



Surrey Fire & Rescue Service

Retention Schedule 2025 - 2026

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.

Retention Schedule

Ref No	Classification	Description	Type of information held	Retention period	Citation
1.	Enquiries and complaints	1.1 Routine complaints received	Correspondence and CR1 logs	CY+ 3 years	
		1.2 Freedom of information requests	Log of requests made under the Freedom of information act	CY+ 2 years	
		1.3 Routine enquiries received	Correspondence	CY+ 2 years	
		1.4 Compliments received	Correspondence	CY+ 2 years	
2.	Performance information and monitoring	2.1 The dissemination of the Authority's performance information	Monthly Performance Reports	CY+ 1 year	
		2.2 The process of inspection on the Service	Copies of any audit reports made of the Authority	CY+ 1 year	
		2.3 The process of managing major projects	Project plans and related documentation for corporate projects	CY+ 1 year	
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
4.	Occupational Health	4.1 The process of checking and ensuring the health of staff	Heath 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

		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.
5.	Human Resources and Personnel Records	5.1 Disciplinary action	Dismissal	Employment +6 years	Employment Act 2002, Schedule 2
			Final warning	18 months. Retain record on personnel file	ACAS Code of Practice
			Written warning	12 months. Retain record on personnel file	ACAS Code of Practice
			Oral warning	6 months. Retain record on personnel file	ACAS Code of Practice
			Unfounded	Destroy immediately	Action on behaviour concerning children or young persons must remain on record
		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 <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</i></p>	Records dating back 20+ years, up until 2015. Must be archived for 40 years from date individual left the service	<p>Limitation Act 1980</p> <p>Asylum and immigration act 1996</p>

			<i>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 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	
			Audio and video footage recorded during workplace training exercises and incidents	CY+ 2 year	
			Disciplinary, grievance and capability investigation reports	CY+ 6 years	
7.	Training and Development	7.1 Training (concerning children)	Course training register and qualification certificates	CY+ 3 years	
		7.2 Routine staff training processes	Course individual staff assessment	As long as individual is employed, then destroyed	
		7.3 Training records	Course completion certificates, attendance records and course feedback sheets	CY+ 2 years	
		7.4 Driver Training	Dash cam footage from driver training sessions	Until individuals training assessment is complete, then destroyed	
			Course completion certificates, attendance records	CY+ 2 years	
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	

		8.2 Safety inspections and audit procedure	Internal safety audit review	12 months	
			External safety audit review	CY+ 5 years	
		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+ 4 years for medium, high and very high risk. CY+3 years for low and very low risk.	Fire & Rescue Services Act 2004
		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
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
		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
		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
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	
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	

			Email records of Safe and Well Visit referrals received, both Pending and Completed, for all Fire Stations.	CY+ 2 years, and then automatically deleted off Outlook	
12.	Youth records	12.1 The provision of fire safety education to children and young people who set fires.	Firewise records (database)	Destroy 25 years from DOB	
			Firewise records (unfounded)	Destroy immediately	
			Records of Firewise visits undertaken	Destroy 25 years from DOB	
		12.2 The provision of a youth engagement scheme (YES)	Youth case files	CY+ 5 years	Limitation Act 1980
			Records of course and attendance information for Youth Engagement Scheme	CY+ 5 years	
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	
		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	
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	
		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) 	CY+ 2 years	

			<ul style="list-style-type: none"> Incident bundles (message logs, analytical risk assessments, command log, BA log, IIMARCH) 		
		14.3 Horizon scanning	External review (Rule 43) and prevention of future death letter	Whilst relevant. Must be reviewed annually and weeded	
		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	
		14.5 Records relating to JESIP	JESIP reports and surveys (national information sharing)	CY+ 2 years	
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+ 5 years unless a notice has been placed on the property then CY+ 7 years	Regulatory Reform (Fire Safety) Order 2005 Fire & Rescue Services Act 2004
		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	Regulatory Reform (Fire Safety) Order 2005 Fire & Rescue Services Act 2004

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	<p>Limitation Act 1980</p> <p>Criminal Damage Act 1971, s.1(1) and (3)</p> <p>Coroners & Justice Act 2009</p> <p>Fire & Rescue Services Act 2004</p>
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, review every 15 years	
18.	Equipment and Assets	18.1 Records relating to fleet vehicles	Accident records	CY+ 2 years	Limitation Act 1980
			Log books	CY+ 2 years	Limitation Act 1980
			Vehicle inspections and remedial action on defects, maintenance, and servicing	CY+ 2 years or until vehicle is disposed of plus 2 years	<p>Road Traffic Act 1988 Chapter 52 Section 74 (1)</p> <p>Limitation Act 1980</p>
			MOT's	Current plus 1 year certificate	Limitation Act 1980
			Registration documents	For the life of vehicle	Limitation Act 1980
		Telematics records; CCTV footage and vehicle data	CY+ 1 year		
		18.2 Assets	List of assets stored on the Fleet Management System	For the life of the Asset	Limitation Act 1980

		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
		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
20.	Fire Control Data	20.1 Records relating to Fire Control services for the purpose of mobilising vehicles	Mobilising Incident Data from other agencies e.g. NHS, LRF and Police (Victim/Health)	CY+ 10 years from first data entry <i>Potential need to mark exceptional incidents to keep for longer.</i>	Fire & Rescue Services Act 2004
			72d data	CY+ 4 years for medium, high and very high risk. CY+3 years for low and very low risk.	Fire & Rescue Services Act 2004
		20.2 Call related records	Metadata and incident/call logs (Stored on Vision Mobilising System)	CY+ 10 years from first data entry <i>Potential need to mark exceptional incidents to keep for longer.</i>	Fire & Rescue Services Act 2004

		20.3 GPS Tracking (vehicle and staff location)	Live and historic metadata (Stored on Vision Mobilising System)	CY+ 10 years for inc related 12 months from first data entry for non inc related	Limitation Act 1980 Fire & Rescue Services Act 2004
		20.4 System Audit Information (staff information)	Stored on Vision Mobilising System	12 months from first data entry	Limitation Act 1980 Fire & Rescue Services Act 2004
		20.5 Staff contact details	Name, address, telephone number. Necessary for contract (Stored on Vision Mobilising System)	Current staff details only. Delete once individual has left the service	Limitation Act 1980 Fire & Rescue Services Act 2004
		20.6 SQL VDW	Transaction logs, System log files (Stored on Vision Mobilising System)	30 data from first data entry. <i>For diagnostic purposes only</i>	
		20.7 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
21.	Operational Risk Information	21.1 Records relating to Operational Risk Information for aiding firefighters at incidents	72d data - general	CY+ 4 years for medium, high and very high risk. CY+3 years for low and very low risk.	Fire & Rescue Services Act 2004
			72d data - building and floor plans	Retain for the life of the property, review every 15 years	Fire & Rescue Services Act 2004
			72d data - explosives	CY+ duration of license +1 year	Fire & Rescue Services Act 2004
			MDIA	CY+3 years from date of last activity	Fire & Rescue Services Act 2004