



## Information Governance

# Retention Guidance and Schedule

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Status	Live
Version	3.4
Date Approved	28/03/2018
Approved by	Information Governance Chairperson
Review Date	06/02/2019
Security Classification	OFFICIAL

*The main categories of record held by the organisation and the associated approved retention arrangements. A 'Record' is a set of structured information collected in furtherance of Authority business, for example, a template form with completed input fields. A 'Record' is not a policy, procedure or guidance it is a collection of facts, statistics or insight which we use in our day-to-day business to deliver services as a Fire Authority.*

## Glossary of terms

Administrative Use	When business use has ended or the file has been closed.
Closure	<p>Example: Destroy 'x' years from closure.</p> <p>A record/file should be closed when it ceases to be active. After closure no new papers/ information should be added to the record. Records/ files can be closed when:</p> <ul style="list-style-type: none"> <li>• They reach an unmanageable size (a new volume should be created)</li> <li>• They cover 'x' years i.e. a maximum time period</li> <li>• No more records have been added in 'x' years or another specified set period of time</li> <li>• No action has taken place after 'x' period of time</li> </ul>
Closure Period	Specified period of time that the record is subject to restrictions on provision of access to staff and/or the public may be dictated by statutory requirements or by the authority's policy. Any closure period should comply with current legislation on access to local government information including the Data Protection Act and Freedom of Information Act.
Common Practice	Standard practice.
Last Action	Destroy 'x' years after last action. Date of most recent addition/ amendment/ deletion of information.
Permanent Preservation	<p>Records that must be kept indefinitely for legal and/or administrative purposes and/or are of enduring value for historical research purposes and so suitable for transfer to the Museum or County Record Office (or in the case of deeds, to the County Council repository).</p> <p>Records identified in this schedule as 'permanent' are marked 'Offer to Service Solicitor'. The Service Solicitor may choose to select a sample of the records for permanent preservation in the Museum or Essex Records Office/County Council repository; the remainder should be destroyed as specified in the Schedule. The sample may be random, selective or purposeful.</p> <p>'Offer to Service Solicitor for review' is used to indicate record classes where the Service Solicitor will not usually be interested in retaining the class of records, but may wish to retain where there is a public interest in doing so.</p> <p>Records no longer required for administrative use may still retain sensitive information. The Service Solicitor should be informed of sensitivity at the time of transfer of the material to them and an appropriate closure period agreed. The closure period should comply with Freedom of Information and Data Protection legislation and any internal policy.</p>

	<p>Data Protection law provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely; provided specific requirements are met. It is the responsibility of the Service Solicitor to ensure that further processing of personal data is lawful.</p>
Record Destruction	<p>This is the removal of data from our network or systems or the physical disposal of paper records. Whenever there is the possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.</p> <p>Records that are currently (or known to be in the future) the subject of a Freedom of Information, Data Protection, Environmental Information Regulations etc. official request or appeal, must not be destroyed until that request or appeal has been completed. To knowingly destroy a record when it is subject to a request or complaint is an offence.</p>
General & Miscellaneous Records	<p>There are some records that do not need to be kept at all that staff may routinely destroy in the normal course of business.</p> <p>This usually applies to information that is duplicated, unimportant or only of short-term value. Unimportant records or information include: -</p> <ul style="list-style-type: none"> <li>• 'With compliments' slips</li> <li>• Catalogues and trade journals</li> <li>• Telephone message slips</li> <li>• Non-acceptance of invitations</li> <li>• Trivial email messages or notes that are not related to our business</li> <li>• Requests for stock information such as maps, plans or advertising material</li> <li>• Out-of-date distribution lists</li> <li>• Working papers that lead to a final report.</li> </ul> <p>Duplicated and superseded material such as manuals, drafts, forms, address books and reference copies of annual reports may be destroyed under this rule. Electronic copies of documents where a hard copy has been printed and filed and paper faxes after making and filing a photocopy, are also covered.</p>

## Introduction

The Retention Guidance and Schedule attempt to identify processes which our records support, rather than identifying individual types of records. This is for two reasons:

- To make the retention period apply to all records independent of any format, i.e. the same rules apply to a paper file, an e-mail or another electronic document
- To allow flexibility in developing the Schedule to cover new processes and amend existing ones over time.

The Schedule is intended to cover the lifecycle of records and information from creation through to destruction or permanent preservation.

Records intended for destruction under the Schedule may be destroyed in accordance with the provisions of the Schedule. Backup copies stored on alternative media (server/microfilm/paper) should also be destroyed. This is vital to ensure compliance with the requirements of Data Protection law and Freedom of Information legislation.

Records for permanent preservation should be retained in an approved place of deposit.

Effective implementation of this schedule will safeguard the Authority's records and consequently help the Authority manage and reduce operational, reputational, financial and litigation risks.

## Limitation of Scope

Very few types of records have specified time periods for retention in law or in official government guidance. Where such advice exists it is included in this Schedule. Where advice does not exist, it is up to us to decide how long we wish to retain records. This Schedule gathers together retention criteria from a comprehensive best practice review of a wide range of organisations across the country.

## Objectives of the Retention Guidance and Schedule

The aims of the Retention Guidance and Schedule are to:

- Prevent the premature destruction of records that need to be retained for a specified period to satisfy legal, financial and other requirements of public administration
- Provide consistency for the destruction of those records not required permanently after specified periods in order to reduce the costs of unnecessary storage
- Promote improved Records Management practices within the Authority, which gives the public confidence that when information is destroyed it is done so according to well-considered rules
- Assist in identifying records that may be worth preserving permanently.

# **Essex Police, Fire and Crime Commissioner Fire and Rescue Authority Retention Schedule**

The Schedule will be regularly reviewed and updated by Information Asset Owners to ensure that we are complying with the latest legal advice. These changes will be reflected as soon as possible. Changes will be highlighted so that employees can keep track and modify their practices accordingly. The Schedule will be reviewed bi-annually or as required should a situation change lead to review.

## **What records should be retained?**

### **Records that we have a business reason to retain.**

This covers all records relating to employees, properties, assets and equipment, incidents, purchasing and accounting records, management information and management and Authority decisions etc.

Where there is a business reason to retain the record, then consideration has to be given to any specific legal or regulatory requirement that may determine either minimum retention periods, or in the case of personal data, maximum retention periods.

### **Records that have no business reason to retain.**

Records where there is no business reason to retain a record (e.g. internal emails), the record should be destroyed within 3 years, or at the end of the third year. The main email system will only keep emails for 12 months with effect from June 2017. Please see Managing Email document for further guidance.

## **Archiving, Disposal & Destruction**

### **Archiving**

Some Records should be kept indefinitely for legal and/or administrative purposes and/or are of enduring value for historical research purposes and so suitable for transfer to the Museum or County Record Office (or in the case of deeds, to the County Council repository).

Records identified in this schedule as 'permanent' are marked 'Offer to Service Solicitor'. The Service Solicitor may choose to select a sample of the records for permanent preservation in the Museum or Essex Records Office/County Council repository; the remainder should be destroyed as specified in the Schedule. The sample may be random, selective or purposeful.

### **Disposal & Destruction**

#### **Physical Records**

Physical records requiring disposal should be treated as 'confidential waste' and disposed of securely. The Authority has in place a contract for the provision of this service, including the provision of certificates of destruction. The use of on-site shredding should be restricted to small numbers of individual documents only.

#### **Procedure**

Step 1: All paper should be classified as confidential waste. This will reduce the negative impact of any sensitive paper not being disposed of securely.

Step 2. Departments may wish to shred small quantities of paper material themselves.

Step 3. Larger quantities of paper waste should be placed in the white sacks provided via the Property Help Desk and secured with a security tag.

Please note:

Only fill sacks with paper waste to the line specified

Please remove from plastic folders/wallets, paper clips, bulldog clips etc.

Step 4. Once the bag is full and the security tag attached, please contact the Property Help Desk whereby the bag(s) will be collected and securely stored.

### **Electronic Records**

Where records are held electronically the files themselves should be deleted.

Allowance should be made for the backup cycle in the timescales so that the date after which the records cannot be recovered is known and recorded. This will be 12 months after deletion; i.e. ICT will only retain the ability to recover electronic records for a rolling 12-month period. Departments shall not keep local copies of files on backup media or USB drives for longer than this 12-month period.

For electronic systems such as Coda Dream (Purchasing and Financial Records) or SAP (HR and Payroll Records) responsibility for deletion sits with the department head for the main system user (e.g. The Deputy Finance Director for Coda Dream, the Head of HR for SAP, the Head of Health and Safety for Oshens etc). Should a system have two or more departmental users the departmental heads will agree who is responsible for record deletion.

### **Record Keeping**

The disposal of all records should be recorded by keeping a log of the records disposed of, the data and method of disposal, and the officer who authorised disposal. For electronic records, this should also include the date when the record can no longer be recovered from backup storage.

### **Breach Statement**

A breach of this procedure is a breach of Information Policy. Breaches of Information Policies will be investigated and may result in disciplinary action. Serious breaches of Policy may be considered gross misconduct and result in dismissal without notice, or legal action being taken against you. Breaches will be dealt with accordingly under the Service's disciplinary Policy.

## **Reviewing the Schedule**

The Schedule will be regularly reviewed and updated by Information Asset Owners to ensure that we are complying with the latest legal advice. These changes will be reflected as soon as possible. Changes will be highlighted so that employees can keep track and modify their practices accordingly. The Schedule will be timetabled for review bi-annually or reviewed when the Authority becomes aware of legislative changes that make it necessary for our approach to retention to be altered.

## **Explanation of Retention Schedule Headings**

### **Record Category**

Rather than cover the detail of specifying retention periods for all types of records,

the approach adopted has been to group records into some 8 different categories and identify the most appropriate retention period for each category. This simplified approach is designed to make the overall records management policy easier to understand and implement in a consistent way.

In addition to providing clarity on the retention periods for records, this policy also covers the responsibilities for record retention and disposal. Copies of these records held by others within the Authority are classified as 'Records Held For No Business Reason' and are subject to the minimum retention period.

Where records relate to a continuing matter, such as an investigation, the retention time period will commence once the matter or investigation is concluded.

The **Record Categories** are:

1. Incident, Inspection and Activity records
2. Employee and Training Records
3. Corporate Records
4. Pay and Accounting Records
5. Property and Asset Records
6. Contracts
7. Emails (not included in the above) and records held for No Business Reason
8. Audio and visual records (including, but not limited to, photographs and videos)

## **Record Type**

This section provides common examples of the type of records included within the particular process.

### **REF (Reference Number)**

Each identified function or entry has a unique reference number. This number can be applied to records when archiving to ensure that the correct retention period is applied.

### **Activity Description**

The activity that the records support.

### **Retention Period & Action to be taken**

Here we insert the length of time that a record should be kept. This period (usually in years) can be applied from the date a record is created, when a record is closed or tied in to another specified activity. This field will also specify actions that will be taken with the record e.g.

Record placed in Archive (period)

Record Destruction

Permanent Preservation e.g. should record be transferred to the Authority's Museum or Essex Record Office for permanent preservation.

### **Basis for Retention Rule**

This indicates if the retention action is business reason or statutory e.g.

Statutory or regulatory requirements

General Retention Period

Evidence events, contracts or agreement in the case of disputes

Meets operational needs

Ensure the preservation of documentation of historic or other value

Policy compliance

Permanent Preservation

## Appendix A. Retention Schedule

<b>Record Category</b>	<b>Record Type</b>	<b>REF</b>	<b>Activity Description</b>	<b>Retention Period &amp; Action To Be Taken</b>	<b>Basis For Retention Rule</b>
<i>Contracts</i>	Records associated with a commercial contract for the provision of goods or services (not contracts of employment)	RET001	Commercial relationships	Records are kept for the length of the contract or up to 3 years post end of contract dependant on term	General Retention Period
<i>Contracts</i>	Records of insurers	RET002	Insurance relationships	Permanent Preservation	Meets operational needs
<i>Corporate Records</i>	Minutes and Papers of the Authority and its Committees	RET003	The official records, papers and copies of minutes will only be kept by the Executive Support team. Copies retained by any other part of the organisation should be treated in the same way as non-business related records	Permanent Preservation	Statutory requirement
<i>Corporate Records</i>	Records relating to decisions made by the Authority or by Officers through their delegated powers	RET004	Authority and delegated Officers decision-making	10-years	General Retention Period

<b>Record Category</b>	<b>Record Type</b>	<b>REF</b>	<b>Activity Description</b>	<b>Retention Period &amp; Action To Be Taken</b>	<b>Basis For Retention Rule</b>
<i>Emails and Records Held For No Business Reason</i>	Emails and Records held for no business reason	RET005	Emails relating to the categories listed above should be stored with the substantive record, for example, email clarification of the terms of a contract should be stored with the contract, not as an email. The originator of an internal email will be responsible for ensuring it is retained if it falls into a retention category. All other copies of the email, and other emails and documents will be treated in the same way as documents held for no business reason	Email – 1-year Other - 3-years	Meets operational needs General Retention period
<i>Employee and Training Records</i>	Annual Leave	RET006	Absence Reporting	6-years	Meets operational needs
<i>Employee and Training Records</i>	<i>COSHH records/assessments</i>	RET007	<i>Files storing health records relating to an employee's employment</i>	<i>5 years for litigation purposes</i>	General Retention Period
<i>Employee and Training Records</i>	<i>Employee Occupational Health File</i>	RET008	<i>Files storing health records relating to an employee's employment</i>	<i>10 years following date of employment ceased</i>	General Retention Period
<i>Employee and Training Records</i>	<i>Hand arm vibration assessments</i>	RET009	<i>Files storing health records relating to an employee's employment</i>	<i>5 years for litigation purposes</i>	General Retention Period
<i>Employee and Training Records</i>	<i>Incident and Investigation data</i>	RET010	<i>Files storing health records relating to an employee's employment</i>	<i>5 years for litigation purposes</i>	General Retention Period

<b>Record Category</b>	<b>Record Type</b>	<b>REF</b>	<b>Activity Description</b>	<b>Retention Period &amp; Action To Be Taken</b>	<b>Basis For Retention Rule</b>
<i>Employee and Training Records</i>	Management of Health & Safety at Work exceptions such as Asbestos exposure	RET011	Health & Safety	40 years or to 80th birthday whichever is the longest and this also covers the Control of Substances Hazardous to Health Regulations	Regulatory requirement
<i>Employee and Training Records</i>	<i>Manual Handling Assessments</i>	RET012	<i>Files storing health records relating to an employee's employment</i>	<i>5 years for litigation purposes</i>	General Retention Period
<i>Employee and Training Records</i>	Maternity & Statutory Sick Pay	RET013	Pay	3-years	Meets operational needs
<i>Employee and Training Records</i>	<i>Noise Assessments</i>	RET014	<i>Files storing health records relating to an employee's employment</i>	<i>5 years for litigation purposes</i>	General Retention Period
<i>Employee and Training Records</i>	Personal Record File	RET015	Files storing personal records relating to an employee's employment	6-years following date employment ceased	General Retention Period
<i>Employee and Training Records</i>	Recruitment Records of Unsuccessful Candidates	RET016	Recruitment	6 months after recruitment process is completed	Meets operational needs
<i>Employee and Training Records</i>	<i>Risk Assessments</i>	RET017	<i>Files storing health records relating to an employee's employment</i>	<i>5 years for litigation purposes</i>	General Retention Period
<i>Employee and Training Records</i>	<i>Slip test records</i>	RET018	<i>Files storing health records relating to an employee's employment</i>	<i>5 years for litigation purposes</i>	General Retention Period
<i>Employee and Training Records</i>	Working Time Regulations 1998	RET019	Working Hours	2-years after opt-out period ends	Meets operational needs
<i>Home Safety Visit and fitting of smoke detectors</i>	<i>Home Safety Visit Records</i>	RET020	<i>All records relating to Home Safety Visits and smoke detection provided by ECFRS are held on the service customer relationship management system (Dynamics 365).</i>	<i>10 years after the year in which the data is collected.</i>	<i>Smoke detectors are advertised as having a 10 year lifespan and therefore, ECFRS are expected to retain information in relation to their fitting, both to understand the effectiveness of the product, and to inform fire investigation.</i>

<b>Record Category</b>	<b>Record Type</b>	<b>REF</b>	<b>Activity Description</b>	<b>Retention Period &amp; Action To Be Taken</b>	<b>Basis For Retention Rule</b>
<i>Incident, Inspection and Activity Records</i>	999 calls, Incident details, Property inspections, risk gathering, community safety activities	RET021	Records held by a range of departments including Control, Performance and Data Management, Workplace Fire Safety and Community Safety. It also includes records held at Fire stations and Area Commands	6-years after the year in which data is collected. Note: Statistical analysis of this data is an essential tool for the Authority in considering changes to fire cover and operational response	General Retention Period
<i>Incident, Inspection and Activity Records</i>	Community Safety Records	RET022	TBA	TBA	TBA
<i>Incident, Inspection and Activity Records</i>	Incident Recording System (IRS)	RET023	An analytical data set with full 5-years to be used for all detailed analysis	The full incident record, collected by and stored in IRS will be maintained for 6-year	Meets operational needs
<i>Incident, Inspection and Activity Records</i>	Incident Recording System (IRS) Reduced Data Set	RET024	Incident records older than 6-years will be reduced to consist of the following information: Identifier, Date, Time, Location, Incident Type, Resources Mobilised	This data set will contain no personal information and could be published avoiding any FOI implication. The retention period for this reduced data set is 10-years	Meets operational needs
<i>Incident, Inspection and Activity Records</i>	Personal Data	RET025	Any personal data collected	5-years after the year in which data is collected	Meets operational needs
<i>Incident, Inspection and Activity Records</i>	Workplace Fire Safety Premises Inspection Records	RET026	Reviewed and updated within 6-year window	New premises records may be retained for a further period of up to 6-years	Meets operational needs
<i>Pay and Accounting Records</i>	All main accounting and payroll records including invoices, data entry forms, journals and supporting information	RET027	Accounting and Payroll	6-years following close of the financial year	General Retention Period
<i>Property and Asset Records</i>	Asbestos records	RET028	Location of risks	40 years or in accordance with legislative requirements	Regulatory requirement

<b>Record Category</b>	<b>Record Type</b>	<b>REF</b>	<b>Activity Description</b>	<b>Retention Period &amp; Action To Be Taken</b>	<b>Basis For Retention Rule</b>
<i>Property and Asset Records</i>	Property leases or licences	RET029	The records will be retained only by the department responsible for the asset. Before disposal, consideration should be given as to whether the records are of historical significance	These should be kept for up to 6 years post termination	General Retention Period
<i>Property and Asset Records</i>	Records, drawings and photographs in respect of all property, plant, equipment and vehicles	RET030	The records will be retained only by the department responsible for the asset. Before disposal, consideration should be given as to whether the records are of historical significance	Until 3-years after disposal of the asset	General Retention Period
<i>ICT</i>	Backups	RET031	System restoration in the event of erroneous user action or system failure	Backups made by ICT will only be retained for one year	General Retention Period
<i>Audio and Visual</i>	Photographs and videos	RET032	Photos and videos captured for marketing purposes, celebrating our people, prevention and protection, awards and ceremonies, incidents - internal and external	Review after 5 years, and retain for no more than 20 years  Dispose of in accordance with the right to be forgotten	Meets Corporate Communications and Marketing operational needs

<b>Record Category</b>	<b>Record Type</b>	<b>REF</b>	<b>Activity Description</b>	<b>Retention Period &amp; Action To Be Taken</b>	<b>Basis For Retention Rule</b>
<i>Technical Fire Safety</i>	Non-enforcement documents	RET033	Records of audits or other Fire Safety activity	3-years and formal review before destruction	General Retention Period
<i>Technical Fire Safety</i>	Enforcement documents and images	RET034	Records of enforcement action	3-years and formal review before destruction (Enforcement, Prohibition and Alterations Notices must be retained for 3 years after they are complied with or withdrawn. All documents and images relating to a prosecution must be retained whilst the prosecution is ongoing and for 3 years after the prosecution is resolved)	General Retention Period
<i>Fire Investigation</i>	All Fire Investigation documents and images	RET035	Fire Investigation documentation	6-years and formal review/deletion before destruction (documents and images relating to a prosecution must be retained whilst the prosecution is ongoing and for 6 years after the prosecution is resolved)	General Retention Period

<b>Record Category</b>	<b>Record Type</b>	<b>REF</b>	<b>Activity Description</b>	<b>Retention Period &amp; Action To Be Taken</b>	<b>Basis For Retention Rule</b>
Information Governance	Statutory Requests for Information Register/ Statutory Requests for Information Requests and Responses	RET036	FOI/EIR/SAR processing	10-years	General Retention Period
GIS	Spatial Data Store/Geognosis	RET037	Mapping Services	Indefinite	General Retention Period
Family Group 4 Datasets	Stats from FG4 Members	RET038	Service Comparison	3-years	General Retention Period
Performance Risk Register	Risks and Controls within Performance	RET039	Risk Management	Reviewed at differing frequencies	General Retention Period
Performance BCP	Business Continuity for department	RET040	Business Continuity Management	4-years	General Retention Period

<b>Record Category</b>	<b>Record Type</b>	<b>REF</b>	<b>Activity Description</b>	<b>Retention Period &amp; Action To Be Taken</b>	<b>Basis For Retention Rule</b>
Reporting	Authority Audit and Performance Reports	RET041	Performance Management	5-years	General Retention Period
Reporting (Home Office)	Data provided to the Home Office	RET042	Performance Reporting	5-years	General Retention Period
Policies and Procedures	Service-wide Policy Register and documentation	RET043	Policy Management	10-years	General Retention Period
Fire Reporting	Fire Report Requests	RET044	Reporting	5-years	General Retention Period
Fire Safety	Fire Safety Library	RET045	Referencing	10-years	General Retention Period

<b>Record Category</b>	<b>Record Type</b>	<b>REF</b>	<b>Activity Description</b>	<b>Retention Period &amp; Action To Be Taken</b>	<b>Basis For Retention Rule</b>
Performance and Data Management Function	Staff Folders	RET046	Referencing	Employment duration	General Retention Period

## Appendix B. Electronic PRF Folder Categories & Retention Timescales

The following table is maintained by the Human Resources team.

Categories	Documents	Retention Period
<b>1. Recruitment and Career History</b>		
<i>Recruitment/Selection</i>	Job Application	Permanent/Archival
	Job Description	Permanent/Archival
	Recruitment Business Case	6 years
	Recruitment Checklist	3 Years
	Physical Test Questionnaire	3 Years
	Written Test Invite	3 Years
	Written Test Result	3 Years
	Initial Assessment Invite	3 Years
	Physicals Assessment Day Invite	3 Years
	OHS Medical Examination Invite	3 Years
	Interview Invite	3 Years
	Interview Rejection Letter	3 Years
	Interview Notes	3 Years
	Provisional Job Offer	3 Years
	Confirmation of Identity	3 Years
	Reference Request: Successful Applicant	3 Years
	Personal Reference: Successful Applicant	6 Years
	Work Reference (Successful Applicant)	Permanent
	Personal Reference: Unsuccessful Applicant	1 Year
	Work Reference: Unsuccessful Applicant	1 Year
	Offer of Employment	Permanent/Archival
	Qualification Certificate	Permanent
	Contract of Employment	Permanent/Archival
	Recruitment Correspondence: Other	3 Years
	Notification of New Starter - Operational	3 Years
	Notification of New Starter - Non-Operational/Control	3 Years
<i>Performance Monitoring</i>	Probation Report	6 Years
	Passed Probation Letter	Permanent/Archival
	FF Competent Confirmation	6 Years
	Staff Appraisal	6 Years
	Personal Development Record	6 Years
<i>Staff Movements: Promotions, Secondments, Transfers etc.</i>	Regrading, Assimilation, Promotions	Permanent/Archival
	Organisational Restructuring	3 Years
	Redeployment Letter	Permanent/Archival
	Acceptance of Redeployment Offer	Permanent/Archival
	Redeployment Correspondence: Other	3
	Application for Promotion	3 Years
	Confirmation of Promotion	Permanent/Archival
	Internal Application Form	3 Years
	Transfer Request	3 Years
	Offer of Transfer	3 Years
	Transfer of Posting	3 Years

Categories	Documents	Retention Period
	Confirmation of Secondment	3 Years
	Temporary Promotion	3 years
	End of Secondment	3 Years
	Promotions/Transfers/Secondments Correspondence: Other	3 Years
	Service History	Permanent/Archival
<i>Long Service, Honours, Commendations</i>		
	Award of Medal/Long Service	Permanent/Archival
	Valedictory Letter	Permanent/Archival
	Letter of Appreciation	Permanent/Archival
	Long Service/Honours Correspondence: Other	3 Years
<b>2. Personal Particulars</b>		
	Change of Personal Particulars	Permanent
	NI Card or Payslip	Permanent
	Passport	Permanent
	Birth Certificate	Permanent
	Driving Licence	Permanent
	Secondary Employment Application	10 Years
	Secondary Employment Withdrawal	Permanent
	Sympathy Letter	Permanent/Archival
	Personal Particulars Correspondence: Other	Permanent
<b>3. Finance (Pay, Loans Expenses and Pensions)</b>		
	Overpayment Letter	6 Years
	Joining Pension Scheme	Permanent
	Buy Back of Pension Rights: Industrial Action	Permanent
	Pension Quote	3 Years
	Redundancy Estimate	3 Years
	Court Order Instructions	Permanent
	Financial Correspondence: Other	3 Years
	Pension Correspondence: Other	Permanent
<b>4. Training (including IPDS and PRDS)</b>		
	Training Certificates	Permanent/Archival
	Qualifications: Exam Results	Permanent/Archival
	Qualifications: Notification Letter	3 Years
	Recruits Training Report	Permanent/Archival
	Application for Development Programme	3 Years
	Course Progress Report	3 Years
	End of Training Course Report	3 Years
	Training Correspondence: Other	3 Years
<b>5. Leave</b>		
	Special Leave Application	3 Years
	Jury Service	6 Years
	Maternity Leave Progress Sheet	3 Years
	Maternity Notification	3 Years
	Maternity Certificate (Form MAT B1)	3 Years
	Maternity Notification of Leave and Pay Entitlement	3 Years

Categories	Documents	Retention Period
	Maternity: Return to Work Letter	3 Years
	Maternity General Correspondence	3 Years
	Paternity Leave and Pay Correspondence	3 Years
	Adoption Leave and Pay Correspondence	3 Years
	Leave Correspondence: Other	3 Years
<b>6. Accident Reports and Injury Claims</b>		
	Third Party Claim	40 Years
	Accident/Injuries Correspondence: Other	50 Years
<b>7. Sickness Issues/Occupational Health and Fitness</b>		
	Recruitment: Initial Assessment Result	3 Years
	Recruitment: Physical Assessment/Tests Results	3 Years
	OH Health/Medical Assessment Result	Permanent
	OH Report	Permanent
	OH Medical Referral	3 Years
	Failure to Attend	3 Years
	Medical Certificate Excluding Industrial Injury	4 Years
	Notice of Entitlement to Sick Pay	3 Years
	Letter of Admission to Hospital	3 Years
	Modified Duties	Permanent
	Eye Tests	6 Years
	Functional Assessments	3 Years
	Sickness Correspondence: Other	3 Years
	Attendance Management Correspondence: Other	6 months / 12 months
<b>8. Discipline and Grievance</b>		
	Informal Notes of Conversation	Permanent
	Review of Informal Conversations	Permanent
	Discipline Letters	Permanent
	Hearing Outcome letters	6 months / 18 months
	Grievance Notification/Nature	3 Years
	Grievance Hearing/Actions	3 Years
	Grievance Appeal/Outcome	3 Years
	Discipline and Grievance Correspondence: Awards & sanctions	6 months / 18 months
	Performance Management Formal Correspondence	6 months / 18 months
	Absence Management Formal Correspondence	6 months / 12 months
<b>9. Termination of Employment</b>		
	Letter of Resignation	Permanent/Archival
	Notification of Leaver	3 Years
	References	Permanent/Archival
	Transfer Correspondence	3 Years
	Notification of Retirement Date	3 Years
	Pension Scheme: Notice of Retirement	3 Years
	Formal Acknowledgement of Application to Retire	Permanent/Archival

Categories	Documents	Retention Period
	Recovery of PPE (Personal Protective Equipment)	3 Years
	Letter of Redundancy	Permanent
	Leavers Checklist	3 Years
	Chair of EFA/CFO letters	Permanent/Archival
	Ill Health Retirement Correspondence	Permanent/Archival
	Leavers Correspondence: Other	3 Years
<b>10. Pension Appeals</b>		
	Notice of Appeal	Permanent
	FF Pension Scheme: Medical Appeal	Permanent
	FF Pension Scheme Order 1992: Medical Opinion Rule H1: Opinion of Medical Practitioner	Permanent
	FF Pension Scheme Rule H2: Appeal to Board of Medical Referees	Permanent
	Medical Appeal Progress Sheet	Permanent
	Consent to Release Personal Medical Information	Permanent
	IQMP Opinion	Permanent
	Report for Board of Medical Referees	Permanent
	List of Documents submitted	Permanent
	Independent Supporting Medical Reports	Permanent
	Government department (ODPM) Receipt of Papers	Permanent
	Authority Statement to Medical Referees	Permanent
	FBU Report to Medical Referees	Permanent
	Board of Referees: Notification of Hearing	Permanent
	Medical Referees: Report on Percentage Award	Permanent
	Government Department (ODPM) Invoice	Permanent
	Board of Medical Referees: Report of Appeal	Permanent
	Pensions Appeals Correspondence: Other	Permanent