



**NORTH YORKSHIRE
FIRE & RESCUE SERVICE**

Records Retention Schedule

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RETENTION OF DOCUMENTS SCHEDULE

This schedule has been updated according to Acts of Parliament, Statutory Instruments and current business practices. It carries the authorisation of *Internal Audit and NYFRS Information Governance Group*. Any additions, deletions or amendments should be forwarded to the Central Administration Office Manager. Any queries should be forwarded to the Central Administration Office – Service Information.

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 - 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 floppy disc to the *Main Registry* for shredding.

Notes

Title of Document Should be the official name. Colloquial names should appear in square brackets. []

CY Equals the Current Year.

Current Format Gives guidance on the current storage format as a finding aid or as specified in the legislation

Corporate/Audit Indicates the Authority's decision. This may be in excess of the legal time scale. *The decisions shown in this specimen retention schedule are based on best practice and the author's experience*

Statutory Indicates a retention based on the text of the legislation *and the author's experience*

P/M Indicates Prime or Management documentation. 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.

To be in writing 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.

(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.

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 <ol style="list-style-type: none"> 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.

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 disentailling assurance	12 years from when the assurance could have operated as an effective bar	

<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)

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Section 1

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Central Administration Office Records

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- Annual Reports

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Item	Description	Retention	Citation	Action then
1. Corporate Information Records				
1.1 Administration				
1.1.1	Delivery notes	Current year + 2 years	Audit	Destroy. Business need
1.1.2	Visitors' book / Reception	Current year + 2 years	Corporate	Review to see whether a further retention period is required. Archive permanently
1.2 Annual Plans & Reports				
1.2.1	Annual Performance Plan	Current year + 3 years	Corporate	Archive permanently
1.3 Annual Reports				
1.3.1	CPA Report	Current year + 3 years	Corporate	Archive permanently
1.4 Awards & Awards Ceremony				
1.4.1	Long Service Awards Eligibility List	Current year +6 years	Limitations Act 1980	Destroy
1.4.2	Records documenting awards nominations and decisions made on individual nominations	Current year + 3 years	Corporate	Archive permanently
1.4.3	Records documenting the organisation of award ceremonies	Completion of event + 1 year	Corporate	Destroy Business need
1.5 Budgets				
1.5.1	Budgetary control reports	Current financial year + 2 years	Corporate	Destroy Business need
1.6 Complaints Records				
1.6.1	Complaints - Ombudsman	Date of resolution of complaint + 10 years	Corporate	Review for further retention in the case of contentious disputes. Destroy Business need
1.6.2	Complaints Register / correspondence / statistical reports	Date of resolution of complaint + 6	Limitations Act 1980	Destroy

Item	Description	Retention	Citation	Action then
		years		
1.6.3	Parish and Town Clerks references	CY + 6 years	Corporate	Archive for further 5 years then destroy
1.6.4	General	Minor CY + 3yrs Major CY + 6 yrs If negligence involved then CY + 15 yrs	Limitation Act 1980 Latent Damage Act 1986	Review for further retention in the case of contentious disputes. Destroy
1.7 Correspondence				
1.7.1	Data Protection and FOI Correspondence	Current year + 2 years	Corporate	Destroy. Business need
1.7.2	FOI correspondence	Current year + 2 years	Corporate	Destroy. Business need
1.7.3	General Correspondence	Current year + 2 years	Corporate	Destroy. Business need
1.7.4	Day File – chronological copy record	3 months from date of entry. CY +3	Corporate	Review for archive.
1.7.5	Background Reference/Information Material	Whilst relevant, review and weed on a regular basis	Corporate	Review for archive
1.8 Data Protection (DPA)				
1.8.1	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.	Current year + 10 years	Corporate	Destroy Business need
1.8.2	Records documenting the handling of requests for access to personal information held by the Service under the Data Protection Act 1998.	Last action on request + 6 years	Limitations Act 1980	Destroy
1.8.3	Records documenting the institution's notification of data controller details to the Office of the Information Commissioner.	Expiry of notification + 6 years	Limitations Act 1980	Destroy

Item	Description	Retention	Citation	Action then
1.9 Freedom of Information (FOI)				
1.9.1	Publication Scheme	Completion of revision of Publication Scheme + 5 years	Corporate	Destroy Business need
1.9.2	Records containing (anonymised) management statistics, analyses and reports of requests for access to personal information held by the Service under the Freedom of Information Act 2000	Current year + 10 years	Corporate	Destroy Business need
1.9.3	Records documenting the handling of requests for access to information held by the Service under the Freedom of Information Act 2000	Last action on request + 6 years	Limitations Act 1980	Destroy
1.10 IRMP				
1.10.1	IRMP – (draft / file / final report)	Current year + 5 years	Corporate	Archive permanently
1.10.2	IRMP Questionnaires	Completion of analysis of responses + 1 year	Corporate	Destroy. Business need
1.11 Meeting Agenda's				
1.11.1	Agenda's	Only whilst relevant	Corporate	Archive & review
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.	Corporate	Archive & review
1.11.3	Files	As per main subject of contents.	Corporate	Archive & review
1.12 Meeting Minutes				
1.12.1	Business Risk Minutes	Current year + 5 years	Corporate	Review at maximum 5 year intervals to see if still relevant. Destroy. Business need

Item	Description	Retention	Citation	Action then
1.12.2	IT User Forum Minutes	Current year + 5 years	Corporate	Review at maximum 5 year intervals to see if still relevant. Destroy or refer to Archives dependent on subject. Business need
1.12.3	SMT Minutes / Papers	Current year + 5 years	Corporate	Archive Permanently
1.12.4	Team Meeting Minutes	Current year + 3 years	Corporate	Review at 3 year intervals max to see if still relevant. Destroy. Business need
1.13 Performance				
1.13.1	Best Value Reviews	Current year + 6 years	Corporate	Review for archival value. Business need
1.14 Service Documents				
1.14.1	All NYFRS policies and procedures	When superseded	Corporate	Corporate Information to Archive permanently – all other copies destroyed
1.14.2	Guidance & standards	Until superseded +3 yrs	Audit	Review and archive
1.14.3	Notes	Retain only while relevant	Corporate	Review and archive
1.15 Projects				
1.15.1	Performance Management Files	5 years after completion of project	Corporate	Review for archival value. Records relating to major projects may be kept for second review up to 25 years
1.15.2	Project Boards Assessments Meetings Minutes and Correspondence	5 years after date of last paper	Corporate	Review for archival value. Records relating to major projects may be kept for second review up to 25 years
1.15.3	Project Initiation documents and supporting documentation (including business cases)	10 years after completion of project	Corporate	Review for archival value. Records relating to major projects may be kept for second review up to 25 years
1.15.4	Project Reports – Draft	Destroy at the end of the project	Corporate	Business need
1.15.5	Project Reports – Final	5 years after issue	Corporate	Review for archival value. Records relating to major projects may be kept for second review up to 25 years
1.16 Retention Schedules				

Item	Description	Retention	Citation	Action then
1.16.1	Correspondence and papers relating to the compilation of disposal schedules	Current year + 10 years	Corporate	Archive permanently
1.16.2	Retention Schedule	When superseded	Corporate	Archive permanently
1.17				
Signatures				
1.17.1	List of authorised signatures	6 years after person ceases to be a signatory or the list is superseded	Corporate	Destroy Business need
1.18	Strategic implementation	Until superseded then consider archiving.	Corporate	Need to be selective to reflect general aim and work of the organisation
Strategy				
1.19	All types of surveys	Current year + 5 years	Corporate	Archive permanently
Surveys				
1.20	Hospitality register	CY+ 6 years	Audit Standards	Destroy
Hospitality register				

Section 2 Technical Services Records

Technical Services Records

- 2.1 Correspondence (*also see correspondence according to each section*)
- 2.2 Fire
- 2.3 Gas
- 2.4 Heights
- 2.5 Information Relating to Employees
- 2.6 Legal Documents /Services
- 2.7 Legionellosis
- 2.8 Lifts
 - 2.8.3 Lifting Operations
- 2.9 Maintenance Records
- 2.10 Maps, Plans & Drawings
- 2.11 Miscellaneous
- 2.12 Petroleum Spirit and Gas (LPG)
- 2.13 Photographic records
- 2.14 Pressure Systems
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- 2.17 Work Equipment
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Plant, Equipment and Stores

- 2.19 Stocktake
- 2.20 Stores records
- 2.21 Purchase order records
- 2.22 Requisition records
- 2.23 Vehicles

Contractual Records

- 2.24 Premises/Agreements and arrangements
- 2.25 Amendments to contracts
- 2.26 Construction
- 2.27 Contract operation and monitoring
- 2.28 Initial proposal
- 2.29 Policy matters
- 2.30 Procedures
- 2.31 Tendering

Item	Description	Retention	Citation	Action then
2.	Technical Services Records			

Item	Description	Retention	Citation	Action then
2.1				
Correspondence				
2.1.1	Consultants and contractors (Job files)	3 years after date of last paper	Public Records Act 1958	Review 16 years after date of last paper
2.1.2	General Correspondence	Current year + 3 years	Corporate	Destroy Business need
2.1.3	Notice of works affecting water supply and fire hydrants	Recommend CY + 3	Statutory	Fire and Rescue Services Act 2004 Chapter 21 Section 43
2.1.5	Statutory authorities	3 years after date of last paper	Public Records Act 1958	Review 25 years after date of last paper
2.1.6	Utility and communication companies	5 years after date of last paper	Public Records Act 1958	Review 16 years after date of last paper
2.2	<i>SI 2005 No 1541 came into force on 1 April 2006 and revoked the Fire Precaution Act 1971</i>			
Fire				
2.2.1	Emergency lighting tests	Last two certificates	Corporate	Review for archival value
2.2.2	Examination of detection and fire fighting equipment	3 years from date of last entry	Construction (Health, Safety and Welfare) Regulations 1996 SI 1996 No 1592 Regulation 21 As amended by SI 1999 No 1877	Archive permanently.
2.2.3	Fire alarm tests	Last two certificates	Corporate	Review for archival value
2.2.4	Fire alarm tests/defects/ remedial action	Current year + 2 years	Fire Precautions Act 1971 1971 Section 6 Frequency of testing as specified in fire certificate. See also BS 5839: Part 1: 1988	Review for archival value
2.2.5	Fire certificate FP1 (Rev)	Until superseded or revoked	Fire Precautions Act 1971 1971 Chapter 40 Sections 3 and 6 Fire Precautions (Factories, Offices, Shops and Railway Premises) Order 1989 SI 1989 No 76 Regulation 4	Archive permanently Certificate or copy to be kept on premises
2.2.6	Fire drills/evacuations for BHQ	Current year + 2 years	Fire Precautions Act 1971 1971 Chapter 40 Section 6. Contents to include date, evacuation time, number of participants, faults, remedies	Review for archival value

Item	Description	Retention	Citation	Action then
2.2.7	Maintenance	To be reviewed regularly and kept up to date	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 17	Archive permanently
2.2.8	Plan of station premises	Until superseded	Fire Precautions (Sub-surface Railway Stations) Regulations 1989 SI 1989 No 1401 Regulation 5 (8)	Review for archival value To kept in or affixed to a part of the premises that is accessible to the fire brigade
2.2.9	Provision of information to employees	To be reviewed regularly and kept up to date	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 19	Review for archival value
2.2.10	Record of Fire Instructions to Staff	Not less than 3 years from the date of which it was made	Fire Precautions (Sub-surface Railway Stations) Regulations 2009 This includes records required under Regulations 5 (7) (b) Regulations 5 (8)	
2.2.11	Records of maintenance work, instruction and training	3 years from the date made	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	Review for archival value
2.3 Gas				
2.3.1	Maintenance records of premises	2 years from date of check	Gas Safety (Installation and use) (Amendment) Regulations 1998 SI 1998 No 2451 Part F 36 (3)© See also Part F 36 (6) (7) (8)	Review for archival value
2.3.2	Fitting certificate	10 years after last equipment or protective system was manufactured	Gas Appliances (Safety) Regulations 1995 SI 1995 No 1629 Regulations. 23, 25	Archive permanently
2.4 Heights				
2.4.1	Reports, copies, plans	N/A	Work at Height Regulations 2005. SI 2005 No 735 Regulation 2 (2)	Review for archival value
2.4.2	Inspection of working platform	To be kept at the site where the construction was carried out until the construction work is complete and	Work at Height Regulations 2005. SI 2005 No 735 Regulation 12 (8)	Review for archival value

Item	Description	Retention	Citation	Action then
		thereafter at an office for three months		
2.4.3	Physical evidence for equipment leaving undertaking or obtained from another undertaking	To be kept until the next inspection	Work at Height Regulations 2005. SI 2005 No 735 Regulation 12 (5)	Review for archival value
2.4.4	Exemption Certificates	Recommend time expired or revoked plus 6 years	Work at Height Regulations 2005. SI 2005 No 735 Regulation 15	Archive permanently
2.4.5	Scaffolding – assembly, use and dismantling plan	Copy to be retained together with instructions until scaffold has been dismantled	Work at Height Regulations 2005. SI 2005 No 735 Schedule 3 – 8	Review for archival value
2.5 Information Relating to Employees				
2.5.1	Electrical equipment technical documentation	10 years after manufacture of that particular equipment has ceased	Electrical Equipment (Safety) Regulations 1994 SI 1994 No. 3260 Regulation 11	Review for archival value
2.5.2	Permits to work	6 months from date of completion of work. Recommend 6 years from date of work if there is an incident	Health & Safety at Work Act 1974 Section 2 Factories Act 1961 Sections 30, 31 The offshore industry keep such permits for 12 months	Destroy
2.6 Legal Documents/Services				
2.6.1	Fire certificates	Retain in correct conditions or in BRC (See <i>PRO Buildings Records Guidelines</i>) until expiry or superseded	Public Records Act 1958	Destroy 12 years after expiry or superseded
2.6.2	Landlords' consents	Deposit in safe custody on issue	Public Records Act 1958	Destroy 16 years after surrender, expiry or termination of lease or memoranda of terms
2.6.3	Leases (signed copies)	Deposit in safe custody after completion	Public Records Act 1958	Destroy 16 years after expiry
2.6.4	Licences	Deposit in safe custody on issue	Public Records Act 1958	Destroy 16 years after surrender, expiry or termination of lease

Item	Description	Retention	Citation	Action then
2.6.5	Listed buildings consents and correspondence	Transfer to BRC 5 years after issue	Public Records Act 1958	Review 25 years after issue
2.6.6	Memoranda of terms	Deposit in safe custody after completion	Public Records Act 1958	Destroy 16 years after expiry
2.6.7	Planning consents and correspondence - Alterations to buildings	10 years after issue	Public Records Act 1958	Review 25 years after issue
2.6.8a	Planning consents and correspondence - new buildings	Transfer to BRC 5 years after issue	Public Records Act 1958	Review 25 years after issue
2.6.8b	Register of records and documents deposited in safe custody	Retain in correct conditions or in BRC (See <i>PRO Buildings Records Guidelines</i>)	Public Records Act 1958	Destroy 16 years after register ceases to be current
2.6.9	Schedules of known tenant alterations	Deposit in safe custody after completion	Public Records Act 1958	Destroy 16 years after surrender, expiry or termination of lease or memoranda of terms
2.6.10	Subletting agreements	Deposit in safe custody after completion	Public Records Act 1958	Destroy 12 years after termination
2.6.11	Tests and statutory certificates	Retain in correct conditions or in BRC (See <i>PRO Buildings Records Guidelines</i>) until expiry or superseded	Public Records Act 1958	Destroy 12 years after expiry or superseded
2.6.12	Title deeds and other documents relating to freehold property (not public records)	Deposit in safe custody after completion	Public Records Act 1958	Transfer to new freeholder on disposal
2.6.13	Wayleave agreements	Deposit in safe custody after completion	Public Records Act 1958	Destroy 12 years after expiry or termination
2.6.14	Copy Agreements – Commercial rent and miscellaneous charges	12 months after expiry of lease/licence/agreement	Corporate	Review for archive
2.6.15	Case files [Contravention Files] [Enforcement Files] [Prosecution Files]	6 years after conclusion of case or last significant action	Statutory Limitation Act 1980	Review for archive
2.6.16	Certificates Lawful use of land	Retain until change of lawful use	Corporate	Review for archive
2.6.17	Contracts	Not under seal – 6 years after end of contract Under seal – 12 years after end of contract	Statutory Limitations Act 1980	Review for archive
2.7 Legionellosis				

Item	Description	Retention	Citation	Action then
2.7.1	In / out of use logbook	Until equipment or building disposed of + 2 years	Health and Safety Executive / Local Authorities Enforcement Liaison Committee HELA. Local Authority Circular 46/2. See also Operational Circular 255/11	Destroy
2.7.2	Logbook of inspections, tests and maintenance	Until equipment or building disposed of + 2 years	Health and Safety Executive / Local Authorities Enforcement Liaison Committee HELA. Local Authority Circular 46/2. See also Operational Circular 255/11	Destroy
2.8 Lifts				
2.8.1	Instruction Manual	The life of the lift or until superseded	The Lift Regulations 1997 SI 1997 No 831 Regulation 11 Schedule 1 – 6	Archive permanently
2.8.2	Log Book	Recommend the life of the lift plus 6 years	The Lift Regulations 1997 SI 1997 No 831 Regulation 11 Schedule 1 – 6.2	Archive permanently
2.8.3 Lifting Operations				
2.8.4	Lifting Operations Thorough examinations	For as long as equipment is operated	The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307 Regulation 9 Current report to accompany equipment if sold on	
2.8.5	Lifting Operations Thorough examination and inspection (other than an accessory)	For as long as the equipment is operated	The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307 Regulation 11	
2.8.6	Lifting Operations Thorough examination and inspection (accessory for lifting)	2 years from date of report	The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307 Regulation 11	
2.8.7	Lifting Operations Thorough examination and inspection (Installation or after assembly at new site/location)	For as long as the equipment is operated	The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307 Regulation 11	
2.8.8	Lifting Operations Thorough examination and inspection (6 / 12 monthly inspections under Reg. 9)	Until superseded or the expiration of 2 years whichever is later	The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307 Regulation 11	

Item	Description	Retention	Citation	Action then
2.8.9	Lifting Operations Records made under regulation 10 (2)	Until superseded	The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307 Regulation 11	
2.9 Maintenance Records				
2.9.1	Asbestos registers (SI 1992, No 3068)	Retain in correct conditions or in BRC <i>(See PRO Buildings Records Guidelines)</i>	Public Records Act 1958	Review 40 years after date of last entry
2.9.2	Forward maintenance registers (FMR)	Retain in correct conditions or in BRC <i>(See PRO Buildings Records Guidelines)</i>	Public Records Act 1958	Review 16 years after date of last entry
2.9.3	Incident reports	2 years after action or, if a claim is made, 6 years after claim settled	Public Records Act 1958	Review 5 years after action or, if a claim is made, 6 years after claim settled
2.9.4	Installation surveys (plant and services)	Retain in correct conditions or in BRC <i>(See PRO Buildings Records Guidelines)</i> until subsequent survey	Public Records Act 1958	Review 16 after date of survey
2.9.5	Maintenance and operational manuals	Retain until equipment disposed of	Public Records Act 1958	When equipment disposed of, destroy or transfer to new owner
2.9.6	Maintenance contracts and related correspondence	2 years after end of contract	Public Records Act 1958	Review 12 years after end of contract
2.9.7	Maintenance diaries or logs	2 years after final entry	Public Records Act 1958	Destroy 16 years after final entry
2.9.8	Maintenance programme	Retain until superseded	Public Records Act 1958	Review 16 years after superseded
2.9.9	Maintenance schedules	Retain until superseded	Public Records Act 1958	Review 16 years after superseded
2.9.10a	Meetings with contractors - Drafts, domestic arrangements	2 years after meeting	Public Records Act 1958	Destroy 3 years after date of meeting
2.9.10b	Meetings with contractors – Minutes, papers and agenda's – Master set	2 years after meeting	Public Records Act 1958	Review for further retention 5 years after date of meeting Business need
2.9.11	Plant and equipment condition surveys	Retain in correct conditions or in BRC <i>(See PRO Buildings Records Guidelines)</i> until subsequent survey	Public Records Act 1958	Review 10 years after date of survey
2.10 Maps, Plans & Drawings				

Item	Description	Retention	Citation	Action then
2.10.1	'As built' or 'as installed' drawings	Retain in correct conditions or in BRC (See <i>PRO Buildings Records Guidelines</i>)	Public Records Act 1958	Review 15 years after settlement of contract
2.10.2	Archaeological records	Retain in correct conditions or in BRC (See <i>PRO Buildings Records Guidelines</i>)	Public Records Act 1958	Review 25 years after compilation
2.10.3	Competition drawings	2 years after result announced	Public Records Act 1958	Review 10 years after result announced
2.10.4	Computer Aided Design (CAD) records	Retain in correct conditions or in BRC (See <i>PRO Buildings Records Guidelines</i>) for 10 years after completion of project	Public Records Act 1958	Review for archival value Destroy
2.10.5	Consultants' and contractors' drawings and associated records	2 years after completion of project	Public Records Act 1958	Review 16 years after completion of project
2.10.6	Design drawings	Retain in correct conditions or in BRC (See <i>PRO Buildings Records Guidelines</i>)	Public Records Act 1958	Review 25 years after compilation
2.10.7	Feasibility studies, preliminary designs and other proposals not implemented	2 years after decision taken	Public Records Act 1958	Review 25 years after decision taken
2.10.8	Measured surveys	Retain in correct conditions or in BRC (See <i>PRO Buildings Records Guidelines</i>), until 16 years after compilation or 2 years after new drawings compiled	Public Records Act 1958	Review 25 years after compilation
2.10.9	Perspective drawings	Retain in correct conditions or in BRC (See <i>PRO Buildings Records Guidelines</i>)	Public Records Act 1958	Destroy 25 years after compilation
2.10.10	Presentation records, including drawings, photographs, models, etc		Public Records Act 1958	Review 15 years after completion of project.
2.10.11	Site surveys	Retain in correct conditions or in BRC (See <i>PRO Buildings Records Guidelines</i>), until 16 years after compilation or 2 years	Public Records Act 1958	Review 25 years after compilation

Item	Description	Retention	Citation	Action then
		after new drawings compiled		
2.10.12	Working copies of above	3 years after superseded	Public Records Act 1958	Destroy 12 years after compilation
2.11 Miscellaneous				
2.11.1	Historical narratives	Retain in correct conditions or in BRC <i>(See PRO Buildings Records Guidelines)</i>	Public Records Act 1958	Review 25 years after issue
2.11.2	Staff work diaries	2 years after date of last entry	Public Records Act 1958	Review 5 years after date of last entry
2.11.3	Any other records relating to buildings not otherwise referred to in the schedules		Public Records Act 1958	Review 5 years after date of issue, closure or last action

Item	Description	Retention	Citation	Action then
2.12 Petroleum Spirit and Gas (LPG)				
2.12.1	Certificate of confirmation of petroleum spirit	6 years from date of expiry of certificate	Petroleum (Consolidation) Act 1928 1928 Chapter 32 Section 17 (2)	Archive permanently
2.12.2	Exemption from the Petroleum (Consolidation Act) 1928 Section 10	Recommend time expired or revoked plus 6 years	Petroleum- Spirit (Motor Vehicles &c) Regulations 1929 SI 1929 No 952 Regulation 1	Review for archival value
2.13 Photographic records (building related)				
2.13.1	Albums	5 years after compilation	Public Records Act 1958	Review 10 years after compilation
2.13.2	Catalogues of photographs	5 years after compilation	Public Records Act 1958	Review 25 years after date of last entry
2.13.3a	Prints and negatives - site photographs	3 years after event	Public Records Act 1958	Review 10 years after project or event
2.13.3b	Prints and negatives - work in progress	3 years after project	Public Records Act 1958	Review 16 years after project or event
2.13.3c	Prints and negatives - completed works	3 years after project	Public Records Act 1958	Review 25 years after event
2.13.3d	Prints and negatives - publicity photographs	2 years after event	Public Records Act 1958	Review 25 years after project or event

Item	Description	Retention	Citation	Action then
2.14 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>			Review for archival value
2.14.1	Provision of Information and marking	Until superseded	The Pressure Systems Safety Regulations 2000 SI 2000 No 128. Regulations 5, 14	Review for archival value
2.14.2	Written statement by owner of mobile system	Until superseded	The Pressure Systems Safety Regulations 2000 SI 2000 No 128. Regulation 7	Review for archival value
2.14.3	Scheme of Examination	Until superseded	The Pressure Systems Safety Regulations 2000 SI 2000 No 128. Regulation 8	Review for archival value To be reviewed at appropriate intervals by competent person

Item	Description	Retention	Citation	Action then
2.14.4	Examination	The last report unless they contain information assisting in safe operating or assisting in the safe repair or modification. Then until superseded.	The Pressure Systems Safety Regulations 2000 SI 2000 No 128. Regulations 9, 14	Review for archival value The name of the examiner shall sign or add his name to the report.
2.14.5	Postponement of cease of use for examination	Until no longer relevant	The Pressure Systems Safety Regulations 2000 SI 2000 No 128. Regulation 9 (7)	Destroy
2.14.6	Postponement of cease of use by user or owner (in the case of mobile systems)	Until no longer relevant	The Pressure Systems Safety Regulations 2000 SI 2000 No 128. Regulation 9 (8)	Destroy
2.14.7	Imminent Danger	Until no longer relevant	The Pressure Systems Safety Regulations 2000 SI 2000 No 128. Regulation 10	Destroy
2.14.8	Operation	Until superseded	The Pressure Systems Safety Regulations 2000 SI 2000 No 128. Regulation 11	Review for archival value
2.14.9	Change of user or owner	Records to be passed on	The Pressure Systems Safety Regulations 2000 SI 2000 No 128. Regulation 14	Review for archival value
2.14.10	Exemptions by the Executive	Recommend time expired or revoked plus 6 years	The Pressure Systems Safety Regulations 2000 SI 2000 No 128. Regulation 17	Review for archival value
2.14.11	Transfer of responsibility	Until superseded	The Pressure Systems Safety Regulations 2000 SI 2000 No 128. Schedule 2	Review for archival value Reports required under the regulations must also be given to the supplier
2.15 Project Documents				
2.15.1	Agreements with contractors and consultants	2 years after date of last paper	Public Records Act 1958	Review 16 years after date of final paper
2.15.2	Certificates (authorising payment)	Transfer to BRC after 16 years	Public Records Act 1958	Review 25 years after issue
2.15.3	Claim and arbitration files	Transfer to BRC after 16 years	Public Records Act 1958	Review 25 years after settlement
2.15.4	Client Project Board minutes and papers – Master set	2 years after date of last paper	Public Records Act 1958	Archive permanently

Item	Description	Retention	Citation	Action then
2.15.5	Contractors - approved nominations - rejected nominations - approved list - removals/suspensions	1 year after issue 1 year after issue When new list is issued 6 years after the end of the project	Corporate	Business need
2.15.6	Equipment and Supplies	6 years after completion of the project	Corporate	Business need
2.15.7	Feasibility studies - reports - draft reports - working papers - correspondence	10 years after issue 2 years after date of last paper 2 years after date of last paper 5 years after date of last paper	Corporate	Records relating to major projects may be kept for Second Review up to 25 years Business need
2.15.8	Final accounts	2 years after date of last paper	Public Records Act 1958	Review after 25 years
2.15.9	Financial documents (including investment appraisals)	6 years after completion of the project	Corporate	See <i>Section 3 - Finance Records</i>
2.15.10	Land records - allocation - procurement/disposal	When land is released for other purposes 12 years after date of disposal	Corporate	Business need
2.15.11	Maintenance manuals	Retain in correct conditions or in BRC <i>(See PRO Buildings Records Guidelines)</i>	Public Records Act 1958	Destroy when no longer required
2.15.12	Maps, plans, drawings and photographs - master set - working copies - other copies	10 years after completion of project At the end of the project 5 years after date of last paper	Corporate	Records relating to major projects may be kept for Second Review up to 25 years Business need

Item	Description	Retention	Citation	Action then
2.15.13	Miscellaneous records, such as: copies of documentation from other projects; information on products, equipment, machinery, etc; training courses; correspondence	2 years after completion of project	Corporate	Business need
2.15.14	Plans and Specifications (statements of requirements, operational requirements, technical plans, resource plans, etc) - provisional/proposed - final - Variations	5 years after completion of project 10 years after completion of project 10 years after completion of project	Corporate	Business need
2.15.15	Product descriptions	5 years after completion of project	Corporate	Business need
2.15.16	Project Boards, Assessment Meetings, etc - minutes - correspondence	5 years after date of last paper 5 years after date of last paper	Corporate	Records relating to major projects may be kept for Second Review up to 25 years Business need
2.15.17	Project Initiation Documents (PID) and supporting documentation (including business cases)	10 years after completion of project	Corporate	Records relating to major projects may be kept for Second Review up to 25 years Business need
2.15.18	Project operating manuals	5 years after completion of project	Corporate	Business need
2.15.19	Project proposals - approved - rejected or deferred	10 years after completion of project 5 years after completion of project	Corporate	Business need

Item	Description	Retention	Citation	Action then
2.15.20	Reports (stage assessments, quality reviews, highlight reports, GANTT charts, etc) - Interim - Final - Evaluation - Draft	5 years after issue Keep for Second Review Keep for Second Review At the end of the project	Corporate	Business need
2.15.21	Specifications	Retain in Building Records Centre, until 5 years after contract end	Public Records Act 1958	Review 25 years after contract end
2.15.22	Standing instructions	Retain in correct conditions or in BRC (See <i>PRO Buildings Records Guidelines</i>)	Public Records Act 1958	Review 2 years after revision or cancellation
2.15.23	Surveys and inspections – Reports (Master set)	2 years after issue	Public Records Act 1958	Retain in Building Records Centre
2.15.24	Surveys and inspections – Reports (other copies)	2 years after issue	Public Records Act 1958	Destroy
2.15.25	Tender and evaluation board papers	Retain in correct conditions or in BRC (See <i>PRO Buildings Records Guidelines</i>) until 3 years after contract end	Public Records Act 1958	Review 7 years after contract end
2.15.26	Tender document: Accepted	At project completion	Public Records Act 1958	Review 16 years after project completion
2.15.27	Tender documents: Rejected	2 years after rejection	Public Records Act 1958	Review 6 years after date of final paper
2.16 Reports				
2.16.1	Archaeological features	Retain in correct conditions or in BRC (See <i>PRO Buildings Records Guidelines</i>)	Public Records Act 1958	Review 25 years after issue
2.16.2a	Architectural - Master copy	Retain in correct conditions or in BRC (See <i>PRO Buildings Records Guidelines</i>)	Public Records Act 1958	Review 25 years after issue

Item	Description	Retention	Citation	Action then
2.16.2b	Architectural - Other copies	Retain in correct conditions or in BRC <i>(See PRO Buildings Records Guidelines)</i>	Public Records Act 1958	Destroy 5 years after issue
2.16.3	Asbestos inspections (cf Control of Asbestos at Work (Amendment) Regulations 1992, SI 1992, No 3068)	Retain in correct conditions or in BRC <i>(See PRO Buildings Records Guidelines)</i>	Public Records Act 1958	Review 40 years after issue
2.16.4	Building condition surveys	Retain in correct conditions or in BRC <i>(See PRO Buildings Records Guidelines)</i>	Public Records Act 1958	Review 25 years after issue
2.16.5	Conservation (Historic and listed buildings)	Retain in correct conditions or in BRC <i>(See PRO Buildings Records Guidelines)</i>	Public Records Act 1958	Review 25 years after issue
2.16.6	Drainage services	Retain in correct conditions or in BRC <i>(See PRO Buildings Records Guidelines)</i> until superseded	Public Records Act 1958	Review 15 years after issue
2.16.7	Financial and accounting	Retain in correct conditions or in BRC <i>(See PRO Buildings Records Guidelines)</i> for 7 years	Public Records Act 1958	Review 12 years after issue
2.16.8	Fire precautions and services	Retain in correct conditions or in BRC <i>(See PRO Buildings Records Guidelines)</i> until superseded	Public Records Act 1958	Review 10 years after issue
2.16.9	Mechanical and electrical engineering	Retain in correct conditions or in BRC <i>(See PRO Buildings Records Guidelines)</i> until superseded	Public Records Act 1958	Review 15 years after issue
2.16.10	Other specialist reports not referred to above	Retain in correct conditions or in Retain in correct conditions or in BRC <i>(See PRO Buildings Records Guidelines)</i>	Public Records Act 1958	Review 10 years after issue
2.16.11	Quadrennial inspections	Retain in correct conditions or in BRC <i>(See PRO Buildings Records Guidelines)</i>	Public Records Act 1958	Review 25 years after issue

Item	Description	Retention	Citation	Action then
2.16.12	Structural engineering	Retain in correct conditions or in BRC (See PRO Buildings Records Guidelines) until superseded	Public Records Act 1958	Review 15 years after issue
2.16.13	Timber structures	Retain in correct conditions or in BRC (See PRO Buildings Records Guidelines) until superseded	Public Records Act 1958	Review 20 years after issue
2.17 Work Equipment				
2.17.1	Certificate for chains and ropes	Whilst valid plus 10 years	Supply of Machinery (Safety) Regulations 1992 SI 1992 No 3073 Schedule 3 - 4.3.1	Review for archival value.
2.17.2	Inspections	Until superseded	The Provision and Use of Work Equipment Regulations 1998 SI 1998 No 2306 Regulation 6 (3) See 6 (5) for exemptions.	Review for archival value. To be passed on to new owner when sold.
2.17.3	Suitability of Work Equipment (Proof of suitability)	Life of equipment	The Provision and Use of Work Equipment Regulations 1998 SI 1998 No 2306 Regulation 4	Review for archival value.
2.17.4	Technical construction file	10 years from the date on which the last item of relevant apparatus was supplied Regulation 35	Electromagnetic Compatibility Regulations 1992 SI 1992 No 2372 Regulation 43 As amended by the Electromagnetic Compatibility (Amendment) Regulations 1994 SI 1994 No 3080	Review for archival value.
2.18 Workplace				
2.18.1	Inspection of goods vehicles Remedial action on defects	Minimum of 15 months from the date of entry	Road Traffic Act 1988. Chapter 52 Section 74 (1)	Review for archival value.
2.18.2	Maintenance records	Until superseded plus 6 years unless stated otherwise	Workplace (Health, Safety and Welfare) Regulations 1992 SI 1992 No 3004 Regulation 5 Workplace health, safety and welfare Approved Code of Practice. Paragraph 21	Review for archival value.

Item	Description	Retention	Citation	Action then
Plant, Equipment and Stores				
2.19 Stocktake				
2.19.1	Stocktaking records	2 years after audit	Audit	Destroy. Business need
2.20 Stores records				
2.20.1	Delivery dockets	Current year + 2 years	Audit	Destroy. Business need
2.20.2	Goods inwards books/records	Current year + 6 years	Audit	Destroy. Business need
2.20.3	Stock/stores control cards/sheets/records	Current year + 2 years	Audit	Destroy. Business need
2.20.4	Stock/stores issue registers/records	Current year + 2 years	Audit	Destroy. Business need
2.20.5	Stocktaking sheets/records, including inventories, stock reconciliations, stocktake reports	Current year + 2 years	Audit	Destroy. Business need
2.20.6	Stores requisitions	Current year + 4 years	District Audit	Destroy. Business need
2.21 Purchase order records				
2.21.1	Purchase order books/records	Current year + 6 years	Audit	Destroy. Business need
2.21.2	Railway/courier consignment books/records	Current year + 2 years	Audit	Destroy. Business need
2.21.3	Travel warrants	Current year + 2 years	Audit	Destroy. Business need
2.22 Requisition records				
2.22.1	Requisition records	Current year + 4 years	Audit	Destroy. Business need
2.23 Vehicles				
2.23.1	Accident records	Current year + 6 years	Limitation Act 1980	Archive permanently

Item	Description	Retention	Citation	Action then
2.23.2	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 or in the case of owner driver 12 months from date of completion of book or is ceased to be used.	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 Drivers Record Books As specified in Regulation 5 and 2	Review to archive
2.23.3	Goods vehicles inspections Remedial action on defects	Minimum of 15 months from date of entry. Recommended until vehicle disposed of + 1 year.	Road Traffic Act 1988 Chapter 52 Section 74 (1)	Destroy
2.23.4	Maintenance	Until vehicle disposed of + 1 year	Corporate	Destroy Business need
2.23.5	Mileage	Until vehicle disposed of	Corporate	Destroy Business need
2.23.6	Minibus – driving assessments	Review every year and weed as necessary	Corporate	Destroy
2.23.7	MOT's	CY + 1 certificate	Corporate	Destroy Business need
2.23.8	Operational information	Until vehicle disposed of + 1 year	Corporate	Destroy Business need
2.23.9	Registration documents	Copies 2 years after disposal	Corporate	Destroy Business need
2.23.10	Self drive forms	Current year + 1 Year	Corporate	Destroy Business need
2.23.11	Tachographs	12 months from date of use	Transport Act 1968 Chapter 73. Sections 96, 98, 99, 103 EC Regulation 3821 / 85	Destroy
2.23.12	Vehicle log book	Until vehicle disposed of + 7 years	Corporate	Destroy Business need
2.23.13	Notice in lieu of collective or workforce agreement	Recommend whilst relevant + 6 years	Written notice Road Transport (Working Time) Regulations 2005 SI 2005 No 639 Regulation 4 (3)	
2.23.14	Notification to worker or the regulations and provisions of	Recommend whilst relevant + 6 years	To be in writing schedule 1 Road Transport (Working Time)	

Item	Description	Retention	Citation	Action then
	collective or workforce agreement		Regulations 2005 SI 2005 No 639 Regulation 10	
2.23.15	Time worked for another employer	Retain for 2 years after the end of the period covered by records	To be in writing regulation 12 Road Transport (Working Time) Regulations 2005 SI 2005 No 639 Regulation 11 (a)	
2.23.16	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. Road Transport (Working Time) Regulations 2005 SI 2005 No 639 Regulation 11 (c)	
Contractual Records				
2.24				
Premises/Agreements / Arrangements				
2.24.1	Written record of the agreements between contractors	The duration of the agreement + 12 months	Construction (Health and Welfare) Regulations 1996. SI 1996 No 1592	Review for archival value
2.24.2	Accommodation files	Keep up to date		Review for archive
2.24.3	Car parking arrangements	Keep up to date	None specified	Review for archive
2.24.4	Contracts – see Finance			
2.24.5	Deeds	Until property disposed of plus 12 years	Corporate	Review for archive
2.24.6	Deeds of dedication	After 12 years weed to agreement and plan then review every 10 years. Destroy 12 years after disposal.	Corporate	Consult Local History Officer or Archivist before disposal
2.24.7	Deeds register	Keep up to date and review annually	Corporate	Annual review ensures that all deeds are in fact on the register. It is also a check that the deeds can be found. Archive.
2.24.8	Leases	6 years after cessation of lease	Statutory. Limitation Act 1980	Review for archive
2.24.9	Maintenance	Life of ownership + 15 years	Statutory. Limitation Act 1980	Review for archive

Item	Description	Retention	Citation	Action then
2.24.10	Operations	According to subject. Accidents/contracts/H &S/ etc		Review for archive
2.24.11	Asset Registers	To be kept up to date. Retain information for 6 years after disposal of item unless Audit authorises a shorter retention period.	Audit	Review after 6 years for archive.
2.24.12	Estate Management Files	CY +6	Corporate	Review for archive
2.24.13	Repairs and consultation files	CY +6	Statutory. Limitations Action 1980	Review for archive
2.25 Amendments to contracts				
2.25.1	Changes to requirements	6 years from end of contract	Limitations Act 1980	Review for further retention. Destroy
2.25.2	Extensions to contract	6 years from end of contract	Limitations Act 1980	Review for further retention. Destroy
2.25.3	Forms of variation	6 years from end of contract	Limitations Act 1980	Review for further retention. Destroy
2.26 Construction				
2.26.1	Agents written declaration	Life of health and safety file	Construction (Design and Management) Regulations 1994. SI 1994 No 3140 Regulation 4	Review for archival value
2.26.2	Health and safety file	To be passed from owner to owner until superseded by new file	Construction (Design and Management) Regulations 1994. SI 1994 No 3140 Regulation 12	Review for archival value
2.26.3	Information to planning supervisors	Life of health and safety file	Construction (Design and Management) Regulations 1994. SI 1994 No 3140 Regulation 11	Review for archival value
2.26.4	Notification of construction project. Use of Form 10 (Rev) not compulsory	Life of health and safety file	Construction (Design and Management) Regulations 1994. SI 1994 No 3140 Regulation 7	Review for archival value
2.26.5	Pre-tender health and safety plan	12 years after completion of work	Construction (Design and Management) Regulations 1994. SI 1994 No 3140 Regulations 10, 15	Certain information may need to be transferred to Health and Safety File. Review for archival value
2.26.6	Working platforms and personal suspension equipment.	3 months after work is completed	Construction (Health, Safety and Welfare) Regulations 1996	Review for archival value

Item	Description	Retention	Citation	Action then
	Excavations and coffer dams Etc Reports and inspections		SI 1996 No 1592 Regulations 29, 30 and Schedule 7	
2.27 Contract operation and monitoring				
2.27.1	Bills of quantity (building contracts)	16 years	Limitations Act 1980	Review for further retention. Destroy
2.27.2	Disputes over payment	6 years from end of contract	Limitations Act 1980	Review for further retention. Destroy
2.27.3	Final accounts	6 years from end of contract	Limitations Act 1980	Review for further retention. Destroy
2.27.4	Records of complaints	6 years from end of contract	Limitations Act 1980	Review for further retention. Destroy
2.27.5	Reports from contractors	2 years from end of contract	Corporate	Destroy Business need
2.27.6	Schedules of works	2 years from end of contract	Corporate	Destroy Business need
2.27.7a	Surveys and inspections - Buildings	Second Review	Corporate	Review for further retention. Destroy Business need
2.27.7b	Surveys and inspections - Equipment and supplies	2 years from date of last paper	Corporate	Destroy Business need
2.28 Initial proposal				
2.28.1	Agreed specification	6 years from end of contract	Limitations Act 1980	Review for further retention. Destroy
2.28.2	Draft specification	Destroy when specification has been agreed	Corporate	Destroy Business need
2.28.3	End user requirement	6 years	Limitations Act 1980	Review for further retention. Destroy
2.28.4	Evaluation criteria	6 years from end of contract	Limitations Act 1980	Review for further retention. Destroy
2.28.5	Invitation to tender	6 years from end of contract	Limitations Act 1980	Review for further retention. Destroy

Item	Description	Retention	Citation	Action then
2.28.6	List of approved suppliers	An active document - updated regularly	Corporate	Business need
2.28.7	Statements of interest	1 year from date of last paper	Corporate	Destroy Business need
2.29 Policy matters				
2.29.1	Policy on contracts, normally contained in a separate registered file series	First and Second Review	Corporate	Review for further retention. Destroy Business need
2.29.2	Policies	Until superseded	Statutory	Corporate Information to archive permanently – all other copies to be destroyed.
2.30 Procedures				
2.30.1	Procedures	Until superseded	Statutory	Corporate Information to archive permanently – all other copies to be destroyed.
2.31 Tendering				
2.31.1	Background information supplied by department	1 year after date of last paper	Corporate	Destroy Business need
2.31.2	Commissioning letter	1 year from end of contract	Corporate	Destroy Business need
2.31.3	Interview panel - report and notes of proceedings	1 year from end of contract	Corporate	Destroy Business need
2.31.4	Signed contract	6 years from end of contract	Limitations Act 1980	Review for further retention. Destroy
2.31.5	Successful tender document	6 years from award of contract	Limitations Act 1980	Review for further retention. Destroy
2.31.6	Unsuccessful tender documents	1 year after date of last paper	Corporate	Destroy Business need

Section 3 Finance Records

Bank Account Records

- 3.1 Bank Deposits
- 3.2 Bank Reconciliations
- 3.3 Bank Statements
- 3.4 Cheques & Associated Records
- 3.5 Electronic banking and electronic funds withdrawals transfer

Expenditure Records

- 3.6 Batch Control
- 3.7 Budgets
- 3.8 Cash books/sheets
- 3.9 Costing records
- 3.10 Petty cash records
- 3.11 Statements
- 3.12 Vouchers

General Administration

- 3.13 Correspondence
- 3.14 General Administration
- 3.15 Procedures
- 3.16 Policies

Ledger Records

- 3.17 General & subsidiary ledgers
- 3.18 Related records
- 3.19 Journals
- 3.20 Trial balances and reconciliations

Other Accountable Financial Records

- 3.21 Asset and Audit Records
- 3.22 Depreciation
- 3.23 Financial
- 3.24 Funding
- 3.25 Leases

Receipts and Revenue Records

- 3.26 Books/butts
- 3.27 Revenue records
- 3.28 Debtors' records and invoices
- 3.29 Debits and refunds

Salaries and Related Records

- 3.30 Salary records
- 3.31 Payroll
- 3.32 Superannuation

Item	Description	Retention	Citation	Action then
3. Finance Records				
Bank Account Records				
3.1				
Bank Deposits				
3.1.1	Bank deposit books/slips/butts	Life of book + 2 years	Audit	Destroy. Business need

Item	Description	Retention	Citation	Action then
3.1.2	Bank deposit summary sheets; summaries of daily banking; cheque schedules	Current year + 2 years	Audit	Destroy. Business need
3.2 Bank Reconciliations				
3.2.1	Daily list of paid cheques	Current year + 2 years	Audit	Destroy. Business need
3.2.2	Reconciliation files/sheets	Current year + 2 years	Audit	Destroy. Business need
3.2.3	Unpaid cheque records	Current year + 2 years	Audit	Destroy. Business need
3.3 Bank Statements				
3.3.1	Bank statements, periodic reconciliations	Current year + 2 years providing original is still available for current year + 6 years	Limitation Act 1980	Destroy. Business need
3.4 Cheques & Associated Records				
3.4.1	Cancelled cheques	Current year + 6 years	Audit	Destroy. Business need
3.4.2	Cheque book/butts for all accounts	Current year + 2 years	Audit	Destroy. Business need
3.4.3	Cheque registers	Current year + 6 years	Audit	Destroy. Business need
3.4.4	Dishonoured cheques	Current year + 2 years	Audit	Destroy. Business need
3.4.5	Fresh cheques	Current year + 6 years	Audit	Destroy. Business need
3.4.6	Paid/presented cheques	Current year + 6 years	Audit	Destroy. Business need
3.4.7	Record of cheques drawn for payment	Current year + 6 years	Audit	Destroy. Business need
3.4.8	Stoppage of cheque payment notices	Current year + 2 years	Audit	Destroy. Business need
3.4.9	Paid cheques or cheque stubs	Current year + 2 years providing statements showing clearance have been received	Audit	Destroy. Business need
3.5 Electronic banking and electronic funds withdrawals transfer				

Item	Description	Retention	Citation	Action then
3.5.1	Cash transactions; payment instructions; deposits;	Life of book + 2 years	Audit	Destroy. Business need
3.5.2	Audit trails	Current year + 6 years	Limitations Act 1980	Destroy. Business need
Expenditure Records				
3.6 Batch Control				
3.6.1	Batch control slips – originals	Current year + 6 years	Limitation Act 1980 Taxes Management Act 1970	Destroy
3.6.2	Controlled stationery register	Current year + 6 years	Audit	Destroy. Business need
3.6.3	Expenditure tracking – daily	Current year + 1 year	Audit	Destroy. Business need
3.6.4	Expenditure – special expenses	Current year + 6 years	Audit	Destroy. Business need
3.6.5	Foreign payments	Current year + 6 years	Taxes Management Act 1970 Custom and Excise Notice 700	Destroy
3.7 Budgets				
3.7.1	Budget workings	Current year + 3 years	Corporate	Destroy. Business need
3.7.2	End of year out-turn statements – Copies	Current year + 10 years	Corporate	Destroy. Business need
3.8 Cash books/sheets				
3.8.1	Cash books/sheets	Current year + 6 years	Audit	Destroy. Business need
3.8.2	Expenditure sheets	Current year + 6 years	Audit	Destroy. Business need
3.9 Costing records				
3.9.1	Costing records, dissection sheets, etc	Current year + 2 years	Audit	Destroy. Business need
3.10 Petty cash records				
3.10.1	Bank mandates on cheque signatories for imprest account	6 years after person ceases to be a signatory	Audit	Destroy. Business need
3.10.2	Imprest accounts	Current year + 6 years	Audit	Destroy. Business need
3.10.3	Imprest register (List of imprest holders and	Until superseded	Audit	Destroy. Business need

Item	Description	Retention	Citation	Action then
	balances held)			
3.10.4	Petty cash receipts	Current year + 6 years	District Audit	Destroy. Business need
3.10.5	Petty cash records/books/sheets	Current year + 6 years	District Audit	Destroy. Business need
3.10.6	Postal cash book/sheets; postage/courier account/cash records; register of postage expenditure; postage paid record; postage books sheets	Current year + 6 years	District Audit	Destroy. Business need
3.10.7	Summary cash books	Current year + 6 years	District Audit	Destroy. Business need
3.11				
Statements				
3.11.1	Statements of accounts outstanding; outstanding orders	Current year + 2 years	Audit	Destroy. Business need
3.11.2	Statements of accounts – rendered/payable	Current year + 2 years	Audit	Destroy. Business need
3.12				
Vouchers				
3.12.1	Vouchers – petty cash, claims for payment, purchase orders, requisition for goods and services, accounts payable invoices, etc	Current year + 6 years	District Audit	Destroy. Business need
3.12.2	Wages/salaries vouchers	Current year + 6 years	Audit	Destroy. Business need
General Administration				
3.13				
Correspondence				
3.13.1	Correspondence	Current year + 3 years unless connected with income or payment then Current year + 6 years	Audit	Destroy. Business need
3.13.2	Delegated decisions	Life of decision + 6 years	Corporate	Destroy. Business need
3.13.3	List of authorised signatures	6 years after person ceases to be a signatory or list is superseded	Corporate	Destroy. Business need
3.13.4	Supporting information	Life of information affected + 6 years	Corporate	Destroy. Business need
3.14				
General Administration				
3.14.1	General	Current year + 2 years	Audit	Destroy. Business need

Item	Description	Retention	Citation	Action then
3.15 Procedures				
3.15.1	Procedures	When superseded	Audit	Corporate Information to archive permanently – all other copies to be destroyed.
3.16 Policies				
3.16.1	Policy and strategy records (including investment policy)	When superseded. Life of policy + 1 year.	Audit	Corporate Information to archive permanently – all other copies to be destroyed.
Ledger Records				
3.17 General & subsidiary ledgers				
3.17.1	Creditors' ledgers	Current year + 6 years	Audit	Destroy. Business need
3.17.2	General and subsidiary ledgers produced for the purposes of preparing certified financial statements or published information	Current year + 6 years	Audit	Destroy. Business need
3.17.3	Other ledgers (contracts, costs, purchases etc)	Current year + 2 years	Audit	Destroy. Business need
3.18 Related records				
3.18.1	Audit sheets – ledger posting	Current year + 2 years	Audit	Destroy. Business need
3.19 Journals				
3.19.1	Internal transfers / journals	Current year + 2 years	Audit	Destroy. Business need
3.19.2	Journals	Current year + 6 years	Audit	Destroy. Business need
3.19.3	Journals – prime records for the raising of charges	Current year + 6 years	District Audits	Destroy. Business need
3.19.4	Journals – routine adjustments	Current year + 2 years	Audit	Destroy. Business need

Item	Description	Retention	Citation	Action then
3.20				
Trial balances and reconciliations				
3.20.1	Year-end balances, reconciliations and variations to support ledger balances and published accounts	Current year + 6 years	Audit	Archive permanently Business need
Other Accountable Financial Records				
3.21				
Asset and Audit Records				
3.21.1	Assets/equipment registers/records	6 years after item/asset is disposed of	Audit	Review for archival value Business need
3.21.2	Audit investigations (external)	6 years after action completed	District Audit / Audit	Review for archival value Business need
3.21.3	Audited accounts	Current year + 6 years	District Audit / VAT account	Archive permanently Business need
3.21.4	Auditing information	Current year + 3 years	District Audit / Audit	Review for archival value Business need
3.21.5	Stocktaking records	2 years after audit	Audit	Destroy. Business need
3.21.6	Supporting tabulations (various)	Current year + 6 years	District Audit	Destroy. Business need
3.22				
Depreciation				
3.22.1	Depreciation records	6 years after item/asset disposed of	Audit	Destroy. Business need
3.22.2	Records relating to the calculation of annual depreciation	6 years after asset registers or last one in the register is disposed of	Audit	Destroy. Business need
3.23				
Financial				
3.23.1	Ad hoc statements	Current year + 1 year	Audit	Destroy. Business need
3.23.2	Calculations and costings for annual estimates	Current year + 2 years	Audit	Destroy. Business need

Item	Description	Retention	Citation	Action then
3.23.3	Estimates records (including revised and supplementary) where detailed justification is provided and which are submitted to the Treasury	Current year + 6 years	District Audit	Destroy. Business need
3.23.4	Estimates submissions from regional or local offices	Current year + 2 years	Audit	Destroy. Business need
3.23.5	Expenditure scrutinies	Current year + 2 years	Audit	Destroy. Business need
3.23.6	Financial system maintenance reports (various)	Current year + 6 years	Corporate	Review for archival value. Business need
3.23.7	Periodic financial statements prepared for management on a regular basis	Destroy when cumulated into quarterly/annual reports	Audit	Business need
3.23.8	Records relating to minor matters of: <ul style="list-style-type: none"> • theft • fraud • misappropriation • irrecoverable debts and overpayments • write-offs • recovery of debt • wavering of debt (where matter was resolved internally)	6 years after audit	Limitation Act 1980	Note the principles of the Data Protection Act 1998 when dealing with Debtors information. Review for archival value
3.23.9	Records relating to serious matters of: <ul style="list-style-type: none"> • theft • fraud • misappropriation • irrecoverable debts and overpayments • write-offs • recovery of debt • wavering of debt (where external action has been taken)	10 years after action/investigation is completed	Limitation Act 1980	Note the principles of the Data Protection Act 1998 when dealing with Debtors information. Review for archival value
3.23.10	Statements/summaries prepared for inclusion in quarterly/ statements annual reports	Current year + 6 years	Audit	Review for archival value Business need
3.24 Funding				
3.24.1	Capital budget control systems	Current year + 6 years	Corporate	Review for archival value Business need
3.24.2	Financial authorities or delegations	6 years after authority or delegation is superseded	Corporate	Review for archival value Business need

Item	Description	Retention	Citation	Action then
3.24.3	Financial records relating to capital works projects	6 years after action/project completes	District Audit	Review for archival value Business need
3.24.4	Financial statements prepared for management	1 year after completion of annual financial report	Corporate	Review for archival value Business need
3.24.5	Financial statements prepared for annual reports	1 year after publication of the report	Audit	Review for archival value Business need
3.24.6	Grant funding records	6 years after action completed/grant made	Audit	Review for archival value Business need
3.24.7	Records relating to bids from the Civil Contingencies Fund	Current year + 6 years	Audit	Review for archival value Business need
3.24.8	Spending reviews	1 year after the cycle to which the records relate	Audit	Review for archival value Business need
3.24.9	Capital financing	CY +6	District Audit	Review for archival value Business need
3.25 Leases				
3.25.1	Leases	Life of lease + 6 years	Limitation Act 1980	Destroy
Receipts and Revenue Records				
3.26 Books/butts				
3.26.1	Receipt books/butts; office copies of receipts – cashiers', cash register, fines and costs, sale of publications, general receipt books/butts/records	Current year + 6 years	Taxes Management Act 1970 Custom and Excise Notice 700	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.
3.26.2	Receipt books/records for imposts (stamp duty, VAT receipt books, etc)	Current year + 6 years	Audit	Destroy Business need
3.27 Revenue Records				
3.27.1	Daily revenue dissections	Current year + 1 year	Audit	Destroy. Business need
3.27.2	Expenditure and revenue returns	1 year after the year to which the returns relate	Audit	Destroy. Business need
3.27.3	Revenue cash books/sheets/records; receipt cash books/sheets	Current year + 6 years	Audit	Destroy. Business need

Item	Description	Retention	Citation	Action then
3.28 Debtors' records and invoices				
3.28.1	Invoices/debit notes rendered on debtors (invoices paid/unpaid, registers of invoices, debtors ledgers, etc)	Current year + 6 years	Audit	Destroy. Business need
3.28.2	Source documents/records used for raising of invoices/ debit notes	Current year + 6 years	Audit	Destroy. Business need
3.29 Debits and refunds				
3.29.1	Copies of invoices and copies of source documents	Current year + 3 years	Corporate	Destroy. Business need
3.29.2	Records relating to unrecoverable revenue, debts and overpayments (register of debts written off, register of refunds, etc)	Current year + 6 years	Audit	Destroy. Business need
3.29.3	Debtors information	Current year + 6 years	Corporate Note the principals of the Data protection Act 1998	Review for archive
Salaries and Related Records				
3.30 Salary records				
3.30.1	Bank details – current	6 years after employment has ended	Corporate	Destroy. Business need
3.30.2	Copies of salaries/wages payroll sheets	Current year + 2 years	Audit	Destroy. Business need
3.30.3	Salary ledger card/records	Current year + 6 years	Audit	Destroy. Business need
3.30.4	Salary rates register	When superseded	Audit	Archive permanently Business need
3.31 Payroll				
3.31.1	Batches	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1988	Business need
3.31.2	Car allowance claims	Current year + 3 years	Taxes Management Act 1970 Income and Corporation Taxes 1988	Destroy. Business need
3.31.3	Car mileage output	Current year + 6 years	Taxes Management Act 1970	Business need

Item	Description	Retention	Citation	Action then
			Income and Corporation Taxes 1988	
3.31.4	Car Loans	Completion of loan + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1988	Business need
3.31.5	Employers liability insurance As per sections 722 and 723 of the Companies Act 1985	40 years from commencement or renewal date	The Employers' Liability (Compulsory Insurance) Regulations. 1998 SI 1998 No.2573 Regulation 4 (4)(5)	Destroy
3.31.6	Income tax form P60	Current year + 6 years	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 Current year + 6 years. Employees should retain records for 22 months after current tax year	Destroy Business need
3.31.7	Maternity and paternity payment plus documentation	Current year + 6 years	Corporate	Destroy. Business need
3.31.8	Paternity Pay entitlement	Current year + 6 years	Social Security Conditions and Benefits Act 1992 Sections 171ZA, 171ZB, 171ZC, 171ZL	Destroy
3.31.9	Statutory Sick Pay (SSP) forms	For last 4 to 6 years	Corporate	Destroy. Business need
3.31.10	Members Allowance register	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1988	Destroy. Business need
3.31.11	National Insurance – Schedule of payments	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1988	Destroy. Business need
3.31.12	Overtime	Current year + 3 years	Taxes Management Act 1970 Income and Corporation Taxes 1988	Destroy. Business need
3.31.13	Payroll – gross / net monthly	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1988	Destroy. Business need

Item	Description	Retention	Citation	Action then
3.31.14	Employee pay history. NB the last 3 years records must be kept for leavers, in wither the personnel or finance records system, for calculation of pension entitlement	Hard copy – Current year + 6 years	Audit	Hard copy Destroy. Business need. Electronic copy – kept indefinitely
3.31.15	Payroll awards	Current year + 6 years	Audit	Destroy. Business need
3.31.16	Payroll reports	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1988	Review for archival value
3.31.17	Pension payroll	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes 1988	Destroy. Business need
3.31.18	Authorisation for deputising, substitution allowance and/or overtime/travel time claim	Current year + 6 years	Corporate	Destroy. Business need
3.31.19	Tax forms P6 /P11 / P11D / P35 / P45 / P48	Current year + 6 years	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 Current year + 6 Years. Employees should retain records for 22 months after current tax year	Destroy. Business need
3.31.17	Time sheets	Current year + 3 years	Audit	Destroy. Business need
3.31.20	Travel and subsistence – claims and authorisation	Current year + 6 years	Corporate	Destroy. Business need
3.31.21	Elements	Hard copy - Current year + 2 years	Audit	Hard copy - Destroy Business need Electronic copy – kept indefinitely
3.31.22	Bonus sheets	CY + 3years	Taxes Management Act 1970 Income and Corporation Taxes 1988	Review for archival value
3.31.23	Absence records	CY + 3 years	Corporate	Review for archival value
3.31.24	Overpayment documentation	6 years after re-payment or write off	Corporate	Destroy. Business need
3.31.25	List of authorised signatures	6 years after person ceases to be a signatory or the list	Corporate	Business need

Item	Description	Retention	Citation	Action then
		is superseded		
3.32 Superannuation				
3.32.1	Actuarial certificates	Review every 10 years	Local Government Superannuation Act	Review for archival value Business need
3.32.2	Audit trail reports	Current year + 6 years	Audit	Review for archival value Business need
3.32.3	Half yearly tabulations of employees superannuable pay and contributions	Current year + 12 years	Audit	Destroy. Business need
3.32.4	Internal transfers	Current year + 6 years	Audit	Destroy. Business need
3.32.5	Members records (including contributions)	Review every 10 years	Local Government Superannuation Act	Review for archival value Business need
3.32.6	Pensioners Records	12 years after cessation of benefits	Limitation Act 1980	Destroy. Business need
3.32.7	Superannuation adjustments	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes Act 1988	Destroy. Business need
3.32.8	Superannuation reports	Current year + 6 years	Taxes Management Act 1970 Income and Corporation Taxes Act 1988	Review for archival value Business need
3.32.9	Transfer value documents in members files	Review every 10 years	Local Government Superannuation Act	Business need
3.32.10	Valuation working papers	Review every 10 years	Local Government Superannuation Act	Business need
3.32.11	Journals	CY + 6 yrs	Audit	Review to archive

Section 4 Occupational Health

Acts or Regulations

Occupational Health

- 4.1 Correspondence
- 4.2 Information Relating to Employees
- 4.3 Noise
- 4.4 Radiation
- 4.5 Signatures
- 4.6 Vibrations

Control of Substances Hazardous to Health Regulations 1997		
Reg 7 (10) - special provision relating to biological agents	List of employees exposed to group 3 and 4 biological agents (see the Regulations)	10 years after last exposure 40 years after last exposure
Schedule 9 - special provision relating to biological agents	Where exposure may lead to a disease many years later	5 years
Reg 9 - maintenance, examination and test of control measures	Examination and testing of control equipment and repairs carried out as a result	5 years 40 years
Reg 10 - monitoring exposure at the workplace	Exposure to hazardous substance at the workplace: a) general exposure b) personal exposure of identifiable employee	40 years from date of last entry
Reg 11 - health surveillance of employees who are, or are liable to be, exposed to a substance hazardous to health	Health surveillance, including medical	
Factories Act General Register Order 1973	General Register (Form F31, recording details relating to the factory, such as name and address of occupier, nature of work, fire certificate, etc)	2 years after date of last entry
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	Reportable injuries, diseases and dangerous occurrences	3 years
Social Security (Claims and Payments) Regulations 1979	Accident book (form BI 510)	3 years from date of last entry
The Ionising Radiations Regulations 1985	a) health records b) examination of respiratory protective equipment	50 years from date of last entry 2 years
The Ionising Radiations (Outside Workers) Regulations 1993	Radiation passbook	5 years after finish of use

Act or Regulation

Record

Disposal

Control of Lead at Work Regulations 1980		
Reg 8(4) - maintenance, examination and test of control measures	Maintenance of control measures	5 years from date at which entry was made
Reg 9(5) - monitoring exposure	Air monitoring	5 years
Reg 10(3) - health surveillance of employees exposed, or liable to be exposed, to lead	Medical surveillance	40 years from date at which entry was made
Control of Asbestos at Work Regulations 1987	Health surveillance (including medical reports)	40 years after last record
Work in Compressed Air Regulations 1996	a) health surveillance	40 years from date of last entry
	b) exposure	40 years from date of last entry
Special Waste Regulations 1996	Consignment note	3 years
Environment Protection (Duty of Care) Regulations 1991	Consignment note (controlled waste)	2 years

Item	Description	Retention	Citation	Action then
4. Occupational Health				

Item	Description	Retention	Citation	Action then
4.1				
Correspondence				
4.1.1	General Correspondence	Current year + 3 years	Corporate	Destroy
4.2				
Information Relating to Employees				
4.2.1	Complete sick absence record showing dates and causes of sick leave	Until age 72	Corporate	Destroy. Business need
4.2.2	Health (surveillance) records of identifiable individual employees	Date of last surveillance action + 40 years	Limitation Act 1980 S.I 1999 / 3242	Destroy
4.2.3	Records documenting pre-employment health screening of an employee.	Termination of employment + 40 years	Limitation Act 1980	Destroy
4.2.4	Records documenting pre-employment health screening of an unsuccessful candidate.	1 year	Corporate	Destroy Business need
4.2.5	Risk Assessment of new or expectant mothers	Until no longer relevant.	Management of Health and Safety at Work Regulations. 1999 SI 1999 No 3242 Regulation 3	Add to health record. Destroy
4.2.6	Sick pay records	Hard copy - Current year + 3 years	Audit	Hard copy - Destroy Business need Electronic copy – kept indefinitely

Item	Description	Retention	Citation	Action then
4.2.7	Sickness records Self certificates Doctor's certificates	Recommend current year + 3 years	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 Current year + 3 years is acceptable whilst if sickness pay is made then it becomes a financial record and Current year + 6 years applies. The actual retention may depend on the internal auditors. Most seem to accept Current year + 3 years as being acceptable as this gives them, 'Benefits' and Inland Revenue time to investigate if they need to.
4.2.8	Welfare papers	Destroy after minimum of 6 years after last action	Corporate	Business need
4.3 Noise				
4.3.1	Health Surveillance record	Recommend the HR file is annotated in case of claims	The Noise at Work Regulations 2005 SI 2005 No 1643 Regulation 9	Add to personnel file and destroy 6 years after employment ends
4.4 Radiation				
4.4.1	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	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 23 (2)	Destroy
4.4.2	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	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 28	Review for archival value
4.4.3	Dose assessment and recording of classified	Until the person to which it relates has or would have	The Ionising Radiation Regulations 1999. SI 1999 No 3232.	To supply suitable summaries to the employer at appropriate intervals

Item	Description	Retention	Citation	Action then
	person (approved dosimetry service)	reached 75 but for at least 50 years from date made.	Regulation 21(3)	
4.4.4	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	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 24 (3)	Destroy
4.4.5	Investigation of much greater or much less dose than entry shown	2 years from date report made.	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 22 (4)	Review for archival value
4.4.6	Medical exposure Immediate report	Two years from the date of the report	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 32 (7)	Review for archival value
4.4.7	Medical exposure. Detailed report	50 years from the date of that report	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 32(7)	Review for archival value
4.4.8	Monitoring results	Two years from the date on which they were made	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 19 (4)	Review for archival value
4.4.9	Notification of pregnancy and breast feeding	Recommend adding to health record	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 8	See health record retention period.
4.4.10	Record of emergency exposure	Until the employee reaches the age of 75 but at least 50 years from the date of the incident	Radiation (Emergency Preparedness and Public Information) Regulations 2001. SI 2001 No 2975 Regulation 14 (10)	Destroy Copy of radiation dosage to be made available to the employee if requested
4.4.11	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	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 24 (9)	Destroy
4.4.12	Summary of dose record	At least two years from end of calendar year to which it relates	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 21 (7)	Review for archival value
4.4.13	Termination record	Copy to be sent to the Executive and the employer	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 21 (3)(d)	Review for archival value
4.5 Signatures				
4.5.1	List of authorised signatures	6 years after person ceases to be a signatory or the list is superseded	Corporate	Destroy

Item	Description	Retention	Citation	Action then
4.6				
Vibrations				
4.6.1	Health surveillance	Recommend they be added to HR file in case of claims	Control of Vibrations at Work Regulations 2005. SI 2005 No 1093 Regulation 7	Add to personnel file and destroy 6 years after employment ends

Section 5
5.1

Human Resources and Personnel Records
Correspondence

- 5.2 Disability
- 5.3 Disciplinary action
- 5.4 Employment and Career
- 5.5 Employment law
- 5.6 Equal Opportunities
- 5.7 Pay
- 5.8 Salary records – **(payroll department impact review - Finance Section 3)**
- 5.9 Signatures
- 5.10 Trade Union Matters
- 5.11 Working Time

Item	Description	Retention	Citation	Action then
5. Human Resources and Personnel Records				
5.1 Correspondence				
5.1.1	Legal Issue Correspondence	Major Issues CY +6 years Minor Issues CY plus 3 years	Corporate	Archive permanently
5.2 Disability				

Item	Description	Retention	Citation	Action then
5.2.1	Forms for questions and replies	Recommend employment + 6 years	Disability Discrimination (Questions and Replies) Order 2004 SI 2004 no 1168 Schedules 1 and 2	Destroy
5.3 Disciplinary action				
5.3.1	Dismissal	Employment + 6 years	Employment Act 2002 Schedule 2	Destroy
5.3.2	Final Warning	18 months from final warning	Corporate	Destroy Business need
5.3.3	Written warning	12 months from date of warning	Corporate	Destroy Business need
5.3.4	Unfounded	Destroy immediately	Corporate	Destroy Action on behaviour concerning children or young persons must remain on record Business need
5.3.5	Papers relating to disciplinary action which has resulted in any changes to terms and conditions of service, salary, performance pay or allowances	Until age 72	Corporate	Destroy. Business need
5.4 Employment and Career				
5.4.1	Job History – consolidated record of whole career and location details (paper or electronic). Including all contractual – terms and condition information	Until age 100	Corporate	Destroy. Business need
5.4.2	Resignation, termination and/or retirement letters	Until age 100	Corporate	Destroy. Business need
5.4.3	Death certificates	Return original to provider. Retain copy until age 100	Corporate	Destroy. Business need
5.4.4	Marriage certificate and documentation relating to civil registration	Return original to provider. Retain copy until age 100	Corporate	Destroy. Business need

Item	Description	Retention	Citation	Action then
5.4.5	Employee files includes:- Formal offer letter Driving licence (copy) Medical clearance Qualifications (copy) (Integrated Personal Development System) 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 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.</i>	Employment + 6 years. Except certain superannuation information which is kept until last pension pay out plus 6 years – review payroll section	Statutory Limitations 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. Once the retention period has elapsed, six months, <u>the certificate</u> itself should be destroyed by secure means.
5.4.6	Written statement to employee who is dismissed while absent during adoption leave	Employment + 6 years	The Employment Rights Act 1996 Section 92 (4A)	Destroy
5.4.7	Current address details	Employment + 6 years	Corporate	Destroy. Business need
5.4.8	Qualifications/references	Employment + 6 years	Corporate	Destroy. Business need
5.4.9	Interviews	Employment + 6 years	Corporate	Destroy. Business need
5.4.10	Notification for paternity leave for overseas adoption	Employment + 6 years	Statutory Paternity and Adoption Leave (Adoption from Overseas) Regulations 2003 SI 2003 No 921 Regulation 10	Destroy
5.4.11	Bonus nominations	Employment + 6 years	Corporate	Destroy. Business need
5.4.12	Bonus nominations	Current year + 6 years	Corporate	Destroy. Business need
5.4.13	Role Profiles	Current year + 5 years	Corporate	Review for archival value
5.4.14	Adoption leave	Current year + 3 years	Corporate	Destroy. Business need
5.4.15	Annual leave records (dependent on departmental practice)	Current year + 1 year	Corporate	Destroy. Business need
5.4.16	Vacancies	Current evaluation + 1 year	Corporate	Destroy. Business need
5.4.17	Job evaluation	Current evaluation + 1 year	Corporate	Review for archival value Business need
5.4.18	Building society references	18 months	Corporate	Destroy. Business need
5.4.19	Job applications – internal	Unsuccessful – 6 months Successful – add to PRF	Corporate	Destroy. Business need

Item	Description	Retention	Citation	Action then
	Adverts	Until post filled	Corporate	Destroy. Business need
5.4.20	Notification by new or expectant mothers	Until no longer relevant.	Management of Health and Safety at Work Regulations. 1999 SI 1999 No 3242 Regulation 18	Add to health record. Destroy
5.5 Employment law				
5.5.1	Employment law	Update files on a regular basis and weed annually	Corporate	Destroy. Business need
5.6 Equal Opportunities				
5.6.1	Monitoring forms	Employment + 6 years	Corporate	Review for archival value Business need
5.6.2	Equal pay Question and Replies forms	Employment + 6 years	Equal Pay (Questions and Replies) Order 2003 SI 2003 No 722 Schedules 1 and 2	Destroy
5.7 Pay and Pension	Additional retention information in Finance			
5.7.1	Payroll input forms	Current year + 6 years	Corporate	Destroy. Business need
5.7.2	Personal payroll history, including record of pay, performance pay, overtime pay, allowances, pay enhancements, other taxable allowances, payment for untaken leave, reduced pay, no pay, maternity leave	Until age 100	Corporate	Destroy. Business need
5.7.3	Unpaid leave periods (maternity leave etc)	Until age 100	Corporate	Destroy. Business need
5.8 Salary records				
5.8.1				
5.8.2	Personal bank details	Employment + 6 years	If employment ceases then end of employment + 6 years	Destroy. Business need

Item	Description	Retention	Citation	Action then
	Employee pay histories. NB the last 3 years records must be kept for leavers, in either the personnel or finance records system, for the calculation of pension entitlement	Hard copy - Current year + 6 years	Audit	Hard copy - Destroy Business need Electronic copy – kept indefinitely
5.8.3	Staff returns	Current year + 3 years	Audit	Destroy. Business need
5.9 Signatures				
5.9.1	List of authorised signatures	6 years after person ceases to be a signatory or the list is superseded	Corporate	Business need
5.10 Trade Union Matters				
5.10.1	Agreements	When superseded + 1 year	Corporate	Review for archival Business need
5.10.2	Handbook	Until completely superseded	Union / Corporate	Destroy Business need
5.10.3	Joint Consultative Committee Minutes	Retain master for archives	Corporate	Archive permanently Business need
5.10.4	Notice of union learning representative	Whilst relevant + 3 years	The Trade Union and Labour Relations (Consolidation) Act 1992 Section168A	Destroy
5.10.5	Working papers	Until they become a policy + 3 years	Corporate	Destroy. Business need
5.11 Working Time				
5.11.1	Employee Opt-out	Recommend 2 years after date of termination of agreement	Working Time Regulations 1998 SI 1998 No. 1833 Regulation 5 Regulation 9	Destroy
5.11.2	Notice in lieu of collective or workforce agreement	Recommend whilst relevant + 6 years	Road Transport (Working Time) Regulations 2005 SI 2005 No 639 Regulation 4 (3)	Destroy

Item	Description	Retention	Citation	Action then
5.11.3	Notification to worker or the regulations and provisions of collective or workforce agreement	Recommend whilst relevant + 6 years	Road Transport (Working Time) Regulations 2005 SI 2005 No 639 Regulation 10	Destroy
5.11.4	Record of time worked	2 years after date on which they were made	Working Time Regulations 1998 SI 1998 No. 1833 Regulation 5(4) & Regulation 9 (b)	Destroy
5.11.5	Records showing compliance in the case of each mobile worker	Retain for 2 years after the end of the period covered by records	Road Transport (Working Time) Regulations 2005 SI 2005 No 639 Regulation 11 (c)	Destroy
5.11.6	Time worked for another employer	Retain for 2 years after the end of the period covered by records	Road Transport (Working Time) Regulations 2005 SI 2005 No 639 Regulation 11 (a)	Destroy

Section 6 Information and Communication Technology Records

- 6.1 Back up tapes
- 6.2 Inventory
- 6.3 Projects
- 6.4 Service desk
- 6.5 Software
- 6.6 Systems
- 6.7 Telephone Bills
- 6.8 Tenders – See ‘Contractual Records’ Section 2 - Technical Services

Item	Description	Retention	Citation	Action then
6. Information and Communication Technology Records				
6.1 Back up tapes				
6.1.1	Back / archive tapes / discs	For as long as the information on them is required as stated by the retention schedule	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’

Item	Description	Retention	Citation	Action then
6.2 Inventory				
6.2.1	Inventory	Paper format – until the last item has been superseded + 6 years. Electronic entry to be retained until 6 years after disposal	Audit	Review for archival value. Business need
6.3 Projects				
6.3.1	Drawings	Whilst relevant + 6 years	Limitation Act 1980	Review for archival value.
6.3.2	Monitoring	Whilst relevant + 6 years	Corporate	Review for archival value. Business need
6.3.3	Planning	On completion weed file and consider for archiving	Corporate	Business need
6.3.4	Reference material	Whilst relevant then weed or destroy	Corporate	Business need
6.4 Service desk				
6.4.1	Requests	Current year + 2 years	Corporate	Review for archival value. Common practice
6.4.2	Trends	Current year + 2 years	Corporate	Review for archival value. Common practice
6.5 Software				
6.5.1	Agreements	Expiry + 6 years	Limitation Act 1980 Copyright legislation	Destroy
6.5.2	Licenses	Expiry + 6 years	Limitation Act 1980 Copyright legislation	Destroy

Item	Description	Retention	Citation	Action then
6.6 Systems				
6.6.1	Configuration	Keep up to date	Corporate	Review for archival value. Business need
6.6.2	Documentation	Keep up to date	Corporate	Review for archival value. Business need
6.7 Telephone Bills				
6.7.1	BT summary bills	Current year + 2 years	Corporate	Business need. Destroy.
6.7.2	Vodafone summary bills	Current year + 2 years	Corporate	Business need. Destroy.
6.8 Tenders <i>See 'Contractual Records'</i> Section 2 - Technical Services				

Section 7

7.1

7.2

7.3

7.4

7.5

Communication and Media

Campaigns

Dealing with the media and the public

Internal records

Intranet

Website

Item	Description	Retention	Citation	Action then
7. Communications and Media				
7.1 Campaigns				
7.1.1	Campaign	Life of campaign + 2 years unless significant	Corporate	Archive permanently
7.1.2	Events calendar	Keep current	Corporate	Review for archive
7.2 Dealing with the media and the public				
7.2.1	Press releases / Press conference reports/previews	Current year + 3 years	Corporate	Review for archival value
7.2.2	Press cuttings	CY+1 year unless a major event then offer to Local History Officer Archivist.	Corporate	Review for archival value
7.3 Internal records				
7.3.1	General Communications Correspondence	Current year + 3 years	Corporate	Destroy
7.3.2	Policy and administrative records	Second review (25 years)	Corporate	Archive permanently

Item	Description	Retention	Citation	Action then
7.3.3	Handbooks and guides to media/public relations	When superseded	Corporate	Archive permanently
7.3.4	Reports on media/public relations	Current year + 3 years	Corporate	Review for archival value
7.3.5	Image library records	When no longer required or when permission expires	Corporate	Destroy
7.3.6	Briefing Notes	Current year + 5 years	Corporate	Destroy
7.3.7	Communication with employees	Current year + 3 years	Corporate	Review for archival value
7.4 Intranet				
7.4.1	Contents	Current year + 7 years As for master records.	Corporate	Common practice. Ensure masters and Intranet information matches in content and date
7.5 Website				
7.5.1	Contents	Current year + 7 years As for master records.	Corporate	Ensure masters and web information matches in content and date. Good business practice.
7.5.2	Snapshots	Archive permanently	Corporate	Good business practice
7.5.3	Website Feedback Forms	Current year + 3 years	Corporate	Destroy

Section 8

PA to CFO/CE / Executive Records

- 8.1 Administration
- 8.2 Committee Papers
- 8.3 Correspondence
- 8.4 Elected Members
- 8.5 Executive Decisions
- 8.6 Minutes
- 8.7 Overview and scrutiny
- 8.8 Standards

Item	Description	Retention	Citation	Action then
8. Executive Records				
8.1 Administration				
8.1.1	Circulars	Whilst operationally required	Corporate	Review for archival value Business need
8.2 Committee Papers				
8.2.1	Agenda – original	Current year + 6 years	Corporate	Review for archive
8.2.2	Copy Agenda and Minutes	Current year + 3 years	Corporate	Review for archive
8.2.3	Background papers	Review after 4 years and weed as necessary	Local Authorities (Executive Arrangements) (Access to Information) Regulations 2004 SI 2004 No 3272	Review for archive
8.2.4	Management information	Whilst relevant. Must be reviewed annually and weeded	Corporate	Review for archive
8.2.5	Meeting participation	Current year + 1 year	Corporate	Review for archive
8.2.6	Minutes – originals	Current year + 6 years	Corporate	Archive permanently
8.2.7	Official Committee Reports	Current year + 6 years then archive	Corporate	Archive permanently Business need
8.2.8	Orders from Standing Orders	10 years after they have been superseded.	Corporate	Offer to Local History Officer or Archivist
8.3 Correspondence				
8.3.1	Delegated decisions	Life of decision + 6 years	Corporate	Destroy. Business need
8.3.2	Executive Correspondence	Current year + 6 years	Limitations Act 1980	Review for archival value.
8.3.3	General Correspondence	Current year + 3 years	Corporate	Destroy. Business need
8.3.4	General Correspondence - PO's	Current year + 3 years	Corporate	Destroy. Business need
8.3.5	List of authorised signatures	6 years after person ceases to be a signatory or the list is superseded	Corporate	Destroy. Business need
8.3.6	Supporting information	Life of information affected + 6 years	Corporate	Destroy. Business need
8.4 Elected Members				

Item	Description	Retention	Citation	Action then
8.4.1	Advice	Current year + 2 years	Corporate	Review for archive
8.4.2	Chairman's engagements	Current year + 1 year	Corporate	Review for archive
8.4.3	Handbooks and guides to media/public relations	When superseded	Corporate	Archive permanently
8.4.4	Reports on media/public relations	Current year + 7 years	Corporate	Review for archival value
8.4.5	Image library records	When no longer required	Corporate	Destroy
8.4.6	Briefing Notes	Current year + 5 years	Corporate	Destroy
8.5 Executive Decisions				
8.5.1	Reports	Current year + 6 years	Local Authorities (Executive Arrangements) (Access to Information) Regulations 2004 SI 2004 No 3272	Archive permanently
8.5.2	Reports to committees	Current year + 6	Local Authorities (Executive Arrangements) (Access to Information) Regulations 2004 SI 2004 No 3272	Review for archival value
8.6 Minutes				
8.6.1	Draft papers, agenda's, minutes	Destroy once master is signed	Corporate	Business need practice. Destruction of drafts ensures only the confirmed Minutes are released under FOI
8.6.2	Master papers, agenda's, minutes	Archive permanently at 12 month intervals	Corporate	Business need
8.6.3	Panel papers	Current year + 5 years Copies 12 months	Corporate	Business need practice Destruction of copies ensures only the masters are released under FOI
8.7 Overview and Scrutiny				
8.7.1	Guidance and information	To be kept up to date	Corporate	Review for archival value

Item	Description	Retention	Citation	Action then
				Business need
8.7.2	Panel papers	Current year + 5 years Copies 12 months	Corporate	Business need practice Destruction of copies ensures only the masters are released under FOI
8.8 Standards				
8.8.1	Findings of acceptance	2 years after member ceases to be part of the authority	Local Authorities (Code of Conduct) (Local Determination) (Amendment) Regulations 2004 SI 2004 No 2617 Regulation 6 Substitutes 5 (9) in SI 2001 No 2812	Destroy
8.8.2	Investigations	2 years after member ceases to be part of the authority	Data Protection Act 1998 Only to be kept as long as necessarily)	Destroy
8.8.3	Signed declarations	2 years after member ceases to be part of the authority	Standards Board For England	Destroy

Section 9

Policy and Protection Records

9.1	Case files
9.2	Control of Major Accident Hazards (COMAH)
9.3	Correspondence
9.4	Emergency planning
9.5	Fire
9.6	Fireworks
9.7	Guidance Notes
9.8	Incident Logs (Not connected with COMAH)
9.9	Investigation and Evidence Reports
9.10	Personal Protective Equipment [PPE]
9.11	Petroleum Spirit and Gas (LPG)
9.12	Radiation
9.13	Regulatory Reform
9.14	Reinforcement Schemes
9.15	Risk Assessments
9.16	Safe Systems of Work
9.17	Underwriting
9.18	Work Equipment
9.19	Youth Records
9.20	Youth Training

Item	Description	Retention	Citation	Action then
9. Policy and Protection Records				
9.1				
Case files				
9.1.1	Case files [Contravention files] [Enforcement files] [Prosecution files]	20 years after conclusion of case or last significant action	Limitation Act 1980	

Item	Description	Retention	Citation	Action then
9.2 Control of Major Accident Hazards (COMAH)				
9.2.1	12 Monthly on-site inspection and Report	Until superseded	The Control of Major Accident Hazards Regulations 1999. SI 1999 No 743 Regulation 19	
9.2.2	Exchange of information	Until superseded	The Control of Major Accident Hazards Regulations 1999. SI 1999 No 743 Regulation 16	
9.2.3	Exemption from previous offsite plan	Until superseded	The Control of Major Accident Hazards Regulations 1999. SI 1999 No 743 Regulation 10 (7)	
9.2.4	HSE Safety report	Until superseded Review every 5 years or when significant changes	The Control of Major Accident Hazards Regulations 1999. SI 1999 No 743 Regulations 7, 8	
9.2.5	Information to the public	Until superseded Review period not to exceed 3 years. Reissue at intervals not exceeding 5 years.	The Control of Major Accident Hazards Regulations 1999. SI 1999 No 743 Regulation 14	
9.2.6	Major Accident Prevention Policy	Until superseded	The Control of Major Accident Hazards Regulations 1999. SI 1999 No 743 Regulation 5 Schedule 2	Archive permanently. All other copies to be destroyed.
9.2.7	Notice of prohibition	Until revoked or time expired	The Control of Major Accident Hazards Regulations 1999. SI 1999 No 743 Regulation 19	
9.2.8	Notification of Accidents	Recommend a minimum of 12 years. 40 years if placed on an employees health file	The Control of Major Accident Hazards Regulations 1999. SI 1999 No 743 Regulation 15	
9.2.9	Notification of increase in quantity	Recommend 6 years from end of notification	The Control of Major Accident Hazards Regulations 1999. SI 1999 No 743 Regulation 6 (4)	
9.2.10	Notification of Start of Operation	Recommend 6 years from end of operation	The Control of Major Accident Hazards Regulations 1999.	

Item	Description	Retention	Citation	Action then
9.2.11	Off-site emergency plan	Until superseded Review period not to exceed 3 years	SI 1999 No 743 Regulation 6 (2) The Control of Major Accident Hazards Regulations 1999. SI 1999 No 743 Regulation 10 (1)	
9.2.12	On-site emergency plan	Until superseded	The Control of Major Accident Hazards Regulations 1999. SI 1999 No 743 Regulation 9 (1)	
9.2.13	Prescribed forms	Until superseded or no longer relevant.	The Planning (Control of Major-Accidents Hazards) Regulations 1999 SI 1999 No 981 Schedule 2	
9.2.14	Register of Information	5 years from date of entry unless still relevant	The Control of Major Accident Hazards Regulations 1999. SI 1999 No 743 Schedule 8	
9.3 Correspondence				
9.3.1	Correspondence	Current year + 3 years	Corporate	Destroy. Business need
9.3.2	List of authorised signatures	6 years after person ceases to be a signatory or the list is superseded	Corporate	Destroy. Business need
9.3.3	Notice of works affecting water supply and fire hydrants	Recommend CY + 3	Statutory	Fire and Rescue Services Act 2004 Chapter 21 Section 43
9.4 Emergency planning				
9.4.1	Community Risk Register	To be kept up to date	Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005 SI 2005 No 2042 Regulation 15	
9.4.2	Contacts	Keep up to date	Corporate	Good business practice
9.4.3	Contingency Protocols Includes Mutual Aid agreements	Current protocol plus 1	Civil Contingencies Act 2004 (Contingency Planning) Regulations 2005 SI 2005 No 2042 Regulation 7	

Item	Description	Retention	Citation	Action then
9.4.4	Information to the public about health protection measures	To be updated for significant changes and at least every 3 years	Statutory	Carriage of Dangerous Goods and Use of Transportable Equipment Regulations 2007 SI 2007 No 1573 Schedule 5 - 2
9.4.4.1	Preparation of emergency arrangements	To be kept up to date. Plan to be in writing	Statutory	Carriage of Dangerous Goods and Use of Transportable Equipment Regulations 2007 SI 2007 No 1573 Schedule 5 - 4
9.4.5	Incident logs including telephone recordings	CY + 3 years unless litigation is expected then CY + 6	Limitation Act 1980	Archive & review
9.4.6	Incident report forms	CY + 12 years	Limitation Act 1980	Archive & review
9.4.7	Plans (All directorates)	Until superseded	Corporate	Good business practice
9.4.8	Training records	CY + 3 years	Corporate	Refresher training recommended to take place at least every 3 years.
9.5 - Fire				
9.5.1	Alteration notices	Recommend 6 years after the action specified in the notice has been completed	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 29	
9.5.2	Enforcement notice	Recommend 6 years after enforcement action complete	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 30	
9.5.3	Fire safety arrangements	To be reviewed regularly and kept up to date	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 11	Review for archival value
9.5.4	Improvement notices	6 years from date of notice	Fire Precautions Act 1971 1971 Chapter 40 Section 9D	Review for archival value
9.5.5	Information on additional emergency measures in respect of dangerous substances	To be reviewed regularly and kept up to date	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 16	Archive permanently
9.5.6	Notice of alterations or extensions to a regulated stand	Until work is completed and approved	Fire Safety and Safety of Places of Sport Act 1987 Chapter 27 Section 23	Review for archival value
9.5.7	Notice to fire brigade proposing works to supply water	6 years after date of notice	Fire Services Act 1947 1947 Chapter 41 Section 16	Review for archival value
9.5.8	Notification concerning a cut off switch	Recommend 6 years after action complete	Regulatory Reform (Fire Safety) Order 2005.	

Item	Description	Retention	Citation	Action then
9.5.9	Prohibition notice	Recommend 6 years after issue or withdrawal.	SI 2005 No 1541 Regulation 37	
9.5.10	Provision of information to employers and the self employed from outside undertakings	To be reviewed regularly and kept up to date	Regulatory Reform (Fire Safety) Order 2005. SI 2005 No 1541 Regulation 31	Archive permanently
9.5.11	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 Regulation 14 © Revokes SI 2007 No 1573	
9.6 Fireworks				
9.6.1	Details of supplier, buyer and amount supplied	3 years from the date of supplying fireworks	Fireworks (Amendment) Regulations 2004 SI 2004 No 3262 Regulation 4 (4)	Review for archival value
9.7 Guidance Notes				
9.7.1	Guidance Notes and Staff Guidance Notes	Until superseded	Corporate	Review for archival value Destroy - Business need
9.8 Incident Logs (Not connected with COMAH)				
9.8.1	Incident and operational logs	3 years after date of last entry unless litigation expected then 6 years after last entry	Corporate	

Item	Description	Retention	Citation	Action then
9.9 Investigation and Evidence Reports				
9.9.1	Investigation and Evidence Reports	Destroy 7 years after administration is concluded	Audit	Business need
9.9.2	Witness Statements	12 years from date created	Limitation Act 1980.	
9.10 Personal Protective Equipment [PPE] (held on Staar database and Asset database)				
9.10.1	Record of issue	Life of equipment	Personal Protective Equipment at Work Guidance on Regulations 1992	Destroy
9.10.2	Record of maintenance and examination	Recommend 5 years from date of action	Personal Protective Equipment at Work Regulations 1992 SI 1992 No 2966 Regulation 7	Destroy
9.11 Petroleum Spirit and Gas (LPG)				
9.11.1	Certificate of confirmation of petroleum spirit	6 years from date of expiry of certificate	Petroleum (Consolidation) Act 1928 1928 Chapter 32 Section 17 (2)	Archive permanently
9.11.2	Exemption from the Petroleum (Consolidation Act) 1928 Section 10	Recommend time expired or revoked plus 6 years	Petroleum- Spirit (Motor Vehicles &c) Regulations 1929 SI 1929 No 952 Regulation 1	Review for archival value
9.11.3	Licence for petroleum spirit	Whilst valid	Petroleum (Consolidation) Act 1928 1928 Chapter 32 Sections 1, 2 The proviso to Section 2 (1) has been repealed by SI 2002 No 2776	Review for archival value
9.11.4	Notices to local authority	Whilst valid plus 12 months	Petroleum- Spirit (Motor Vehicles &c)	Review for archival value

Item	Description	Retention	Citation	Action then
	Passed onto Trading Standards		Regulations 1929 SI 1929 No 952 Regulations 7, 8, 13	
9.11.5	Petroleum spirit licence	Whilst valid plus 12 months	Petroleum- Spirit (Motor Vehicles &c) Regulations 1929 SI 1929 No 952 Regulation 1	Review for archival value
9.12 Radiation				
9.12.1	Appointment of radiation protection adviser	Recommend 12 months after appointment ceases	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 13	Review for archival value To be in writing.
9.12.2	Approval of dosimetry services	Until superseded	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 35 (1)	Review for archival value
9.12.3	Assessment before work is carried out or transported for the first time	Until superseded	Radiation (Emergency Preparedness and Public Information) Regulations 2009. SI 2001 No 2975 Regulation 4	To be reviewed within 3 years or where a material change takes place. Regulation 5
9.12.4	Carrier's emergency plan	To be kept up to date	Radiation (Emergency Preparedness and Public Information) Regulations 2009. 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
9.12.5	Confirmation of emergency plan by local authority	Recommend the life of the activity plus 50 years from any incident	Radiation (Emergency Preparedness and Public Information) Regulations 2001. SI 2001 No 2975 Regulation 7 (2) (b)	
9.12.6	Confirmation of offsite emergency plan by local authority	Recommend the life of the activity plus 50 years from date of any incident	Radiation (Emergency Preparedness and Public Information) Regulations 2001. SI 2001 No 2975 Regulation 9 (13)	
9.12.7	Contingency plan	Until superseded	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 12	Review for archival value
9.12.8	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	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Schedule 4 Part II, 13, 17	Review for archival value

Item	Description	Retention	Citation	Action then
9.12.9	Emergency exposure (Female employee who is pregnant)	Recommend information is retained for 50 years from date of notification	Radiation (Emergency Preparedness and Public Information) Regulations 2001. SI 2001 No 2975 Regulation 14 (6)	Review for archival value
9.12.10	Emergency plan	To be kept up to date	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
9.12.11	Examination of respiratory protective equipment	At least two years from date of examination	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 10	Review for archival value
9.12.12	Implementation of emergency plan	Recommend record action in writing and retain for 50 years from date of any incident Regulation 13 (c)	Radiation (Emergency Preparedness and Public Information) Regulations 2001. SI 2001 No 2975 Regulation 13	
9.12.13	Information supplied in the event of a radiation emergency	Recommend 50 years from the date of the incident	Radiation (Emergency Preparedness and Public Information) Regulations 2001. SI 2001 No 2975 Schedule 10	
9.12.14	Local rules	Recommend 12 months after being superseded.	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 17	Destroy
9.12.15	Monitoring equipment tests and maintenance	Two years from the date on which they were made	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 19 (4)	Review for archival value
9.12.16	Offsite emergency plan	To be kept up to date	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
9.12.17	Prior information to the public	To be reviewed and reissued at 3 year intervals Regulation 16 (4)	Radiation (Emergency Preparedness and Public Information) Regulations 2001. SI 2001 No 2975 Regulation 16	
9.12.18	Reassessment of dosimetry services	Until superseded	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 35 (3)	Review for archival value
9.12.19	Sealed sources tests	For two years after the article is disposed or until a	The Ionising Radiation Regulations 1999.	Review for archival value

Item	Description	Retention	Citation	Action then
		further record is made	SI 1999 No 3232. Regulation 27	
9.12.20	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	
9.12.21	Monitoring results	Two years from the date on which they were made	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 19 (4)	
9.12.22	Monitoring equipment tests and maintenance	Two years from the date on which they were made	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 19 (4)	
9.12.23	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.	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 21(3) To supply suitable summaries to the employer at appropriate intervals	
9.12.24	Termination record	Copy to be sent to the Executive and the employer	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 21 (3)(d)	
9.12.25	Summary of dose record	At least two years from end of calendar year to which it relates	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 21 (7)	
9.12.26	Investigation of much greater or much less dose than entry shown	2 years from date report made.	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 22 (4)	
9.12.27	Health record	Until the person to whom it	The Ionising Radiation Regulations	

Item	Description	Retention	Citation	Action then
		relates has or would have reached 75 but for at least 50 years from date of last entry	1999. SI 1999 No 3232. Regulation 24 (3)	
9.12.28	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	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 24 (9)	
9.12.29	Over exposure immediate investigation	Two years from date it was made	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 25 (2)(a)	
9.12.30	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	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 25 (2)(b)	
9.12.31	Notification of pregnancy and breastfeeding	Recommended adding to health record	Statutory The Ionising Radiation regulations 1999. SI 1999 No 3232 Regulation 8	
9.12.32	Notification of certain occurrences	50 years in the case of an occurrence and 2 years for any other case	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 30 (5)	
9.12.33	Medical exposure Immediate report	Two years from the date of the report	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 32 (7)	
9.12.34	Medical exposure. Detailed report	50 years from the date of that report	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 32(7)	
9.12.35	Approval of dosimetry services	Until superseded	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 35 (1)	
9.12.36	Reassessment of dosimetry services	Until superseded	The Ionising Radiation Regulations 1999.	

Item	Description	Retention	Citation	Action then
			SI 1999 No 3232. Regulation 35 (3)	
9.12.37	Exemption certificates	Recommend time expired or revoked plus 6 years	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 37	
9.12.38	Existing records made under the 1985 Regulations	As shown under Transitional Provisions and Modification, Revocation and Saving.	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulations 39, 41 (4)	
9.12.39	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	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Schedule 4 Part II, 13, 17	
9.12.40	Emergency exposure (Female employee who is pregnant)	Recommend information is retained for 50 years from date of notification Employee to notify employer in writing	Radiation (Emergency Preparedness and Public Information) Regulations 2001. SI 2001 No 2975 Regulation 14 (6)	
9.13 Regulatory Reform (Fire Safety)				
9.13.01	Alteration Notice	Recommend whilst relevant + 6 years	Regulatory Reform (Fire Safety) Order 2005 SI 2005 No 1541 Regulation 29	
9.13.02	Enforcement Notices	Recommend whilst relevant + 6 years	Regulatory Reform (Fire Safety) Order 2005 SI 2005 No 1541 Regulation 30	
9.13.03	Prohibition Notices	Recommend whilst relevant plus 6 years	Regulatory Reform (Fire Safety) Order 2005 SI 2005 No 1541 Regulation 31	
9.13.04	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	Statutory The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 23 (2)	

Item	Description	Retention	Citation	Action then
9.14 Reinforceme nt Schemes				
9.14.1	Reinforcement scheme agreements	Until superseded or revoked	Fire and Rescue Services Act 2004 Chapter 21 Sections 13 and 14	Archive
9.15 Risk Assessments				
9.15.1	Risk assessments	Until superseded but review every 3 years if no change	Statutory	Archive permanently. Review at maximum 3 year intervals to see if still relevant.
9.16 Safe Systems of Work				
9.16.1	Safe systems of work	Until superseded	Corporate	Review for archival value. Good business practice.
9.16.2	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	Corporate	Review for archival value. Good business practice.
9.17 Underwriting				
9.17.1	Accident reports and related correspondence	Adults - Current year + 6 years.	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 Destroy
9.17.2	Claims files	7 years after settlement of claim or 6 years after 18 th	Limitation Act 1980 Workman's Compensation Act	

Item	Description	Retention	Citation	Action then
		birthday whichever is the later		
9.17.3	Claims register	6 years after last entry	Corporate	Business need
9.17.4	Engineering schedules	Current year + 6 years	Corporate	
9.17.5	Incident reports and related correspondence	Current year + 6 years. Current year + 15 years for negligence not involving personal injuries	Limitation Act 1980 Latent damage Act 1986	
9.17.6	Insurance policies	Until superseded or discontinued	Audit	
9.17.7	Property files	6 years after disposal of property	Limitations Act 1980	
9.17.8	Renewals	Length of insurance + 6 years	Corporate	
9.17.9	Settlement of claims - journals	Current year + 6 years	Corporate	
9.18 Work Equipment				
9.18.1	Instructions for hand-held and hand-guided machinery that transmits vibrations	Whilst valid plus 10 years	Supply of Machinery (Safety) Regulations 1992 SI 1992 No 3073 Schedule 3 – 2.2	Review for archival value.
9.18.2	Instructions for inspections and maintenance	Whilst valid plus 10 years	Supply of Machinery (Safety) Regulations 1992 SI 1992 No 3073 Schedule 3 - 1.3.2, 1.3.7	Review for archival value.
9.18.3	Lifting accessories instruction handbook	Whilst valid plus 10 years	Supply of Machinery (Safety) Regulations 1992 SI 1992 No 3073 Schedule 3 –4.4.1	Review for archival value.
9.18.4	List of authorised persons for use, repair, modification, maintenance or servicing	Until superseded	The Provision and Use of Work Equipment Regulations 1998 SI 1998 No 2306 Regulation 7 (a)(b)	Destroy
9.18.5	Machine maintenance log books for operational purposes	Life of equipment	Provision and Use of Work Equipment Regulations 1998 SI No 1998 No 2306 Regulation 5	Review for archival value.
9.18.6	Machinery instructions for operational purposes	Whilst valid plus 10 years	Supply of Machinery (Safety) Regulations 1992 SI 1992 No 3073 Schedule 3 – 1.7.4	Review for archival value.

Item	Description	Retention	Citation	Action then
9.18.7	Maintenance Log for operational purposes	Life of equipment	The Provision and Use of Work Equipment Regulations 1998 SI 1998 No 2306 Regulation 5 (2)	Review for archival value. Pass on to new owner when sold
9.18.8	Certificate for chains and ropes	Whilst valid plus 10 years	Supply of Machinery (Safety) Regulations 1992 SI 1992 No 3073 Schedule 3 - 4.3.1	
9.18.9	Lifting accessories instruction handbook	Whilst valid plus 10 years	Supply of Machinery (Safety) Regulations 1992 SI 1992 No 3073 Schedule 3 -4.4.1	
9.18.10	EC Declaration of conformity of the machinery	For a period of at least 10 years from the last date of manufacture of the machinery	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	
9.18.11	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.	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	
9.18.12	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.	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	

Item	Description	Retention	Citation	Action then
9.18.13	Technical construction file	10 years from the date on which the last item of relevant apparatus was supplied Regulation 35	Electromagnetic Compatibility Regulations 1992 SI 1992 No 2372 Regulation 43 as amended by the Electromagnetic Compatibility (Amendment) Regulations 1994 SI 1994 No 3080	
9.18.14	Suitability of Work Equipment (Proof of suitability)	Life of equipment	The Provision and Use of Work Equipment Regulations 1998 SI 1998 No 2306 Regulation 4	
9.18.15	Machine maintenance log books	Life of equipment	Provision and Use of Work Equipment Regulations 1998 SI No 1998 No 2306 Regulation 5	
9.18.16	Maintenance Log	Life of equipment	The Provision and Use of Work Equipment Regulations 1998 SI 1998 No 2306 Regulation 5 (2) Pass on to new owner when sold	
9.18.17	Inspections	Until superseded	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.	
9.18.18	List of authorised persons for use, repair, modification, maintenance or servicing	Until superseded	The Provision and Use of Work Equipment Regulations 1998 SI 1998 No 2306 Regulation 7 (a)(b)	
9.19 Youth Records				
9.19.1	Accident reports and related correspondence	Children and young persons - 6 years after 18 th birthday	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	

Item	Description	Retention	Citation	Action then
9.19.2	Disciplinary action	Unfounded Destroy immediately	Corporate	Action on behaviour concerning children or young persons must remain on record
9.19.3	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	The Management of Health and Safety at Work Regulations 1999 SI 1999 No 3242 Regulation 10	
9.19.4	Youth Case files	Destroy - 25 years from DOB or 70 years from last contact	Corporate	Business need
9.19.5	Youth service provision	Destroy - 25 years from DOB or 70 years from last contact	Corporate	Business need
9.19.6	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 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.</i>			Once the retention period has elapsed, six months, the certificate itself should be destroyed by secure means.
9.20 Youth Training				
9.20.1	Attendance records	Current year+ 5 years	Corporate	Destroy. Business need
9.20.2	Exam results/qualifications	Current year+ 5 years	Corporate	Destroy. Business need
9.20.3	Sponsor reports	Current year+ 5 years	Corporate	Archive permanently Business need
9.20.4	Sponsors - dead files	Current year+ 5 years	Corporate	Review for archival value Business need
9.20.5	Trainee files/records	Destroy - 25 years from DOB or 10 years from last contact	Corporate	Business need

Section 10 Service Delivery Records

- 10.1 Fire
- 10.2 Lifting Operations
- 10.3 Station Plans
- 10.4 Training
- 10.5 Working Time

Item	Description	Retention	Citation	Action then
10. Service Delivery Records				
10.1 Fire	<i>SI 2005 No 1541 came into force on 1 April 2006 and revoked the Fire Precaution Act 1971</i>			
10.1.1	Fire drills/evacuations for each building	Current year + 2 years	Fire Precautions Act 1971 1971 Chapter 40 Section 6. Contents to include date, evacuation time, number of participants, faults, remedies	Review for archival value
10.1.2	Fire precaution log book for each building	6 years after last entry	Corporate	Review for archival value
10.1.3	Fire precautions training records for each building	Current year + 3 years	Fire Precautions Act 1971 Chapter 40 Section 6 (2) ©	Review for archival value
10.2 Lifting Operations				
10.2.1	Lifting Operations Thorough examination and inspection (other than an accessory)	For as long as the equipment is operated	The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307 Regulation 11	Destroy
10.2.2	Lifting Operations Thorough examination and inspection (accessory for lifting)	2 years from date of report	The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307 Regulation 11	Destroy
10.2.3	Lifting Operations Thorough examination and inspection (Installation or after assembly at new site/location)	For as long as the equipment is operated	The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307 Regulation 11	Destroy

Item	Description	Retention	Citation	Action then
10.2.4	Lifting Operations Thorough examination and inspection (6 / 12 monthly inspections under Reg. 9)	Until superseded or the expiration of 2 years whichever is later	The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307 Regulation 11	Destroy
10.2.5	Lifting Operations Records made under regulation 10 (2)	Until superseded	The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307 Regulation 11	Destroy
10.2.6	Lifting Operations – thorough examinations	For as long as equipment is operated Current report to accompany equipment if sold on	The Lifting Operations and Lifting Equipment Regulations 1998 SI 1998 No 2307 Regulation 9	Destroy
10.3 Station Plans				
10.3.1	Station Plans reports and results	Date of creation + 5 years	Corporate	Review for archival value Business need
10.4 Training				
10.4.1	Post Entry training	Career + 5 years	Corporate	Review for archival value Business need
10.5 Working Time				
10.5.1	Driver's records book	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. Driver to retain book for 14 days after all weekly record sheets have been used.	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.	Destroy
10.5.2	Drivers hours	12 months	Transport Act 1968	Destroy

Item	Description	Retention	Citation	Action then
			Chapter 73 Sections 96, 98, 99, 103 EC Regulation 3821/85 Passenger and Goods Vehicles (Recording Equipment) Regulations 2005 SI 2005 No 1904 EC or AETR rules may also apply.	Includes digital recording equipment

Acts or Regulation

Section 11 Health & Safety Records

- 11.0 Accidents
- 11.1 Agreements/arrangements
- 11.2 Asbestos

	11.3	Claims
	11.4	Compressed Air
	11.4.6	Construction
	11.5	Control of Substances Hazardous to Health [COSHH]
	11.6	Correspondence
	11.7	Information relating to employees
	11.8	Inspections / Examinations
	11.9	Noise
	11.10	Policies
	11.11	Radiation
	11.12	Reporting of Injuries, Diseases and Dangerous Occurrences (RIDDOR)
	11.13	Risk Assessments
	11.14	Signatures
	11.15	Vibrations
	11.16	Young Persons
Heights	11.17	
Legionellosis	11.18	
Training	11.19	

Act or Regulation

Record

Disposal

Control of Substances Hazardous to Health Regulations 1997		
Reg 7 (10) - special provision relating to biological agents	List of employees exposed to group 3 and 4 biological agents (see the Regulations)	10 years after last exposure
Schedule 9 - special provision relating to biological agents	Where exposure may lead to a disease many years later	40 years after last exposure
Reg 9 - maintenance, examination and test of control measures	Examination and testing of control equipment and repairs carried out as a result	5 years
Reg 10 - monitoring exposure at the workplace	Exposure to hazardous substance at the workplace: a) general exposure b) personal exposure of identifiable employee	5 years 40 years
Reg 11 - health surveillance of employees who are, or are liable to be, exposed to a substance hazardous to health	Health surveillance, including medical	40 years from date of last entry
Factories Act General Register Order 1973	General Register (Form F31, recording details relating to the factory, such as name and address of occupier, nature of work, fire certificate, etc)	2 years after date of last entry
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995	Reportable injuries, diseases and dangerous occurrences	3 years
Social Security (Claims and Payments) Regulations 1979	Accident book (form BI 510)	3 years from date of last entry
The Ionising Radiations Regulations 1985	a) health records	50 years from date of last entry
	b) examination of respiratory protective equipment	2 years
The Ionising Radiations (Outside Workers) Regulations 1993	Radiation passbook	5 years after finish of use

Act or Regulation

Record

Disposal

Control of Lead at Work Regulations 1980		
Reg 8(4) - maintenance, examination and test of control measures	Maintenance of control measures	5 years from date at which entry was made
Reg 9(5) - monitoring exposure	Air monitoring	5 years
Reg 10(3) - health surveillance of employees exposed, or liable to be exposed, to lead	Medical surveillance	40 years from date at which entry was made
Control of Asbestos at Work Regulations 1987	Health surveillance (including medical reports)	40 years after last record
Work in Compressed Air Regulations 1996	a) health surveillance	40 years from date of last entry
	b) exposure	40 years from date of last entry
Special Waste Regulations 1996	Consignment note	3 years
Environment Protection (Duty of Care) Regulations 1991	Consignment note (controlled waste)	2 years

Item	Description	Retention	Citation	Action then
11. Health & Safety Records				
11.0 Accidents				
11.0.1	Accident forms/reports	Current year + 6 years	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 for 40 years	Archive
11.0.2	BI 510 [Accident books]	3 years after last entry This includes the new DPA format to be used from 1/1/04	Social Security (Claims and Payments) Regulations 1979 Regulations 24 and 25. Social Security Administration Act 1992 Section 8.	Archive Permanently. Completed pages must be kept secure with restricted access. Data Protection Act 1998.
11.1 Agreements				
11.1.1	Written record of the agreements between contractors	The duration of the agreement + 12 months	Statutory Construction (Health & Welfare) Regulations 1996 SI 1996 No 1592	Review and archive
11.2 Asbestos				
11.2.1	Asbestos incidents – correspondence, reports and papers	Retain in correct conditions or in BRC (See <i>PRO Buildings Records Guidelines</i>) until 40 years after date of event	Public Records Act 1958	Review 30 years after date of event
11.2.2	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	Statutory Control of Asbestos at Work Regulations 2006 SI 2006 No 2739 Regulation 15 Information to be displayed in the workplace and made available to accident and emergency services	Archive permanently
11.2.3	Assessments and reviews	Whilst relevant	Control of Asbestos at Work Regulations 2006	Review for archival value

Item	Description	Retention	Citation	Action then
			SI 2006 No 2675 Regulation 4 (7)	
11.2.4	Employee information/ instruction/ training	Recommend add to personnel record	Control of Asbestos at Work Regulations 2002 SI 2002 No 2675 Regulation 9	5 years after leaving. (if at normal retirement age) or 10 years after leaving (if before normal retirement age)
11.2.5	Exemption certificate	Time expired or revoked plus 40 years	Statutory	Archive permanently
11.2.6	Health records - where exposure exceeds the action level	Current year plus 40 from date of last incident	Statutory	Review for archival value
11.2.7	Identifying plan	Whilst relevant	Control of Asbestos at Work Regulations 2002 SI 2002 No 2675 Regulation 4 (7)	Review for archival value
11.2.8	Maintenance of control measures etc	At least 5 years from the date on which it was made	Statutory	Review for archival value
11.2.9	Medical examination certificates	40 years from the date of issue	Statutory	Review for archival value
11.2.10	Notification of work with asbestos	Recommend retention for at least 6 months from completion of work	Control of Asbestos at Work Regulations 2002 SI 2002 No 2675 Regulation 8	Review for archival value
11.2.11	Plan of work	Recommend retention for at least 6 months from completion of work	Control of Asbestos at Work Regulations 2002 SI 2002 No 2675 Regulation 4 (7) Copy to be kept at those premises, and for such time as the work to which the plan relates is being carried out	Review for archival value
11.2.12	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	Statutory	Review for archival value
11.2.13	Licence to work with asbestos Existing licences issued under Asbestos (Licensing) Regulations 1983 SI 1983 No 1649 The Asbestos (Licensing)	Whilst relevant	Statutory Control of Asbestos at Work Regulations 2006 SI 2006 No 2739 Regulation 8	

Item	Description	Retention	Citation	Action then
	(Amendments) Regulations. SI 1998 No 3233 Continue to have effect			
11.2.14	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 10	
11.2.15	Employee information/ instruction/ training	Recommend add to personnel record	Statutory Control of Asbestos at Work Regulations 2006 SI2006 No 2739 Regulation 10	
11.2.16	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 SI2006 No 2739 Regulation 13 (3) See also PPE/COSHH	
11.2.17	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 SI2006 No 2739 Regulation 15 Information to be displayed in the work place and made available to accident and emergency services	
11.2.18	Risk Assessments	Whilst relevant	Statutory Control of Asbestos at Work Regulations 2006 SI2006 No 2739 Regulation 6 Copy of the significant findings of the risk assessment to be kept at the premises at which	

Item	Description	Retention	Citation	Action then
			and for such time as the work is being carried out.	
11.2.19	Site clearance certifications	Recommended add to the premises Health & Safety file and retain for the life of the building	Statutory Control of Asbestos at Work Regulations 2006 SI2006 No 2739 Regulation 20	
11.3 Claims				
11.3.1	Claims - general	Settlement of claim + 6 years	Corporate	Good business practice
11.3.2	Claim monitoring	Settlement of claim + 6 years	Corporate	Good business practice
11.3.3	Employer liability	Settlement + 6 years	Corporate	
11.4 Compressed Air				
11.4.1	Health Records	40 years from date of last entry	Work in Compressed Air Regulations. 1996 SI 1996 No 1656 Regulation 10	Employee to receive copy of entries relating to period of work. Review for archival value
11.4.2	Individual record of exposure	40 years from date of the last entry	Work in Compressed Air Regulations. 1996 SI 1996 No 1656 Regulation 11 (5)	Employee to receive copy of entries relating to period of work. Review for archival value
11.4.3	Notification to HSE, likely receiving hospitals, emergency services etc	Until work completed	Work in Compressed Air Regulations. 1996 SI 1996 No 1656 Regulation 6 Notification	Review for archival value
11.4.4	Plant and equipment examinations and tests	Recommend Current year + 6 years	Work in Compressed Air Regulations. 1996 SI 1996 No 1656 Regulation 8	Review for archival value
11.4.5	Record of exposure times and pressures	40 years from date of last entry	Work in Compressed Air Regulation. 1996 SI 1996 No 1656 Regulation 11 (4)	Employee to receive copy of entries relating to period of work. Review for archival value
11.4.6 Construction				
11.4.7	Agents written declaration	Life of health and safety file	Statutory Construction (Design & Management). Regulations	

Item	Description	Retention	Citation	Action then
			1994 SI 1994 No 3140 Regulation 4	
11.4.8	Health and safety file	To be passed from owner to owner until superseded by new file. To be in writing	Statutory Construction (Design & Management). Regulations 1994 SI 1994 No 3140 Regulation 12	
11.4.9	Notification of construction project. Use of Form 10 (Rev) not compulsory	Life of Health & Safety File. To be in writing and displayed on site. (Regulation 16)	Statutory Construction (Design & Management). Regulations 1994 SI 1994 No 3140 Regulation 7	
11.4.10	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 & Management). Regulations 1994 SI 1994 No 3140 Regulation 10 & 15	
11.4.11	Information to planning supervisors	Life of health and safety file. To be in writing	Statutory Construction (Design & Management). Regulations 1994 SI 1994 No 3140 Regulation 11	
11.4.12	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 & Welfare) Regulations 1996 Si 1996 No 1592 Regulations 29 & 30 and schedule 7	
11.5 Control of Substances Hazardous to Health [COSHH]				
11.5.1	Control measures	Current year+ 6 years	Control of Substances	Review for archival value

Item	Description (including ventilation)	Retention	Citation	Action then
			Hazardous to Health Regulations 2002. SI 2002 No 2677 Regulation 9	
11.5.2	Health surveillance	40 years from date of incident	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)	Review for archival value
11.5.3	Information, instruction and training	Until superseded. Where a Group 4 biological agent is involved then the instructions must be in writing.	Control of Substances Hazardous to Health Regulations 2002 SI 2002 No 2677 Regulation 12	Review for archival value
11.5.4	List of employees exposed to certain biological agent(s)	40 years from date of last entry made in it	Control of Substances Hazardous to Health Regulations 2002 SI 2002 No 2677 Schedule 3 – 4 (3)	Review for archival value. Each employee shall have access to the information on the list which relates to him personally
11.5.5	Monitoring exposure	General records Current year+ 6 years Personal records Current year+ 40 years	Control of Substances Hazardous to Health Regulations 2002 SI 2002 2677 Regulation 10	Review for archival value
11.6 Correspondence				
11.6.1	General Correspondence	Current year + 3 years	Corporate	Destroy
11.7 Information Relating to Employees				
11.7.1	Changes to health and safety leaflet issued to employees	Until superseded	Health and Safety Information for Employees Regulations 1989. SI 1989 No 682 Regulation 5 (5)	Archive permanently An exemption certificate in writing may be issued by the HSE. Regulation 6.

Item	Description	Retention	Citation	Action then
11.7.2	Lead – assessments, maintenance, air monitoring etc.	Current year + 6 years	Control of Lead at Work Regulations 1998 SI 1998 No 543 Regulation 9 Should be available for inspection by employees	Review for archival value
11.7.3	Lead – information/ training/ instruction	Recommend Current year + 6 years	Control of Lead at Work Regulations 1998 SI 1998 No 543 Regulation 11	Review for archival value
11.7.4	List of First Aiders	Until superseded	Health and Safety (First Aid) Regulations 1981 Regulation 4	Destroy
11.7.5	Manual handling assessment	Until superseded	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.	Destroy
11.7.6	Noise – information and training	Recommend HR file is annotated in case of claims	The Noise at Work Regulations 2005 SI 2005 No 1643 Regulations 6 (3) and 10	Add to personnel file and destroy 6 years after employment ends
11.7.7	Posters/written notices/leaflets	Until superseded	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	Archive permanently
11.7.8	Relevant information and training in connection with safety signs	Add to personnel file and destroy 6 years after employment ends	Health and Safety (Safety Signs and Signals) Regulations 1996 SI 1996 No 341 Regulation 5	
11.7.9	Workstation information (DSE)	Until superseded	The Health and Safety (Display Screen Equipment) Regulations 1992 SI 1992 No 2792 Regulation 7	Destroy

Item	Description	Retention	Citation	Action then
11.7.10	Risk Assessments	Until superseded. Paper or electronic.	Statutory Management of Health & 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.	
11.7.11	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)	
11.7.12	Permits to work	6 months from date of completion of work. Recommended 6 years from date of work if there is an incident.	Statutory Health & Safety at Work Act 1978 Section 2 Factories Act 1961 Sections 30 & 31.	
11.7.13	Electrical Equipment Technical Documentation	10 years after manufacture of that particular equipment has ceased	Statutory Electrical Equipment (Safety) Regulations 1994 SI 1994 Number 3260. Regulation 11	
11.8 Inspections / Examinations				
11.8.1	Building installations	Last two certificates	Corporate	Review for archival value
11.8.2	Evacuation information	Until superseded	Fire Prevention Act 1997 Chapter 40 Section 6	Review for archival value
11.8.3	Health and Safety inspection reports	5 years after issue	Public Records Act 1958	Review 12 years after issue
11.8.4	Safety inspections audits	Current year + 3 years	Corporate	Review for archival value
11.9 Noise				
11.9.1	Assessment Records	Until a further noise assessment is made. As hearing loss can be progressive it is recommended the assessment be added to the	The Noise at Work Regulations 2005 SI 2005 No 1643 Regulation 5 Revokes the Noise at Work Regulations 1989 SI1989 No 1790	Review for archival value

Item	Description	Retention	Citation	Action then
11.9.2	Exemption certificate	employee's health file Recommend time expired or revoked plus 6 years	The Noise at Work Regulations 2005 SI 2005 No 1643 Regulations 11, 12, 13 Revokes the Noise at Work Regulations 1989 SI1989 No 1790	Archive permanently
11.9.3	Information and Training	Recommend the HR file is annotated in case of claims	Statutory The Noise at Work Regulations 2005 SI 2005 No 1643 Regulations 6 (3) and 10 Revokes the Noise at Work Regulations 1989 SI1989 No 1790	
11.9.4	Health Surveillance Record	Recommend the HR file is annotated in case of claims	Statutory The Noise at Work Regulations 2005 SI 2005 No 1643 Regulations 9 Revokes the Noise at Work Regulations 1989 SI1989 No 1790	
11.10 Policies				
11.10.1	Written statement of employers general policy for the health and safety at work of employees	Until superseded	Health and Safety at Work etc. Act 1974 Section 2 (3): Written statement of general policy for employees health and safety at work	Archive Permanently. All other copies to be destroyed.
11.10.2	The organisation and arrangements for carrying out the policy at 4.9.1	Until superseded	Health and Safety at Work etc. Act 1974 Section 2 (3): Written statement of general policy for employees health and safety at work	Archive Permanently. All other copies to be destroyed.
11.10.3	Written rules regulating the wearing of suitable head protection on a construction site	For the duration of the work on the site	Construction (Head Protection) Regulations 1989 SI 1989 No 2209 Regulation 5: Rules and directions	Archive Permanently. All other copies to be destroyed.

Item	Description	Retention	Citation	Action then
11.10.4	Record of health and safety arrangements	Until arrangements are changed	Management of Health and Safety at Work Regulations 1992 Regulation 4: Health and safety	Archive Permanently. All other copies to be destroyed.
11.10.5	Notice stating the composition of the Safety Committee and the workplaces covered by it	For life of the Committee	Safety Representatives and Safety Committee Regulations 1977 Regulation 9:	Archive Permanently. All other copies to be destroyed.
11.11 Radiation				
11.11.1	Exemption certificates	Recommend time expired or revoked plus 6 years	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 37	Archive permanently
11.11.2	Existing records made under the 1985 Regulations	As shown under Transitional Provisions and Modification, Revocation and Saving.	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulations 39, 41 (4)	Review for archival value
11.11.3	Notification of certain occurrences	50 years in the case of an occurrence and 2 years for any other case	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 30 (5)	Review for archival value
11.11.4	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	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 25 (2)(b)	Destroy
11.11.5	Over exposure immediate investigation	Two years from date it was made	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 25 (2)(a)	Review for archival value
11.11.6	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	The Ionising Radiation Regulations 1999. SI 1999 No 3232. Regulation 18	Employee may request the results subject to reasonable notice

Item	Description	Retention	Citation	Action then
11.12 Reporting of Injuries, Disease and Dangerous Occurrences [RIDDOR]				
11.12.1	RIDDOR F2508 / F2508A F2508G / F2508RA F2508RB	3 years from date of notification Regulation 7	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 SI 1995 No 3163 Regulations 3, 4, 5, 6, 7	Review for archival value
11.13 Risk Assessments				
11.13.1	Risk assessments	Until superseded but review every 3 years if no change	Statutory Management of Health & Safety at Work Regulations 1992 SI1992 No 2051 Regulation 3 Risk Assessments	Archive permanently. Review at maximum 3 year intervals to see if still relevant.
11.13.2	Safe Systems of Work	Until superceded	Corporate	Review for archive
11.13.3	Safe Systems of Work Certificates	Recommended 6 months after completion of work if there has been no incident. Following an incident a minimum of 6 years is recommended.	Corporate	Review for archive
11.14 Signatures				
11.14.1	List of authorised signatures	6 years after person ceases to be a signatory or the list is superseded	Corporate	Destroy
11.15 Vibrations				
11.15.1	Health surveillance	Recommend they be added to HR file in case of claims	Control of Vibrations at Work Regulations 2005. SI 2005 No 1093 Regulation 7	Add to personnel file and destroy 6 years after employment ends
11.15.2	Information, instruction and training	Recommend adding to HR file in case of claims	Control of Vibrations at Work Regulations 2005. SI 2005 No 1093 Regulation 8	Add to personnel file and destroy 6 years after employment ends
11.15.3	Risk Assessments	Until superceded	Statutory Control of Vibrations at Work	Add to personnel file and destroy 6 years after

Item	Description	Retention	Citation	Action then
			Regulations 2005. SI 2005 No 1093. Regulation 5.	employment ends
11.16 Young Persons				
11.16.1	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	The Management of Health and Safety at Work Regulations 1999 SI 1999 No 3242 Regulation 10	Destroy To be given to employees and parents/guardians/schools BEFORE employment
11.17 Heights				
11.17.1	Reports, copies, plans	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	Work at Height Regulations 2005. SI 2005 No 735 Regulation 2 (2)	
11.17.2	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.	Work at Height Regulations 2005. SI 2005 No 735 Regulation 6	
11.17.3	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.	Work at Height Regulations 2005. SI 2005 No 735 Regulation 12 (8)	
11.17.4	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	Work at Height Regulations 2005. SI 2005 No 735 Regulation 12 (5)	

Item	Description	Retention	Citation	Action then
		copy when required. To be kept secure from loss or unauthorised interference.		
11.17.5	Exemption Certificates	Recommend time expired or revoked plus 6 years	Work at Height Regulations 2005. SI 2005 No 735 Regulation 15	
11.17.6	Scaffolding – assembly, use and dismantling plan	Copy to be retained together with instructions until scaffold has been dismantled Copy to be in writing.	Work at Height Regulations 2005. SI 2005 No 735 Schedule 3 - 8	
11.18 Legionellosis				
11.18.1	In/Out of use logbook	Until equipment or building disposed of + 2 years	Corporate Health & Safety Executive/Local Authorities Enforcement Liaison Committee HELA. Local Authority Circular 46/2. See also Operational Circular 255/11	
11.18.2	Logbook of Inspections, Tests & Maintenance	Until equipment or building disposed of + 2 years	Corporate Health & Safety Executive/Local Authorities Enforcement Liaison Committee HELA. Local Authority Circular 46/2. See also Operational Circular 255/11	
11.19 Training				
11.19.1	Health & Safety Training	Current Year + 6 years or add to personnel file.	Regulatory Reform (Fire Safety) Order 2005 SI 2005 No 1541 Regulation 21	

Section 12 Training and Development

- 12.1 Employment and Career
- 12.2 Fire Drill/Evacuations
- 12.3 Training

Item	Description	Retention	Citation	Action then
12. Training and Development				
(Training and Development keep the majority of information on the following: PDR Pro / Learn Pro / FireWatch / College Management System (CMS))				
12.1 Employment and Career				
12.1.1	Assessment and verification reports for the last 5 years of service or summary of performance marks where an open reporting system operates (NVQ)	Career + 5 years	Corporate	Destroy. Business need
12.1.2	Training history / record (kept on PDR Pro, Learn Pro, FireWatch, spreadsheets and various databases) – excluding youth training records to be kept until individual aged 25 yrs	Current year + 6 years Health and Safety – 40 years	Corporate & Statutory Fireworks Act 2003 Section 10 (5) Personal Protective Equipment at Work regulations 1992 SI1992 No 2966 Regulations 9	Destroy. Business need 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 Section 4 – Occupational Health / and Section 11 - Health & Safety
12.1.3	Assessment and Development Centre documentation	Current year + 2 years	Corporate	Destroy
12.1.4	Assessment and Development Centre Final Candidate Summary	Add to PRF Last date of employment + 6 years	Corporate	Destroy
12.2 Fire Drills/Evacuations				
12.2.1	Fire drills/evacuations for Coxwold House	Current year + 2 years	Fire Precautions Act 1971 1971 Chapter 40	Review for archival value

Item	Description	Retention	Citation	Action then
			Section 6. Contents to include date, evacuation time, number of participants, faults, remedies	
12.3 Training				
12.4.2	Continuous Professional Development [CDP]	Add to personnel file and destroy 6 years after employment ends	Corporate	Destroy.
12.4.4	Programme materials	Whilst current	Corporate	Destroy.
12.4.7	Training records of those who have attended courses	Recommend 6 years after training certificate expires	Corporate & Stautory Fireworks Act 2003 Section 10 (5) Personal Protective Equipment at Work regulations 1992 SI1992 No 2966 Regulations 9	Destroy
12.4.8	Training certificates (externally accredited only)	Recommend 6 years after training certificate expires	Corporate	Destroy

Section 13 Business Data Unit Records

- 13.1 Performance
- 13.2 Projects
- 13.3 Station Plans

Item	Description	Retention	Citation	Action then
Business Data Records				
13.1 Performance				
13.1.1	Duty Records	Current year + 2 years	Audit	Destroy.
13.1.2	ISO 9000 – Quality Management System	Current year + 3 years	Audit	Review for archival value
13.1.3	Performance & assessment process	Current year + 5 years	Corporate	Review for archival value
13.1.4	Performance Indicators	Current year + 5 years	Corporate	Review for archival value
13.1.5	Records containing data on, and analyses of, performance.	Date of creation + 1 year	Corporate	Destroy
13.1.6	Records containing reports of performance.	Date of creation + 5 year	Corporate	Review for archival value
13.1.7	Records containing (anonymised) management statistics	Current year + 10 years	Corporate	Destroy
13.2 Projects				
13.2.1	Performance Management Files	5 years after completion of project	Corporate	Review for archival value. Records relating to major projects may be kept for second review up to 25 years
13.3 Station Plans				
13.3.1	Records containing data on, and analyses of, performance against the Station Plans	Date of creation + 1 year	Corporate	Destroy