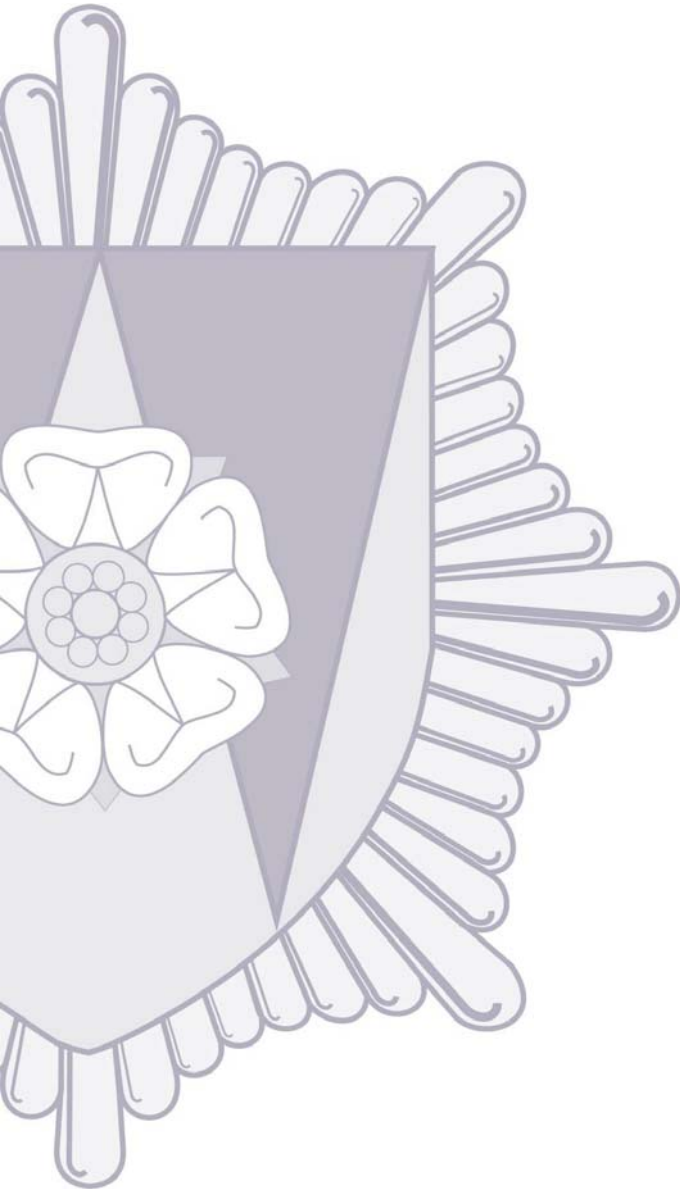


Records Retention Schedule

This schedule is to be used to manage the handling, storage and disposal of Authority records.



Ownership:	Corporate Services
Date Issued:	August 2010
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Document Change History

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01/08/2009	1.1	Draft	Allan Darby	Additional WYFRS content added
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02/08/2010	2.0	Issued	Allan Darby	

Approval and Authorisation

Date	Ver.	Action	Person or Group Responsible	Comments
01/07/2009	1.0	Authored by:	Keith Batchelor, Batchelor Associates	
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02/08/2010	2.0	Reviewed by:	Allan Darby, Information Management Officer	

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Author Note:

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Introduction

This schedule has been updated according to Acts of Parliament, Statutory Instruments and current business practices. It carries the authorisation of *Internal Audit*. Any additions, deletions or amendments should be forwarded to the Information Management Officer, Corporate Services. Any queries should be forwarded to information@westyorkshire.gov.uk

The information will be used by *Main Registry* to ensure records are properly maintained.

The retention period specified applies whatever the format- paper, microfilm, electronic (This includes emails).

Disposal at the end of the retention period should be as follows:-

- Paper - by shredding or via the confidential waste paper system.
- Microforms - via the Main Registry for shredding.
- Electronic - deletion from disc/server (including back-up systems) or send the disc to the *Main Registry* for shredding.

Notes

<u>Title of Document</u>	Should be the official name. Colloquial names should appear in square brackets. []
<u>CY</u>	Equals the Current Year.
<u>Current Format</u>	Gives guidance on the current storage format as a finding aid or as specified in the legislation
<u>Corporate / Audit</u>	Indicates the Authority's decision. This may be in excess of the legal time scale. <i>The decisions shown in this specimen retention schedule are based on best practice and the author's experience</i>
<u>Statutory</u>	Indicates a retention based on the text of the legislation <i>and the author's experience</i>
<u>P/M</u>	Indicates Prime or Management documentation. Prime documents must always be backed up and retained for statutory/ Internal Audit/District
<u>Some LA's use Vital and Management</u>	Audit reasons. A prime document is one, which if lost would cause considerable embarrassment to the Authority. Duplicates are <u>not</u> prime documents. Management documents should, in general, be kept for a current year plus two.
<u>To be in writing</u>	Under more recent legislation this may also include electronic communication, as defined in the Electronic Communications Act 2003, which has been recorded and is consequently capable of being reproduced.

In cases of investigation by Police, District or Internal Audit all destruction procedures on the information concerned must cease immediately.

Limitations Act 1980 (Excludes Scotland)

Periods of Action.

Tort	6 years after action	Section 2
Recovery of goods	6 years	
Defamation Libel Slander Malicious falsehood Slander of title Slander of goods	1 year from date of action	
Simple contract	6 years from end date	Section 5
Not under seal	6 years from end date	
Specialty	12 years from end date	
Sums recoverable by statute	6 years	See also Section 10 Claiming contribution
Claiming contribution	2 years from when right accrued (Date of award as agreed personally or by court)	Civil Liability (Contribution Act) 1978
Personal injuries Negligence Nuisance Breach of duty	3 years from date of cause of action accrued OR Date of knowledge (If later) of the person injured. If persons dies then 3 years from date of death or from date of personal representative's knowledge	Does not apply to actions brought under Section 3 Protection from Harassment Act 1997
Defective products	10 years after the relevant time in accordance with Section 4 of the Consumer Protection Act 1987	For personal injuries or loss of property from defective products then 3 years from date of action accrued or date of knowledge.

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Actions under Fatal Accidents Act 1976	3 years from date of death or date of knowledge of the person for whose benefit the action is brought – whichever is the later.	Date of knowledge is the date of the following facts 1. that the injury was significant 2. or was attributable in whole or part to the act of omission constituting negligence, nuisance or breach of duty. 3. the identify of the defendant is known. 4. the act or omission was a person other than the defendant
Negligence where relevant facts are not known at date of accrual	6 years from date of on which the cause of action accrued or 3 years from the starting date of knowledge	
Negligence not involving personal injuries	11 years from date of act or omission	Latent Damage Act 1986
Action to recover land	12 years from the date on which the right of action occurred OR 6 years from the date on which the right of action accrued to the person entitled to the succeeding estate or interest. Whichever period last expires	
Redemption actions	12 years	
Settled land and land held on trust	12 years	Settled Land Act 1925
Rent recovery	6 years from when they become due	
Recovery of money secured by mortgage or charge or to recover proceeds of the sale of land	12 years from the date on which the right to receive the money accrued	No foreclosure action in respect of mortgaged property shall be brought after the expiration of 12 years from the date on which the right to foreclose accrued.

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Arrears of interest on mortgage, other charge or payable in respect of proceeds of the sale of land or to recover damages in respect of such arrears	6 years from date on which interest became due.	
Trust property	No limit in respect of fraud or fraudulent breach of trust otherwise 6 years	
Claiming personal estate of a deceased person	12 years for claim relating to the personal estate or interest in any such estate 6 years in respect of any legacy or damages in respect of such arrears.	
Actions to enforce judgements	6 years from when the judgement became enforceable Interest on judgement of debt - 6 years from date interest became due.	
Cure of defective disentailing assurance	12 years from when the assurance could have operated as an effective bar	

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<p>Extension of limitation period in case of disability</p>	<p>6 years from date when he ceased to be under the disability or died (Whichever is first)</p> <p>30 years from the right of action accrued in respect of recovery of land or money charged on land</p> <p>1 year in the case of action for slander libel slander of goods other malicious falsehoods</p> <p>2 years in the case of claiming contributions</p> <p>3 years for personal injuries</p>	
<p>Modification of Section 15 where Crown or certain Corporations Sole are involved</p>	<p>Recovery of any land by the Crown or eleemosynary corporation sole - 30 years.</p> <p>Action to recover foreshore by the Crown – 60 years</p> <p>Right of action to recover land which has ceased to be foreshore but remains in Crown ownership: 60 years from date of accrual of right of action 30 years from the date when land ceased to be foreshore Whichever period first expires</p>	

Note:

1. The Act shall not apply any proceedings by the Crown for the recovery of any tax or duty or interest on any tax or duty.
2. Any forfeiture proceedings under the Customs and Excise Acts within the meaning of the Custom and Excise Management Act 1979.
3. Any proceedings in respect of the forfeiture of a ship.

4. Shall not apply if a period of limitation is prescribed by or under any other Act whether passed before or after the passing of this Act.
5. The Act does not extend to Scotland or Northern Ireland.

Interpretation.

'Action' includes any proceedings in a court of law including ecclesiastical court.

'Land' includes corporate hereditaments, tithes rent charges and any legal or equitable estate or interest therein. But does not necessarily include incorporeal hereitament.

'Personal estate' and 'Personal property' do not include chattles real.

'Personal injuries' includes any disease and any impairment of a person's physical or mental condition and 'injury' and cognate expressions shall be construed accordingly

'Rent' includes a rent charge and a rent service. Rent charge means any annuity or periodical sum of money charged upon or payable out of land except a rent service or interests on a mortgage of land.

'Settled land', 'Statutory owner' and 'Tenant for life' have the same meanings respectively as in the Settled Land Act 1925.

'Trust' and 'Trustee' have the same meanings respectively as in the Trustee Act 1925

'Under a disability' for the purpose of this Act is a person who is an infant or of unsound mind (as interpreted by the Mental Health Act 1959, Mental Health Act 1983. Nursing Homes Act 1973, Care Standards Act 2000)

General Index

A more detailed index precedes the start of each section

Section	1	Corporate Management (Includes Project Management)
	2	Authority Land and Premises
	3	Customer Services
	4	Democracy
	5	Emergency Services & Planning (Includes Operations, Fire Prevention and Fire Protection)
	6	Finance
	7	Health and Safety
	8	Human Resources
	9	Information and Communication Technology (ICT)
	10	Information Management (Includes Data Protection and FOI)
	11	Legal Services
	12	Plant, Equipment and Stores (includes vehicles)
	13	Public Relations
	14	Risk Management and Insurance

Section 1 - Corporate Management (includes Project Management)

- 1.1 Annual Plans
- 1.2 Annual Reports
- 1.3 Best Value –see 1.12
- 1.4 Business Planning (includes Corporate and directorate planning)
- 1.5 Committee papers (Duplicates)
- 1.6 Correspondence (General and specific)
- 1.7 Day files
- 1.8 Events Calendar
- 1.9 Executive Board
- 1.10 Information/reference
- 1.11 Meetings
- 1.12 Performance Management
- 1.13 Plans
- 1.14 Policy
- 1.15 Position Statements
- 1.16 Procedures
- 1.17 Projects
- 1.18 Publications
- 1.19 Security
- 1.20 Strategy
- 1.21 Templates

Section 1 Corporate Management

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
1.1	Annual Plans					
1.1.1	Annual plans	Whilst relevant	None specified	Corporate	Recommend archiving one copy	M
1.2	Annual Reports					
1.2.1	Annual Reports	CY plus 3 years	None specified	Corporate	Recommend archiving one copy	M
1.3	Best Value					
	See 1.12					
1.4	Business Planning (Including Corporate and Directorate Planning)					
1.4.1	Planning	CY + 3 years or if long term completion plus 3 years	None specified	Corporate	Good business practice	M
1.4.2	Statistics	CY + 3 years or if long term completion plus 3 years	None specified	Corporate	Good business practice	M
1.4.3	Trends	CY + 3 years or if long term completion plus 3 years	None specified	Corporate	Good business practice	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
1.5	Committee papers (Duplicates)					
1.5.1	Duplicate committee papers	CY only	None specified	Corporate	Good business practice	M
	<i>See Democracy (Section 7) for originals</i>					M
1.6	Correspondence (General and specific)					
1.6.1	General	CY + 3 years	None specified	Corporate	Good business practice	M
1.6.2	Project or person specific	As per main subject	None specified	Corporate	Good business practice	M
1.6.3	Notice of works affecting water supply and fire hydrants	Recommend CY + 3 years	To be in writing	Statutory	Fire and Rescue Services Act 2004 Chapter 21 Section 43	
1.7	Day Files					
1.7.1	Chronological copy record	3 months from date of entry	None specified	Corporate	Good business practice	M
1.8	Events calendar					
1.8.1	Events calendar	Keep current	None specified	Corporate	Good business practice	M
1.9	Executive Board					
1.9.1	Papers other than Minutes	CY + 9 years	None specified	Corporate		M
1.10	Information/reference material					
1.10.1	Background/reference/information material	Whilst relevant Review and weed on a regular basis	None specified	Corporate	Good business practice	M
1.11	Meetings					
1.11.1	Agenda	Only whilst relevant	None specified	Corporate	Good business practice	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
1.11.2	Background papers	As per main subject of papers. If copies, and not used for master copy of Minutes dispose of as soon as Master set of Minutes has been approved	None specified	Corporate	Good business practice	M
1.11.3	Files	As per main subject of contents	None specified	Corporate	Good business practice	M
1.11.4	Minutes	Master copy to be retained. Review at maximum 5 year intervals to see if still relevant. Destroy or refer to Archives dependent on subject.	None specified	Corporate	Good business practice	P

1.12 Performance management						
1.12.1	Guidance and information	To be kept up to date	None specified	Corporate	Good business practice	M
1.12.2	Best value general guidance	To be kept up to date	None specified	Corporate	Good business practice	M
1.12.3	Best Value reviews	CY + 6 years	None specified	Corporate	Good business practice	M
1.12.4	Indicators	CY + 5 years	None specified	Corporate	Good business practice	M
1.12.5	ISO 9000	CY + 3 years	None specified	Audit	Good business practice	M
1.12.6	Performance and assessment process	CY + 5 years	None specified	Corporate	Good business practice	M
1.12.7	Performance indicators	CY + 5 years	None specified	Corporate	Good business practice	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
1.12.8	Customer Service Excellence	CY + 3 years	None Specified	Audit	Good business practice	
1.12.8	Post logs	CY + 1 year	None specified	Audit	Good business practice	M
1.12.9	Print job processing	CY + 1 year	None specified	Corporate	Good business practice	M
1.12.10	Telephone enquiry logs	CY + 1 year	None specified	Corporate	Good business practice	M
1.13	Plans					
1.13.1	Corporate Plans	Until superseded then consider archiving a master copy	None specified	Corporate	Good business practice	M
1.14	Policy					
1.14.1	Corporate Policies	Until superseded then consider archiving a master copy	None specified	Corporate	Good business practice	M
1.15	Position statements					
1.15.1	Position statements	Until superseded then consider archiving a master copy	None specified	Corporate	Good business practice	M
1.16	Procedures					
1.16.1	Corporate procedures	Until superseded then consider archiving a master copy	None specified	Corporate	Good business practice	M
1.16.2	Notes	Retain only whilst relevant	None specified	Corporate	Good business practice	M

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Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
1.17	Projects					
1.17.1	Drawings	Whilst relevant + 6 years	None specified	Statutory	Limitation Act 1980	M
1.17.2	Monitoring	Whilst relevant + 6 years	None specified	Corporate	Good business practice	M
1.17.3	Planning	On completion weed file and consider for archiving	None specified	Corporate	Good business practice	M
1.17.4	Reference material	Whilst relevant then weed or destroy	None specified	Corporate	Good business practice	M
1.17.5	Tenders – <i>See Finance</i>					
1.18	Publications					
1.18.1	Design	Review annually	None specified	Corporate	Good business practice	M
1.18.2	Published work	Archive one copy	None specified	Corporate	Good business practice	M
1.19	Security					
1.19.1	ID / entry system	Keep up to date	None specified	Corporate	Good business practice	M
1.19.2	Staff car park permits	Keep up to date	None specified	Corporate	Good business practice	M
1.19.3	Staff forms (Completed forms may be added to HR files and retained accordingly)	Keep up to date	None specified	Corporate	Good business practice	M
1.20	Strategy					
1.20.1	Strategic implementation	Until superseded then consider archiving	None specified	Corporate	Good business practice. Need to be selective to reflect general aim and work of the organisation	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
1.21	Templates					
1.21.1	Templates (all types)	Keep up to date	None specified	Corporate	Good business practice	M

Section 2 - Authority Land and Premises

2.1 Premises

Section 2 Authority Land and Premises

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
2.1	Premises					
2.1.1	Accommodation files	Keep up to date	None specified	Corporate	Good business practice	M
2.1.2	Car parking arrangements	Keep up to date	None specified	Corporate	Good business practice	M
2.1.3	Contracts – <i>see Finance</i>					
2.1.4	Deeds	Until property disposed of plus 12 years	None specified	Corporate	Good business practice	P
2.1.5	Deeds of dedication	After 12 years weed to agreement and plan then review every 10 years. Destroy 12 years after disposal	Paper	Corporate	Consult Local History officer or Archivist before disposal	P
2.1.6	Deeds Register	Keep up to date and review annually	None specified	Corporate	Good business practice. Annual review ensures all deeds are in fact on the register. It is also a check that the deeds can be found.	P
2.1.7	Health and safety – <i>see Health and Safety</i>					
2.1.8	Leases	6 years after cessation of lease	None specified	Statutory	Limitation Act 1980	P
2.1.9	Maintenance	Life of ownership plus 15 years	None specified	Statutory	Limitation Act 1980	M
2.1.10	Operations	According to subject.				M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
		<ul style="list-style-type: none">• Accidents• Contracts• Health and safety• Etc.				

Section 3 – Customer Service

- 3.1 Comments
- 3.2 Complaints
- 3.3 Correspondence
- 3.4 Fees and charges
- 3.5 Guidance and standards

Section 3 Customer Service

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
3.1	Comments					
3.1.1	Comments	CY + 2 years	None specified	Corporate	Good business practice Could become a complaint	M
3.2.	Complaints					
3.2.1	General	Minor CY + 3 years Major CY + 6 years If negligence involved then CY + 15 years	None specified	Statutory	Limitation Act 1980 Latent Damage Act 1986	M
3.2.2	Ombudsman	10 years after case closes	None specified	Corporate		M
3.2.3	Parish and Town Council Referrals	CY + 6 years	None specified	Corporate		M
3.3	Correspondence					
3.3.1	Councillor's	CY + 3 years	None specified	Corporate	Good business practice	M
3.3.2	Legal issues	Major issues CY + 6 years Minor issues CY plus 3 years	None specified	Corporate	Good business practice	M
3.3.3	MPs	Major issues CY + 6 years Minor issues CY plus 1 years	None specified	Corporate	Good business practice	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
3.3.4	Routine inquires and replies	CY + 2 years unless it results in major changes of policy or work practices then consider archiving	None specified	Corporate	Good business practice	M

3.4 Fees and charges						
3.4.1	Charges for service	Until superseded + 1 year	None specified	Corporate	Good business practice	M

3.5 Guidance and standards						
3.5.1	Guidance and standards for external use	Until superseded + 3 years	None specified	Audit	Good business practice	M

Section 4 – Democracy

- 4.1 Charities
- 4.2 Committee Papers
- 4.3 Elected members
- 4.4 Executive decisions
- 4.5 Minutes
- 4.6 Overview and scrutiny
- 4.7 Standards

Section 4 Democracy

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
4.1	Charities					
4.1.1	Accounts and annual reports of exempt and other excepted charities	CY + 6 years CY + 12 years if relating to land	None specified	Statutory	Charity Act 1993 Sections 46 & 93	M
4.1.1.2	Accounts	CY + 6 years Where the charity ceases to exist within a period of 6 years from the last accounts then to be kept by the last charity trustees unless the Commissioners consent in writing to the records being destroyed or otherwise disposed of.	None specified	Statutory	Charities Act 1993 Section 41	M
4.1.1.3	Annual reports	As dictated by the Charity Commissioners	None specified	Statutory	Charities Act 1993 Section 45 (6) and Section 93 Copies to be sent to Local History Officer or Archivist.	M
4.1.1.4	Statement of account	For 6 years from receipt	None stated	Statutory	Charities Act 1993 Section 42	M
4.2	Committee Papers					
4.2.1	Agenda – original	CY + 6 years	None specified	Corporate	Consult archives before destruction	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
4.2.2	Copy Agenda and Minutes	CY + 3 years	None specified	Corporate		M
4.2.3	Background papers	Review after 4 years and weed as necessary	None specified	Statutory	Local Authorities (Executive Arrangements) (Access to Information) Regulations 2004 SI 2004 No 3272	M
4.2.4	Management information	Whilst relevant. Must be reviewed annually	None specified	Corporate	Good business practice	M
4.2.5	Meeting participation	CY + 1 year	None specified	Corporate	Good business practice	M
4.2.6	Minutes – originals	CY + 6 years	None specified	Corporate	Consult archives before destruction	M
4.2.7	Official Committee Reports	CY + 6 years then archive	None specified	Corporate		M
4.2.8	Orders from Standing Orders	10 years after they have been superseded	None specified	Corporate	Offer to Local history Officer or Archivist	M
4.2.9	Honours and submissions	5 years after last action	None specified	Corporate	Good business practice	M

4.3	Elected members					
4.3.1	Advice	CY + 2 years	None specified	Corporate	Common practice	M
4.3.2	Chairman's engagements	CY + 1 year	None specified	Corporate	Common practice	M

4.4	Executive decisions					
4.4.1	Reports	CY + 6 years Consider archiving one copy of major impact reports	None specified	Statutory	Local Authorities (Executive Arrangements) (Access to Information) Regulations 2004 SI 2004 No 3272	M
4.4.2	Reports to committees	CY + 6 years	None specified	Statutory	Local Authorities (Executive Arrangements) (Access to Information) Regulations 2004 SI 2004 No 3272	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
4.5	Minutes					
4.5.1	Drafts	Destroy once master is signed	None specified	Corporate	Good business practice. Destruction of drafts ensures only the confirmed Minutes are released under FOI	M
4.5.2	Masters	Consider archiving at 12 month intervals	None specified	Corporate	Good business practice	P

4.6	Overview and scrutiny					
4.6.1	Guidance and information	To be kept up to date	None specified	Corporate	Good business practice	M
4.6.2	Panel papers	CY + 5 years Copies 12 months	None specified	Corporate	Good business practice Destruction of copies ensures only the masters are released under FOI	M

4.7	Standards					
4.7.1	Findings of acceptance	2 years after member ceases to be part of the authority	To be in writing	Statutory	Local Authorities (Code of Conduct) (Local Determination) (Amendment) Regulations 2004 SI 2004 No 2617 Regulation 6 Substitutes 5 (9) in SI 2001 No 2812	M
4.7.2	Investigations	2 years after member ceases to be part of the authority	None specified	Statutory	Data Protection Act 1998 (Only to be kept as long as necessarily)	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
4.7.3	Signed declarations	2 years after member ceases to be part of the authority	None specified	Corporate	Standards Board For England	M

Section 5 – Emergency Services & Planning (including Operations, Fire Prevention and Fire Protection)

- 5.1 Emergency Planning
- 5.2 Control of Major Accident Hazards [COMAH]
- 5.3 Incident logs (Not connected with COMAH)
- 5.4 Radiation
- 5.5 Reinforcement schemes
- 5.6 IRMP (Integrated Risk Management Plan)
- 5.7 Operations Administration
- 5.8 Fire Protection Administration
- 5.9 Fire Protection Registers, Reports and Notices
- 5.10 Enforcement
- 5.11 Petroleum and Explosives
- 5.12 Fire Investigation
- 5.13 Fire Protection Library
- 5.14 Fire Protection Training Records
- 5.15 Fire Prevention
- 5.16 Youth Records

Section 5 Emergency Services & Planning (includes Operations, Fire Prevention and Fire Protection)

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
5.1	Emergency planning					
5.1	Community Risk Register	To be kept up to date	None specified	Statutory	Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005 SI 2005 No 2042 Regulation 15	M
5.1.1	Contingency Protocols Includes Mutual Aid agreements	Current protocol plus 1	None specified	Statutory	Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005 SI 2005 No 2042 Regulation 7	M
5.1.2	Contacts	Keep up to date	None specified	Corporate	Good business practice	M
5.1.3	Incident report forms	CY + 12 years	None specified	Statutory	Limitation Act 1980	M
5.1.4	Incident logs including telephone recordings	Recommend CY + 3 years unless litigation is expected then CY plus 6	None specified	Statutory	Limitation Act 1980	M
5.1.5	Plans (All directorates)	Until superseded	None specified	Corporate	Good business practice	M
5.1.6	Training records	CY + 3 years	None specified	Corporate	Refresher training recommended to take place at least every 3 years.	M
5.1.7	Old pressure receptacles used for the carriage of acetylene	To be in writing	The life of the receptacle	Statutory	Carriage of Dangerous Goods and use of Transportable Pressure Equipment Regulations 2009. SI 2009 No 1348	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
					Regulation 14 (c) Revokes SI 2007 No 1573	
5.1.8	Information to the public regarding a radiological emergency	To be kept up to date and reviewed at a maximum of 3 years To be publicly available	None specified	Statutory	Carriage of Dangerous Goods and use of Transportable Pressure Equipment Regulations 2009. SI 2009 No 1348 Schedule 2 – 2 Revokes SI 2007 No 1573	M
5.1.9	Emergency arrangement plan	Until superseded	To be in writing	Statutory	Carriage of Dangerous Goods and use of Transportable Pressure Equipment Regulations 2009. SI 2009 No 2348 Schedule 2 – 4 Revokes SI 2007 No 1573	M
5.2	Control of Major Accident Hazards (COMAH)					
5.2.1	Major Accident Prevention Policy	Until superseded	To be in writing	Statutory	The Control of Major Accident Hazards Regulations 1999. SI 1999 No 743 Regulation 5 Schedule 2	M
5.2.1.1	Notification of Start of Operation	Recommend 6 years from end of operation	None specified	Statutory	The Control of Major Accident Hazards Regulations 1999. SI 1999 No 743 Regulation 6 (2)	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
5.2.1.2	Notification of increase in quantity	Recommend 6 years from end of notification	None specified	Statutory	The Control of Major Accident Hazards Regulations 1999. SI 1999 No 743 Regulation 6 (4)	M
5.2.1.3	HSE Safety report	Until superseded Review every 5 years or when significant changes	None specified	Statutory	The Control of Major Accident Hazards Regulations 1999. SI 1999 No 743 Regulations 7, 8	M
5.2.1.4	On-site emergency plan	Until superseded	None specified	Statutory	The Control of Major Accident Hazards Regulations 1999. SI 1999 No 743 Regulation 9 (1)	M
5.2.1.5	Off-site emergency plan	Until superseded Review period not to exceed 3 years	None specified	Statutory	The Control of Major Accident Hazards Regulations 1999. SI 1999 No 743 Regulation 10 (1)	M
5.2.1.6	Exemption from previous offsite plan	Until superseded	None specified	Statutory	The Control of Major Accident Hazards Regulations 1999. SI 1999 No 743 Regulation 10 (7)	M
5.2.1.7	Information to the public	Until superseded Review period not to exceed 3 years. Reissue at intervals not exceeding 5 years	None specified	Statutory	The Control of Major Accident Hazards Regulations 1999. SI 1999 No 743 Regulation 14	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
5.2.1.8	Notification of Accidents	Recommend a minimum of 12 years. 40 years if placed on an employees health file	None specified	Statutory	The Control of Major Accident Hazards Regulations 1999. SI 1999 No 743 Regulation 15	M
5.2.1.9	Exchange of information	Until superseded	None specified	Statutory	The Control of Major Accident Hazards Regulations 1999. SI 1999 No 743 Regulation 16	M
5.2.1.10	Notice of prohibition	Until revoked or time expired	None specified	Statutory	The Control of Major Accident Hazards Regulations 1999. SI 1999 No 743 Regulation 19	M
5.2.1.11	12 Monthly on-site inspection and Report	Until superseded	None specified	Statutory	The Control of Major Accident Hazards Regulations 1999. SI 1999 No 743 Regulation 19	M
5.2.1.12	Register of Information	5 years from date of entry unless still relevant	None specified	Statutory	The Control of Major Accident Hazards Regulations 1999. SI 1999 No 743 Schedule 8	M
5.2.1.13	Prescribed forms	Until superseded or no longer relevant.	As laid down in the Regulations	Statutory	The Planning (Control of Major-Accidents Hazards) Regulations 1999 SI 1999 No 981 Schedule 2	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
5.3	Incident Logs (Not connected with COMAH)					
5.3.1	Incident and operational logs	Recommend 3 years after date of last entry unless litigation expected then 6 years after last entry	None specified	Corporate		M
5.4	Radiation					
5.4.1	Assessment before work is carried out or transported for the first time	Until superseded	As prescribed in Schedule 5 and possibly Schedule 6	Statutory	Radiation (Emergency Preparedness and Public Information) Regulations 2001. SI 2001 No 2975 Regulation 4 To be reviewed within 3 years or where a material change takes place. Regulation 5	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
5.4.2	Emergency plan	To be kept up to date	As prescribed in Schedules 7, 8	Statutory	Radiation (Emergency Preparedness and Public Information) Regulations 2001. SI 2001 No 2975 Regulation 7 To be copied to the emergency services To be reviewed and tested at intervals not exceeding 3 years. Regulation 10	M
5.4.3	Confirmation of emergency plan by local authority	Recommend the life of the activity plus 50 years from any incident	None specified	Statutory	Radiation (Emergency Preparedness and Public Information) Regulations 2001. SI 2001 No 2975 Regulation 7 (2) (b)	P
5.4.4	Carrier's emergency plan	To be kept up to date	As prescribed in Schedules 7, 8	Statutory	Radiation (Emergency Preparedness and Public Information) Regulations 2001. SI 2001 No 2975 Regulation 8 Copy may have to be supplied to the Executive. To be reviewed and tested at intervals not exceeding 3 years. Regulation 10	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
5.4.5	Offsite emergency plan	To be kept up to date	As prescribed in Schedules 7, 8	Statutory	Radiation (Emergency Preparedness and Public Information) Regulations 2001. SI 2001 No 2975 Regulation 9 To be reviewed and tested at intervals not exceeding 3 years. Regulation 10	M
5.4.6	Confirmation of offsite emergency plan by local authority	Recommend the life of the activity plus 50 years from date of any incident	To be in writing	Statutory	Radiation (Emergency Preparedness and Public Information) Regulations 2001. SI 2001 No 2975 Regulation 9 (13)	P
5.4.7	Implementation of emergency plan	Recommend record action in writing and retain for 50 years from date of any incident Regulation 13 (c)	Executive to be notified	Statutory	Radiation (Emergency Preparedness and Public Information) Regulations 2001. SI 2001 No 2975 Regulation 13	M
5.4.8	Prior information to the public	To be reviewed and reissued at 3 year intervals Regulation 16 (4)	To be in an appropriate manner	Statutory	Radiation (Emergency Preparedness and Public Information) Regulations 2001. SI 2001 No 2975 Regulation 16	M
5.4.9	Information supplied in the event of a radiation emergency	Recommend 50 years from the date of the incident	None specified	Statutory	Radiation (Emergency Preparedness and Public Information) Regulations 2001. SI 2001 No 2975 Schedule 10	P

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
5.5	Reinforcement schemes					
5.5.1	Reinforcement scheme agreements	Until superseded or revoked	None specified	Statutory	Fire and Rescue Services Act 2004 Chapter 21 Sections 13 and 14	M

5.6	IRMP (Integrated Risk Management Plan)					
5.6.1	IRMP	CY + 5 years	None specified	Corporate	Archive permanently	P
5.6.2	IRMP - Draft	CY + 5 years	None specified	Corporate	Archive permanently	P
5.6.3	IRMP File	CY + 5 years	None specified	Corporate	Review for archival value – Business need	P
5.6.4	IRMP Final Reports	CY + 5 years	None specified	Corporate	Archive permanently	P
5.6.5	IRMP Questionnaires	Completion of analysis of responses + 1 year	None specified	Corporate	Destroy by shredding	P

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
5.7	Operations Administration					
5.7.1	Operations Policies	Until superseded then consider archiving a master copy	None specified	Corporate	Good business practice	M
5.7.2	Operations Procedures	Until superseded then consider archiving a master copy	None specified	Corporate	Good business practice	M
5.7.3	FS700 (series) Forms – Except FS709, FS713A, FS720 (see below)	Destroy 7 years after last action	None specified	Corporate	Review for archival value – Business need	M
5.7.4	FS709 Fire Investigation Reports	Destroy when administrative use is concluded	None specified	Corporate	Good business practice	M
5.7.5	F713A Chemical Incident Records	Destroy when administrative use is concluded	None specified	Corporate	Good business practice	M
5.7.6	FS720 Premises Plan	Whilst Premises, Building or Property exists	None specified	Corporate	Good business practice	M
5.7.7	FS244 Hazardous Substances	Whilst Premises, Building or Property exists	None specified	Corporate	Good business practice	M
5.7.8	Controlled burning	1 year	None specified	Corporate		M
5.7.9	Daily summaries	3 years	None specified	Corporate		M
5.7.10	Tapes of incidents including emergency (999) calls	5 years (unless requested by police to keep)	DAT Tape or Digital on Hard Drive	Corporate		P
5.7.11	Statistical printouts	5 years	None specified	Corporate		M
5.7.12	5 pumps + over fires	10 years	None specified	Corporate		M
5.7.13	Fire investigation reports	Permanently	None specified	Corporate		M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
5.8	Fire Protection Administration					
5.8.1	Fire Protection Policies	Until superseded then consider archiving a master copy	None specified	Corporate	Good business practice	M
5.8.2	Fire Protection Procedures	Until superseded then consider archiving a master copy	None specified	Corporate	Good business practice	M
5.8.3	Policy Information Documents (PIDS)	Until superseded then consider archiving a master copy	None specified	Corporate	Good business practice	M
5.8.4	Fire Safety Group Meeting Minutes	CY + 1 year	Paper & Electronic	Corporate	Good business practice	M
5.8.5	Fire Safety Policy Group Minutes	CY + 1 year	Paper & Electronic	Corporate	Good business practice	M
5.8.6	Authorisations of Inspectors Schedule	Keep up to date	None specified	Corporate	Good business practice	M
5.8.7	Plans from old legislation	Permanent	Paper & Electronic	Corporate	Not to be disposed of	M
5.8.8	Equality Impact Assessments (EIAs) – See <i>Human Resources</i>					
5.9	Fire Protection Registers, Reports and Notices					
5.9.1	Alteration Notices – See <i>Health and Safety (7.8.7.8)</i>					
5.9.2	Article 31 Register (was Section 10 Register)	7 years after last action	None specified	Corporate	Good business practice	M

Records Retention Schedule

5.9.3	Section 10 Register	7 years after last action	None specified	Corporate	Good business practice	M
5.9.4	Improvement Notices	7 years after last action	None specified	Corporate	Good business practice	M
5.9.5	Register of Prohibition and Restriction Notices	7 years after last action	None specified	Corporate	Good business practice	M
5.9.6	District Audit Reports	2 years after creation	Paper & Electronic	Corporate	Good business practice	M
5.9.7	Licensing sites for the holding or use of toxic or hazardous substances (excluding petroleum)	Permanent. Transfer to place of deposit after administrative use is concluded – 60 years after registration or entitlement elapses	None specified	?	?	P

5.10	Enforcement					
5.10.1	Enforcement Notice Register – See <i>Health and Safety (7.8.7.9)</i>					
5.10.2	Enforcement Notices - See <i>Health and Safety (7.8.7.9)</i>					
5.10.3	Cautions	7 years after last action	None specified	Corporate	Good business practice	M
5.10.4	Enforcement Certification and Prosecution. Administration of applications, registrations, certification and licences	2 years after registration or entitlement lapses	None specified	Corporate	Good business practice	M

5.11	Petroleum and Explosives (also see <i>Health and Safety section 7.20</i>)					
5.11.1	Petroleum Audits	As long as premise exists	Paper & Electronic	Corporate	Good business practice	M

Records Retention Schedule

5.11.2	Explosives Audit	As long as premise exists	Paper & Electronic	Corporate	Good business practice	M
5.11.3	Petroleum and Explosives Consultation	As long as premise exists	Paper & Electronic	Corporate	Good business practice	M
5.11.4	Environmental Searches	As long as premise exists or minimum 3 years	Paper & Electronic	Corporate	Good business practice	M

5.12	Fire Investigation					
5.12.1	Coroners' Reports	Permanently	Paper & Electronic	Corporate	Good business practice	M
5.12.2	Fire Investigation Reports	Permanently	Paper & Electronic	Corporate	Good business practice	M

5.13	Fire Protection Library					
5.13.1	Notes for Guidance	Until superseded then consider archiving a master copy	None specified	Corporate	Good business practice	M
5.13.2	Public advice leaflets	Until superseded then consider archiving a master copy	None specified	Corporate	Good business practice	M

5.14	Fire Protection Training					
5.14.1	Individual training records – See <i>Human Resources (8.13.2)</i>					
5.14.2	Record of Competency - See <i>Human Resources (8.13.2)</i>					

5.15	Fire Prevention					
5.15.1	Home Fire Safety Check Forms	CY + 2 years	Paper	Corporate	Current guidance from Information Commissioner's Office	M

Records Retention Schedule

5.16 Youth Records						
5.16.1	Accident reports and related correspondence	Children and young persons - 6 years after 18 th birthday	None specified	Statutory	Limitation Act 1980. Some authorities are retaining for 25 years in case of litigation. Ensure the principles of the Data Protection Act are complied with	P
5.16.2	Disciplinary action	Unfounded Destroy immediately	None specified	Corporate	Action on behaviour concerning children or young persons must remain on record	M
5.16.3	Fire Setters – Personal details form (CAP 1)	Destroy once entered on database	Paper	Corporate	Good business practice	M
5.16.4	Fire Setters records (database)	Children and young persons – destroy 6 years after 18 th birthday	Electronic	Statutory	Limitations Act 1980. Some authorities are keeping for 25yrs in case of litigation. DPA rules must be applied.	P
5.16.5	Fire Setters records (Unfounded)	Destroy immediately	None specified	Corporate	Good business practice	M
5.16.7	Young persons /Children - risk assessments – Work Experience To be given to employees and parents/guardians/schools BEFORE employment	Until young person attains 25 th birthday	None specified	Statutory	The Management of Health and Safety at Work Regulations 1999 SI 1999 No 3242 Regulation 10	P
5.16.8	Youth Case files	Destroy - 25 years from DOB or 70 years from last contact	None specified	Corporate	Good business practice	M
5.16.9	Youth service provision	Destroy - 25 years from DOB or 70 years from last contact	None specified	Corporate	Good business practice from Youth Service	M

Section 6 – Finance

- 6.1 Accounts
- 6.2 Administration
- 6.3 Assets
- 6.4 Budgets
- 6.5 Cashiers
- 6.6 Charities
- 6.7 Contracts
- 6.8 Correspondence
- 6.9 Debt collection
- 6.10 Decision making
- 6.11 General payment
- 6.12 Hospitality register
- 6.13 Insurance – *see Section 14 Risk Management and Insurance*
- 6.14 Investments
- 6.15 Leases
- 6.16 Payment of accounts
- 6.17 Payroll
- 6.18 Superannuation
- 6.19 Tenders – *see Contracts 6.7*

Section 6 Finance

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
6.1	Accounts					
6.1	Auditing information	CY + 3 years	None stated	District Audit / Audit		M
6.1.2	Audited accounts	CY + 6 years	None stated	District Audit / VAT Accountant	Archive one copy	M
6.1.3	Capital budget control systems	CY + 6 years	None stated	Corporate		M
6.1.4	Capital financing	CY + 6 years	None specified	District Audit		M
6.1.5	Cash lists	CY + 6 years	None specified	District Audit		M
6.1.6	End of year out-turn statements	CY + 10 years	None stated	Corporate		M
6.1.7	Estimates	CY + 6 years	None stated	District Audit		M
6.1.8	Financial system maintenance reports (Various)	CY + 6 years	None stated	Corporate	Good business practice	M
6.1.9	Invoices	CY + 6 years	None stated	District Audit		M
6.1.10	Orders	CY + 6 years	None stated	District Audit		M
6.1.11	Petty cash	CY + 6 years	None stated	District Audit		M
6.1.12	Posted transactions	CY + 6 years	None stated	Corporate		M
6.1.13	Print requisitions	CY + 4 years	None stated	District Audit		M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
6.1.14	Queries	CY + 2 years	None stated	Audit		M
6.1.15	Stores requisitions	CY + 4 years	None stated	District Audit		M
6.1.16	Supporting tabulations (Various)	CY + 6 years	Paper / electronic	District Audit		M
6.1.17	Take up reports (Reports on changeover from previous computer systems to current)	10 years from change over.	None specified	Corporate	Good business practice	P
6.1.18	Transfer Journals	CY + 6 years	None stated	District Audit		M
6.1.19	Transport Sheets	CY + 4 years	Paper / electronic	District Audit		M

6.2	Administration					
6.2.1	General	CY + 2 years	None specified	Corporate		M

6.3	Assets					
6.3.1	Asset registers	To be kept up to date. Retain information for 6 years after disposal of item unless Audit authorises a shorter retention period	None specified	Audit		P
6.3.2	Estate management files	CY + 6 years	None specified	Corporate	Good business practice	M
6.3.3	Repairs and consultation files	CY + 6 years	None specified	Statute	Limitation Act 1980	M

6.4	Budgets					
6.4.1	Budgets variations	CY + 3 years	None specified	Corporate		M
6.4.2	Budget workings	CY + 3 years	None specified	Corporate	Common practice	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
6.4.3	End of year out-turn statements – Copies	CY + 3 years	None specified	Corporate		M
6.4.5	European bidding and funding information	CY + 10 years	None specified	Corporate		M
6.4.6	Objective 2 project papers	CY + 10 years	None specified	Corporate		M
6.4.7	Objective 2 – other papers	CY + 5 years	None specified	Corporate		M
6.4.8	Trial balance	CY + 6 years	None specified	Corporate		M

6.5 Cashiers						
6.5.1	Bank paying book	Life of book plus 2 years	Paper / electronic	Audit		M
6.5.2	Bank statements - copies	CY + 2 years providing originals are still available for CY + 6 years	None specified	Statutory / Audit	Limitation Act 1980	M
6.5.3	Cash receipts and adjustments	CY + 2 years	None specified	Audit		M
6.5.4	Cash receipting print-outs	CY + 2 years	None specified	Audit		M
6.5.5	Cash register rolls [audit rolls]	CY + 6 years	Paper	Audit		M
6.5.6	Cashiers paying in sheets	CY + 2 years	None specified	Audit		M
6.5.7	Cashiers paying in sheet summary	CY + 2 years	None specified	Audit		M
6.5.8	Cheques register	CY + 6 years	None specified	Audit		M
6.5.9	Cheques register – post dated	CY + 2 years	None specified	Audit		M
6.5.10	Cheques register – unpaid	CY + 2 years	None specified	Audit		M
6.5.11	Collection and Deposit [C & D] Book	CY + 6 years	None specified	Audit		M
6.5.12	Daily cash reconciliation sheets	CY + 2 years	None specified	Audit		M
6.5.13	Paying in sheets	CY + 2 years	None specified	Audit		M
6.5.14	Petty cash vouchers	CY + 6 years	Paper	Audit		M
6.5.15	Receipt stubs	CY + 2 years	None specified	Audit		M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
6.6	Charities					
6.6.1	Charity financial reports	CY + 6 years CY + 12 Years if relating to land	None specified	Statutory	Charities Act 1993 Sections 46 & 93 See also Sections 3 & 19	M
6.6.1.1	Accounts	CY + 6 years Where the charity ceases to exist within a period of 6 years from the last accounts then to be kept by the last charity trustees unless the Commissioners consent in writing to the records being destroyed or otherwise disposed of	None specified	Statutory	Charities Act 1993 Section 41	M

6.7	Contracts					
6.7.1	Contracts under seal/above £50,000	12 years from contract completion date	None specified	Statutory	Limitation Act 1980 (includes all references to contract)	M
6.7.2	Contracts not under seal	6 years from contract completion date	None specified	Statutory	Limitation Act 1980 (includes all references to contract)	M
6.7.3	Contract documentation	According to 6.7.1. or 6.7.2	None specified	Statutory	Limitation Act 1980	M
6.7.4	Unsuccessful tenders and quotations	CY+ 2 years	None specified	Corporate		M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
6.8	Correspondence					
6.8.1	Correspondence	CY + 3 years unless connected with income or payment then CY + 6 years	None specified	Audit		M
6.9	Debt Collection					
6.9.1	Collection	CY + 6 years	None specified	Statutory	Limitation Act 1980	M
6.9.2	Debtors information	CY + 6 years	None specified	Corporate	Note the principles of the Data protection Act 1998	M
6.10	Decision making					
6.10.1	Delegated decisions	Life of decision + 6 years	None specified	Corporate	Good business practice	M
6.10.2	Supporting information	Life of information affected + 6 years	None specified	Corporate	Good business practice	M
6.11	General Payment					
6.11.1	Bank mandates	Life of mandate + 6 years	None specified	Audit		M
6.11.2	Bank reconciliation	CY + 2 years	None specified	Audit		M
6.11.3	Batch control information	CY + 2 years	None specified	Audit		M
6.11.4	Cheque ledger	CY + 6 years	None specified	Audit		M
6.11.5	Cheques – spoilt	CY + 2 years	Paper	Audit		M
6.11.6	Delivery notes	CY + 2 years	None specified	Audit / VAT accountant		M
6.11.7	Internal transfers / journals	CY + 2 years	None specified	Audit		M
6.11.8	Invoice registers	CY + 2 years	None specified	Audit		M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
6.11.9	List of authorised signatures	6 years after person ceases to be a signatory or the list is superseded	None specified	Corporate	Other departments should also retain listings for the period specified	M
6.11.10	Official orders	CY + 6 years	None specified	Audit		M
6.11.11	Paid cheques or cheque stubs	CY + 2 providing statements showing clearance have been received	Paper	Audit		M
6.11.12	Petty cash vouchers	CY + 6 years	Paper	Audit		M
6.11.13	Requisition for supplies / works	CY + 2 years	None specified	Audit		M
6.12	Hospitality register					
6.12.1	Hospitality register	CY + 6 years	None specified	Audit / Standards		M
6.13	Insurance – See Risk Management and Insurance					
6.14	Investments					
6.14.1	Contract notes	CY + 6 years	None specified	Statute	Limitation Act 1980	M
6.14.2	Fund managers quarterly report	CY + 10 years	None specified	Corporate	Good business practice	M
6.14.3	List of holdings / history of holdings	Review every 25 years	None specified	Corporate	Good business practice	M
6.15	Leases					
6.15.1	Leases	Life of lease + 6 years	Paper	Statutory	Limitation Act 1980	P

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
6.16	Payment of accounts					
6.16.1	Authorised signatures	6 years after person ceases to be a signatory	None specified	Audit		M
6.16.2	Bank mandates on cheque signatories for imprest account	6 years after person ceases to be a signatory	None specified	Audit		M
6.16.3	Batch control register (All types of payment)	CY + 6 years	None specified	Audit		M
6.16.4	Batch control slips – originals	CY + 6 years	None specified	Statutory	Limitation Act 1980 Taxes Management Act 1970	M
6.16.5	Cheques – cancelled / returned	CY + 6 years	None specified	Audit		M
6.16.6	Cheques – copy	CY + 6 years	None specified	Audit		M
6.16.7	Cheques – spoilt	CY + 2 years	None specified	Audit		M
6.16.8	Contracts register	Review every 25 years	None specified	Audit		M
6.16.9	Controlled stationery register	CY + 6 years	None specified	Audit		M
6.16.10	Credits / refunds	CY + 6 years	None specified	Statutory	Limitation Act 1980	M
6.16.11	Debts – <i>see 12.9</i>					M
6.16.12	Expenditure tracking – daily	CY + 1 year	None specified	Audit		M
6.16.13	Expenditure – special expenses	CY + 6 years	None specified	Audit		M
6.16.14	Foreign payments	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Custom and Excise Notice 700	M
6.16.15	Imprest accounts	CY + 6 years	None specified	Audit		M
6.16.16	Imprest register (List of imprest holders and balances held)	Until superseded	None specified	Audit		M
6.16.17	Invoices - originals	CY + 6 years	None specified	Statutory	Limitation Act 1980 Taxes Management Act 1970	M
6.16.18	Invoices - copies	CY + 3 years	None specified	Audit		M
6.16.19	Periodical payment register	6 years after final instalment	None specified	Audit		M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
6.16.20	Remittance advices to creditors – copies	CY + 2 years	None specified	Audit		M
6.16.21	VAT receipts / invoices – originals	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Custom and Excise Notice 700 With negotiation paper records may be destroyed after 3 years providing the microfilmed or scanned images are of an acceptable standard and are kept for 6 years.	M
6.16.22	Write - offs	CY + 6 years	None specified	Audit		M
6.17	Payroll					
6.17.1	Absence record	CY + 3 years	None specified	Corporate		M
6.17.2	Batches	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
6.17.3	Bonus sheets	CY + 3 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
6.17.4	Car allowance claims	CY + 3 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
6.17.5	Car loans	Completion of loan + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
6.17.6	Car mileage output	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
6.17.7	Elements	CY + 2 years	None specified	Audit		M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
6.17.8	Income tax form P60	CY + 6 years	None specified	Statutory/ Corporate	The minimum requirement as stated in Inland Revenue Booklet 490 is for at least 3 years after the end of the tax year to which they apply. Originals must be retained in paper/electronic format. It is a Corporate decision to retain for CY+ 6 years. Employees should retain records for 22 months after current tax year	M
6.17.9	Maternity payment	CY + 3 years	None specified	Corporate		M
6.17.10	Members Allowance register	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
6.17.11	National Insurance – Schedule of payments	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
6.17.12	Blank					
6.17.13	Overtime	CY + 3 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
6.17.14	Part time fee claims	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
6.17.15	Pay packet receipt by employee	CY + 2 years	To be in writing	Audit		M
6.17.16	Payroll awards	CY + 6 years	None specified	Audit		M
6.17.17	Payroll – gross / net monthly	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
6.17.18	Payroll – gross / net weekly	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
6.17.19	Payroll reports	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
6.17.20	Payslips – copies	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
6.17.21	Pension payroll	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
6.17.22	Personal bank details	Until superseded + 3 years	None specified	Corporate	If employment ceases then end of employment + 6 years	M
6.17.23	Sickness records	CY + 3 years	None specified	Corporate		M
6.17.24	Staff returns	CY + 3 years	None specified	Audit		M
6.17.25	Superannuation adjustments	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
6.17.26	Superannuation reports	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes 1988	M
6.17.27	Tax forms P6 /P11 / P11D / P35 / P45 / P48	CY + 6 years	None specified	Statutory / Corporate	The minimum requirement as stated in Inland Revenue Booklet 490 is for at least 3 years after the end of the tax year to which they apply. Originals must be retained in paper/electronic format. It is a Corporate decision to retain for CY+ 6 Years. Employees should retain records for 22 months after current tax year	M
6.17.28	Time sheets	CY + 3 years	None specified	Audit		M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
6.18	Superannuation					
6.18.1	Actuarial certificates	Review every 10 years	None specified	Statutory	Local Government Superannuation Act	M
6.18.2	Audit trail reports	CY + 6 years	None specified	Audit		M
6.18.3	Half yearly tabulations of employees superannuable pay and contributions	CY+12 years	None specified	Audit		M
6.18.4	Internal transfers	CY + 6 years	None specified	Audit		M
6.18.5	Journals	CY + 6 years	None specified	Audit		M
6.18.6	Members records (including contributions)	Review every 10 years	None specified	Statutory	Local Government Superannuation Act	P
6.18.7	Pensioners Records	12 years after cessation of benefits	None specified	Statutory	Limitation Act 1980	P
6.18.8	Superannuation adjustments	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes Act 1988	M
6.18.9	Superannuation reports	CY + 6 years	None specified	Statutory	Taxes Management Act 1970 Income and Corporation Taxes Act 1988	M
6.18.10	Transfer value documents in members files	Review every 10 years	None specified	Statutory	Local Government Superannuation Act	P
6.18.11	Valuation working papers	Review every 10 years	None specified	Statutory	Local Government Superannuation Act	P
6.19	Tenders – see <i>Contracts</i>					

Section 7 – Health and Safety

7.1	Accidents
7.2	Agreements and arrangements
7.3	Asbestos
7.4	Compressed Air
7.5	Construction
7.6	Control of major accident hazards [COMAH] – <i>see Section 5.2 – Emergency Services & Planning</i>
7.7	Control of Substances Hazardous to Health [COSHH]
7.8	Fire
7.9	Fireworks
7.10	Gas
7.11	Heights
7.12	Information to employees
7.13	Inspections / Examinations
7.14	Legionellosis
7.15	Lifting operations
7.16	Lifts
7.17	Merchant shipping
7.18	Noise
7.19	Personal Protective Equipment (PPE)
7.20	Petroleum Spirit and Gas (LPG) – <i>see Section 5.11 – Emergency Services & Planning</i>
7.21	Policies
7.22	Pressure systems
7.23	Radiation
7.24	Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)
7.25	Risk Assessments
7.26	Safe systems of work
7.27	Training
7.28	Vibrations
7.29	Work equipment
7.30	Work place
7.31	Working time
7.32	Young Persons

Section 7 Health and Safety

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.1	Accidents					
7.1.1	Accident forms/reports	CY+ 6 years	None specified	Corporate	Includes associated papers. Some organisations are retaining internal accident reports for a minimum of 12 years in case of litigation. Some organisations are attaching the internal accident report to the employees health file and retaining it for 40 years	M
7.1.2	BI 510 [Accident books]	3 years after last entry This includes the new DPA format to be used from 1/1/04	Paper	Statutory	Social Security (Claims and Payments) Regulations 1979 Regulations 24 and 25. Social Security Administration Act 1992 Section 8. Completed pages must be kept secure with restricted access. Data Protection Act 1998.	M
7.2	Agreements / Arrangements					
7.2.1	Written record of the agreements between contractors	The duration of the agreement + 12 months	None specified	Statutory	Construction (Health and Welfare) Regulations 1996. SI 1996 No 1592	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.3	Asbestos					
7.3.1	Assessments and reviews	Whilst relevant	To be recorded Could be paper / film / electronic	Statutory	Control of Asbestos at Work Regulations 2006 SI 2006 No 2739 Regulation 4	M
7.3.2	Identifying plan and measures for managing the risk	Whilst relevant but to be reviewed at regular intervals	To be in writing	Statutory	Control of Asbestos at Work Regulations 2006 SI 2006 No 2739 Regulation 4 (7)	M
7.3.3	Risk Assessment	Whilst relevant	To be recorded	Statutory	Control of Asbestos at Work Regulations 2006 SI 2006 No 2739 Regulation 6 Copy of the significant findings of the risk assessment to be kept at the premises at which, and for such time as the work is being carried out.	M
7.3.4	Plan of work	Recommend retention for at least 6 months from completion of work	To be in writing	Statutory	Control of Asbestos at Work Regulations 2006 SI 2006 No 2739 Regulation 7 Copy to be kept at those premises, and for such time as the work to which the plan relates is being carried out	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.3.5	Licence to work with asbestos Existing licences issued under Asbestos (Licensing) Regulations 1983 SI 1983 No 1649 The Asbestos (Licensing) (Amendments) Regulations. SI 1998 No 3233 Continue to have effect	Whilst relevant	To be in writing	Statutory	Control of Asbestos at Work Regulations 2006 SI 2006 No 2739 Regulation 8	M
7.3.6	Notification of work with asbestos	Recommend for at least 3 years after work is complete	To be in writing	Statutory	Control of Asbestos at Work Regulations 2006 SI 2006 No 2739 Regulation 9	M
7.3.7	Employee information/ instruction/ training	Recommend add to personnel record	None specified	Statutory	Control of Asbestos at Work Regulations 2006 SI 2006 No 2739 Regulation 10	M
7.3.8	Maintenance of control measures etc	At least 5 years from the date on which it was made	To be a suitable record	Statutory	Control of Asbestos at Work Regulations 2006 SI 2006 No 2739 Regulation 13 (3) See also PPE/COSHH	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.3.9	Arrangements to deal with accidents, incidents and emergencies	In the case of any accident, incident or emergency. Recommend 40 years from date of incident. Otherwise whilst relevant	None specified	Statutory	Control of Asbestos at Work Regulations 2006 SI 2006 No 2739 Regulation 15 Information to be displayed in the work place and made available to accident and emergency services	P
7.3.10	Record or suitable summary of air monitoring of employees exposure to asbestos	5 years from date of monitoring or 40 years if health record required	A suitable record	Statutory	Control of Asbestos at Work Regulations 2006 SI 2006 No 2739 Regulation 19 If ceasing to trade records to be passed to the HSE	M/P
7.3.11	Site clearance certifications	Recommend add to the premise health and safety file and retain for the life of the building	None specified	Statutory	Control of Asbestos at Work Regulations 2006 SI 2006 No 2739 Regulation 20	
7.3.12	Health records - where exposure exceeds the action level	CY plus 40 from date of last incident Original or copy may be kept. Any employee is allowed access to the record if reasonable notice is given.	To be in a suitable form	Statutory	Control of Asbestos at Work Regulations 2006 SI 2006 No 2739 Regulation 22 (1) (b)	P

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.3.13	Medical examination certificates	Certificate or copy to be kept for 4 years from the date on which it was issued	None specified	Statutory	Control of Asbestos at Work Regulations 2006 SI 2006 No 2739 Regulation 22 (4) If ceasing to trade copies of the records must be offered to the Health and Safety Executive	P
7.3.14	Exemption certificate	Recommend time expired or revoked plus 40 years Consider adding a copy of the certificate to the health records and retaining for 40 years	To be in writing	Statutory	Control of Asbestos at Work Regulations 2006 SI 2006 No 2739 Regulation 32	P

7.4 Compressed Air						
7.4.1	Notification to HSE, likely receiving hospitals, emergency services etc	Until work completed	None specified	Statutory	Work in Compressed Air Regulations. 1996 SI 1996 No 1656 Regulation 6 Notification	M
7.4.1.1	Plant and equipment examinations and tests	Recommend current year + 6 years	None specified	Statutory	Work in Compressed Air Regulations. 1996 SI 1996 No 1656 Regulation 8	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.4.1.2	Health Records	40 years from date of last entry	None specified	Statutory	Work in Compressed Air Regulations. 1996 SI 1996 No 1656 Regulation 10 Employee to receive copy of entries relating to period of work	P
7.4.1.3	Record of exposure times and pressures	40 years from date of last entry	None specified	Statutory	Work in Compressed Air Regulation. 1996 SI 1996 No 1656 Regulation 11 (4) Employee to receive copy of entries relating to period of work	P
7.4.1.4	Individual record of exposure	40 years from date of the last entry	None specified	Statutory	Work in Compressed Air Regulations. 1996 SI 1996 No 1656 Regulation 11 (5)	P

7.5	Construction					
7.5.1	Agents written declaration	Life of health and safety file	To be in writing	Statutory	Construction (Design and Management) Regulations 1994. SI 1994 No 3140 Regulation 4	P
7.5.1.2	Health and safety file	To be passed from owner to owner until superseded by new file	Any format but to be available for inspection	Statutory	Construction (Design and Management) Regulations 1994. SI 1994 No 3140 Regulation 12	P
7.5.1.3	Notification of construction project. Use of Form 10 (Rev) not compulsory	Life of health and safety file	To be in writing and displayed on site. (Regulation 16)	Statutory	Construction (Design and Management) Regulations 1994. SI 1994 No 3140 Regulation 7	P

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.5.1.4	Pre-tender health and safety plan (Certain information may need to be transferred to Health and Safety File)	12 years after completion of work	To be in writing	Statutory	Construction (Design and Management) Regulations 1994. SI 1994 No 3140 Regulations 10, 15	M
7.5.1.5	Information to planning supervisors	Life of health and safety file	To be in writing	Statutory	Construction (Design and Management) Regulations 1994. SI 1994 No 3140 Regulation 11	P
7.5.2	Working platforms and personal suspension equipment. Excavations and coffer dams Etc Reports and inspections	3 months after work is completed	Any format but to be retained at the office of the person on whose behalf the work was carried out	Statutory	Construction (Health, Safety and Welfare) Regulations 1996 SI 1996 No 1592 Regulations 29, 30 and Schedule 7	M
7.6	Control of Major Accident Hazards (COMAH) – see Section 5.2 Emergency Services and Planning					
7.7	Control of Substances Hazardous to Health [COSHH]					
7.7.1	Control measures (including ventilation)	CY + 6 years	A record or suitable summary Regulation 9 (4)	Statutory	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 9	M
7.7.1.1	Monitoring exposure	General records CY + 6 years Personal records CY + 40 years	None specified	Statutory	Control of Substances Hazardous to Health Regulations 2002 SI 2002 2677 Regulation 10	M / P

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.7.1.2	Health surveillance	40 years from date of incident	None specified	Statutory	Control of Substances Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 11 Records kept under the 1994 and 1999 Regulations to be kept as if the 2002 Regulations had not been made. Regulation 18 (2)	P
7.7.1.3	Information, instruction and training	Until superseded	Where a Group 4 biological agent is involved then the instructions must be in writing.	Statutory	Control of Substances Hazardous to Health Regulations 2002 SI 2002 No 2677 Regulation 12	M
7.7.1.4	List of employees exposed to certain biological agent(s)	40 years from date of last entry made in it	To be kept in a suitable form	Statutory	Control of Substances Hazardous to Health Regulations 2002 SI 2002 No 2677 Schedule 3 – 4 (3) Each employee shall have access to the information on the list which relates to him personally	P
7.8	Fire					
7.8.1	Notice to fire brigade proposing works to supply water	6 years after date of notice	To be in writing	Statutory	Fire Services Act 1947 1947 Chapter 41 Section 16	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.8.2	IRS / FDR1	CY plus 10 years	Electronic	Department for Communities and Local Government	<p>Insurance Company advice appears to conflict with the period recommended by Dept of C and LG</p> <p>Some insurance brokers have advised some F & R Services that records which have any bearing on employees should be kept for 40 years – this is apparently because certain medical conditions do not manifest themselves for some considerable time after the event, e.g. asbestosis.</p> <p>The limitation period for property claims is 6 years but if it is a claim for a latent defect then this could extend to 15 years, as time does not start to run until the defect is discovered.</p> <p>Claims for personal injury should be lodged 3 years from the date of the incident but again it may be some time before the injury becomes evident.</p>	P
7.8.3	Fire certificate Fire certificates for special premises				From 1 April 2006 refer to SI 2005 No 1541	

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.8.4	Examination of detection and fire fighting equipment	3 years from date of last entry	None specified	Statutory	Construction (Health, Safety and Welfare) Regulations 1996 SI 1996 No 1592 Regulation 21 As amended by SI 1999 No 1877	M
7.8.5	Safety certificate for stands at sports grounds	Whilst relevant	To be in writing	Statutory	Fire Safety and Safety of Places of Sport Act 1987 Chapter 27 Section 23	M
7.8.5.1	Notice of alterations or extensions to a regulated stand	Until work is completed and approved	To be in writing	Statutory	Fire Safety and Safety of Places of Sport Act 1987 Chapter 27 Section 23	M
7.8.6	Plan of station premises	Until superseded	None specified	Statutory	Fire Precautions (Sub-surface Railway Stations) Regulations 1989 SI 1989 No 1401 Regulation 5 (8) To kept in or affixed to a part of the premises that is accessible to the fire brigade	M
7.8.6.1	Records of maintenance work, instruction and training	3 years from the date made	None specified	Statutory	Fire Precautions (Sub-surface Railway Stations) Regulations 1989 SI 1989 No 1401 Regulation 11 This includes records required under Regulations 4 (4) / 5 (6) / 6 (7) / 9	M
7.8.6.2	Record of Fire instructions to staff	Not less than 3 years from the date on which it was	None specified	Statutory	Fire Precautions (Sub-Surface Railway Stations) (England) Regulations 2009	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
		made			Regulation 5 (7) (a) Regulation 5 (8)	
7.8.6.3	Fire Drills	Not less than 3 years from the date on which it was made	None specified	Statutory	Fire Precautions (Sub-Surface Railway Stations) (England) Regulations 2009 Regulation 5 (7) (b) Regulation 5 (8)	M
7.8.7	Risk Assessment	To be reviewed regularly and kept up to date	None specified	Statutory	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 9	M
7.8.7.1	Fire safety arrangements	To be reviewed regularly and kept up to date	None specified	Statutory	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 11	M
7.8.7.2	Procedures for serious and imminent danger and for danger area. Although there appears to be no requirement for a record to be kept it would be in the interest of the organisation to do so in case of litigation	To be reviewed regularly and kept up to date	None specified	Statutory	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 15	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.8.7.3	Information on additional emergency measures in respect of dangerous substances	To be reviewed regularly and kept up to date	None specified but to be made available to the relevant persons including the emergency services. To be displayed on at the premises unless the results of the risk assessment make this unnecessary.	Statutory	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 16	M
7.8.7.4	Maintenance Although there appears to be no requirement for a record to be kept it would be in the interest of the organisation to do so in case of litigation.	To be reviewed regularly and kept up to date	None specified	Statutory	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 17	M
7.8.7.5	Provision of information to employees	To be reviewed regularly and kept up to date	None specified	Statutory	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 19	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.8.7.6	Provision of information to employers and the self employed from outside undertakings Although there appears to be no requirement for a record to be kept it would be in the interest of the organisation to do so in case of litigation.	To be reviewed regularly and kept up to date	None specified	Statutory	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 20	M
7.8.7.7	Training	Recommend details of training be kept on the personnel file	None specified	Statutory	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 21	M
7.8.7.8	Alteration notices	Recommend 6 years after the action specified in the notice has been completed	None specified but in practical terms to be in writing (Including electronic means) Regulation 48	Statutory	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 29	M
7.8.7.9	Enforcement notice	Recommend 6 years after enforcement action complete	None specified but in practical terms to be in writing (Including electronic means) Regulation 48	Statutory	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 30	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.8.7.10	Prohibition notice	Recommend 6 years after issue or withdrawal.	None stated but in practical terms to be in writing (Including electronic means) Regulation 48	Statutory	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 31	M
7.8.7.11	Notification concerning a cut off switch	Recommend 6 years after action complete	None specified but in practical terms to be in writing (Including electronic means) Regulation 48	Statutory	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 37	M
7.8.8	Fire alarm tests	Last two certificates	None specified	Corporate		M
7.8.9	Emergency lighting tests	Last two certificates	None specified	Corporate		M
7.8.10	Fire precaution log book	6 years after last entry	None specified	Corporate		M

7.9	Fireworks					
	Fireworks Transferred to the Fire and Rescue Authority 1 January 2004	NA	NA	Statutory	Fireworks (Amendment Regulations 2004 SI 2004 No 3262 Regulation 4 Amends Regulation 10 of SI 2004 No 1836	

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.9.1	Training records of those who have attended courses	Recommend 6 years after training certificate expires	None specified	Statutory	Fireworks Act 2003. Section 10 (5)	M
7.9.1.1	Training certificates	Recommend 6 years after training certificate expires	None specified	Statutory	Fireworks Act 2003. Section 10 (5)	M
7.9.2	Details of supplier Details of buyer Amount supplied	3 years from the date of supplying fireworks	None specified	Statutory	Fireworks (Amendment) Regulations 2004 SI 2004 No 3262 Regulation 4 (4)	M

7.10	Gas					
7.10.1	Maintenance records of premises	2 years from date of check	Paper/electronic	Statutory	Gas Safety (Installation and use) (Amendment) Regulations 1998 SI 1998 No 2451 Part F 36 (3)(c) See also Part F 36 (6) (7) (8)	M
7.10.2	Fitting certificate	10 years after last equipment or protective system was manufactured	Paper	Statutory	Gas Appliances (Safety) Regulations 1995 SI 1995 No 1629 Regulations. 23, 25	M

7.11	Heights					
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Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.11.1	Reports, copies, plans	N/A	To be kept in a form capable of being reproduced as a printed copy when required. To be kept secure from loss or unauthorised interference	Statutory	Work at Height Regulations 2005. SI 2005 No 735 Regulation 2 (2)	M
7.11.1.1	Risk assessment	Until superseded but to be reviewed whenever there are significant changes	To be kept in a form capable of being reproduced as a printed copy when required. To be kept secure from loss or unauthorised interference	Statutory	Work at Height Regulations 2005. SI 2005 No 735 Regulation 6	M
7.11.1.2	Inspection of working platform	To be kept at the site where the construction was carried out until the construction work is complete and thereafter at an office of his for three months	To be kept in a form capable of being reproduced as a printed copy when required. To be kept secure from loss or unauthorised interference	Statutory	Work at Height Regulations 2005. SI 2005 No 735 Regulation 12 (8)	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.11.1.3	Physical evidence for equipment leaving undertaking or obtained from another undertaking	To be kept until the next inspection	To be kept in a form capable of being reproduced as a printed copy when required. To be kept secure from loss or unauthorised interference	Statutory	Work at Height Regulations 2005. SI 2005 No 735 Regulation 12 (5)	M
7.11.1.4	Exemption Certificates	Recommend time expired or revoked plus 6 years	To be in writing	Statutory	Work at Height Regulations 2005. SI 2005 No 735 Regulation 15	M
7.11.1.5	Scaffolding – assembly, use and dismantling plan	Copy to be retained together with instructions until scaffold has been dismantled	Copy to be in writing	Statutory	Work at Height Regulations 2005. SI 2005 No 735 Schedule 3 - 8	M

7.12	Information to employees
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Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.12.1	Posters/written notices/leaflets	Until superseded	To be in writing SI 1995 No. 2923 Regulation 2	Statutory	Factories Act 1961 1961 Chapter 34 Health and Safety Information for Employees Regulations 1989 SI 1989 No 682. Regulation 3 The Health and Safety Information to Employees (Modifications & Repeals) Regulations 1995 SI 1995 No 2923 Regulation 2	M
7.12.2	Changes to health and safety leaflet issued to employees	Until superseded	To be in writing	Statutory	Health and Safety Information for Employees Regulations 1989. SI 1989 No 682 Regulation 5 (5) An exemption certificate in writing may be issued by the HSE. Regulation 6.	M
7.12.3	Risk assessments	Until superseded	Paper or electronic	Statutory	Management of Health and Safety at Work Regulations. 1999 SI 1999 No. 3242 Regulations 3, 10 In the case of risk assessments under the Environmental Protection Act 1990 the period is 10 years	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.12.3.1	Risk Assessment of new or expectant mothers	Until no longer relevant. Consider adding it to health record.	None specified	Statutory	Management of Health and Safety at Work Regulations. 1999 SI 1999 No 3242 Regulation 3	M
7.12.3.2	Appointment of competent person	Until superseded	To be in writing	Statutory	Management of Health and Safety at Work Regulations 1999 SI 1999 No 3242 Regulation 7	M
7.12.3.3	Notification by new or expectant mothers	Until no longer relevant. Consider adding it to health record	None specified	Statutory	Management of Health and Safety at Work Regulations. 1999 SI 1999 No 3242 Regulation 18	M
7.12.3.4	Temporary workers	Until superseded	None specified	Statutory	Management of Health and Safety at Work Regulations 1999 SI 1999 No 3242 Regulations 3, 15	M
7.12.4	Workstation information	Until superseded	None specified	Statutory	The Health and Safety (Display Screen Equipment) Regulations 1992 SI 1992 No 2792 Regulation 7	M
7.12.5	Manual handling assessment	Until superseded	None specified	Statutory	Manual Handling Operations Regulations 1992 SI 1992 No 2793 Regulation 4 Although the Regulations do not specify a record is to be kept it is accepted practice to do so in writing.	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.12.6	Permits to work	6 months from date of completion of work. Recommend 6 years from date of work if there is an incident	None specified	Statutory	Health & Safety at Work Act 1974 Section 2 Factories Act 1961 Sections 30, 31 The offshore industry keep such permits for 12 months	M
7.12.7	List of first aiders	Until superseded	None specified	Statutory	Health and Safety (First Aid) Regulations 1981 Regulation 4	M
7.12.8	Lead - assessments, maintenance, air monitoring etc.	CY plus 6 years	None specified	Statutory	Control of Lead at Work Regulations 1998 SI 1998 No 543 Regulation 9 Should be available for inspection by employees	M
7.12.8.1	Lead - information/ training/ instruction	Recommend CY plus 6 years	None specified	Statutory	Control of Lead at Work Regulations 1998 SI 1998 No 543 Regulation 11	M
7.12.9	Electrical equipment technical documentation	10 years after manufacture of that particular equipment has ceased	None specified	Statutory	Electrical Equipment (Safety) Regulations 1994 SI 1994 No. 3260 Regulation 11	M
7.12.10	Employee Opt-out	Recommend 2 years after date of termination of agreement Regulation 9	To be in writing	Statutory	Working Time Regulations 1998 SI 1998 No. 1833 Regulation 5	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.12.10.1	Record of time worked	2 years after date of entry	None specified	Statutory	Working Time Regulations 1998 SI 1998 No. 1833 Regulations 5(4), 9 (b)	M
7.12.11	Employers liability insurance As per sections 722 and 723 of the Companies Act 1985	40 years from commencement or renewal date	Current copy in paper format but past copies may be stored on film or electronically	Statutory	The Employers' Liability (Compulsory Insurance) Regulations. 1998 SI 1998 No.2573 Regulation 4 (4)(5)	M
7.12.12	Noise – information and training	Recommend HR file is annotated in case of claims	None specified	Statutory	The Noise at Work Regulations 2005 SI 2005 No 1643 Regulations 6 (3) and 10	M
7.12.13	Relevant information and training in connection with safety signs	Add to employees training record	None specified	Statutory	Health and Safety (Safety Signs and Signals) Regulations 1996 SI 1996 No 341 Regulation 5	M

7.13		Inspections / Examinations				
7.13.1	Building installations	Last two certificates	None specified	Corporate		M
7.13.2	Safety inspections audits	CY + 3 years	None specified	Corporate		M

7.14		Legionellosis				
7.14.1	In / out of use logbook	Until equipment or building disposed of + 2 years	None specified	Corporate	Health and Safety Executive / Local Authorities Enforcement Liaison Committee HELA. Local Authority Circular 46/2. See also Operational Circular 255/11	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.14.1.1	Logbook of inspections, tests and maintenance	Until equipment or building disposed of + 2 years	None specified	Corporate	Health and Safety Executive / Local Authorities Enforcement Liaison Committee HELA. Local Authority Circular 46/2. See also Operational Circular 255/11	M

7.15	Lifting Operations					
7.15.1	Lifting Operations Thorough examinations	For as long as equipment is operated	None specified	Statutory	The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307 Regulation 9 Current report to accompany equipment if sold on	M
7.15.1.1	Lifting Operations Thorough examination and inspection (other than an accessory)	For as long as the equipment is operated	None specified	Statutory	The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307 Regulation 11	M
7.15.1.2	Lifting Operations Thorough examination and inspection (accessory for lifting)	2 years from date of report	None specified	Statutory	The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307 Regulation 11	M
7.15.1.3	Lifting Operations Thorough examination and inspection (Installation or after assembly at new site/location)	For as long as the equipment is operated	None specified	Statutory	The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307 Regulation 11	M
7.15.1.4	Lifting Operations Thorough examination and inspection (6 / 12 monthly inspections under Reg. 9)	Until superseded or the expiration of 2 years whichever is later	None specified	Statutory	The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307 Regulation 11	M
7.15.1.5	Lifting Operations Records made under regulation 10 (2)	Until superseded	None specified	Statutory	The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307 Regulation 11	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.16	Lifts					
7.16.1	Instruction Manual	The life of the lift or until superseded	None specified	Statutory	The Lift Regulations 1997 SI 1997 No 831 Regulation 11 Schedule 1 - 6	M
7.16.1.1	Log Book	Recommend the life of the lift plus 6 years	None specified	Statutory	The Lift Regulations 1997 SI 1997 No 831 Regulation 11 Schedule 1 – 6.2	M

7.17	Merchant shipping					
7.17.1	Printed Emergency Plan (Minimum requirement for a decision support system for emergency management)	To be kept on the Navigation Bridge until superseded	To be printed in English and in the working language of the crew	Statutory	Merchant Shipping Safety. The Merchant Shipping (Musters, Training and Decision Support Systems) Regulations 1999 SI 1999 No 2722 Regulation 4	M
7.17.1.1	Muster list	For the duration of the voyage	To be writing to enable it to be exhibited	Statutory	Merchant Shipping Safety. The Merchant Shipping (Musters, Training and Decision Support Systems) Regulations 1999 SI 1999 No 2722 Regulation 5	M
7.17.2	Records of hours worked	Recommend 3 years from date of entry	In accordance with Merchant Shipping Notice MSN 1767	Statutory	Merchant Shipping (Hours of Work) Regulations 2002 SI 2002 No 2125 Regulation 9	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.17.3	Maintenance Plan	Until superseded	None specified	Statutory	Merchant Shipping (Fire Protection) Regulations (Amendment) Regulations 2003 SI 2003 No 2951 Regulation 11 Inserts Regulation 50A into SI 1998 No 1012 – Plan to be kept on board	M
7.17.3.1	Fire Safety Operation Booklet	Until superseded	To be in writing	Statutory	Merchant Shipping (Fire Protection) Regulations (Amendment) Regulations 2003 SI 2003 No 2951 Regulation 11 Inserts Regulation 50C into SI 1998 No 1012. – Booklet may be incorporated in the Training Manual	M

7.18	Noise					
7.18.1	Noise NB These Regulation now include music and entertainment	N/A	N/A	Statutory	The Noise at Work Regulations 2005 SI 2005 No 1643 Revokes The Noise at Work Regulations 1989 SI 1989 No 1790	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.18.2	Assessment Records	Until a further noise assessment is made. As hearing loss can be progressive it is recommended the assessment be added to the employee's health file	None specified	Statutory	The Noise at Work Regulations 2005 SI 2005 No 1643 Regulation 5 Revokes The Noise at Work Regulations 1989 SI 1989 No 1790	M
7.18.2.1	Information and training	Recommend the HR file is annotated in case of claims	None specified	Statutory	The Noise at Work Regulations 2005 SI 2005 No 1643 Regulations 6 (3) and 10 Revokes The Noise at Work Regulations 1989 SI 1989 No 1790	M
7.18.2.2	Health Surveillance record	Recommend the HR file is annotated in case of claims	None specified	Statutory	The Noise at Work Regulations 2005 SI 2005 No 1643 Regulation 9 Revokes The Noise at Work Regulations 1989 SI 1989 No 1790	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.18.2.3	Exemption certificate	Recommend time expired or revoked plus 6 years	To be in writing	Statutory	The Noise at Work Regulations 2005 SI 2005 No 1643 Regulations 11, 12, 13 Revokes The Noise at Work Regulations 1989 SI 1989 No 1790	M
7.19	Personal Protective Equipment [PPE]					
7.19.1	Risk assessment	Until superseded	Although not specified it is common practice to make such an assessment in writing. See also the Guidance on the Regulations	Statutory	Personal Protective Equipment at Work Regulations 1992 SI 1992 No 2966 Regulation 6	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.19.1.1	Record of maintenance and examination	Recommend 5 years from date of action	Although not specified it is common practice to make a record in writing. See also the Guidance on the Regulations	Statutory	Personal Protective Equipment at Work Regulations 1992 SI 1992 No 2966 Regulation 7	M
7.19.1.2	Record of training	Recommend minimum 3 years from date of action or add to employees personnel file.	Although not specified it is common practice to make a record in writing. See also the Guidance on the Regulations	Statutory	Personal Protective Equipment at Work Regulations 1992 SI 1992 No 2966 Regulation 9	M
7.19.2	Record of issue	Life of equipment	Although not specified it is common practice to make a record in writing.	Official Guidance	Personal Protective Equipment at Work Guidance on Regulations 1992	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.20	Petroleum Spirit and Gas (LPG) <i>(also see Emergency Services & Planning section 5.11)</i>					
7.20.1	Licence for petroleum spirit	Whilst valid	None specified	Statutory	Petroleum (Consolidation) Act 1928 1928 Chapter 32 Sections 1, 2 The proviso to Section 2 (1) has been repealed by SI 2002 No 2776	M
7.20.1.1	Certificate of confirmation of petroleum spirit	6 years from date of expiry of certificate	To be in writing	Statutory	Petroleum (Consolidation) Act 1928 1928 Chapter 32 Section 17 (2)	M
7.20.2	Petroleum spirit licence	Whilst valid plus 12 months	To be in writing	Statutory	Petroleum- Spirit (Motor Vehicles &c) Regulations 1929 SI 1929 No 952 Regulation 1	M
7.20.2.1	Exemption from the Petroleum (Consolidation Act) 1928 Section 10	Recommend time expired or revoked plus 6 years	None specified	Statutory	Petroleum- Spirit (Motor Vehicles &c) Regulations 1929 SI 1929 No 952 Regulation 1	M
7.20.2.2	Notices to local authority	Whilst valid plus 12 months	To be in writing	Statutory	Petroleum- Spirit (Motor Vehicles &c) Regulations 1929 SI 1929 No 952 Regulations 7, 8, 13	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.21	Policies					
7.21.1	Written statement of employers general policy for the health and safety at work of employees	Until superseded	Paper/electronic	Statutory	Health and Safety at Work etc. Act 1974 Section 2 (3): Written statement of general policy for employees health and safety at work	M
7.21.1.1	The organisation and arrangements for carrying out the policy at 4.9.1	Until superseded	None specified	Statutory	Health and Safety at Work etc. Act 1974 Section 2 (3): Written statement of general policy for employees health and safety at work	M
7.21.2	Written rules regulating the wearing of suitable head protection on a construction site	For the duration of the work on the site	None specified	Statutory	Construction (Head Protection) Regulations 1989 SI 1989 No 2209 Regulation 5: Rules and directions	M
7.21.3	Record of health and safety arrangements	Until arrangements are changed	None specified	Statutory	Management of Health and Safety at Work Regulations 1992 Regulation 4: Health and safety	M
7.21.4	Notice stating the composition of the Safety Committee and the workplaces covered by it	For life of the Committee	None specified	Statutory	Safety Representatives and Safety Committee Regulations 1977 Regulation 9:	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.22	Pressure Systems					
	<p>Note 1: Any reference in the Regulations to anything being in writing or written (including any reference to anything being kept in writing shall include reference being in a form:</p> <p>a.) in which it is capable of being reproduced as a written copy when required.</p> <p>b.) which is secure from loss or unauthorised interference.</p> <p>SI 2000 No 128 Regulation 2 (2) Interpretation.</p> <p>Note 2: Any records or information to be kept under the 2000 Regulations must, in the case of an installed system be kept at the premises where the system is installed. In the case of a mobile system, at the premises in Great Britain from which the deployment of the system is controlled.</p> <p>SI 2000 No 128 Regulation 14. Keeping of records etc</p>					
7.22.1	Provision of Information and marking	Until superseded	To be in writing (see note at beginning of section)	Statutory	The Pressure Systems Safety Regulations 2000 SI 2000 No 128. Regulations 5, 14	M
7.22.1.1	Written statement by owner of mobile system	Until superseded	To be in writing (see note at beginning of section)	Statutory	The Pressure Systems Safety Regulations 2000 SI 2000 No 128. Regulation 7	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.22.1.2	Scheme of Examination	Until superseded	To be in writing (see note at beginning of section)	Statutory	The Pressure Systems Safety Regulations 2000 SI 2000 No 128. Regulation 8 To be reviewed at appropriate intervals by competent person	M
7.22.1.3	Examination	The last report unless they contain information assisting in safe operating or assisting in the safe repair or modification. Then until superseded	To be in writing (see note at beginning of section)	Statutory	The Pressure Systems Safety Regulations 2000 SI 2000 No 128. Regulations 9, 14 The name of the examiner shall sign or add his name to the report.	M
7.22.1.4	Postponement of cease of use for examination	Until no longer relevant	To be agreed in writing (see note at beginning of section)	Statutory	The Pressure Systems Safety Regulations 2000 SI 2000 No 128. Regulation 9 (7)	M
7.22.1.5	Postponement of cease of use by user or owner (in the case of mobile systems)	Until no longer relevant	Declaration that the postponement will not give rise to danger	Statutory	The Pressure Systems Safety Regulations 2000 SI 2000 No 128. Regulation 9 (8)	
7.22.1.6	Imminent Danger	Until no longer relevant	A written report (see note at beginning of section)	Statutory	The Pressure Systems Safety Regulations 2000 SI 2000 No 128. Regulation 10	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.22.1.7	Operation	Until superseded	None specified but must be suitable and adequate. Recommend these are put in writing	Statutory	The Pressure Systems Safety Regulations 2000 SI 2000 No 128. Regulation 11	M
7.22.1.8	Change of user or owner	Records to be passed on	N/A	Statutory	The Pressure Systems Safety Regulations 2000 SI 2000 No 128. Regulation 14	M
7.22.1.9	Exemptions by the Executive	Recommend time expired or revoked plus 6 years	To be a certificate in writing	Statutory	The Pressure Systems Safety Regulations 2000 SI 2000 No 128. Regulation 17	M
7.22.1.10	Transfer of responsibility	Until superseded	To be in writing (see note at beginning of section)	Statutory	The Pressure Systems Safety Regulations 2000 SI 2000 No 128. Schedule 2 Reports required under the regulations must also be given to the supplier	M

7.23 Radiation						
7.23.1	Risk Assessments	Until superseded	None specified	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 7	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.23.1.1	Notification of pregnancy and breast feeding	Recommend adding to health record	None specified	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 8	M
7.23.1.2	Examination of respiratory protective equipment	At least two years from date of examination	None specified	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 10	M
7.23.1.3	Contingency plan	Until superseded	None specified	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 12	M
7.23.1.4	Appointment of radiation protection adviser	Recommend 12 months after appointment ceases	To be in writing	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 13	M
7.23.1.5	Local rules	Recommend 12 months after being superseded.	To be in writing	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 17	M
7.23.1.6	Radiation passbook (outside workers)	Results of monitoring or measurements by employer under Regulation 18 (3) to be kept for two years from the date they were recorded	To contain the particulars shown in Schedule 6 in a format approved by the Executive.	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 18 Employee may request the results subject to reasonable notice	M
7.23.1.7	Monitoring results	Two years from the date on which they were made	None specified	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 19 (4)	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.23.1.8	Monitoring equipment tests and maintenance	Two years from the date on which they were made	None specified	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 19 (4)	M
7.23.1.9	Dose assessment and recording of classified person (approved dosimetry service)	Until the person to which it relates has or would have reached 75 but for at least 50 years from date made.	None specified	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 21(3) To supply suitable summaries to the employer at appropriate intervals	P
7.23.1.10	Termination record	Copy to be sent to the Executive and the employer	None specified	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 21 (3)(d)	M
7.23.1.11	Summary of dose record	At least two years from end of calendar year to which it relates	None specified	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 21 (7)	M
7.23.1.12	Investigation of much greater or much less dose than entry shown	2 years from date report made.	None specified	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 22 (4)	M
7.23.1.13	Accidents – dose assessment	Until the person to whom it relates has or would have reached 75 but for at least 50 years from date of accident	None specified	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 23 (2)	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.23.1.14	Health record	Until the person to whom it relates has or would have reached 75 but for at least 50 years from date of last entry	To contain the details shown in Schedule 7	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 24 (3)	M
7.23.1.15	Review of health record	Until the person to whom it relates has or would have reached 75 but for at least 50 years from date of last entry	To be writing	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 24 (9)	P
7.23.1.16	Over exposure immediate investigation	Two years from date it was made	None specified	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 25 (2)(a)	M
7.23.1.17	Over exposure Investigation	Until the person to whom it relates has or would have reached 75 but for at least 50 years from date of last entry	None specified	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 25 (2)(b)	P
7.23.1.18	Sealed sources tests	For two years after the article is disposed or until a further record is made	None specified	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 27	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.23.1.19	Accounting for radioactive substances	For two years from the date of the record and in addition for at least two years from the date of disposal	None specified	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 28	M
7.23.1.20	Notification of certain occurrences	50 years in the case of an occurrence and 2 years for any other case	None specified	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 30 (5)	M
7.23.1.21	Medical exposure Immediate report	Two years from the date of the report	None specified	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 32 (7)	M
7.23.1.22	Medical exposure. Detailed report	50 years from the date of that report	None specified	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 32(7)	P
7.23.1.23	Approval of dosimetry services	Until superseded	To be in writing	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 35 (1)	M
7.23.1.24	Reassessment of dosimetry services	Until superseded	To be in writing	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 35 (3)	M
7.23.1.25	Exemption certificates	Recommend time expired or revoked plus 6 years	To be in writing	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 37	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.23.1.26	Existing records made under the 1985 Regulations	As shown under Transitional Provisions and Modification, Revocation and Saving.	N/A	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulations 39, 41 (4)	NA
7.23.1.27	Dose limitations made under Regulation 11 (2)	Review not less than once every 5 years and preserve the record for 50 years from date made	To be in writing	Statutory	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Schedule 4 Part II, 13, 17	P
7.23.2	Emergency exposure (Female employee who is pregnant)	Recommend information is retained for 50 years from date of notification	Employee to notify employer in writing	Statutory	Radiation (Emergency Preparedness and Public Information) Regulations 2001. SI 2001 No 2975 Regulation 14 (6)	P
7.23.2.1	Record of emergency exposure	Until the employee reaches the age of 75 but at least 50 years from the date of the incident	To be in writing	Statutory	Radiation (Emergency Preparedness and Public Information) Regulations 2001. SI 2001 No 2975 Regulation 14 (10) Copy of radiation dosage to be made available to the employee if requested	P

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.24	Reporting of Injuries, Disease and Dangerous Occurrences [RIDDOR]					
7.24.1	RIDDOR F2508 F2508A F2508G F2508RA F2508RB	3 years from date of notification Regulation 7	Paper/microfilm	Statutory	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 SI 1995 No 3163 Regulations 3, 4, 5, 6, 7	M
7.25	Risk Assessments					
7.25.1	Risk assessments	Until superseded but review every 3 years if no change	None specified	Statutory	Management of Health and Safety at Work Regulations 1992 SI 1992 No 2051 Regulation 3 : Risk assessments	M
7.26	Safe Systems of Work					
7.26.1	Safe systems of work	Until superseded	None specified	Corporate	Good business practice	M
7.26.2	Safe systems of work certificates	Recommend 6 months after completion of work if there has been no incident. Following an incident a minimum of 6 years is recommended	Paper	Corporate	Good business practice	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.27	Training					
7.27.1	Health and safety training	CY + 6 years or add to personnel file	None specified	Corporate		M
7.28	Vibrations					
7.28.1	Risk assessments	Until superseded	None specified but recommend they be in writing	Statutory	Control of Vibrations at Work Regulations 2005. SI 2005 No 1093 Regulation 5	M
7.28.1.1	Health surveillance	Recommend they be added to HR file in case of claims	Record or copy to be in a suitable form	Statutory	Control of Vibrations at Work Regulations 2005. SI 2005 No 1093 Regulation 7	M
7.28.1.2	Information, instruction and training	Recommend adding to HR file in case of claims	None specified	Statutory	Control of Vibrations at Work Regulations 2005. SI 2005 No 1093 Regulation 8	M
7.29	Work Equipment					
7.29.1	Instructions for inspections and maintenance	Whilst valid plus 10 years	To include information as prescribed in Schedule 3 1.3.2, 1.3.7	Statutory	Supply of Machinery (Safety) Regulations 1992 SI 1992 No 3073 Schedule 3 - 1.3.2, 1.3.7	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.29.1	EC Declaration of conformity of the machinery	For a period of at least 10 years from the last date of manufacture of the machinery	None specified	Statutory	Supply of Machinery (Safety) Regulations 2008. SI 2008 No 1597 Regulation Part 2. Annex II: Declarations Revokes SIs 1992 /3073, 1994 /2063, 2005/831. Amends SI 1989/2288	M
7.29.1.1	Technical file for machinery	For at least 10 years following the date of manufacture of the machinery or, in the case of series manufacture, of the date of the last unit produced.	None specified	Statutory	Supply of Machinery (Safety) Regulations 2008. SI 2008 No 1597 Regulation Part 7. Annex VII: Technical files Revokes SIs 1992 /3073, 1994 /2063, 2005/831. Amends SI 1989/2288	M
7.29.1.2	EC type examination	The manufacturer and the notified body shall retain copy of the certificate, of the technical file and all relevant documents for the period of 15 years from the date of issue of the certificate.	None specified	Statutory	Supply of Machinery (Safety) Regulations 2008. SI 2008 No 1597 Regulation Part 9. Annex IV: Type Examinations Revokes SIs 1992 /3073, 1994 /2063, 2005/831. Amends SI 1989/2288	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.29.2	Technical construction file	10 years from the date on which the last item of relevant apparatus was supplied Regulation 35	As prescribed in Regulation 43	Statutory	Electromagnetic Compatibility Regulations 1992 SI 1992 No 2372 Regulation 43 as amended by the Electromagnetic Compatibility (Amendment) Regulations 1994 SI 1994 No 3080	M
7.29.3	Suitability of Work Equipment (Proof of suitability)	Life of equipment	None specified	Statutory	The Provision and Use of Work Equipment Regulations 1998 SI 1998 No 2306 Regulation 4	M
7.29.3.1	Machine maintenance log books	Life of equipment	None specified	Statutory	Provision and Use of Work Equipment Regulations 1998 SI No 1998 No 2306 Regulation 5	M
7.29.3.2	Maintenance Log	Life of equipment	None specified	Statutory	The Provision and Use of Work Equipment Regulations 1998 SI 1998 No 2306 Regulation 5 (2) Pass on to new owner when sold	M
7.29.3.3	Inspections	Until superseded	None specified	Statutory	The Provision and Use of Work Equipment Regulations 1998 SI 1998 No 2306 Regulation 6 (3) See 6 (5) for exemptions. To be passed on to new owner when sold.	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.29.3.4	List of authorised persons for use, repair, modification, maintenance or servicing	Until superseded	None specified	Statutory	The Provision and Use of Work Equipment Regulations 1998 SI 1998 No 2306 Regulation 7 (a)(b)	M

7.30	Workplace					
7.30.1	Maintenance records	Until superseded plus 6 years unless stated otherwise	None specified in the Regulation but ACOP mentions 'suitable records'	Statutory	Workplace (Health, Safety and Welfare) Regulations 1992 SI 1992 No 3004 Regulation 5 Workplace health, safety and welfare Approved Code of Practice. Paragraph 21	M
7.30.2	Inspection of goods vehicles Remedial action on defects	Minimum of 15 months from the date of entry	None specified	Statutory	Road Traffic Act 1988. Chapter 52 Section 74 (1)	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.31	Working Time					
7.31.1	Drivers hours	12 months	Tachograph Analogue and electronic	Statutory	<p>Transport Act 1968 1968 Chapter 73 Sections 96, 98, 99, 103</p> <p>EC Regulation 3821/85</p> <p>Passenger and Goods Vehicles (Recording Equipment) Regulations 2005 SI 2005 No 1904</p> <p>EC or AETR rules may also apply</p> <p>Includes digital recording equipment</p>	M
7.31.1.1	Driver's records book	<p>12 months from date of return of book to employer or in the case of owner driver 12 months from date of completion of book or it ceased to be used</p> <p>Driver to retain book for 14 days after all weekly record sheets have been used.</p>	As specified in Regulation 5 and Schedule 2	Statutory	<p>Transport Act 1968 1968 Chapter 73 Sections 96, 98, 99, 103.</p> <p>Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1987. SI 1987 No.1421 Regulation 11 Preservation of driver's record books.</p>	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
7.31.2	Notice in lieu of collective or workforce agreement	Recommend whilst relevant + 6 years	Written notice	Statutory	Road Transport (Working Time) Regulations 2005 SI 2005 No 639 Regulation 4 (3)	M
7.31.2.1	Notification to worker or the regulations and provisions of collective or workforce agreement	Recommend whilst relevant + 6 years	To be in writing Schedule 1	Statutory	Road Transport (Working Time) Regulations 2005 SI 2005 No 639 Regulation 10	M
7.31.2.2	Time worked for another employer	Retain for 2 years after the end of the period covered by records	To be in writing Regulation 12	Statutory	Road Transport (Working Time) Regulations 2005 SI 2005 No 639 Regulation 11 (a)	M
7.31.2.3	Records showing compliance in the case of each mobile worker	Retain for 2 years after the end of the period covered by records	None specified	Statutory	Road Transport (Working Time) Regulations 2005 SI 2005 No 639 Regulation 11 (c)	M
7.32	Young Persons					
7.32.1	Young persons /Children - risk assessments – Work Experience To be given to employees and parents/guardians/schools BEFORE employment	Until young person attains 25 th birthday	None specified	Statutory	The Management of Health and Safety at Work Regulations 1999 SI 1999 No 3242 Regulation 10	M

Section 8 – Human Resources

8.1	Disability
8.2	Disciplinary action
8.3	Employment law
8.4	Equal and diversity
8.5	Jobs / posts
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Section 8 Human Resources

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
8.1	Disability					
8.1.1	Forms for questions and replies	Recommend employment + 6 years	As per Schedules	Statutory	Disability Discrimination (Questions and Replies) Order 2004 SI 2004 no 1168 Schedules 1 and 2	M
8.2	Disciplinary action					
8.2.1	Unfounded	Destroy immediately	None specified	Corporate	Action on behavior concerning children or young persons must remain on record	M
8.2.2	Oral warning	6 months from date of warning	Oral	Corporate	Good business practice	M
8.2.3	Written warning	12 months from date of warning	To be in writing	Corporate	Good business practice	M
8.2.4	Final Warning	18 months from final warning	To be in writing	Corporate	Good business practice	M
8.2.5	Dismissal	Employment + 6 years	To be in writing	Statutory	Employment Act 2002 Schedule 2	M
8.2.6	Written statement to employee who is dismissed while absent during adoption leave	Employment + 6 years	To be in writing	Statutory	The Employment Rights Act 1996 Section 92 (4A)	M
8.3	Employment law					
8.3.1	Employment law	Update files on a regular basis and weed annually	None specified	Corporate	Good business practice	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
8.4	Equal Opportunities					
8.4.1	Monitoring forms	CY + 3 years	None specified	Corporate	Good business practice	M
8.4.2	Policies	Current policy + 1 year	None specified	Corporate	Good business practice	M
8.4.3	Equality Impact Assessments (EIAs)	Until superseded then consider archiving a master copy	None specified	Corporate	Good business practice	M

8.5	Jobs/posts					
8.5.1	Applications	Unsuccessful – 6 months Successful – add to personnel file	None specified	Corporate	Good business practice	M
8.5.2	Job descriptions	Keep current. Review annually	None specified	Corporate	Good business practice	M
8.5.3	Job evaluation	Current evaluation + 1 year	None specified	Corporate	Good business practice	M
8.5.4	Vacancies	CY + 1 year	None specified	Corporate	Good business practice	M

8.6	Leave					
8.6.1	Adoption leave	CY + 3 years	To be in writing	Corporate	Good business practice	M
8.6.2	Notification for paternity leave for overseas adoption	3 years after application	To be in writing	Statutory	Paternity and Adoption Leave (Adoption from Overseas) Regulations 2003 SI 2003 No 921 Regulation 10	M
8.6.3	Annual	CY + 1 year	None specified	Corporate	Good business practice	M
8.6.4	Flexible	CY + 1 year	None specified	Corporate	Good business practice	M
8.6.5	Maternity/paternity	CY + 1 year	None specified	Corporate	Good business practice	M
8.6.6	Sick	CY + 2 years	None specified	Corporate	Good business practice	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
8.6.7	Special	CY + 1 year	None specified	Corporate	Good business practice	M
8.6.8	Time off in lieu [TOIL]	CY + 1 year	None specified	Corporate	Good business practice	M

8.7 Pay						
8.7.1	Equal pay Question and Replies forms	Employment + 6 years	To be in writing	Statutory	Equal Pay (Questions and Replies) Order 2003 SI 2003 No 722 Schedules 1 and 2	M
8.7.2	Paternity pay entitlement	CY + 6 years	To be in writing if employee requests	Statutory	Social Security Conditions and Benefits Act 1992 Sections 171ZA, 171ZB, 171ZC, 171ZL	M

8.8 Personnel records						
8.8.1	Employee files - includes <ul style="list-style-type: none"> • Formal offer letter • CRB clearance • Evidence of eligibility to work in UK • Driving licence (copy) • Medical clearance • Qualifications (copy) (Integrated Personal Development System)	Employment + 6 years Except certain superannuation information which is kept until last pension pay out plus 6 years (see 6.18)	None specified	Statutory	Limitation Act 1980 Asylum and Immigration Act 1996 Access to files should be in accordance with the authority's open file policy. All files should be disposed of as confidential waste.	

8.9 Policies and procedures						
8.9.1	Policies and procedures	Keep up to date Review and weed annually	None specified	Corporate	Good business practice	

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
8.10	Recruitment					
8.10.1	Adverts	Until post filled	None specified	Corporate	Good business practice	
8.10.2	Interviews	Date of interview + 6 months	None specified	Corporate	Good business practice	
8.11	Sickness records					
8.11.1	Sickness records Self certificates Doctor's certificates	Recommend CY+ 3 years	None specified	Corporate	The Data Protection Act- Schedule 3 covers the holding of sensitive information. David Smith of the Commissioner's Office has said 'Sickness records are categorised as sensitive data. There is a legal obligation under statutory sickness pay to keep records for sickness monitoring. Sickness records should be kept separate from accident records' (2003) It could be argued that where sickness pay is not paid then CY + 3 years is acceptable whilst if sickness pay is made then it becomes a financial record and CY + 6 years applies. The actual retention may depend on the internal auditors. Most seem to accept CY+ 3 years as being acceptable as this gives them, 'Benefits' and Inland Revenue time to investigate if they need to.	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
8.12	Trade Union Matters					
8.12.1	Agreements	Until superseded + 1 year	None specified	Corporate	Good business practice	M
8.12.2	Handbook	Until completely superseded	None specified	Union / Corporate		M
8.12.3	Joint Consultative Committee Minutes	Retain master for archives	None specified	Corporate	Good business practice	M
8.12.4	Notice of union learning representative	Whilst relevant + 3 years	To be in writing	Statutory	The Trade Union and Labour Relations (Consolidation) Act 1992 Section168A	M
8.12.5	Working papers	Until they become a policy + 3 years	None specified	Corporate	Good business practice	M
8.13	Training					
8.13.1	Attendance at training	CY + 1 year	None specified	Corporate	Good business practice	
8.13.2	Continuous Professional Development [CDP]	Add to personnel file and destroy 6 years after employment ends	None specified	Corporate	Good business practice	M
8.13.3	Programme materials	Whilst current	None specified	Corporate	Good business practice	M
8.13.4	Training records (other than youth training)	6 years after employment ceases	None specified	Corporate	The training record may need to be referred to in any industrial action. NB Certain health and safety records may have to be kept longer. See Health and Safety Section	M / P
8.13.5	Post entry training	2 years after completion of qualification/course	None specified	Corporate		M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
8.14	Youth Training					
8.14.1	Attendance records	CY+5 years	None specified	Corporate		M
8.14.2	Trainee files	CY+5 years	None specified	Corporate		M
8.14.3	Trainee records	CY+5 years	None specified	Corporate		M
8.14.4	Sponsor reports	CY+5 years	None specified	Corporate		M
8.14.5	Sponsors - dead files	CY+2 years	None specified	Corporate		M
8.14.6	Exam results/qualifications	CY+6 years	None specified	Corporate		M
8.15	Working Time					
8.15.1	Employee Opt-out	Recommend 2 years after date of termination of agreement	To be in writing	Statutory	Working Time Regulations 1998 SI 1998 No. 1833 Regulation 5 Regulation 9	M
8.15.1.1	Record of time worked	2 years after date on which they were made	None specified	Statutory	Working Time Regulations 1998 SI 1998 No. 1833 Regulation 5(4) & Regulation 9 (b)	M

Section 9 – Information and Communications Technology (ICT)

- 9.1 Back up tapes
- 9.2 Inventory
- 9.3 Projects
- 9.4 Service desk
- 9.5 Software
- 9.6 Systems

Section 9 Information and Communication Technology

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.1	Back up tapes					
9.1.1	Back / archive tapes / discs	For as long as the information on them is required as stated by the retention schedule	Electronic	Corporate / Statutory	Failure to destroy the information on back up tapes or discs at the same time as kept in other formats may lead to embarrassment or legal action as it is 'still held'	M
9.2	Inventory					
9.2.1	Inventory	Paper format - Until the last item has been superseded + 6 years Electronic – Entry to be retained until 6 years after disposal	Paper / electronic	Audit	Good business practice	M
9.3	Projects					
9.3.1	Drawings	Whilst relevant + 6 years	None specified	Statutory	Limitation Act 1980	M
9.3.2	Monitoring	Whilst relevant + 6 years	None specified	Corporate	Good business practice	M
9.3.3	Planning	On completion weed file and consider for archiving	None specified	Corporate	Good business practice	M
9.3.4	Reference material	Whilst relevant then weed/destroy	None specified	Corporate	Good business practice	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
9.3.5	Tenders – <i>See Finance</i>					
9.4	Service desk					
9.4.1	Requests	CY + 2 years	None specified	Corporate	Common practice	M
9.4.2	Trends	CY + 2 years	None specified	Corporate	Common practice	M
9.5	Software					
9.5.1	Agreements	Expiry + 6 years	None specified	Statutory	Limitation Act 1980 Copyright legislation	M
9.5.2	Licenses	Expiry + 6 years	None specified	Statutory	Limitation Act 1980 Copyright legislation	M
9.6	Systems					
9.6.1	Configuration	Keep up to date	None specified	Corporate	Good business practice	M
9.6.2	Documentation	Keep up to date	None specified	Corporate	Good business practice	M

Section 10 – Information Management (Includes Data Protection and FOI)

- 10.1 Data Protection
- 10.2 Freedom of Information
- 10.3 Intranet
- 10.4 Website

Section 10 Information Management

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
10.1	Data Protection					
10.1.1	Data Protection Policy	Until superseded	None specified	Corporate	Good business practice	M
10.1.2	Data Protection Procedure	Until superseded	None specified	Corporate	Good business practice	M
10.1.3	Records containing (anonymised) management statistics, analyses and reports of requests for access to personal information held by the Service under the Data Protection Act 1998.	CY + 10 years	None specified	Corporate	Good business practice	M
10.1.4	ICO Data Protection registration	Expiry of notification + 6 years	None specified	Statutory	Limitations Act 1980	M
10.1.5	Correspondence	CY + 2 years	None specified	Corporate	Common practice	M
10.2	Freedom of Information					
10.2.1	FOI Policy	Until superseded	None specified	Corporate	Good business practice	M
10.2.2	FOI Procedure	Until superseded	None specified	Corporate	Good business practice	M
10.2.3	Publication Scheme	Completion of revision of Publication Scheme + 3 years	None Specified	Corporate	Good business practice	M
10.2.1	Correspondence	CY + 2 years	None specified	Corporate	Common practice	M
10.3	Intranet					
10.3.1	Contents	As for master records	None specified	Corporate	Common practice. Ensure masters and Intranet information matches in content and date	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
10.4	Website					
10.4.1	Contents	As for master records	None specified	Corporate	Good business practice. Ensure masters and web information matches in content and date	M
10.4.2	Snapshots	Consult archivist	None specified	Corporate	Good business practice	M

Section 11 – Legal Services

- 11.1 Agreements
- 11.2 Case files
- 11.3 Certificates
- 11.4 Contracts

Section 11 Legal Services (see also Authority Land and Premises section 2)

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
11.1	Agreements					
11.1.1	Copy agreements – Commercial rent and miscellaneous charges	12 months after expiry of lease / licence / agreement	None specified	Corporate		M
11.2	Case files					
11.2.1	Case files [Contravention files] [Enforcement files] [Prosecution files]	6 years after conclusion of case or last significant action	None specified	Statutory	Limitation Act 1980	M
11.3	Certificates					
11.3.1	Lawful use of land	Retain until change of lawful use	Paper	Corporate	Good business practice	M
11.4	Contracts.					
11.4.1	Contracts	Not under seal - 6 years after end of contract Under seal – 12 years after end of contract	None specified	Statutory	Limitation Act 1980	M

Section 12 – Plant, Equipment and Stores

- 12.1 Assets
- 12.2 Forms (Stores)
- 12.3 Stocktake
- 12.4 Vehicles

Section 12 Plant, Equipment and Stores

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
12.1	Assets					
12.1.1	List of assets	Current list + 1 year	None specified	Corporate		M
12.2	Forms (Stores)					
12.2.1	All FS300 series forms	CY + 2 years	None specified	Corporate	Best practice	M
12.3	Stocktake					
12.3.1	Stocktaking information	Current information + 1 year	None specified	Corporate		M
12.4	Vehicles					
12.4.1	Accident records	CY + 6 years	None specified	Statutory	Limitation Act 1980	M
12.4.2	Drivers record book	Driver to retain book for 14 days after all weekly record sheets have been used. 12 months from date of return of book to employer	As specified in Regulation 5 and Schedule 2	Statutory	Transport Act 1968 Chapter 73 Sections 96, 98, 99, 103 Drivers' Hours (Goods Vehicles) (Keeping of Records) Regulations 1987 SI 1987 No 1421 Regulation 11 Preservation of driver's record books.	M
12.4.3	Goods vehicles inspections Remedial action on defects	Minimum of 15 months from date of entry.	None specified	Statutory	Road Traffic Act 1988 Chapter 52 Section 74 (1)	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
		Recommend Until vehicle disposed of + 1 year				
12.4.4	Maintenance	Until vehicle disposed of + 1 year	None specified	Corporate		M
12.4.5	Mileage	Until vehicle disposed of.	None specified	Corporate		M
12.4.6	Minibus – driving assessments	Review every year and weed as necessary	None specified	Corporate		M
12.4.7	MOT's	Current + 1 certificate	Paper	Corporate		M
12.4.8	Operational information	Until vehicle disposed of + 1 year	None specified	Corporate		M
12.4.9	Registration documents	Copies 2 years after disposal	None specified	Corporate		M
12.4.10	Self drive forms	CY + 1 Year	None specified	Corporate		M
12.4.11	Tachographs	12 months from date of use	Paper / electronic	Statutory	Transport Act 1968 Chapter 73. Sections 96, 98, 99, 103 EC Regulation 3821 / 85	M

Section 13 – Public Relations

- 13.1 Campaigns
- 13.2 Citizen's panel
- 13.3 Competitions
- 13.4 Complaints
- 13.5 Photographs
- 13.6 Press release

Section 13 Public Relations

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
13.1	Campaigns					
13.1.1	Campaign	Life of campaign + 2 years unless significant then consider archiving	None specified	Corporate		M
13.2	Citizen's panel					
13.2.1	Administration files	CY + 3 years	None specified	Corporate		M
13.2.2	Consultation reports	CY + 3 years unless resulting in a significant change in policy then consider archiving	None specified	Corporate		M
13.3	Competitions					
13.3.1	Entries and results	End date + 3 months	None specified	Corporate		M
13.4	Complaints					
13.4.1	General	Minor CY + 3 years Major CY + 6 years If negligence involved then CY + 15 years	None specified	Statutory	Limitation Act 1980 Latent Damage Act 1986	M
13.4.2	Ombudsman	10 years after case closes	None specified	Corporate		M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
13.5	Photographs					
13.5.1	Photographs	Review annually and weed. Photographs of major significance to be archived	None specified	Corporate		M
13.6	Press release					
13.6.1	Press cuttings	CY + 1 year unless a major event then offer to Local History Officer / Archivist	None specified	Corporate		M
13.6.2	Press releases	CY + 3 years unless of significant interest then archive	None specified	Corporate		M

Section 14 – Risk Management and Insurance

- 14.1 Claims
- 14.2 Policies
- 14.3 Underwriting

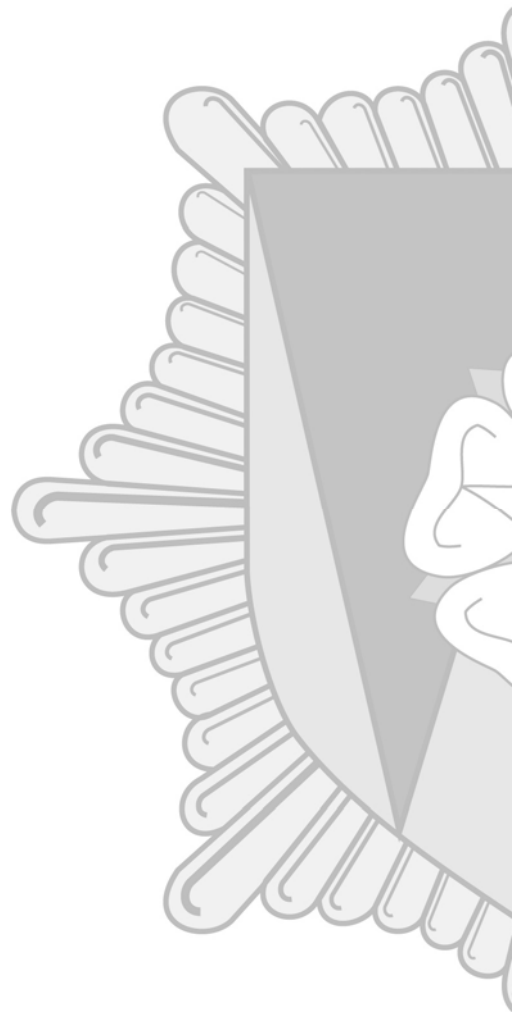
Section 14 Risk Management and Insurance

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
14.1	Claims					
14.1.1	Claims - general	Settlement of claim + 6 years	None specified	Corporate	Good business practice	M
14.1.2	Claim monitoring	Settlement of claim + 6 years	None specified	Corporate	Good business practice	M
14.1.3	Employer liability	Settlement + 6 years	None specified	Corporate		M
14.2	Policies					
14.2.1	Policy	Life of policy + 1 year	None specified	Corporate	Good business practice	M
14.3	Underwriting					
14.3.1	Accident reports and related correspondence	Adults CY + 6 years. Children and young persons 6 years after 18 th birthday	None specified	Statutory	Limitation Act 1980. Some authorities are retaining for 25 years in case of litigation. Ensure the principles of the Data Protection Act are complied with	M
14.3.2	Claims files	7 years after settlement of claim or 6 years after 18 th birthday whichever is the later	None specified	Statutory	Limitation Act 1980 Workman's Compensation Act	M
14.3.3	Claims register	6 years after last entry	None specified	Corporate	Good business practice	M
14.3.4	Engineering schedules	CY + 6 years	None specified	Corporate		M
14.3.5	Incident reports and related correspondence	CY + 6 years. CY + 15 years for	None specified	Statutory	Limitation Act 1980 Latent damage Act 1986	M

Records Retention Schedule

Ref No	Title of Document [Local Name]	Retention Period	Current Format	Authority	Notes/Access	P/M
		negligence not involving personal injuries				
14.3.6	Insurance policies	Until superseded or discontinued	Paper	Audit		M
14.3.7	Property files	6 years after disposal of property	None specified	Statutory	Limitations Act 1980	M
14.3.8	Renewals	Length of insurance + 6 years	None specified	Corporate		M
14.3.9	Settlement of claims - journals	CY + 6 years	None specified	Corporate		M

PREVENTING PROTECTING RESPONDING



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