

Surrey County Council Emergency Management Retention Schedule

Ref No	Description	Legal Basis	Retention	Action at End of Retention	Contains Personal Information	Protectively Marked?	Notes/Access
EMT1.0	Emergency Management	-	-	-	-	-	-
EMT1.0.1	Individual Directorate/Service/Team business continuity plans	-	These are dynamic documents which are being constantly Reviewed. Each version will replace the former unless the plan has had to be activated in which case it may be submitted with the major incident report.	Secure Disposal	Y	Official	-
EMT1.0.2	Records relating to the testing of individual Directorate/Service/Team business continuity plans	-	Life of the plan being tested unless the plan has had to be activated in which case the test records may be submitted with the major incident report.	Secure Disposal	Y	Official	-
EMT1.0.3	Records relating to the creation of emergency plans for Surrey	Civil Contingencies Act - part 1 (2004)	These are dynamic documents which will remain active whilst the plan is an identified capability.	Secure Disposal	N	Not Protectively Marked	Including provision of advice and guidance e.g: flooding.
EMT1.0.4	Records relating to the management of serious incidents by duty directors	Limitation Act 1980 (Section 2)	Date incident resolved + 6 years	Review	Y	Official	-
EMT1.0.5	Emergency Planning Log books - Minor Incident	-	Date of incident + 6 years	Secure Disposal	N	Official	-
EMT1.0.6	Emergency Planning Log books - Major Incident	Limitation Act 1980 (Section 2)	Date of incident + 21 years	Secure Disposal	N	Official	-
EMT1.0.7	Records relating to community emergency warnings	-	Date of warning + 4 years	Secure Disposal	N	Not Protectively Marked	Including information on how to deal with civil emergency or dangerous weather conditions.
EMT1.0.8	Records relating to the management of provision of individuals as part of the Covid-19 pandemic.	Limitation Act 1980 (Section 2)	Date of Creation of Records plus 6 years.	Secure Disposal	Y	Official	-
EMT1.0.9	Records relating to the management of the Covid-19 Pandemic emergency plans and business continuity plans which do not relate to specific individuals.	Limitation Act 1980 (Section 2)	Date of Creation of Records plus 6 years.	Secure Disposal	Y	Official	-
EMT1.0.10	All records relating to the testing of emergency plans	Limitation Act 1980 (Section 2)	Date of the Test plus 6 years.	Secure Disposal	Y	Official	-