

Records Management Strategy 5: Records retention guidance

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Contents

Summary	3
1 Scope of retention guidance.....	3
2 What is a retention schedule?.....	3
3 Management of electronic records	4
4 Disposal of records.....	4
5 The retention schedules	5
Appendix 1 - Corporate Management and Administration (including Project Management)	6
Appendix 2 – Governance	9
Appendix 3 - Communications (including Press and PR and Complaints and Compliments).....	10
Appendix 4 – General Counsel, Procurement and Contracts	13
Appendix 5 – Health and Safety.....	16
Appendix 6 – People Services (excluding e-PRF – see policy number 788 – e-PRF).....	17
Appendix 7 – Information Management	19
Appendix 8 – Information and Communications Technology (ICT)	21
Appendix 9 – Fire Stations	22
Appendix 10 – Fire Safety Regulation.....	28

Appendix 11 – Community Safety	30
Appendix 12 – Operations (other)	32
Appendix 13 – Emergency Planning	34
Appendix 14 – Technical Services and Equipment.....	35
Appendix 15 – Property	36
Appendix 16 - Finance	38
Document history	41

Summary

This records retention guidance is part of and should be read in conjunction with the London Fire Commissioner's (LFC) Records Management Strategy. The retention guidance provides the information required to make sure records are kept for legal reasons (especially the Freedom of Information Act and General Data Protection Regulation (GDPR), and for business reasons to assist the smooth running of the LFC. Using the retention guidance should make sure that records are retained consistently, throughout the LFC. Using retention scheduling will make sure that non-active records will be managed and retained for as long as they are needed.

1 Scope of retention guidance

- 1.1 The records listed on the retention schedules are intended to cover all of the Brigades activities. The retention schedules are dynamic and the records listed will be continually updated as and when new topics arise or are no longer carried out. The retention information contained within the guidance should cover records held in hard copy and electronically and in the corporate electronic document management system and other systems.
- 1.2 It should be noted that the retention periods stated are guidance and the periods stated may need to be altered depending on the circumstances, for example where a dispute or a legal case arises records may need to be kept for longer than is stated in the guidance.
- 1.3 The information guiding the retention periods includes the business need and is in line with various legislation, standards and guidance. The most relevant to the LFC being the General Data Protection Regulation (GDPR), Freedom of Information Act/ The Lord Chancellors Code of Practice on Managing Records . Limitation Act, Code of Practice for Legal Admissibility.
- 1.4 Personal contractual information for our staff is not included in these schedules. This information is held in the 'My Employment/e-PRF' solution. Detailed information about this solution, including the retention of personal data, is available on Hotwire. This and third party personal data should be dealt in strict accordance with the Data Protection Act 2018/GDPR.

2 What is a retention schedule?

- 2.1 The retention schedule is a document that identifies sets of records by topic and specifies the length of time the records need to be kept for. It should be used when reviewing records for disposal or when considering moving records to off-site storage that are no longer needed on a day to day basis.
- 2.2 For hard copy records it will state the period of time the records need to be held locally (in the office) whilst they are an 'active' record and when, if required, they should be moved off-site. 'Non active' records, are those no longer needed on a day to day basis and can be moved to cheaper more efficient storage with the LFC records storage contractor.
- 2.3 The 'content type' is also included on the retention schedules, this is a key piece of information that users need to select carefully when filing information in any of the solutions that are part of the brigades corporate electronic document management system.
- 2.4 'Vital records' are also listed by in the schedules, these are identified by the Brigade's document manager and specific arrangements put in place to manage these records.
- 2.5 A 'notes field' includes any particular actions or points about particular records.

3 Management of electronic records

- 3.1 Records management functionality will soon be added to the Brigade's corporate electronic document management system and the different solutions will include functionality to review or delete records once the retention period is reached. This will enable electronic records to be managed in accordance with the guidance contained within the retention schedules using the same principles applied to the paper records.
- 3.2 When completing the form (see [Policy number 768](#) - Completion of the SharePoint form) required to file records in corporate electronic document management system solutions, users should carefully select the 'content type' which will be key to the electronic records management functionality.
- 3.3 Software solutions to automate the selection of the content type and assign the retention period are being looked into. Also, a review of the content types assigned to date will be carried out before any records management actions (review, disposal etc.) are completed.
- 3.4 In general terms, electronic storage on shared drives is not adequate to satisfy the requirements of the LFC Records Management Strategy.
- 3.5 Where the Brigade's corporate electronic document management system is not being used, important business activities must be captured on paper and stored in a structured filing system. Where an electronic document and records management system (EDMS) is not in place, it is necessary to maintain paper-based files in a structured filing system.

4 Disposal of records

- 4.1 Procedures are in place for the correct and timely disposal of records (see [policy number 579](#) – Records management strategy 7 - disposal of documents and records). It is important that the retention schedules are checked before any documentation is disposed of locally, where records are not covered in the retention schedules staff should contact the IM document manager before records are destroyed. No records held in hard copy by the LFC records storage contractor or held electronically in the corporate electronic document management solutions will be destroyed without the owners permission. Some electronic records will be automatically deleted when they reach the agreed retention period, although this will only happen if prior agreement with the owners is in place.
- 4.2 A disposal certificate will be provided for any hard records destroyed by the LFC records storage contractor and an audit trail will be available for electronic records destroyed after storage in the corporate electronic document management solutions.
- 4.3 A legal hold can be placed on both hard copy and electronic records should they be required for a longer period than that stated in the retention schedules. Contact the IM document manager to arrange this.
- 4.4 Information held in systems should also be stored and deleted in line with the records retention schedules, this is especially important for systems that contain personal data covered by the General Data Protection Regulation (GDPR). Where information might need to be kept long term or for a purpose other than it was collected for, it may be possible for the personal data to be removed and the core data retained. A recent example of this was where HFSV statistical data was required long term. The Information Management section can be contacted for guidance on this.

5 The retention schedules

5.1 The following subject based retention schedules are listed as appendices to this policy:

- [Appendix 1](#) - Corporate Management and Administration (including Project Management)
- [Appendix 2](#) - Governance
- [Appendix 3](#) - Communications
- [Appendix 4](#) - General Counsel, Procurement and Contracts
- [Appendix 5](#) - Health and Safety
- [Appendix 6](#) - People Services
- [Appendix 7](#) - Information Management
- [Appendix 8](#) - Information and Communications Technology
- [Appendix 9](#) - Fire Stations
- [Appendix 10](#) - Fire Safety Regulation
- [Appendix 11](#) - Community Safety
- [Appendix 12](#) - Operations Other
- [Appendix 13](#) - Emergency Planning
- [Appendix 14](#) - Technical Services and Equipment
- [Appendix 15](#) - Property

Appendix 1 - Corporate Management and Administration (including Project Management)

Key:

All Entries are in years unless otherwise specified

C = Current Year; CI = Whilst the Document is of Interest to the Section; P = Permanent;

E = Event

Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
Annual Report	Report Other	C+4	5	10	N	Archive 1 copy with London Metropolitan Archive (LMA)
Corporate Plan (LSP)	Planning	C+4	5	10	N	Archive 1 copy with LMA
Strategic Reports	Planning	C+1	8	10	N	Archive 1 copy with LMA
Directorate Plans and Risk Register	Planning	C+2	3	6	N	
Departmental Plans and Risk Register	Planning	C+2	3	6	N	
Quality and Performance Monitoring	Report Other	CI	-	CI	N	Systems are maintained and updated
Audit Reports	Report Other	C+1	4	6	N	
Strategic/Operational Risk Monitoring	Planning	C	-	10	N	Integrated Risk Management Plan (IRMP), Risk Management Strategy - systems are maintained and updated to form part of integrated risk strategy.
Operational Incident Risk Management	Planning	C	-	10		Operational risk database (ORD) is maintained and updated.
Audit Working Papers	Correspondence - general	C	2	3	N	
Organisational Reviews	Planning	C+1	8	10	N	Archive 1 copy with LMA

Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
Departmental Reviews	Planning	C+1	8	10	N	
Commisioners & Directorate Boards	Exec and non exec meetings	CI	-	P	N	
Governance Boards/Committees	Exec and non exec meetings	CI	-	P	N	
Statutory Returns	Compliance or control or reference	C+7	-	8	N	
Public Consultations	Compliance or control or reference	C+5	-	6	N	Archive 1 copy with LMA
Policies and Procedures	Compliance or control or reference	P	-	P	N	Retain superseded policies for reference
Codes of Practice	Compliance or control or reference	P	-	P	N	Retain superseded versions for reference
Officers Delegated Authority	Compliance or control or reference	P	-	P	N	Retain superseded versions for reference
Financial Regulations	Compliance or control or reference	P	-	P	N	Retain superseded regulations for reference
Standing Orders	Compliance or control or reference	P	-	P	N	Retain superseded standing orders for reference
LFC and serviced meetings/reports	-	-	-	-	-	[SEE Governance]
Project Management - monitoring	Project Documents	CI	6	6	N	

Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
Project Management – planning (business case, specification, risk register etc.)	Project Documents	CI	6	6	N	Weed records on completion
Project Management – reference material	Project Documents	CI	-	CI		Maintain whilst relevant

Appendix 2 – Governance

Key: All Entries are in years unless otherwise specified
 C = Current Year; CI = Whilst the Document is of Interest to the Section; P = Permanent;
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Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
LFC Meetings – including agenda, minutes and decision sheets (Master)	Exec & Non Exec Meetings	10	P	P	Y	Held in hard copy – usually bound. Also held electronically in BWD
Committee Meetings - including agenda and minutes (Master)	Exec & Non Exec Meetings	10	P	P	Y	Held in hard copy – usually bound. Also held electronically in BWD
Presented Papers - signed reports (Master)	Exec & Non Exec Meetings	10	P	P	Y	Held in hard copy – usually bound. Also held electronically in BWD
Working copies - all meeting papers - (parts 1 and 2)	Dept. Branch & Section Meetings	6	0	6	N	Access to Information
Working copies - all meetings supporting papers	Dept. Branch & Section Meetings	4	0	4	N	Access to Information
Public Inspection set of non-confidential reports and Part 1 decision sheets	Dept. Branch & Section Meetings	3	3	6	N	Copies hold short term – 6 years
Standing Orders		CI	P	P	Y	
Members Files		E	E+5	E+5	N	E = When member leaves
Members Allowances and Expenses		2	8	10	N	Extended beyond usual 6 years

Appendix 3 - Communications (including Press and PR and Complaints and Compliments)

Key:

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E = Event

Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
Campaigns/marketing materials (web, leaflets, posters etc.)	Customer Services	CI	5	5	N	Consider long term transfer to LMA for significant events and snapshots of web and intranet pages
Publications	Publications	CI	5	5		Consider long term transfer to LMA for significant events
Publications – design work	Publications	CI	-	-	N	Review annually
Complaints	Correspondence - General	C+1	4	6	N	Limitations Act
Consultation Records	Correspondence - General	C+1	4	6	N	Consider long term transfer to LMA for significant events
Corporate correspondence with MPs – major Issues	Correspondence by Commissioner or Directors	C+1	8	10	N	Correspondence by or on behalf of Commissioner or Directors.
Corporate correspondence with MPs – minor Issues	Correspondence - General	C+1	2	4	N	

Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
Corporate correspondence with Councillors	Correspondence - General	C+1	2	4	N	Consider long term transfer to LMA for significant events
Corporate correspondence with legal issues – major Issues	Correspondence by Commissioner or Directors	C+1	8	10	N	Correspondence by or on behalf of Commissioner or Directors. Consider long term transfer to LMA
Corporate correspondence with legal issues – minor issues	Correspondence - General	C+1	2	4	N	
Routine enquiries and replies	Correspondence - General	C+1	1	3	N	
Media cuttings	Publications	C+1	-	2	N	Significant events consider long term transfer to LMA
Presentations – slides, notes	Publications	C+1	3	5	N	Delete sooner if superseded C+1. Significant events consider long term transfer to LMA
Press releases	Publications	C+1	3	5	N	Significant events consider long term transfer to LMA
Speeches by Commissioner or Directors	Publications	C+1	3	5	N	Significant events consider long term transfer to LMA
Surveys	Publications	C+1	3	5	N	Significant events consider long term transfer to LMA

Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
Petitions	Publications	C+1	3	5	N	Significant events consider long term transfer to LMA. Limitations Act

Appendix 4 – General Counsel, Procurement and Contracts

Key: All Entries are in years unless otherwise specified
 C = Current Year; CI = Whilst the Document is of Interest to the Section; P = Permanent;
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Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
Litigation	Legal	E+2	5	7	N	E = Last significant action. (Limitation Act 1980)
Contravention	Legal	E+2	5	7	N	E = Last significant action. (Limitation Act 1980)
Enforcement	Legal	E+2	5	7	N	E = Last significant action. (Limitation Act 1980)
Employment – pension related	Legal	E+2	4	E+6	N	E = Last pension payment
Advice	Legal	E+1	2	3	N	E = Last significant action. Consider longer retention if a major precedent is set.
Agreements (non-contractual)	Legal	CI	E+6	6	N	E = End of agreement. Mainly to do with internal or agreements with other public sector bodies.
Conveyancing	Legal	2	10	12	N	See 'Property' for other records
Deeds and leases	Permit Licence & Certificates	P	-	P	Y	Records held by General CounselDept. in fire proof cabinets.
Contracts and tendering – pre contract advice/calling for expressions of interest	Correspondence General	CI	E+2	E+2	N	E = After the contract is let or not proceeded with.
Contracts – specification and	Contract or Other	E+1	E+11	E+12	N	E = Expiry of contract

Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
development (under seal)	Binding Agreement					
Contracts – specification and development (ordinary contracts)	Contract or Other Binding Agreement	E+1	E+5	E+6	N	E = Expiry of contract
Tender issue and return	Correspondence General	E+1	-	E+1	N	E = Start of contract
Tender evaluation – contracts under seal	Contract or Other Binding Agreement	E+1	E+11	E+12	N	E = Expiry of contract
Tender evaluation – ordinary contracts	Correspondence - General	E+1	E+5	E+6	N	E = Expiry of contract
Unsuccessful tenders	Correspondence General	1	-	1	N	
Signed contracts and amendments – contracts under seal	Contract or Other Binding Agreement	Duration of contract	E+12	E+12	N	E = Expiry of contract
Signed contracts and amendments – ordinary contracts	Contract or Other Binding Agreement	Duration of contract	E+6	E+6	N	E = Expiry of contract
Fleet Administration – Maintenance	General Correspondence	CI	5	5	N	Life of vehicle + 1
Fleet Administration – Insurance	General Correspondence	C	-	-	N	Life of vehicle + 1
Fleet Administration – Accident and Repair	General Correspondence	C+1	4	6	N	Limitations Act
Fleet Administration – Mileage/Tachograph	General Correspondence	C+1	-	C+2		Life of vehicle + 1
Fleet Administration – MOT	General Correspondence	C+1	-	C+1		
Vehicle Registration	General Correspondence	C	-	5	N	Copies Life of vehicle + 2
Supplier Information	General Correspondence	CI	3	3	N	Review for disposal
POMS Delivery Notes	Forms - Other	CI	1	1	N	

Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
Supplier Delivery Notes	Forms - Other	CI	1	1	N	
Stock/Assets List	Register or Logbook	C+1	-	2	N	Keep updated
Stocktakes	Register or Logbook	C+1	-	2	N	Until superseded

Appendix 5 – Health and Safety

Key: All Entries are in years unless otherwise specified
 C = Current Year; CI = Whilst the Document is of Interest to the Section; P = Permanent;
 E = Event

Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
Accident Investigation Reports	Report Accident Investigation	2	38	40	Y	
COSHH Control Measures/Inspections	Report - Other	2	4	6		
COSHH Exposure to Asbestos	Form Health & Safety	2	38	40	Y	
COSHH Exposure to Radiation	Form Health & Safety	2	38	40	Y	
Accident Books	Form Health & Safety	E+1	P	P	Y	E = Closure
Health and Safety Manual/Policy	Compliance or Control...	P	P	P	Y	
Health and Safety General Case Files	Report Accident Investigation	CI	20	20		
Equipment Inspections	Register or logbook	2	E+6	E+6		E = Destruction of Equipment
Process Monitoring Inspections	Register or logbook	2	1	3		
Risk Assessments	Compliance or Control	C	-	C		Whilst current, keep under review and valid
Agreements/Arrangements with Contractors/Third Parties	Compliance or Control	E+1	0	E+1		E = Duration of Agreement

Appendix 6 – People Services (excluding e-PRF – see [policy number 788](#) – e-PRF)

Key: All Entries are in years unless otherwise specified
 C = Current Year; CI = Whilst the Document is of Interest to the Section; P = Permanent;
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Document class (classification/arrangement)	SharePoint content type	Office retention	Records centre retention	Total retention	Vital record	Notes
Establishment Records Permanent Staff	Data and statistics	-	-	10	N	Maintain annual statistical record of establishment permanently
Establishment Records Temporary Staff	Data and statistics	-	-	10	N	
General Employee Administration	e-PRF	-	-	-	N	Employee admin/contractual documentation is managed in the My Employment/e-PRF system
Employee Relations - Disputes, Negotiations, Claims, Generic Agreements and Awards (not individual cases)	Compliance or Control or Reference	CI	P	P	N	
Employee Relations Minor Routine Matters	Correspondence General	CI	2	2	N	
Equal Opportunities Investigations	Correspondence General	CI	5	5	N	Maintain statistical records
Occupational Health Providers Records	NA	-	P	P	N	Permanently held on behalf of external provider by the Brigades records storage contractor. Common practice is to destroy records 75 years after DOB

Document class (classification/arrangement)	SharePoint content type	Office retention	Records centre retention	Total retention	Vital record	Notes
Recruitment (non e-PRF) Unsuccessful Applicants – Application, References, Interview Reports	Correspondence General	C	-	1	N	
Recruitment Advertising	Correspondence General	1	-	1	N	Consider longer retention for high level posts
Training and Development Programmes and Course Materials	Publications	CI	5	5	N	Individuals records held on e-PRF and in StARS.
Appointment of Statutory Officers	Compliance or Control or Reference	CI	P	P	N	
Counselling & Trauma Services	Correspondence General	E+1	4	5		E = Case closure
Dyslexia/Neurodiversity Assessment Reports	Report - Other	3	P	P*		* End of employment +10 years

Appendix 7 – Information Management

Key: All Entries are in years unless otherwise specified
 C = Current Year; CI = Whilst the Document is of Interest to the Section; P = Permanent;
 E = Event

Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre Retention	Total retention	Vital record	Notes
Freedom of Information requests/correspondence	Correspondence General	5	-	5	N	Consider long term archival storage for items of great significance or when issue leads to policy change or where a precedent is set
Data Protection Subject Access Requests/correspondence	Correspondence General	5	-	5	N	
Bibliographic databases – Library, Brigade Wide Documents, Image library etc.	Publications or Compliance and Control...	CI	P	P	N	Delete items when no longer available. Retain superseded policies for reference
Copyright declarations	Form - other	1	2	3		
Statistical analysis, performance information and reporting	Data and Statistics	CI	-	CI	N	Retain whilst relevant. Consider long term retention for information of great significance.
IM Corporate systems – StARS, Station Diary, Incident Management System (IMS) etc.	Data and Statistics	CI	-	10	N	Consider DPA retention restrictions for StARS.
Incident Reports	Report Other	CI	-	P	N	Transfer to LMA after 10 years

Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre Retention	Total retention	Vital record	Notes
Information audits/surveys	Data and Statistics	CI	-	10		Review for relevance and possible long term preservation at LMA
Database/system admin – user guides, problem logs, development	Specification	CI	-	10		
Document templates	Correspondence General	CI	-	CI	N	Retain until superseded
Disposal records – destruction certificates	Forms - other	3	P	P	N	
Specialist/Expert Reports	Publication	CI	-	10	N	Review for relevance and possible long term preservation at LMA

Appendix 8 – Information and Communications Technology (ICT)

Key:

All Entries are in years unless otherwise specified

C = Current Year; CI = Whilst the Document is of Interest to the Section; P = Permanent;

E = Event

Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
IT Strategy	Planning	C+5	-	C+5		Destroy 5 years after superseded
Back up tapes	Correspondence General	*	-	1	Y	Rolling back up destroy when 1 year old. (*held offsite by contractor).
Backups – retrieval of data requests	Correspondence General	1	-	1	N	Destroy 1 year after request is fulfilled
Service desk fault reporting and resolution	Correspondence General	1	-	1	N	
Project records – Specs, Admin, Infrastructure info, Testing	Project Documents	C+5	-	C+5	N	Destroy 5 years after system is decommissioned
Inventory	Register or Logbook	C+5	-	C+5		
Software Licences and agreements	Permit Licence and Certificates	C+6	-	C+6	N	Destroy 6 years after expiry – Limitations Act 1980
Systems Configuration and Documentation	Specification	CI	-	CI		Keep updated whilst systems still in use

Appendix 9 – Fire Stations

Key: All Entries are in years unless otherwise specified
 C = Current Year; CI = Whilst the Document is of Interest to the Section; P = Permanent;
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Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
Station Log Books	Register or Logbook	C+2	-	3	N	Policy number 13 – 3 Years.
General Correspondence and Form 10's.	Correspondence General	C+2	-	3	N	
HSE Accident Record Form (Tear off from book/pad).	Form Health & Safety	CI	P	P	Y	Send to 'HQ/Records Services' for filing on e-PRF
Incident / Accident Investigation and Report Forms	Report Accident Investigation	CI	40	40	Y	Hard copy forms in addition to online SERD system are sent to Health & Safety where they are archived long term.
HFSV Indemnity forms	Form - Other	C+1	8	10	N	Policy number 926 Policy number 927
HFSV Data Collection Sheets	Correspondence general	CI	-	CI	N	
Casualty Report Form (Yellow - Station Copy)	Form - Other	CI	-	CI	N	Short term whilst of current use. Green copy - must be sent to IEC Programme Manager HQ for archiving – 3 Years.

Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
Lock Outs Indemnity Form 2416	Form - Other	C+1	4	6	N	Sent to Area Admin Team for storage and archiving – confirm retention period with General Counsel Department
Obsolete fire station records						
Fire Call Register (Form 29)	Fire Report	-	-	P	N	All F29's should now be sent to 'HQ/Records Services'. Archived and transferred to LMA.
FDR1 Fire Report Form	Fire Report	-	-	P	Y	All FDR1's should now be sent to 'HQ/Records Services'. Archived and transferred to LMA. Now held electronically in IRIS system.
Appliance Log Books	Register or Logbook	-	-	7	N	All appliance log books under 8 years old should be sent to 'HQ/Records Services'. Legal – Contract disputes & PI claims. TLG4 to CMG monthly.
LFB Accident Books - Until Complete	Form Health & Safety	-	P	P	Y	All accident books should now be sent to 'HQ/Records Services'
F112a Self Certificate	(See e-PRF Retention Schedule)	-	-	P	N	Hotwire online form adds document to e-PRF on completion.
Fit Note (Medical Certificate)	(See e-PRF Retention Schedule)	-	-	P	N	Update StARS and send to 'HQ Records Services/e-PRF'

Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
F121 Retirement, Resignation, Transfer to Other Brigades/Recovery of PPE-LV	(See e-PRF Retention Schedule)	-	-	P	N	Send to HQ/PS
F308 Application for Special Leave	(See e-PRF Retention Schedule)	-	-	3	N	Send to Area Admin then 'HQ Records Services/e-PRF'
Probationary Report	(See e-PRF Retention Schedule)	E	-	6	N	E = Until probation is complete. Send to 'HQ Records Services/e-PRF'
Ordinary/Maternity Support Leave Application	(See e-PRF Retention Schedule)	-	-	3	N	Send to HQ/PS
Flexible Working Application	(See e-PRF Retention Schedule)	-	-	P	N	Send to HQ/PS
Application to Undertake Outside Employment	(See e-PRF Retention Schedule)	-	-	P	N	Send to HQ/ODSS
Career Break Application	(See e-PRF Retention Schedule)	-	-	P	N	Send to HQ/PS
Mutual Exchange Form	(See e-PRF Retention Schedule)	-	-	3	N	Send to HQ/HPS
F120 Statement of Character	(See e-PRF Retention Schedule)		-	6	N	Send to HQ/PS
Training certificates	(See e-PRF Retention Schedule)	-	P	P	N	Send to 'HQ Records Services/e-PRF' Permanent - whilst employed.

Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
F126 Personnel Cards	(See e-PRF Retention Schedule)	-	-	P	N	Send to 'HQ Records Services/e-PRF'
F126a Record of Sickness and Medical Certificates	(See e-PRF Retention Schedule)	-	-	P	N	Send to 'HQ Records Services/e-PRF'
F112 Medical Certificate Particulars	(See e-PRF Retention Schedule)	-	-	P	N	Send to 'HQ Records Services/e-PRF'
F102 Daily Attendance Register F103 Record of Sickness F105 Exchange Transfer Between Areas F108 Leave Records F124 Application for Inclusion on Monthly Transfer List F184 Forwarding of Particulars Upon Transfer F448 Roll Card board F1737 Special Leave for Trade Union Purposes F172a Order for Officers Undress Uniform Kit Cards (forms 3005 – 3007) Acting-up Forms (forms 332-8)	NA	CI	-	-	N	Copies, arrange secure disposal when station use is complete – originals held at HQ.
Finance Forms copies - common - not an exhaustive list						Original Forms send to HQ (6 Year Retention)
Childcare Allowance Monthly Claim	(See e-PRF Retention Schedule)	C+1	-	2	N	Arrange secure disposal after 2 years

Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
FN/PC1 Petty Cash Claims	Form - Other	C+1	-	2	N	Dispose of after 2 years. Reconciled forms sent to Finance HQ. Policy 666
FN/PC2 General Expenses Claim Form	Form - Other	C+1	-	2	N	Arrange secure disposal after 2 years
FN/PC3 Travelling/Subsistence Claim Form	Form - Other	C+1	-	2	N	Arrange secure disposal after 2 years
FN/PC4 Full/Provisional Driving Licence Fee Claim Form	Form - Other	C+1	-	2	N	Arrange secure disposal after 2 years
FN/PC5 (F146) Travelling Expenses, Station to Station	Form - Other	C+1	-	2	N	Arrange secure disposal after 2 years
FN/PC7 Spoiled meals claim form	Form - Other	C+1	-	2	N	Arrange disposal after 2 years
F328 Payment of Overtime Claims Form	Form - Other	C+1	-	2	N	Arrange secure disposal after 2 years
F148 Postage Stamps Claim Form	Form - Other	C+1	-	2	N	Dispose of after 2 years
F325 Reimbursement of medical, dental, or optical charges	Form - Other	C+1	-	2	N	Dispose of after 2 years
Copy invoices	Form - Other	C+1	-	2	N	Originals to Finance/HQ
Delivery Notes	Form - Other	C+1	-	2	N	Dispose of after 2 years
Obsolete finance forms						
FN/PC6 (F169) free meals to catering staff F99 Cooks Attendance F313 Return of Medical Certificates F332a Monthly Temporary Promotions	NA	CI	-	-	N	Copies for disposal – originals held at HQ
Miscellaneous forms - common - not an exhaustive list						
F18 Accident Particulars	Form - Other	C+1	8	10	N	Send to HQ/H&S for archiving
TR/D3/1 Motor Accident Reports	Form - Other	C+1	8	10	N	Send to HQ/CMG

Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
F451 Roads and Buildings – Additions and amendments	NA	CI	-	-	N	Now electronic. Original hard copy versions sent to HQ/PDA. Station copies can be deleted.
F2608 Involvement with hazardous or toxic substance	Form Health & Safety	CI	50	50	N	Route as Policy 411. Send copy to 'HQ/Records Service' for e-PRF)
F426 Standard Test Cards	Form - Other	E+2	E	E	N	Event = Life of Equipment
Loss of Equipment	Form - Other	3	-	3	N	Copies for disposal – originals held at HQ
F32 Traffic Accident Statistics	Form - Other	C+1	8	10	N	
F1010 Defects Register	Form - Other	CI	-	1	N	Copies for disposal – originals held at HQ
F370 Items temporarily away from station	Form - Other	CI	-	3	N	Copies for disposal – originals held at HQ
F503 Hydrants temporarily shut down	Form - Other	CI	-	1	N	Copies for disposal – originals held at HQ
F381 Weekly return of Roller Towels	Form - Other	CI	-	1	N	Copies for disposal – originals held at HQ Arrange disposal
Fire alarm tests	Form - Other	3	-	3	N	
Fuel issue record	Form - Other	5	-	5	N	* Policy number 849

Appendix 10 – Fire Safety Regulation

Key:

All Entries are in years unless otherwise specified

C = Current Year; CI = Whilst the Document is of Interest to the Section; P = Permanent;

E = Event

Document class (classification /arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
Fire Investigation Unit (FIU) Reports	Report - Other	C + 2	7	10	N	Frequently requested with Incident Reports
Fire Investigation Unit (FIU) Reports - Fatals	Exec & Non Exec Reports	C + 2	P	P	Y	Frequently requested with Incident Reports
Fire Call Register (Form 29) (Obsolete)	NA	C + 1	5	7	Y	Any old originals should be passed to DMT Team for archiving
Fire Safety Files Premises Files (Obsolete)	NA	C + 2	7	10	N	Any old hard copy files should now be destroyed after check for enforcement actions, Any enforcement action papers should be scanned to e-FS Case File System in SharePoint
e-FSR Premises Case Files (Examples; consultations, alterations and prohibition notices, GEN18, Audit inspection)	Various in e-FS Case File System.	C + 5	-	6	N	Regulatory Reform Order 2005 SI2005 No1541 Disposal actions linked to 'Content Type' auto disposal or review. *Review period alteration pending Hackitt report recommendations.
Petroleum Case Files	Presently hard copy files.	1	5	6	N	Review at 7 years. Site files containing buried tanks are retained permanently

Document class (classification /arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
General Correspondence	Correspondence General	C + 1	1	3	N	Retention period may vary – contact Records Services for advice.
Fire Engineering Project Files	Compliance or control or reference	E + 3	17	20	N	Event = Project closure *Review period alteration pending Hackitt report recommendations.

Appendix 11 – Community Safety

Key:

All Entries are in years unless otherwise specified

C = Current Year; CI = Whilst the Document is of Interest to the Section; P = Permanent;

E = Event

Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
JFIS Case Files	Projects	C+1	3	5	N	Case closure + 5 years DPA, IRMS Disposal Guidelines for Local Authorities (3.9), NSPCC and Youth Justice Board guidance
LIFE Courses	Projects	C+1	3	5	N	Retention period is good practice when documenting working with youngsters
Education Team – Schools visits, Workshops, Resource info.	Projects	C+1	3	5	N	Retention period is good practice when documenting working with youngsters
Cadets Case files	Projects	C+1	3	5	N	Retention period is good practice when documenting working with youngsters
Community Safety Development Team – Resources, Publications/Literature	Publications	C1	-	C1	N	Whilst current – consider keeping key information for historical reference
Home Fire Safety Visits (HFSV) - General	Projects	C+1	3	5	N	HFSV Database – Information required for a longer period is stripped of all personal info and data is held for statistical reference
HSFV Indemnity Forms	Forms - Other	C+1	8	10	N	

Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
CS Brigade Wide Initiatives	Projects	C+1	4	6	N	Consider long term archival storage with LMA for significant events
CS Local Initiatives & Events	Projects	C+1	1	3	N	

Appendix 12 – Operations (other)

Key: All Entries are in years unless otherwise specified
 C = Current Year; CI = Whilst the Document is of Interest to the Section; P = Permanent;
 E = Event

Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
Traffic Management	Correspondence General	C+2	2	5	N	
Special Services	Correspondence General	C+2	3	6	N	7 Years if chargeable
Property Damage	Correspondence General	CI	-	CI	N	General Counsel dept. hold records
Loss Adjusters Interviews	Correspondence General	C+1	5	7	N	7 Years from date invoice raised
Unitary Development Plans	Correspondence General	C+2	-	3	N	
Third Party Claims	Correspondence General	C+2	7	10	N	
Ex Gratia payments/Claims	Correspondence General	C+1	8	10	N	
Light Duty Management - Local Arrangements	Correspondence General	CI	3	3	N	Formal documentation to be placed on e-PRF
Senior Officers Uniform - Local Arrangements	Correspondence General	CI	-	CI		
Senior Officers Day Files	Correspondence General	C+2	-	3	N	
Major Incidents – Local Records	Correspondence General	CI	5	5	N	Consider long term preservation at LMA

Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
Senior Officers Review of Major Incidents (PRC)	Report Other	CI	10	10		Consider long term preservation at LMA
Incident records Hard Copies - Contemporaneous notes, Key decision logs etc.	Report Other	3	7	10		Supporting documents to information held in IMS
Area/Dept/Section Organisational Reviews – Local Records/Arrangements	Correspondence General	CI	5	5		
Driving – Penalty Points	NA – EPT Driver Database	-	-	-		4 or 11 Years depending on the offence
Driving Bans	Compliance or control or reference	P	-	P		
Driving Parking Fines – Penalty Charge Notice (PCN)	Correspondence General	C+1	5	C+6		

Appendix 13 – Emergency Planning

Key:

All Entries are in years unless otherwise specified

C = Current Year; CI = Whilst the Document is of Interest to the Section; P = Permanent;

E = Event

Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
Emergency /Disaster Plans – London Boroughs	Planning	CI	P	P	N	
Emergency/Disaster Plans – Test Results	Planning	CI	10	10	N	
Major Incidents Reports	Reports - Other	CI	10	10	N	
Control of Major Accidents Hazards Plans (COMAH)	Planning	CI	P	P	Y	
Emergency Planning Training and Briefing Documentation	Publications	CI	5	5	N	

Appendix 14 – Technical Services and Equipment

Key:

All Entries are in years unless otherwise specified

C = Current Year; CI = Whilst the Document is of Interest to the Section; P = Permanent;

E = Event

Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
Equipment – Operational Notes	Publication	C	2	C+2	N	Life of equipment +2
Equipment Maintenance - Repair Records, Test Sheets, Log Books	Register or Logbook	C	5	C+5	N	
Equipment R&D/Evaluation	Specification	C	2	C+2	N	
Equipment Leasing/Ownership Details	NA	-	-	-	-	See - 'Contracts'
Disposal	Register or Logbook	C	2	C+2	N	Life of equipment +2
Correspondence with Suppliers	Correspondence General	C+1	3	5	N	

Appendix 15 – Property

Key:

All Entries are in years unless otherwise specified

C = Current Year; CI = Whilst the Document is of Interest to the Section; P = Permanent;

E = Event

Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
Premises Log Book	NA	CI	P	P	N	Retain until disposal of Property + 3 Years
Asbestos – Register, Sample Results, Removal Records	Property	CI	P	P	N	Retain until disposal of Property + 3 Years
Asbestos – Manual and Plan	Property	CI	10	10	N	
Asbestos Exposure Records	Form – Health and Safety	1	39	40	N	Form 2608 must be added to e-PRF & SERDS Report Completed
Risk Assessment Records – Fire, Water Storage/Distribution et al	Property	3	-	3	N	Held onsite – copy to SharePoint where necessary
Display Drawings	NA	CI	-	CI	N	Whilst current
Tenancy Information – Property Dept. Info.	Property	CI	10	10	N	Agreements and legal papers held by General Counsell Dept.
Electrical Installs - Documentation	Property	CI	10	10	N	NICIEC documents
Fire Safety Documentation – Drawings, Evacuation Records, Training	Property	CI	-	CI		3 Years common practice
Fire Safety Certificates, Test Records, Operating Instructions and Maintenance	Property	CI	-	10	N	Life of plant – (Copies) Originals held onsite
Gas Installations - Documentation	Property	CI	10	10	N	Life of plant – (Copies) Originals held onsite

Document class (classification/arrangement)	SharePoint content type	Office retention	Records Centre retention	Total retention	Vital record	Notes
Lighting, Water, Lift, Ventilation, Pressure Vessels, Window Cleaning, Generators – Installations, Tests, Certificates, Operating and Maintenance	Property	CI	10	10	N	Life of plant – (Copies) Originals held onsite
Utilities Invoices/Statements	Property	2	8	10	N	Hard copy keep in office 2 years. Electronic in EDMS if no other system available
Project Files – Major Development/Renovation	Property	CI	10	10	N	Maintain as per detailed above
Property - Policy/Committee Papers	Property	CI	10	10	N	Copies – review periodically and destroy

Appendix 16 - Finance

Key:

H/C = Hard Copy; EL = Electronic;

C = Current Year; CI = Whilst the Document is of Interest to the Section ; P = Permanent;

E = Event

All Entries are in Years Unless Otherwise Specified

DOCUMENT CLASS (Classification/Arrangement)	MEDIUM	Office Retention	Records Centre Retention	Total Retention	Vital Record	NOTES
Accounting system data including monthly and year-end prints	H/C	C + 1	-	C + 1		
Bank statements	H/C	C + 3	3	C + 6		
Capital budget working papers	H/C	C + 2	-	C + 2		
Cheque printouts (year end print only)	H/C	C + 1	5	C + 6		
Committee documents relating to the capital budget	H/C	C + 10	-	C + 10		Copies - destroy when admin process is completed.
Committee documents relating to the revenue budget	H/C	C + 10	-	C + 10		Copies - destroy when admin process is completed.
Expired construction tax certificates	H/C	C + 1	5	C + 6		
Individual working files	H/C	CI	-	CI		
Input documents into accounting system	H/C	C + 2	4	C + 6		
Season Ticket Loans	H/C	C+1	5	C+6		

DOCUMENT CLASS (Classification/Arrangement)	MEDIUM	Office Retention	Records Centre Retention	Total Retention	Vital Record	NOTES
Consolidated annual reports • Consolidated financial statements • Statement of financial position • Operating statements • General ledger	H/C	P	P	P		Offer to LMA
Consolidated monthly & quarterly reports • Consolidated monthly & quarterly financial statements • Working papers for the preparation of the above • Monthly accrual statements • Cash flow statements • Creditor listings and reports • Debtor listings and reports	H/C	CI	-	CI		
Allowances • Work orders • Invoices • Credit card statements • Cash books • Receipts • Cheque counterfoils • Subsidiary ledgers (annual) • Journals (annual) • Vouchers	H/C	C + 1	5	C + 6		
Approvals process for purchase including; Appointments & delegations • Audit investigations • Arrangements for the provision of goods and/or services	H/C	C + 1	5	C + 6		
Reconciliation • Summaries of accounts	H/C	C + 1	1	C + 2		
Taxation records • Motor vehicle logs • Fringe benefits tax records • Group tax certificates	H/C	C + 1	5	C + 6		

DOCUMENT CLASS (Classification/Arrangement)	MEDIUM	Office Retention	Records Centre Retention	Total Retention	Vital Record	NOTES
LFC payroll sheets • Payroll deduction authorities • Payroll disbursement • Employee pay records • Employee taxation records	H/C	C + 1	5	C + 6		

Document history

Assessments

An equality, sustainability or health, safety and welfare impact assessment and/or a risk assessment was last completed on:

EIA	25/09/2015	SDIA	H - 29/09/2015	HSWIA	23/09/2019	RA	
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Audit trail

Listed below is a brief audit trail, detailing amendments made to this policy/procedure.

Page/para nos.	Brief description of change	Date
Page 30 Appendix 11 Page 38	Amended retention period to 5 years from 6 IRMS Guidance and in line with e-Fire Safety Case File System for JFIS. New Appendix added. Appendix 16 Finance Retention Schedule	27/06/2016
Page 1 Page 22, Appendix 9	Owner title changed to reflect abolition of the London Fire and Emergency Planning Authority, now replaced with the London Fire Commissioner. New policies 926 and 927 added to replace policy 455 which has now been cancelled.	09/08/2018
Throughout Appendix 6	This policy has been reviewed as current with minor changes throughout including department name changes to reflect the abolition of the London Fire and Emergency Planning Authority, now replaced with the London Fire Commissioner. 'HR' has now been changed to People Services due to a review. Added Counselling & Wellbeing case files.	18/09/2018
Appendix 10	Review period alteration added. Fire Engineering project files added.	08/11/2018
Throughout	Counselling and Wellbeing updated to Counselling and Trauma.	14/11/2018
Page 3 Page 18 Page 33	Minor amendments made. New entry – Dyslexia Reports. New entry – Driving Fines and endorsemments.	15/02/2019
Page 28	Petroleum case files replaced A in the first column of the last row.	15/03/2019
Page 17	Reference to PN788 added to the heading.	26/06/2020

Subject list

You can find this policy under the following subjects.

Records management	Retention schedules
Electronic	

Freedom of Information Act exemptions

This policy/procedure has been securely marked due to:

Considered by: (responsible work team)	FOIA exemption	Security marking classification