comparison	RET038	3-years	General Retention Period
Performance Risk Register	Risks and Controls within Performance	Risk Management	RET039	3-6 years depending on the case. Reviewed at differing frequencies	General Retention Period

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Record Category	Record Type	Activity Description	REF	Retention Period & Action To Be Taken	Basis For Retention Rule
Performance	Business Continuity for department	Business Continuity Management	RET040	4-years	General Retention Period
Reporting	Authority Audit and Performance Reports	Performance Management	RET041	5-years	General Retention Period
Reporting (Home Office)	Data provided to the Home Office	Performance Reporting	RET042	5-years	General Retention Period
Policies and Procedures	Service-wide Policy Register and documentation	Policy Management	RET043	10-years	General Retention Period
Fire Reporting	Fire Report Requests	Reporting	RET044	5-years	General Retention Period
Fire Safety	Fire Safety Library	Referencing	RET045	10-years then archived.	General Retention Period
Performance and Data Management Function	Staff Folders or Personnel Record Files	Referencing	RET046	Employment duration	General Retention Period

Appendix B. Electronic PRF Folder Categories & Retention Timescales

Record Category	Record Type	Activity Description	REF	Retention Period & Action To Be Taken	Basis For Retention Rule
1. Recruitment and Career History	Recruitment/Selection	Job Application		Permanent/Archival	General Retention Period
Recruitment and Career History	Recruitment/Selection	Job Description		Permanent/Archival	General Retention Period
Recruitment and Career History	Recruitment/Selection	Recruitment Business Case		6 years	General Retention Period
Recruitment and Career History	Recruitment/Selection	Recruitment Checklist		6 Years	General Retention Period
Recruitment and Career History	Recruitment/Selection	Physical Test Questionnaire		6 Years	General Retention Period
Recruitment and Career History	Recruitment/Selection	Written Test Invite		6 Years	General Retention Period
Recruitment and Career History	Recruitment/Selection	Written Test Result		6 Years	General Retention Period
Recruitment and Career History	Recruitment/Selection	Initial Assessment Invite		3 Years	General Retention Period
Recruitment and Career History	Recruitment/Selection	Physicals Assessment Day Invite		3 Years	General Retention Period
Recruitment and Career History	Recruitment/Selection	OHS Medical Examination Invite		3 Years	General Retention Period
Recruitment and Career History	Recruitment/Selection	Provisional Job		3 Years	General Retention Period

Appendix B. Electronic PRF Folder Categories & Retention Timescales

Record Category	Record Type	Activity Description	R EF	Retention Period & Action To Be Taken	Basis For Retention Rule
Recruitment and Career History	Recruitment/Selection	Reference Request: Successful Applicant		3 Years	General Retention Period
Recruitment and Career History	Recruitment/Selection	Personal Reference: Successful Applicant		6 Years	General Retention Period
Recruitment and Career History	Recruitment/Selection	Work Reference (Successful Applicant)		Permanent	General Retention Period
Recruitment and Career History	Recruitment/Selection	Personal Reference: Unsuccessful Applicant		1 Year	General Retention Period
Recruitment and Career History	Recruitment/Selection	Work Reference: Unsuccessful Applicant		1 Year	General Retention Period
Recruitment and Career History	Recruitment/Selection	Offer of Employment		Permanent/Archival	General Retention Period
Recruitment and Career History	Recruitment/Selection	Qualification Certificate		Permanent	General Retention Period
Recruitment and Career History	Recruitment/Selection	Contract of Employment		Permanent/Archival	General Retention Period
Recruitment and Career History	Recruitment/Selection	Recruitment Correspondence: Other		3 Years	General Retention Period
Recruitment and Career History	Recruitment/Selection	Notification of New Starter - Operational		3 Years	General Retention Period
Recruitment and Career History	Recruitment/Selection	Notification of New Starter - Non-Operational/ Control		3 Years	General Retention Period
Recruitment and Career History	Performance Monitoring	Probation Report		6 Years	General Retention Period
Recruitment and Career History	Performance Monitoring	Passed Probation Letter		Permanent/Archival	General Retention Period

Appendix B. Electronic PRF Folder Categories & Retention Timescales

Record Category	Record Type	Activity Description	REF	Retention Period & Action To Be Taken	Basis For Retention Rule
Recruitment and Career History	Performance Monitoring	FF Competent Confirmation		6 Years	General Retention Period
Recruitment and Career History	Performance Monitoring	Staff Appraisal		6 Years	General Retention Period
Recruitment and Career History	Performance Monitoring	Personal Development Record		6 Years	General Retention Period
Recruitment and Career History	Staff Movements: Promotions, Secondments, Transfers etc.	Regrading, Assimilation, Promotions		Permanent/Archival	General Retention Period
Recruitment and Career History	Staff Movements: Promotions, Secondments, Transfers etc.	Organisational Restructuring		3 Years	General Retention Period
Recruitment and Career History	Staff Movements: Promotions, Secondments, Transfers etc.	Redeployment Letter		Permanent/Archival	General Retention Period
Recruitment and Career History	Staff Movements: Promotions, Secondments, Transfers etc.	Acceptance of Redeployment Offer		Permanent/Archival	General Retention Period
Recruitment and Career History	Staff Movements: Promotions, Secondments, Transfers etc.	Redeployment Correspondence : Other		3 years	General Retention Period
Recruitment and Career History	Staff Movements: Promotions, Secondments, Transfers etc.	Application for Promotion		3 Years	General Retention Period
Recruitment and Career History	Staff Movements: Promotions, Secondments, Transfers etc.	Confirmation of Promotion		Permanent/Archival	General Retention Period

Appendix B. Electronic PRF Folder Categories & Retention Timescales

Record Category	Record Type	Activity Description	REF	Retention Period & Action To Be Taken	Basis For Retention Rule
Recruitment and Career History	Staff Movements: Promotions, Secondments, Transfers etc.	Internal Application Form		3 Years	General Retention Period
Recruitment and Career History	Staff Movements: Promotions, Secondments, Transfers etc.	Transfer Request		3 Years	General Retention Period
Recruitment and Career History	Staff Movements: Promotions, Secondments, Transfers etc.	Offer of Transfer		3 Years	General Retention Period
Recruitment and Career History	Staff Movements: Promotions, Secondments, Transfers etc.	Transfer of Posting		3 Years	General Retention Period
Recruitment and Career History	Staff Movements: Promotions, Secondments, Transfers etc.	Confirmation of Secondment		3 Years	General Retention Period
Recruitment and Career History	Staff Movements: Promotions, Secondments, Transfers etc.	Temporary Promotion		3 years	General Retention Period
Recruitment and Career History	Staff Movements: Promotions, Secondments, Transfers etc.	End of Secondment		3 Years	General Retention Period
Recruitment and Career History	Staff Movements: Promotions, Secondments, Transfers etc.	Promotions/Transfers/ Secondments Correspondence : Other		3 Years	General Retention Period

Recruitment and Career History	Staff Movements: Promotions, Secondments, Transfers etc.	Service History		Permanent/Archival	General Retention Period
Appendix B. Electronic PRF Folder Categories & Retention Timescales					
Record Category	Record Type	Activity Description	REF	Retention Period & Action To Be Taken	Basis For Retention Rule
Recruitment and Career History	Long Service, Honours, Commendations	Award of Medal/Long Service		Permanent/Archival	General Retention Period
Recruitment and Career History	Long Service, Honours, Commendations	Valedictory Letter		Permanent/Archival	General Retention Period
Recruitment and Career History	Long Service, Honours, Commendations	Letter of Appreciation		Permanent/Archival	General Retention Period
Recruitment and Career History	Long Service, Honours, Commendations	Long Service/Honours Correspondence : Other		3 Years	General Retention Period

Appendix 3. Stations

Record Category	Record Type	Activity Description	REF	Retention Period & Action To Be Taken	Basis For Retention Rule
Operations - Stations	Electronic copy on secure access drive	Acting Up Rota		1 month	General Retention Period
Operations - Stations	Hardcopies to be kept in locked cupboard, Scan and send to H&S	ARA's		1-year http://servicenet/img/docs/pdf_1510758312.pdf	General Retention Period
Operations - Stations	Store on appliance. Once completed send to BA Workshops http://servicenet/img/docs/pdf_1521475037.pdf	BA Test Records		Until book filled	General Retention Period
Operations - Stations	Electronic	Chemical incident form		Do not retain hard copies	General Retention Period
Operations - Stations		Cheque books petty cash		6 Years	General Retention Period

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Record Category	Record Type	Activity Description	REF	Retention Period & Action To Be Taken	Basis For Retention Rule
Operations - Stations	Only name, service number, contact number- do not put in place visible from window or also where public can access	Contact information on display		Up to date information	General Retention Period
Operations - Stations	Kept in locked drawer whilst being used. Once completed send to TFS.	Contemporaneous Notebooks		Until book filled	General Retention Period
Operations - Stations	Electronic- Please ensure the screen isn't in an area that can be accessed by the public	ERB & ETB		Up to date information	General Retention Period
Operations - Stations	Kept in locked cupboard/ drawers	FB11 Stores Request		1 Year	General Retention Period
Operations - Stations	Kept in locked cupboard/ drawers	FB244 Equipment Test		4 years http://servicenet/_img/docs/pdf_1301581147.pdf	General Retention Period
Operations - Stations	Scan document and email to Home Safety, delete electronic copy after sent and shred hardcopy	FB355 Home Safety Visit		Destroy once sent to Home Safety	General Retention Period
Operations - Stations	Kept in locked cupboard/ drawers	FB41 & 64 equipment requests		3 Years	General Retention Period

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Record Category	Record Type	Activity Description	REF	Retention Period & Action To Be Taken	Basis For Retention Rule
Operations - Stations	Kept in locked cupboard/ drawers until sent to TFS	FSO-30 Premise inspection		5 Years	General Retention Period
Operations - Stations	Kept in locked cupboard/ drawers	Hardcopy Training Records that are not on TASK		3 Years	General Retention Period
Operations - Stations	Kept in locked cupboard/ drawers	Incident Handover		3 Years	General Retention Period
Operations - Stations	Kept electronically on secure drive	Incident Log		3 years	General Retention Period
Operations - Stations	Then stored in locked drawer until complete then to be sent to TFS.	Fire Inspection Register			General Retention Period
Operations - Stations	To be kept on individual when being used. Then stored in locked drawer. To be sent to John Lloyd TFS.	IRS Fire investigation green book		Kept only while relevant and useful	General Retention Period
Operations - Stations	Kept in locked watch cupboard while relevant	Joining instructions		Kept only while relevant and useful	General Retention Period
Operations - Stations	Electronic copies kept in secure drive only manager can access, hardcopies if needed kept in managers locked drawers	Management documents- disciplinary, attendance, grievance		Kept only while case is open	General Retention Period

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Record Category	Record Type	Activity Description	REF	Retention Period & Action To Be Taken	Basis For Retention Rule
Operations - Stations	Electronic copies kept in secure drive only manager can access	Management documents-spreadsheets with hours, staff details, Training plans and fitech scores		2 Years	General Retention Period
Operations - Stations	Send to Occ health. Keep email copy, do not save electronically or print unless linked to ongoing investigation and needed. Same process with the referral sent back.	Occupational health referral		1 Year	General Retention Period
Operations - Stations	Kept in locked cupboard/ drawers	Pay 420		2 Years	General Retention Period
Operations - Stations	On call stations to keep pay claim forms in locked cupboard/drawer	Pay claim Form		3 Years	General Retention Period
Operations - Stations	Keep in locked drawer. Give to employee ASAP.	Pay Slips		Passed on to the owners as soon as practicable. Not to be kept longer than necessary	General Retention Period
Operations - Stations	Hardcopies to be kept in locked drawers until updated on CRM, send to local SDP to be added to CRM	Poris		Only kept until information uploaded on CRM	General Retention Period

Appendix 3. Stations

Record Category	Record Type	Activity Description	REF	Retention Period & Action To Be Taken	Basis For Retention Rule
Operations - Stations	Kept in locked cupboard/ drawers	PPE Check		Required for audit purposes. 6 months or keep last completed book.	General Retention Period
Operations - Stations	Electronic copies. Only keep whilst relevant	Pre-arranged out duties		2 weeks	General Retention Period
Operations - Stations	Electronic copies. Only keep whilst relevant	Promotion and movement forms		1 Month	General Retention Period
Operations - Stations		Radio and MDT handover		1 Year	General Retention Period
Operations - Stations	Electronic system-	Retained Pay Solution		1 Month	General Retention Period
Operations - Stations	Information to be removed once shift is over	Riders Board		1 day	General Retention Period
Operations - Stations	Locked Drawers for relevant watch	Rota Book		2 weeks	General Retention Period
Operations - Stations	Locked Drawers for relevant watch. Remove address information from contact sheets in Rota book	Contact information in Rota book		Only up to date information	General Retention Period

Appendix 3. Stations

Record Category	Record Type	Activity Description	REF	Retention Period & Action To Be Taken	Basis For Retention Rule
Operations - Stations	Scan document and email to Safeguarding, delete electronic copy after sent and shred hardcopy. Do not copy people into the email	Safeguarding Form		1 day	General Retention Period
Operations - Stations		Service Messages		No longer than 1 week	General Retention Period
Operations - Stations	Hardcopies in locked drawers	SSRI's		Only while information is relevant	General Retention Period
Operations - Stations	Send to South Woodham if have any TIs at station	Targeted Interventions		Send hardcopies to South Woodham	General Retention Period
Operations - Stations	Confidential Waste once used	Tip Sheets		Confidential Waste once used	General Retention Period
Operations - Stations	On call station training log. All stations should use electronic training tracker	Training Log		1 Year	General Retention Period
Operations - Stations	Hardcopies kept in locked drawer	Uniform requests		No need to keep this	General Retention Period
Operations - Stations	Confidential Waste once used	Visitors Log		1 Year	General Retention Period
Operations - Stations	Kept in locked cupboard/drawer	Water tender inventory		4 weeks max	General Retention Period

