



Surrey Fire & Rescue Service

Retention Schedule 2020 - 2022

Introduction

This is Surrey Fire and Rescue Services Retention Schedule which covers the Surrey geographical area. One of the aims of the Freedom of Information Act 2000 (FOIA) is that the public authorities should be clear about the documents they hold and the time the documents are retained for, and are proactive about the information they will make public. To do this they must produce a scheme, setting out:

- The classes of information they hold
- The retention period of the information they hold

The authority's Retention Schedule consists of information held or published and stored by the Fire Service, or information which is to be published in the future. That means that all information in our scheme is either available for you on our website to download and print off or available in traditional document form, unless it is excluded specifically under the FOI or Data Protection Act. This document confirms that the information is held, not necessarily that it will be supplied if requested.

Some information which we hold may not be made public, for example information about national security, personal data or court records.

Classes of information published by the Fire Service

This Retention Schedule guides you to information which we currently hold - this is split into 'classes' of information.

About this publication scheme

The Schedule sets out what information is held by the Fire Service, and how long we hold it for. There are generally two routes available to obtain information. Information will either be routinely published on the website, and the number of years for which records are published will be stipulated in the table below. For information that is not routinely published, you can make a freedom of information request in writing to:

Freedom of Information Officer
Legal and Democratic Services
Surrey County Council
Rm 129, County Hall
Penrhyn Road
Kingston KT1 2DN

Important Notes:

CODES: P = Prime Document, M = Management documentation, SHC = Review samples for Surrey History Centre.

Some LA's use Vital and Management. Prime documents must always be backed up and retained for statutory/ Internal Audit/District Audit reasons. A prime document is one, which if lost would cause considerable embarrassment to the Authority. Duplicates are not prime documents. Management documents should, in general, be kept for a current year plus two.

Ref No	Classification	Description	Type of information held	Retention period	Citation	P/M
1.	Enquiries and complaints	1.1 Routine complaints received	Correspondence and CR1 logs	CY+ 3 years		M
		1.2 Freedom of information requests	Log of requests made under the Freedom of information act	CY+ 2 years		M
		1.3 Routine enquiries received	Correspondence	CY+ 2 years		M
		1.4 Compliments received	Correspondence	CY+ 2 years		M
2.	Performance information and monitoring	2.1 The dissemination of the Authority's performance information	Monthly Performance Reports	CY+ 1 year		M
		2.2 The process of inspection on the Service	Copies of any audit reports made of the Authority	CY+ 1 year		M
		2.3 The process of managing major projects	Project plans and related documentation for corporate projects	CY+ 1 year		M
3.	Litigation	3.1 The process of managing, undertaking or defending, for or against, litigation, on behalf of the Authority, including judicial reviews	Criminal case files, Civil case files, Correspondence	CY+ 7 years or 30 for fatal cases	Limitation Act 1980	M
4.	Occupational Health	4.1 The process of checking and ensuring the health of staff	Health questionnaire, medical clearance, reasonable adjustment to work place, restrictions, recommendations, reports from GP/Consultants	As long as individual is employed, plus 40 years	Local requirement	M
		4.2 The process of monitoring occasions where employees are likely to have come in contact with radiation, asbestos or other hazardous materials at incidents.	"FS14" records	As long as individual is employed, plus 40 years	The Ionising Radiation Regulations 1999. SI 1999 No 3232.	M

5.	Human Resources and Personnel Records	5.1 Disciplinary action	Dismissal	Employment +6 years	Employment Act 2002, Schedule 2	M
			Final warning	18 months. Retain record on personnel file	ACAS Code of Practice	M
			Written warning	12 months. Retain record on personnel file	ACAS Code of Practice	M
			Oral warning	6 months. Retain record on personnel file	ACAS Code of Practice	M
			Unfounded	Destroy immediately	Action on behaviour concerning children or young persons must remain on record	M
		5.2 Personnel records	<p>Employee files includes:</p> <ul style="list-style-type: none"> • Name, address, contact details, payroll number • CRB clearance • Evidence of eligibility to work in the UK • Medical clearance • Qualifications and training <p>CRB clearance</p> <p><i>In line with code of practice the advice from Criminal Records Bureau, Oct 2010, is to keep a record of the date of issue of CRB certificate, name of subject, the type of certificate requested, the position for which the certificate was requested, the unique reference number of the certificate and the details of the recruitment decision taken, some of this information being on the top slip. Recommended</i></p>	Records dating back 20+ years, up until 2015. Must be archived for 40 years from date individual left the service	Limitation Act 1980 Asylum and immigration act 1996	P

			<i>retention is 6 months from date of issue, then once the retention period has elapsed, the certificate itself should be destroyed</i>			
6.	Staff Monitoring	6.1 Performance Management Processes	Appraisal and individual performance plans	CY+ 1 year		M
			Audio and video footage recorded during workplace training exercises and incidents	CY+ 2 year		M
			Disciplinary, grievance and capability investigation reports	CY+ 6 years		M
7.	Training and Development	7.1 Training (concerning children)	Course training register and qualification certificates	CY+ 3 years		M
		7.2 Routine staff training processes	Course individual staff assessment	As long as individual is employed		M
		7.3 Training records	Course completion certificates, attendance records and course feedback sheets	CY+ 2 years		M
		7.4 Driver Training	Dash cam footage from driver training sessions	Until individuals training assessment is complete, then destroyed		M
			Course completion certificates, attendance records	CY+ 2 years		M
8.	Health and Safety inspections and assessments	8.1 Processes to assess the level of risk, and subsequently permit work	Health and Safety risk assessments	CY+ 3 years		M
			Internal safety audit review	12 months		M
		8.2 Safety inspections and audit procedure	External safety audit review	CY+ 5 years		M
			8.3 The use of shared data from third parties for the purpose of Fire Fighter safety	Data from other agencies e.g. NHS, LRF and Police	CY+ 3 years	Civil Contingency's Act 2004

		8.4 The use of operational data gathering (72d), for the purpose of Fire Fighter safety	SSRI and 72d including radiation records	CY+ 7 years	Fire & Rescue Services Act 2004	M
		8.5 The use of site and building plans for use by incident commanders during an emergency	Site specific plans, building and floor plans	Retain for the life of property and then destroy	Fire & Rescue Services Act 2004	M
9.	Electronic communications	9.1 Emergency telephone call records	Audio and radio recording and call metadata, stored on symphony personal assistant	CY+ 3 years unless litigation is expected then CY+ 6 years	Limitation Act 1980	P
		9.2 Call related records	Metadata and incident logs stored on vision mobilising system	CY+ 3 years unless litigation is expected then CY+ 6 years	Limitation Act 1980	M
		9.3 Incident Response System records	Records of incidents attended by Fire & Rescue crews for the purpose of Home Office reporting	CY+ 3 years unless litigation is expected then CY+ 6 years	Limitation Act 1980	M
10.	Electronic file and data storage	10.1 The records created by users of the authority's IS systems as part of their work, not covered elsewhere in this scheme	<ul style="list-style-type: none"> • SharePoint Record store • File and database backups • Mobilising system archive 	The standard classification and disposal policy applies. Backups kept for 30 days		M
11.	Services provided to the public for the purposes of improving Community Safety	11.1 The provision of specialist and generalist safety advice to the public	Records of Safe and Well Visits, and records of specialist Safe and Well Visits to vulnerable people undertaken	CY+ 3 years		M
12.	Youth records	12.1 The provision of specialist and generalist fire safety advice to juvenile Fire setters	Fire setters records (database)	Destroy 25 years from DOB, unless litigation is expected then 25 years from last action. DPA rules must be applied.	Limitation Act 1980	M
			Fire setters records (unfounded)	Destroy immediately	Good business practice	M

			Records of Firewise visits undertaken	Destroy 25 years from DOB, unless litigation is expected then 25 years from last action. DPA rules must be applied.	Limitation Act 1980	M
			Youth case files	Destroy 25 years from DOB, unless litigation is expected then 25 years from last action. DPA rules must be applied.	Limitation Act 1980	P
			Records of course and attendance information for Youth Engagement Scheme	CY+ 5 years	Local requirement	M
13.	Safety education for schools and colleges	13.1 The provision of the schools education programme	Register of schools attended, materials used as part of the schools education programme	CY+ 3 years		M
		13.2 The provision of the Safe Drive Stay Alive partnership initiative programme	Records of guest speakers, sponsors and school contact details	CY+ 3 years		M
14.	Fire & Rescue Policy & Operational Assurance	14.1 The process of inspecting stations and associated risk as part of Operational Assurance	Report forms and practical assessments	CY+ 2 years		M
		14.2 The provision of Post Event Reviews	<ul style="list-style-type: none"> Incident monitoring Officer returns (IMO's), long and short forms OA1 (operational feedback) OA5 (control return) Command review (report and evidence) Incident bundles (message logs, analytical risk assessments, command log, BA log, IIMARCH) 	CY+ 2 years		P

		14.3 Horizon scanning	External review (Rule 43) and prevention of future death letter	Whilst relevant. Must be reviewed annually and weeded		P
		14.4 The provision of Operational Learning	<ul style="list-style-type: none"> • National Operational Guidance • Tactical Operational Guidance • Joint Operational Learning • National Operational Learning • Standard Operating Procedures • AHIS Additional Hazard Information Sheet 	Until superseded		M
		14.5 Records relating to JESIP	JESIP reports and surveys (national information sharing)	CY+ 2 years		M
15.	Fire Safety Inspection, Investigation and Prosecution	15.1 The process of inspection relating to laws which are the responsibility of the Authority	<ul style="list-style-type: none"> • Audit form (short/thematic) • Enforcement notices • Appeals against notices • Prohibition notices 	CY+ 7 years	Regulatory Reform (Fire Safety) Order 2005	M
		15.2 The process of Fire Safety investigation and prosecution (or sanction) of an individual or organisation for failing to comply with their legal responsibilities	Prosecution case files	6 years after conclusion of case or last significant action	Limitation Act 1980	M
16.	Fire investigation	16.1 The process of determining the cause of fires	<ul style="list-style-type: none"> • Pocket notebooks • Fire investigation photos • Witness statements • Fire injuries report 	Accidental 6 years, deliberate 12 years and fatal 30 years, or for as long as a case has an open verdict	Limitation Act 1980 Criminal Damage Act 1971, s.1(1) and (3) Coroners & Justice Act 2009	P/M
17.	Building regulation consultations	17.1 The process of providing comments on building consultations referred from Local Authorities	Building control consultations	Retain for the life of the property		M
18.	Equipment and Assets		Accident records	CY+ 2 years	Limitation Act 1980	M

		18.1 Records relating to fleet vehicles	Log books	CY+ 2 years	Limitation Act 1980	P
			Vehicle inspections and remedial action on defects, maintenance and servicing	CY+ 2 years or until vehicle is disposed of plus 2 years	Road Traffic Act 1988 Chapter 52 Section 74 (1) Limitation Act 1980	M
			MOT's	Current plus 1 year certificate	Limitation Act 1980	P
			Registration documents	For the life of vehicle	Limitation Act 1980	P
			Telematics records; CCTV footage and vehicle data	CY+ 1 year		M
		18.2 Assets	List of assets stored on the Fleet Management System	For the life of the Asset	Limitation Act 1980	M
		18.3 Equipment	Log books relating to PPE, breathing apparatus and working at heights equipment	CY+ 2 years	Personal Protective Equipment at Work Guidance on Regulations 1992 Limitation Act 1980	P
		18.4 Telematics	Telematics vehicle and behaviour data	CY+ 3 years		
			Vehicle accident data (or road traffic collision data)	CY+ 6 years, or for as long as insurance investigation is ongoing		
			Vehicle mounted Closed Circuit Television (CCTV) data	Automatically overwritten after 30 days, depending on vehicle use		
19.	Expenditure records	19.1 Petty cash records	Petty cash receipts, books and sheets	CY+ 6 years	Good business practise	P

20.	Fire Control Data	20.1 Records relating to Fire Control services for the purpose of mobilising vehicles	Data from other agencies e.g. NHS, LRF and Police	CY+ 3 years	Fire & Rescue Services Act 2004	M
			SSRI and 72d data including radiation records	CY+ 7 years	Fire & Rescue Services Act 2004	M
			Site specific plans, building and floor plans	Retain for the life of property and then destroy	Fire & Rescue Services Act 2004	M
		20.2 Fire Control emergency telephone call records	Audio and radio recording and call metadata, stored on Symphony Personal Assistant	CY+ 3 years unless litigation is expected then CY+ 6 years	Limitation Act 1980	P
		20.3 Call related records	Metadata and incident logs stored on vision mobilising system	CY+ 3 years unless litigation is expected then CY+ 6 years	Limitation Act 1980	M
	20.4 Incident Response System records	Records of incidents attended by Fire & Rescue crews for the purpose of Home Office reporting	CY+ 3 years unless litigation is expected then CY+ 6 years	Limitation Act 1980	M	
21.	Cross border Data	21.1 Cross border emergency telephone call records	Audio and radio recording and call metadata, stored on symphony personal assistant	CY+ 3 years	Limitation Act 1980	M
		21.2 Call related records	Metadata and incident logs stored on vision mobilising system	CY+ 3 years unless litigation is expected then CY+ 6 years	Limitation Act 1980	M
		21.3 Incident Response System records	Records of incidents attended by Fire & Rescue crews for the purpose of Home Office reporting	CY+ 3 years unless litigation is expected then CY+ 6 years	Limitation Act 1980	M