



Information Governance

Retention Guidance and Schedule

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Author/Owner	Data Protection Officer and Information Governance Officer
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DATE APPROVED BY INFORMATION GOVERNANCE (IG) BOARD	To be consulted

This document details the main categories of records maintained by the Essex County Fire and Rescue Service (ECFRS) and the corresponding approved retention policies. A 'Record' is defined as a set of structured information collected to further the Authority's activities. It is not a policy, procedure, or guidance document but rather a collection of facts, statistics, or insights used in daily operations to provide services as a Fire Authority.

Policy Information	
SCOPE OF POLICY	<p>This policy applies to all employees of the Essex Police, Fire and Crime Commissioner Fire and Rescue Authority (the Authority). This includes temporary staff, agency workers, volunteers, and those on secondments. This policy expressly includes staff in the Service Head Quarters, stations, and workshops and to all employees working remotely.</p> <p>Some records have specified time periods for retention in law or in official government guidance. This Schedule collates a retention criterion that reflects legal/statutory requirement and justifiable best practice review of a wide range of organisations across the country.</p>
CONTEXT	<p>Essex County Fire & Rescue Service (ECFRS) collects and uses information about individuals it interacts with, including the public, employees, customers, and suppliers. ECFRS ensures all personal data is treated lawfully and correctly, adhering to the Data Protection Act 2018. This guidance is reviewed every two years to maintain compliance with changes highlighted for employees to update their practices accordingly.</p>
APPLICATION OF POLICY	<p>ECFRS manages data in all forms (e.g., documents, emails, videos) to comply with the Data Protection Act (DPA), Freedom of Information (FOI) Act 2000, and Environmental Information Regulations 2004 (EIR).</p>
WHAT THIS SCHEDULE COVERS AND THE PURPOSE OF THIS RETENTION SCHEDULE	<p>Records that must be retained within our organisation retention schedule include documentation related to employees, customers, public properties, assets, equipment, incidents, and management decisions. For information on the specific retention periods for each type of record, please refer to the relevant service area in the tables below. This will provide clarity on how records are managed within the Authority.</p>
RELEVANT PRINCIPLES OF DATA PROTECTION	<p>In managing personal information, ECFRS will:</p> <ul style="list-style-type: none"> • Retain data only for as long as it is necessary. • Ensure the secure disposal of records. • Comply with individuals' rights. <p>Share data lawfully and securely, with appropriate safeguards in place.</p>

<p>DEFINING RETENTION PERIODS</p>	<p>A number of considerations that have been made when deciding upon an appropriate retention period include:</p> <p>Statutory: Some retention periods are governed by statute for example, The “Health and Safety at Work Act 1974” and HMRC VAT Notice 700/21. It is therefore essential that any relevant statutory provisions are considered when deciding upon retention period.</p> <p>Civil Action: Personal data must be retained if it may be needed to defend possible future legal claims. However, linked information that could not possibly be relevant to any claim must not be retained. Personal data must be deleted when a claim could no longer arise. The Limitation Act 1980 imposes various time limits for the taking of legal action.</p> <p>DPA, FOI and EIR - if a request for information is made where the records holding that information are due to be destroyed, the destruction of these records must be suspended until those requests have been fully responded to.</p> <p>Data Protection Act - does not specify retention periods. However, the Act does state that where other statutory record retention provisions exist this take precedence. Data controllers are responsible for implementing the DPA and must decide for how long personal data is retained, considering the Data Protection Principles, business needs, other legal requirements, any professional guidelines, and best or common practice.</p> <p>Historical and research - there may be good grounds for keeping personal data for historical, statistical or research purposes.</p> <p>It is an offence to destroy, delete or amend records or data to prevent or attempt to prevent the release of information requested under the DPA, FOI or EIR. Where the records holding the information requested have been destroyed in accordance with the retention schedule again, the ECFRS have a duty to explain why the information is no longer held. Several factors are considered when determining an appropriate retention period:</p> <p>It is an offence to destroy, delete, or amend records or data to prevent or attempt to prevent the release of information requested under the DPA, FOI, or EIR. If records holding the requested information have been destroyed according to the retention schedule, the organisation has a duty to explain why the information is no longer held.</p>
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Service Wide Records:

Ref	Record Name	Record Description	Retention Period	Record Format	Storage Location	Record Owner	Reason For Retention	Retention Trigger	Action at the end of Retention	Personal Data
01	Email and Memos	Service wide communications sent via email or memo	7 years	Microsoft Outlook Emails	Microsoft Outlook	Service Wide Management	Business Need	From Creation	Review, then Delete or Destroy	Yes
02	Appraisals	Forms on employee's performance, achievements and goals	6 years	Microsoft Digital Documents	Civica System	Human Resources	Business Need	End of Employment	Deleted/Destroyed	Yes
03	Surveys	Surveys completed by Members of the public or employees for feedback or research purposes.	6 years	Survey	SurveyMonkey, Team access only shared drive/SharePoint, Microsoft Forms App	Service Wide Management	Business Need	Survey Closure	Deleted/Destroyed	Yes
04	Asbestos Information	Asbestos Compliance Records & Reports	Indefinite	Microsoft Digital Documents	Team access only shared drive/SharePoint	Service Wide Management	Health and Safety at Work Act 1974	Lifetime of the building (if asbestos report); End of employment if asbestos exposure	Review/Deleted/Destroyed	No
05	Visitor Logs	List of visitors at various locations across the Service	1 year	Hardcopy	Stations/Training Centre/Wethersfield/Service Head Quarters	Service Wide Management	Data Protection Act 2018, UK GDPR	From Creation	Deleted/Destroyed	Yes
06	Meeting Agenda, Minutes & Actions	Discussion topics at meeting, notes taken and tasks to complete	6 years	Microsoft Digital Documents	Survey Monkey, Team access only shared drive/SharePoint	Service Wide Management	Business Need	Last Action	Deleted/Destroyed	Yes

07	Policies and Procedures	Officially approved and published policies and procedures.	Policies and procedures should be retained until updated. The latest version must be published, and previous versions should be either destroyed or archived.	Microsoft Digital Documents	ECFRS Intranet and ECFRS Website	Policy Owner	Limitation Act 1980	Last Policy Version	Deleted/Destroyed	Yes
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Senior Leader Records & Executive Suppor

Ref	Record Name	Record Description	Retention Period	Record Format	Storage Location	Record Owner	Reason For Retention	Retention Trigger	Action at the end of Retention	Personal Data
08	FOH Personnel & External Contacts Database	Contact details for internal & external individuals/Services/Businesses Occupancy and facilities usage including Meeting room users (Internal & External)	6 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Executive Support Team Manager	Business Need	End of Employment	Deleted/Destroyed	Yes
09	FoH Records	Occupancy and facilities usage including Meeting room users (Internal & External)	1 year	Microsoft Digital Documents	Team access only shared drive/SharePoint	Executive Support Team Manager	Business Need	From Creation	Deleted/Destroyed	Yes
010	Visitors Records	Visitors contact details	1 year	Entrysign system	Front terminal and back-office system	Executive Support Team Manager	Business Need Data Protection Act 2018, UK GDPR	From Creation and End of Employment	Archive or Destroy	Yes

011	Senior Leadership Records	Strategy & CRMP Service Delivery Plan Corporate Structure SLT members correspondence SLT Meetings SLT Papers PFCC Documents/Briefings/Reports Event Speeches SLT Admin records	Current Information and then Archived	Microsoft Digital Documents	Team access only shared drive/SharePoint One Drive	Executive Support Team Manager	Business Need Public Records Act 1958	From Creation	Archive or Destroy	Yes
012	Authority & Committee Records	Official records, papers, and minutes maintained by the Executive Support team.	Indefinite/ 12 months Depending on the case	Microsoft Digital Documents	Team access only shared drive/SharePoint One Drive	Executive Support Team Manager	Business Need Public Records Act 1958	From Creation	Review/Archived/Destroyed	Yes
013	Authority & Delegated Decision Records	Records relating to decisions made by the Authority or officers under delegated powers	10 years Depending on the case	Microsoft Digital Documents	Team access only shared drive/SharePoint One Drive	Executive Support Team Manager	Business Need Public Records Act 1958	From Creation	Review for Further Retention or Disposal	Yes

1.Business Continuity

Ref	Record Name	Record Description	Retention Period	Record Format	Storage Location	Record Owner	Reason For Retention	Retention Trigger	Action at the end of Retention	Personal Data
1.1	ECFRS Business Area Business Continuity Plans	All Business Continuity Plans submitted by plan owners.	1 year	Microsoft Digital Documents	Business Continuity Planning SharePoint	Business Continuity Lead	Business Need	Last Response	Deleted/Destroyed	Yes

2. Corporate Communications

Ref	Record Name	Record Description	Retention Period	Record Format	Storage Location	Record Owner	Reason For Retention	Retention Trigger	Action at the end of Retention	Personal Data
2.1	Social Media Communications	Conversations with public All "Contact Us" emails from external parties Facebook conversations - ECFRS account Instagram, LinkedIn, Next Door	Current Information	Facebook Instagram Emails X Formerly known as Twitter LinkedIn	Social Media Platform	Head of Comms, Marketing & Brand	The National Archives (TNA) 8. Press and Public Relations Records Data Protection Act 2018 & UK GDPR	From Publication	Deletion/Anonymization based on system/cloud portal type.	Yes
2.2	Reward and Recognition files & Long Service and Good Conduct Medal recipients	Record of received employee nomination forms and process Long Service information	Indefinite	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of Comms, Marketing & Brand	Business Need	End of the employment + 6 years	Deleted/Destroyed	Yes
2.3	Internal Communications	List of internal email addresses for the distribution of Service messages.	Information is actively updated and leavers and joiners and added and deleted accordingly	Online - E Shot	Online - E Shot	Head of Comms, Marketing & Brand	Business Need	From Creation	Deleted/Destroyed	Yes
2.4	Internal Communications	Broadcast WhatsApp channel used to share messages to on-call colleagues	Information is actively updated and leavers and joiners and added and deleted accordingly	WhatsApp	Online - E Shot	Head of Comms, Marketing & Brand	Business Need	From Creation	Deleted/Destroyed	Yes

2.5	Internal Communication Platforms	Intranet Collaboration Platforms	Information is actively updated and leavers and joiners and added and deleted accordingly	Online	Online - E Shot	Head of Comms, Marketing & Brand	Business Need	From Creation	Deleted/Destroyed	Yes
2.6	Press Details	Operational notes (notices to press about forthcoming events or conferences) Media releases	Information is actively updated depending on the interaction with journalists	Online E-Shot	E-Shot	Head of Comms, Marketing & Brand	Business Need The National Archives (TNA) 8. Press and Public Records	From Creation	Review	No
2.7	Photographic Collections, Videos – service locations, events and	Service locations, events, activities (marketing celebrating our people, prevention and protection, awards and ceremonies) Incidents - internal and external.	5 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of Comms, Marketing & Brand	Business Need	From Creation	Deleted/Destroyed	Yes

3. Property Services & Asset Management:

Ref	Record Name	Record Description	Retention Period	Record Format	Storage Location	Record Owner	Reason For Retention	Retention Trigger	Action at the end of Retention	Personal Data
3.1	Property Services - Asset - Aerial mast income	Income created from telecommunicati on masts	3 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	Lifetime of the infrastructure	Review, then Archive or Destroy	Yes
					One Drive					
3.2	Property Services - Asset - Aerial mast locations	Location of masts across various sites	Indefinite	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.3	Property Services - Asset - Construction date	Building and projects listings	6 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.4	Property Services - Asset - Furniture information	List of furniture within portfolio and storage	6 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.5	Property Services - Asset - Parking allocations	Names and car regs of parking allowances	3 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.6	Property Services - Asset - Photos	Photos of our properties (may have photos of asbestos)	Indefinite	System	Concerto	Assistant Director of Asset Management	Business Need	Until superseded	Deletion/Anonymization based on system/cloud portal type	Yes

	Property Services - Asset - Plant and machinery register	M&E facilities listings	Indefinite	System	Concerto	Assistant Director of Asset Management	Business Need	End of Asset life	Deletion/Anonymization based on system/cloud portal type	Yes
3.7	Property Services - Asset - Purchase dates	Building acquisition timelines	Indefinite	System	Concerto	Assistant Director of Asset Management	Business Need	From Creation	Deletion/Anonymization based on system/cloud portal type	Yes
	Property Services - Asset - Repair works	List of repair works, dates	Indefinite	System	Concerto	Assistant Director of Asset Management	Business Need	Completion of work	Secure Disposal	Yes
3.8	Property Services - Asset - Valuations	Building financial data	Indefinite	System	Concerto	Assistant Director of Asset Management	Business Need	Until superseded	Secure Disposal	Yes
	Property Services - Building information modelling - Condition	Scorecards and listings detailing portfolio conditions	6 Years	System	Concerto	Assistant Director of Asset Management	The National Archives Retention scheduling: Departmental Accounts, Health and Safety at Work Act 1974 and supporting Regulations,	From Creation	Deletion/Anonymization based on system/cloud portal type	Yes
3.9	Property Services - Building information modelling - Construction	Information detailing portfolio construction & methods	6 Years	System	Concerto	Assistant Director of Asset Management	The National Archives Retention scheduling: Departmental Accounts, Health and Safety at Work Act 1974 and supporting Regulations,	From Creation	Deletion/Anonymization based on system/cloud portal type	Yes
	Property Services - Building information modelling - Floor plans	General arrangements floor plans and construction drawings	Indefinite	System	Concerto	Assistant Director of Asset Management	The National Archives Retention scheduling: Departmental Accounts, Health and Safety at Work Act 1974 and supporting Regulations,	Until superseded	Deletion/Anonymization based on system/cloud portal type	Yes

3.10	Property Services - Building information modelling - security	Building Security layouts	Indefinite	System	Concerto	Assistant Director of Asset Management	The National Archives Retention scheduling: Departmental Accounts, Health and Safety at Work Act 1974 and supporting Regulations,	Until superseded	Deletion/Anonymization based on system/cloud portal type	No
	Property Services - Building information modelling - services	Site services plans	Indefinite	System	Dream	Assistant Director of Asset Management	The National Archives Retention scheduling: Departmental Accounts, Health and Safety at Work Act 1974 and supporting Regulations,	Until superseded	Deletion/Anonymization based on system/cloud portal type	No
3.11	Property Services - Building information modelling - site	Site plans	Indefinite	System	Concerto	Assistant Director of Asset Management	The National Archives Retention scheduling: Departmental Accounts, Health and Safety at Work Act 1974 and supporting Regulations,	Until superseded	Deletion/Anonymization based on system/cloud portal type	Yes
3.12	Property Services - Building information modelling - use	Multi agency use details	3 Years	System	Concerto	Assistant Director of Asset Management	The National Archives Retention scheduling: Departmental Accounts, Health and Safety at Work Act 1974 and supporting Regulations,	Until superseded	Deletion/Anonymization based on system/cloud portal type	Yes
3.13	Property Services - Engineers - carbon footprint	Carbon footprint details, progression & indicators	Indefinite	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Environmental Compliance	From Creation	Secure Disposal	Yes
					One Drive					
3.14	Property Services - Engineers - Display energy certificates	Building energy performance certificate displays	Indefinite	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Environmental	Lifetime of the equipment	Secure Disposal	Yes
					One Drive					
3.15	Property Services - Engineers - Energy use patterns	Building efficiency data	6 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					

3.16	Property Services - Engineers - environmental permits	Work permit templates contain contact details	1 Year	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.17	Property Services - Engineers - genie lead register	Station genie lead distribution	Indefinite	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.18	Property Services - Engineers - hot water temperatures	Hot water temperature records	Indefinite	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Legal Requirement HSWA 1974	Until report is superseded	Secure Disposal	Yes
					One Drive					
3.19	Property Services - Engineers - Insurance inspection records	Contractors Insurance details	6 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	The National Archives Retention scheduling: Departmental Accounts, Health and Safety at Work Act 1974 and supporting Regulations,	From Creation	Secure Disposal	Yes
					One Drive					
3.20	Property Services - Engineers - Lifts certification	Portfolio lift safety certification	6 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	The National Archives Retention scheduling: Departmental Accounts, Health and Safety at Work Act 1974 and supporting Regulations,	From Creation	Secure Disposal	Yes
					One Drive					
3.21	Property Services - Engineers - Lightning protection certificates	Portfolio lightening safety certification	6 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.22	Property Services - Engineers - Meter readings	Energy usage and meter reading data	Indefinite	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	Until report is superseded	Secure Disposal	Yes
					One Drive					

3.23	Property Services - Engineers - Pat register	Portable appliance testing data	3 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.24	Property Services - Engineers - Radiac records	Catalogue and availability of Radiac equipment	6 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.25	Property Services - Engineers - stand by generators	Catalogue and availability of generator equipment	3 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.26	Property Services - Engineers - waste volumes	List of portfolio waste volume including confidential waste	3 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.27	Property Services - Engineers - water hygiene certificates	Water hygiene certification & distribution	6 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.28	Property Services - Engineers - Water use volumes	Water Volumes	Indefinite	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	The National Archives Retention scheduling: Departmental Accounts, Health and Safety at Work Act 1974 and supporting Regulations,	From Creation	Until report is superseded	Yes
					One Drive					

3.29	Property Services - FM - Archiving storage records	Creating storage facilities for archiving of records	3 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	National Archives Regulations	From Creation	Secure Disposal	Yes
					One Drive					
3.30	Property Services - FM - Canteen use data	Ways in which canteen is utilised	1 Year	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Data Protection Act 2018, UK GDPR	From Creation	Secure Disposal	Yes
					One Drive					
3.31	Property Services - FM - Car registration numbers	Security measure for cars parked at KP	1 Year	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.32	Property Services - FM - Catering appliances	Provision of and cataloguing of catering appliances	3 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.33	Property Services - FM - Catering suppliers	Provision of and cataloguing of catering contractors	3 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.34	Property Services - FM - Catering supplies	Provision of and cataloguing of catering supplies	3 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.35	Property Services - FM - Contractor performance data	Contractors Key Performance Indicator's data	10 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					

3.36	Property Services - FM - COSHH	Contractor & materials sheets	3 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Health and Safety Executive guidelines	From Creation	Secure Disposal	Yes
					One Drive					
3.37	Property Services - FM - Hazardous waste transfers	Coordination and management of hazardous waste disposal	3 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Health and Safety Executive guidelines	From Creation	Secure Disposal	Yes
					One Drive					
3.38	Property Services - FM - Pest control data	Coordination and management of ensuring pest control across portfolio	3 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.39	Property Services - FM - Rates value and payable	Rates costings catalogue	3 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.40	Property Services - FM - Tree species	Tree descriptions	3 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.41	Property Services - FM - Winter gritting locations	Winter gritting suppliers and distribution	3 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.42	Property Services - Helpdesk - Accident Damage/reports/recor dings	List of Oshens reports affecting PS and actions taken to resolve (may include personnel names)	3 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Data Protection Act 2018, UK GDPR	From Creation	Secure Disposal	Yes
					One Drive		Limitation Act 1980			

3.43	Property Services - Helpdesk - Building condition videos	Videos	Indefinite	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	Until superseded	Secure Disposal	Yes
					One Drive					
3.44	Property Services - Helpdesk - CCTV footage	CCTV request log	6 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Data Protection Act 2018, UK GDPR	From Creation	Secure Disposal	Yes
					One Drive		Limitation Act 1980			
3.45	Property Services - Helpdesk - completed works	Completed project folders	6 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	No
					One Drive					
3.46	Property Services - Helpdesk - Intruder alarms access and data	List of intruder alarm locations & access data	1 Year	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.47	Property Services - Helpdesk - KPHQ Server room access screening	Copies of permits to work for Contractors	3 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.48	Property Services - Helpdesk - maintenance cycles	Maintenance cycles and processes	3 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.49	Property Services - Helpdesk - Outstanding works	Works that need to be completed	3 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					

3.50	Property Services - Helpdesk - PAC access records	Records of PAC events (includes personnel names)	1 Year	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Data Protection Act 2018, UK GDPR	From Creation	Secure Disposal	Yes
					One Drive		Limitation Act 1980			
3.51	Property Services - Helpdesk - Pac access rights	PAC access rights	1 Year	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Data Protection Act 2018, UK GDPR	From Creation	Secure Disposal	Yes
					One Drive		Limitation Act 1981			
3.52	Property Services - Helpdesk - Pac door locations	PAC door locations	6 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.53	Property Services - Helpdesk - Pac door opening times	PAC door opening times	1 Year	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.54	Property Services - Helpdesk - Plant technical information	M&E plant information	Indefinite	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.55	Property Services - Helpdesk - Property related accidents	List of Property related accidents (may include personnel names)	6 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.56	Property Services - Helpdesk - Repair works location and cost	Portfolio works locality and costs	6 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					

3.57	Property Services - Helpdesk - Risk assessments and method statements	Risk assessments and method statements	1 Year	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	The National Archives Retention scheduling: Departmental Accounts, Health and Safety at Work Act 1974 and supporting Regulations,	From Creation	Secure Disposal	Yes
					One Drive					
3.58	Property Services - Helpdesk - Services certificates	Certificates of Services on plant	3 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.59	Property Services - Helpdesk - Tender information	Project Tender info	10 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.60	Property Services - Helpdesk - Work permits	Work permit templates contain contact & health details	3 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.61	Property Services - Property Performance - Condition assessments	Annual portfolio survey data collations	Indefinite	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.62	Property Services - Property Safety - Appliance bay door register	Appliance bay door works & replacement data	6 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes

					One Drive					
3.63	Property Services - Property Safety - Contractors rams	Contractor's details, risk assessments & methods statements	1 Year	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.64	Property Services - Property Safety - Fire risk assessments	Identification of fire prevention measures	1 Year	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	The National Archives Retention scheduling: Departmental Accounts, Health and Safety at Work Act 1974 and supporting Regulations,	From Creation	Secure Disposal	Yes
					One Drive					
3.65	Property Services - Property Safety - station activity awareness plans	Possible name & signature of station/complian ce manager	1 Year	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.66	Property Services - Surveyors - Asbestos register	Portfolio asbestos records & any amendments	Indefinite	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Control of Asbestos Regulations	From Creation	Secure Disposal	Yes
					One Drive					
3.67	Property Services - Surveyors - construction project data	Current & previous portfolio construction/refu rbishment projects	6 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.68	Property Services - Surveyors - Project risk register	Risk management tool to help fulfil regulatory compliance	3 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes

					One Drive					
3.69	Property Services - Surveyors - Financial and expenditure data	Financial and expenditure data	10 Years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.70	Property Services - Surveyors - Scaffold inspection sheets	Details of person inspecting scaffold	1 Year	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	Yes
					One Drive					
3.71	Property Services - Terrier - land registry detail	Sensitive data concerning property acquisition	Indefinite	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint	Assistant Director of Asset Management	Business Need	Determined by the length of time the property is owned.	Secure Disposal	Yes
					One Drive					

4. FLEET Workshops:

Ref	Record Name	Record Description	Retention Period	Record Format	Storage Location	Record Owner	Reason For Retention	Retention Trigger	Action at the end of Retention	Personal Data
4.1	FLEET Reception - Petty cash	to record issue of petty cash/change	3 years plus current	Hardcopy	Locked Cupboard	Fleet Operations Manager	Business Need	From Creation	Paper shredding	Yes
4.2	FLEET Reception - Visitors Log	Visitors Log - Confidential Waste once used	1 Year	Hardcopy	Locked Cupboard	Fleet Operations Manager	Business Need Data Protection Act 2018, UK GDPR	From Creation	Paper shredding	Yes
4.3	FLEET Transport - Diving License Mandate	Diving Licence Mandate	1.5 years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint One Drive	Fleet Operations Manager	Business Need Data Protection Act 2018, UK GDPR	From Creation	Secure Disposal	Yes
4.4	FLEET Transport - Essential User File	Essential User File	Current information	Hardcopy	Locked Cupboard	Fleet Operations Manager	Business Need	From Creation	Paper shredding	Yes
4.5	FLEET Transport - Fuel Cards	Fuel Cards	6 years	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint One Drive	Fleet Operations Manager	Business Need	From Creation	Secure Disposal	Yes
4.6	FLEET Transport - Lease Car File	Lease Car File	Current information	Hardcopy	Locked Cupboard	Fleet Operations Manager	Business Need	From Creation	Paper shredding	Yes

4.7	FLEET Transport - LGV	LGV	Current information	Hardcopy	Locked Cupboard	Fleet Operations Manager	Business Need	From Creation	Paper shredding	Yes
4.8	FLEET Transport - Principal Officers Car Scheme	Principal Officers Car Scheme	6 years	Digital Documents (Excel, Word, PowerPoint/ PDF)	Team access only shared drive	Fleet Operations Manager	Business Need	From Creation	Secure Disposal	Yes
4.9	FLEET Transport - Traffic Offences	Traffic Offences	6 years	Hardcopy	Locked Cupboard, password protected on SharePoint	Fleet Operations Manager	Business Need	From Creation	Paper shredding	Yes
4.10	FLEET Transport - Vehicle Accidents	Vehicle Accidents	7 years	hardcopy in locked drawer, Tranman system	Locked Cupboard	Fleet Operations Manager	Data Protection Act 2018, UK GDPR Limitation Act 1980	From Creation	Paper shredding	Yes
4.11	FLEET WORKSHOPS - Hire record sheets	Electronic Hire record sheets	1 Year	Digital Documents (Excel, Word, PowerPoint/ PDF)	Team access only shared drive/SharePoint One Drive	Fleet Operations Manager	Limitation Act 1980	From Creation	Secure Disposal	Yes
4.12	FLEET WORKSHOPS - Some data scans	data applicable to investigation or staff issues	1 Year	Digital Documents (Excel, Word, PowerPoint/ PDF)	Team access only shared drive/SharePoint One Drive	Fleet Operations Manager	Business Need	From Creation	Secure Disposal	Yes
4.13	FLEET WORKSHOPS - Vehicle Purchase files Electronic	Detail of information relating to purchase of vehicles, specification, Quotes, E-mail	17 Years	Digital Documents (Excel, Word, PowerPoint/ PDF)	Team access only shared drive/SharePoint One Drive	Fleet Operations Manager	Business Need Limitation Act 1980	From Creation	Secure Disposal	No
4.14	FLEET WORKSHOPS - Training projection/depart ment plan	To record what training staff have had or are due/ last dates for refresher training. Department plan to identify training provider & cost	5 Years	Digital Documents (Excel, Word, PowerPoint/ PDF)	Team access only shared drive/SharePoint One Drive	Fleet Operations Manager	Business Need	From Creation	Secure Disposal	Yes
4.15	FLEET WORKSHOPS - Vehicle sales records	Record of Vehicle sales	7 Years	Digital Documents (Excel, Word, PowerPoint/ PDF)	Team access only shared drive/SharePoint One Drive	Fleet Operations Manager	Business Need Limitation Act 1980	From Creation	Secure Disposal	No
4.16	FLEET WORKSHOPS - CCTV hard drives	Records vehicle CCTV footage	Current information	Encrypted Files	Team access only shared drive/SharePoint One Drive	Fleet Operations Manager	CCTV and video surveillance ICO guidelines Data Protection Act 2018, UK GDPR Limitation Act 1980	End of Investigation	Secure Disposal	Yes
4.17	FLEET WORKSHOPS - Projects and Tasks in OneNote Files	Record tasks & projects, recording E-mails	Current information	ONE NOTE	Team access only shared drive/SharePoint One Drive	Fleet Operations Manager	Business Need	From Creation	Deletion/Anonymization based on system/cloud portal type	Yes
4.18	FLEET WORKSHOPS - Quality	To comply with BS EN ISO 9001: 2015 standard	Current information	Digital Documents (Excel, Word,	Team access only shared drive/SharePoint One Drive	Fleet Operations Manager	Business Need Limitation Act 1980	From Creation	Secure Disposal	N/A

	Management system records			PowerPoint/ PDF)						
4.19	FLEET WORKSHOPS - Driver information/ fleet management	For service scheduling and accident data reporting	Employment duration	SQL Database	Tranman	Fleet Operations Manager	Business Need	From Creation	Deletion/Anonymization based on system/cloud portal type	Yes
4.20	FLEET WORKSHOPS - Q-Pulse	Document management, Asset Management for calibrated workshop equipment, training records of courses & staff.	Employment duration	Digital Documents (Excel, Word, PowerPoint/ PDF)	Team access only shared drive/SharePoint One Drive	Fleet Operations Manager	Business Need	From Creation	Secure Disposal	Yes
4.21	FLEET WORKSHOPS - Skin checks Electronic	Skin checks are carried out for staff at Workshops who come into contact with substances that can affect the skin	Employment duration	Digital Documents (Excel, Word, PowerPoint/ PDF)	Team access only shared drive/SharePoint One Drive	Fleet Operations Manager	Business Need	From Creation	Secure Disposal	Yes
4.22	FLEET WORKSHOPS - Staff detail folders	Held to identify staff numbers/succession planning/ detail required when completing licence checks. Start dates, Birthday wishes.	Employment duration	Digital Documents (Excel, Word, PowerPoint/ PDF)	Team access only shared drive/SharePoint One Drive	Fleet Operations Manager	Business Need	From Creation	Secure Disposal	Yes
4.23	FLEET WORKSHOPS - Staff detail list	Held to identify staff numbers/succession planning/ detail required when completing licence checks. Start dates, Birthday wishes, retirement dates.	Employment duration	Digital Documents (Excel, Word, PowerPoint/ PDF)	Team access only shared drive/SharePoint One Drive	Fleet Operations Manager	Business Need	From Creation	Secure Disposal	Yes
4.24	FLEET WORKSHOPS - Staff electronic records	record of conversations, probation reports, record of absence management, induction details, apprentice award detail, OH reports, management advice letters.	Employment duration	Digital Documents (Excel, Word, PowerPoint/ PDF)	Team access only shared drive/SharePoint One Drive	Fleet Operations Manager	Business Need	From Creation	Secure Disposal	Yes
4.25	FLEET WORKSHOPS - Staff lists against Job descriptions	Historical records and for checking information	Employment duration	Digital Documents (Excel, Word, PowerPoint/ PDF)	Team access only shared drive/SharePoint One Drive	Fleet Operations Manager	Business Need	From Creation	Secure Disposal	Yes

4.26	FLEET WORKSHOPS - Original Service data from manufacturers i.e. Scania Mercedes etc.	For the planning of servicing and maintenance of vehicles.	Current Information	Hardcopy	Locked Cupboard	Fleet Operations Manager	Business Need	From Creation	Paper shredding	N/A
4.27	FLEET WORKSHOPS - CCTV Footage	CCTV footage is clipped as per the request from the Investigating Officer, to be used as part of an investigation. Clipped footage is made available to Information Governance via a shared SharePoint folder.	length of investigation (various)	Encrypted Files	Team access only shared drive/SharePoint One Drive	Fleet Operations Manager	CCTV and video surveillance ICO guidelines Data Protection Act 2018, UK GDPR Limitation Act 1980	End of Investigation	Secure Disposal	Yes
4.28	FLEET WORKSHOPS - Vehicle and equipment fleet Records	TRANMAN is the electronic database for all Vehicle and equipment fleet records, legal requirement to hold records, used to run the fleet, planning of servicing, cost analysis, performance, accident records,	Life of vehicle plus 18 months	SQL Database	Tranman	Fleet Operations Manager	Limitation Act 1980	From Creation	Deletion/Anonymization based on system/cloud portal type	N/A
4.29	FLEET WORKSHOPS - Vehicle Hard copy Files	Records of Warranty, Campaign checks, stowage, technical data for Fleet vehicles- Paper	Life of vehicle plus 18 months	Digital Documents (Excel, Word, PowerPoint/ PDF)	Team access only shared drive/SharePoint One Drive	Fleet Operations Manager	Limitation Act 1980	From Creation	Secure Disposal	N/A
4.30	FLEET WORKSHOPS - Photographs	Photographs of vehicles, equipment	Current Information	Digital Documents (Excel, Word, PowerPoint/ PDF)	Team access only shared drive/SharePoint One Drive	Fleet Operations Manager	Limitation Act 1980	From Creation	Secure Disposal	N/A
4.31	FLEET WORKSHOPS - CCTV Request Forms Electronic	Held for reference as the requests are generally e-mailed to myself.	Current Information	Digital Documents (Excel, Word, PowerPoint/ PDF)	Team access only shared drive/SharePoint One Drive	Fleet Operations Manager	CCTV and video surveillance ICO guidelines Data Protection Act 2018, UK GDPR Limitation Act 1980	From Creation	Secure Disposal	Yes

5. Water Records:

Ref	Record Name	Record Description	Retention Period	Record Format	Storage Location	Record Owner	Reason For Retention	Retention Trigger	Action at the end of Retention	Personal Data
5.1	Water Section - Abandoned Hydrants - Locations and correspondence	Hydrant records and emails about its status	Indefinite	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint One Drive	Assistant Director of Asset Management	Business Need	From Creation	Secure Disposal	No
5.2	Water Section - Affinity Water Area of Supply	Shows the Water undertaker responsible for the network.	Indefinite	System	Cadcorp	Facilities Manager	Business Need	Until superseded	Deletion/Anonymization based on system/cloud portal type	No
5.3	Water Section - Affinity Water Hydrant Locations	Shows the Water Undertakers Network Records	Indefinite	System	Cadcorp	Facilities Manager	Business Need	Until superseded	Deletion/Anonymization based on system/cloud portal type	No
5.4	Water Section - Affinity Water Network of Mains	Shows the Water Undertakers Network Records	Indefinite	System	Cadcorp	Facilities Manager	Business Need	Until superseded	Deletion/Anonymization based on system/cloud portal type	No
5.5	Water Section - Anglian Water Area of Supply	Shows the Water undertaker responsible for the network.	Indefinite	System	Cadcorp	Facilities Manager	Business Need	Until superseded	Deletion/Anonymization based on system/cloud portal type	No
5.6	Water Section - Anglian Water Hydrant Locations	Shows the Water Undertakers Network Records	Indefinite	System	Cadcorp	Facilities Manager	Business Need	Until superseded	Deletion/Anonymization based on system/cloud portal type	No
5.7	Water Section - Anglian Water Network of Mains	Shows the Water Undertakers Network Records	Indefinite	System	Cadcorp	Facilities Manager	Business Need	Until superseded	Deletion/Anonymization based on system/cloud portal type	No
5.8	Water Section - British Standard Docs. Minimum Operating Understandings from Water Companies	MOU for Water Undertakers & British Standards.	Indefinite	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint One Drive	Facilities Manager	Regulatory Compliance – British Standards MOU (Water Companies)	Until superseded	Secure Disposal	No
5.9	Water Section - BS Diagrams of Apparatus	Guidelines for installing in the real world	Indefinite	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint One Drive	Facilities Manager	Business Need	Until superseded	Secure Disposal	No
5.10	Water Section - Building Control Address and contact details, Correspondence	Building Control Address and contact details, Correspondence Letters and Plans-external building-data in	Indefinite	CRM Software	Dynamics	Facilities Manager	Business Need	Until superseded	Deletion/Anonymization based on system/cloud portal type	Yes

	Letters and Plans	external building control-data out to external building control-ad hoc-post/email-rm								
5.11	Water Section - Council District & Ward Boundaries Mapped	Re Highlights the Essex District	Indefinite	System	Cadcorp	Facilities Manager	GIS & Spatial Data – Council District Boundaries	Until superseded	Deletion/Anonymization based on system/cloud portal type	No
5.12	Water Section - Dry riser Locations	Shows the Premises that have a dry riser within their buildings.	Indefinite	System	Cadcorp	Facilities Manager	Business Need	Until superseded	Deletion/Anonymization based on system/cloud portal type	No
5.13	Water Section - Dry Riser Testing Schedule & Information on Sites	Schedule Programme for tests	Indefinite	Emails, excel spreadsheets, PDF copies of correspondence	Team access only shared drive/SharePoint One Drive	Facilities Manager	Business Need	Until superseded	Secure Disposal	Yes
5.14	Water Section - ECFRS District Metered Valves Mapped	Shows assets that might affect the area for Water Distribution.	Indefinite	System	Cadcorp	Facilities Manager	Business Need	Until superseded	Deletion/Anonymization based on system/cloud portal type	No
5.15	Water Section - ECFRS Network of Mains	Shows our interpretation of the water undertakers network.	Indefinite	System	Cadcorp	Facilities Manager	Business Need	Until superseded	Deletion/Anonymization based on system/cloud portal type	No
5.16	Water Section - ECFRS Premises Map interpretation	Shows the areas we have assessed for potential developments	Indefinite	System	Cadcorp	Facilities Manager	GIS & Spatial Data – Council District Boundaries	Until superseded	Deletion/Anonymization based on system/cloud portal type	No
5.17	Water Section - ECFRS Pressure Reducing Valves Mapped	Shows assets that might affect the area for Water Distribution.	Indefinite	System	Cadcorp	Facilities Manager	Business Need	Until superseded	Deletion/Anonymization based on system/cloud portal type	No
5.18	Water Section - ECFRS Schemes Map interpretation	Shows the areas that have been assessed for new developments	Indefinite	System	Cadcorp	Facilities Manager	Business Need	Until superseded	Deletion/Anonymization based on system/cloud portal type	No
5.19	Water Section - Equipment Calibration Details	Records for Equipment testing	Indefinite	Digital Documents (Excel, Word, PowerPoint/PDF)	Team access only shared drive/SharePoint One Drive	Facilities Manager	Business Need	Until superseded	Secure Disposal	No
5.20	Water Section - Essex & Suffolk Water Area of Supply	Shows the Water undertaker responsible for the network.	Indefinite	System	Cadcorp	Facilities Manager	Business Need	Until superseded	Deletion/Anonymization based on system/cloud portal type	No
5.21	Water Section - Essex & Suffolk Water Hydrant Locations	Shows the Water Undertakers Network Records	Indefinite	System	Cadcorp	Facilities Manager	Business Need	Until superseded	Deletion/Anonymization based on system/cloud portal type	No
5.22	Water Section - Essex & Suffolk Water Washout Locations	Shows the Water Undertakers Network Records	Indefinite	System	Cadcorp	Facilities Manager	Business Need	Until superseded	Deletion/Anonymization based on system/cloud portal type	No

5.23	Water Section - Fire Stations Boundaries	Show the Area we are operational responsible for	Indefinite	System	Cadcorp	Facilities Manager	Business Need	Until superseded	Deletion/Anonymization based on system/cloud portal type	No
5.24	Water Section - Hydrant Examiner Areas	Show the Area we are operational responsible for	Indefinite	System	Cadcorp	Facilities Manager	Business Need	Until superseded	Deletion/Anonymization based on system/cloud portal type	No
5.25	Water Section - Income Statistics Dry Riser Testing & Private Hydrants. PH Schedule	Income Generated for Testing & Private Hydrant Schedule	Indefinite	Microsoft Digital Documents	Team access only shared drive/SharePoint One Drive	Facilities Manager	Business Need	Until superseded	Secure Disposal	No
5.26	Water Section - New and Proposed water main Schemes including resisting of Hydrant Assets	New and Proposed water main Schemes including resisting of Hydrant Assets-Data in developers/water companies- data out water companies / developers - electronic-via email /pdf-ad hoc	Indefinite	CRM Software, MS Excel spreadsheet, MS word, PDF	Various	Facilities Manager	Business Need	Until superseded	Deletion/Anonymization based on system/cloud portal type	Yes
5.27	Water Section - Order numbers, details to Water Companies	Details of Orders to Water Companies- Data in from water companies-Data out to water companies-official - Repairs info - ad hoc-email non secure	Indefinite	CRM Software	Dynamics	Facilities Manager	Business Need	Until superseded	Deletion/Anonymization based on system/cloud portal type	Yes
5.28	Water Section - Planning Application Drawings	Drawings of Potential Development Areas- Data in Protection /Developers-data out - Protection/Developers - ad hoc -electronically email	Indefinite	CRM Software, MS Excel spreadsheet, MS word, PDF	Various	Facilities Manager	Business Need	Until superseded	Deletion/Anonymization based on system/cloud portal type	Yes
5.29	Water Section - Planning Regulation Documents	Planning Regs Documentation	Indefinite	Emails, excel spreadsheets, PDF copies of correspondence	Team access only shared drive/SharePoint One Drive	Facilities Manager	Business Need	Until superseded	Secure Disposal	No
5.30	Water Section - Premises information on New Developments	Premises information on New Developments- Data in Protection/developers- Data out Protection/Developers-electronic email -pdf	Indefinite	CRM Software, MS Excel spreadsheet, MS word, PDF	Various	Facilities Manager	Business Need	Until superseded	Deletion/Anonymization based on system/cloud portal type	Yes
5.31	Water Section - Premises information on New Developments and Private Hydrant Certificates	Information, Correspondence on Planning Applications and Premises information on Tests	Indefinite	Emails, excel spreadsheets, PDF copies of correspondence	Team access only shared drive/SharePoint One Drive	Facilities Manager	Business Need	Until superseded	Secure Disposal	Yes

5.32	Water Section - Risk assessments and method statements on Testing	Given to Clients for our services	Indefinite	Emails, excel spreadsheets, PDF copies of correspondence	Team access only shared drive/SharePoint One Drive	Facilities Manager	Health & Safety Compliance	Until superseded	Secure Disposal	No
5.33	Water Section - Road Work and Alteration Notifications & Correspondence	Consultations on Roadworks	Indefinite	Emails, excel spreadsheets, PDF copies of correspondence	Team access only shared drive/SharePoint One Drive	Facilities Manager	Business Need	Until superseded	Secure Disposal	No
5.34	Water Section - Safety Data sheets on Products we use.	Health & Safety Guidelines	Indefinite	Emails, excel spreadsheets, PDF copies of correspondence	Team access only shared drive/SharePoint One Drive	Facilities Manager	Business Need	Until superseded	Secure Disposal	No
5.35	Water Section - Water Company Consultations	Water Company Consultations	Indefinite	Emails, excel spreadsheets, PDF copies of correspondence	Team access only shared drive/SharePoint One Drive	Facilities Manager	Regulatory Compliance	Until superseded	Secure Disposal	No
5.36	Water Section - Statistics of Hydrants Inspected	Performance Figures for testing Hydrants	Indefinite	MS excel spreadsheets, MS word, PDF copies of correspondence	P:\Shared to Your Department Only\Water\HYDRANT EXAMINER'S INFO\QUARTERLY STATS	Facilities Manager	Regulatory Compliance	Until superseded	Secure Disposal	No
5.37	Water Section - Statutory Hydrant Details - Location, Address details, Testing History, Main Size	Asset Record Card	Indefinite	CRM & Cadcorp software	Dynamics	Facilities Manager	Business Need	Until superseded	Deletion/Anonymization based on system/cloud portal type	No
5.38	Water Section - Store Request Details	Record of store requests, And information regarding these. - name of the person requested	10 Years	Emails, excel spreadsheets, PDF copies of correspondence	Team access only shared drive/SharePoint One Drive	Facilities Manager	Business Need	Until superseded	Secure Disposal	No

6. Digital, Data & Technology

Ref	Record Name	Record Description	Retention Period	Record Format	Storage Location	Record Owner	Reason For Retention	Retention Trigger	Action at the end of Retention	Personal Data
6.1	ICT Systems & Security	Vulnerability scanning and reporting: Checks systems for patches and vulnerabilities	5 years	Cloud Portal	Team access only shared drive/SharePoint	ICT Relationship Manager	Operational Requirement	Date of Record Creation	Deletion/Anonymization based on system/cloud portal type	No
6.2	ICT Systems & Security	File and server backups	1 month	Cloud Portal	Team access only shared drive/SharePoint	ICT Relationship Manager	Business Need	Date of Record Creation	Deletion/Anonymization based on system/cloud portal type	Yes

6.3	ICT Systems & Security	Backup technology: Online storage of server backups, used only for full system restoration in case of failure (not for recovering specific data items)	1 month	Cloud Portal	Team access only shared drive/SharePoint	ICT Relationship Manager	Business Need	Date of Record Creation	Deletion/Anonymization based on system/cloud portal type	Yes
6.4	ICT Systems & Security	Print and scan queue may contain transient information	Current Information	Cloud Portal	Team access only shared drive/SharePoint	ICT Relationship Manager	Business Need	Date of Record Creation	Deletion/Anonymization based on system/cloud portal type	Yes
6.5	ICT Systems & Security	Disaster Recovery (DR) plans and emergency contacts	Current Information	Cloud Portal	Team access only shared drive/SharePoint	ICT Relationship Manager	Business Need	Date of Record Creation	Deletion/Anonymization based on system/cloud portal type	Yes
6.6	ICT Support Ticketing System	Service management information: Incidents, service requests, technical problems.	6 years	Fresh Service Database	Fresh Service Database	ICT Relationship Manager	Business Need Data Protection Act 2018, UK GDPR	Date of Record Creation	Digital Deletion	Yes
6.7	ICT Support Ticketing System	ITSM: Links names to assets, including service phone numbers	Current Information	Fresh Service Database	Fresh Service Database	ICT Relationship Manager	Business Need Data Protection Act 2018, UK GDPR	Date of Record Creation	Digital Deletion	Yes
6.8	ICT – Supplier Records & Licensing	List of suppliers, contract duration, and licensing details	10 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	ICT Relationship Manager	The National Archives Retention Scheduling: Contractual Records	Date of Record Creation	Digital Deletion	Yes
6.9	ICT – Active Directory	Microsoft Windows Active Directory: Held in Domain controllers on site and at office 365.	Refreshed Daily	Directory Servers Database	Directory Servers Database	ICT Security Manager	Operational Requirement	When Information Updates	Digital Deletion	Yes

6.10	ICT – User Authentication	User authentication data and permissions information as well as contact details and photos. Is accessed by many systems to provide a single-sign-on service	Refreshed Daily	Directory Servers Database	Team access only shared drive/SharePoint	ICT Security Manager	Regulatory Compliance - Data Protection	When Information Updates	Digital Deletion	Yes
6.11	Geographic Information Systems (GIS)	Mapping Services	10 years	Spatial Data Store	Team access only shared drive/SharePoint	ICT Relationship Manager	Operational Requirement	Date of Record Creation	Digital Deletion	No
6.12	Microsoft 365 Collaboration Records	M365 Groups One drive Content SharePoint Teams chats and Channels	7 years. However, this information will be retained only for 12 months following the termination of employment	Microsoft Digital Documents	Team access only shared drive/SharePoint	ICT Security Manager	Business Need Limitation Act 1980 Data Protection Act 2018, UK GDPR	From Creation/ End of employment	Digital Deletion	Yes
6.13	Classification Scheme	Classification of information based on current requirements and security classifications.	Current information, following Government Guidelines.	Microsoft Digital Documents	Team access only shared drive/SharePoint	ICT Security Manager	Data Protection Act 2018, UK GDPR Freedom of Information Act 2000	Date of Record Creation	Digital Deletion	No

7. Information Governance:

Ref	Record Name	Record Description	Retention Period	Record Format	Storage Location	Record Owner	Reason For Retention	Retention Trigger	Action at the end of Retention	Personal Data
7.1	Information Management Records	Data Protection Impact Assessments (DPIAs) Information Sharing Agreements (ISPs) Information Governance Activity Log	As long as the data processing activity they relate to is ongoing	Microsoft Digital Documents	Team access only shared drive/SharePoint	Information Governance Manager & DPO	Regulatory Compliance - Data Protection	When Information Updates	Review for Further Retention or Disposal	Yes

7.2	Record Managements & Governance	Record of Processing Activities (RoPA) Information Asset Register (IAR)	Current Information Only	Microsoft Digital Documents	Team access only shared drive/SharePoint	Information Governance Manager & DPO	Limitation Act 1980 Data Protection Act 2018, UK GDPR	When Information Updates	Secure Disposal	Yes
7.3	Record Managements & Governance	Internal Records Management audits and monitoring	Current Information Only	Microsoft Digital Documents	Team access only shared drive/SharePoint	Information Governance Manager & DPO	Records Management Guidelines ICO Data Protection Act 2018, UK GDPR Section 46 of the Freedom of Information Act 2000	When Information Updates	Secure Disposal	Yes
7.4	Data Protection Compliance Records	Monthly, Quarterly and Annually Compliance KPIAs	6 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Information Governance Manager & DPO	Regulatory Compliance - Data Protection	Date of Record Creation	Review	No
7.5	Data Protection Compliance Records	Data Breaches log and Investigation Reports Correspondence from the Information Commissioner Office (ICO)	6 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Information Governance Manager & DPO	Regulatory Compliance - Data Protection	Date of Record Creation	Review	No
7.6	Data Protection Compliance Records	Internal and External Data Protection Audits	6 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Information Governance Manager & DPO	Regulatory Compliance - Data Protection	Date of Record Creation	Review	No
7.7	Data Protection Compliance Records	Information Governance Board documents and decision making	6 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Information Governance Manager & DPO	Regulatory Compliance - Data Protection	Date of Record Creation	Review	No

7.8	Statutory Requests	Freedom of Information Requests (FOIs) Environmental Information Requests (EIRs) Data Rights & Subject Access Requests (SARs) Fire Report Requests	6 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Information Governance Manager & DPO	Freedom of Information Act 2000 & Environmental Information Act 2004 & UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018	From Case Closure	Review for Further Retention or Disposal	Yes
7.9	Non-Statutory Requests	Section 212 Disclosure Request under Data Protection Act 2018 Logs Request forms, Responses. CCTV Requests Fob Requests	6 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Information Governance Manager & DPO	Data Protection Act 2018, UK GDPR Surveillance Camera Code of Practice Surveillance in Vehicles ICO guidelines CCTV and video surveillance ICO guidelines	Date of Record Creation	Secure Disposal	Digital Deletion
7.10	Compliments & Complaints Records	Compliments & Complaints emails, letters, responses and related documentation Staff & Public Feedback C& C Quarterly Reports	6 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Information Governance Manager & DPO	Business Need Limitation Act 1980	Date of Record Creation	Review for Further Retention or Disposal	Digital Deletion
7.11	Projects, Cases & Collaboration Administration	Project updates and activities Financial records and cost analysis Performance tracking and evaluation Actions and project structure Benefits assessment and justification	10 years	Microsoft Digital Documents Microsoft PowerPoint	Team access only shared drive/SharePoint Microsoft PowerPoint App	Head of Collaboration	Business Need Limitation Act 1980	Date of Record Creation	Secure Disposal	Digital Deletion

8 Collaboration:

Ref	Record Name	Record Description	Retention Period	Record Format	Storage Location	Record Owner	Reason For Retention	Retention Trigger	Action at the end of Retention	Personal Data
8.1	Projects, Cases & Collaboration Administration	Project updates and activities Financial records and cost analysis Performance tracking and evaluation Actions and project structure Benefits assessment and justification	10 years	Microsoft Digital Documents Microsoft PowerPoint	Team access only shared drive/SharePoint Microsoft PowerPoint App	Head of Collaboration	Business Need Limitation Act 1980	Date of Record Creation	Digital Deletion	No

9. Accounting and Finance

Ref	Record Name	Record Description	Retention Period	Record Format	Storage Location	Record Owner	Reason For Retention	Retention Trigger	Action at the end of Retention	Personal Data
9.1	Memorandums of Understanding with external/partner bodies.	Holds names and details of agreements between ECFRS & partner companies/Services.	7 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Chief Finance Officer	The National Archives Collection Policy, Public Records Act 1958/Public Records Act 1967	From Creation	Deleted/Destroyed	Yes
9.2	Finance Test Data	Used for testing the integrity of the Finance system	3 years	SQL Database	SQL Database	Finance & Compliance Manager	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
9.3	Fixed Asset Data	Register of assets owned by the Authority	Current Information	SQL Database	CFRMIS	Finance & Compliance Manager	Business Need Limitation Act 1980	When Information Updates	Secure Disposal	No

9.4	Payroll Pay Data	Salaries paid to active staff	7 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Payroll Manager	HM Treasury guidelines, National Audit Office advice, Companies Act 2006	End of Employment	Secure Disposal	Yes
9.5	Employee Payroll & Salary History	Personal payroll history, pay data, and salaries paid to active employees including record of pay, performance pay, overtime pay, allowances, pay enhancements, other taxable allowances, payment for untaken leave to leavers, reduced pay, no pay, maternity leave	Indefinite	Electronic Database	Civica System	Payroll Manager	The National Archives Retention Scheduling: Employee Personnel Records	End of employment + 7 years	Secure Disposal	Yes
9.6	Pensions Information	Pension Quotes	6 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Pensions Manager	The National Archives Retention Scheduling: Employee Personnel Records	Date of Record Creation	Secure Disposal	Yes
9.7	Pensions Information	Pension Regulations/ Scheme Guidance	6 years	Microsoft Outlook Emails	Team access only shared drive/SharePoint	Pensions Manager	The National Archives Retention Scheduling: Employee Personnel Records	Date of Record Creation	Secure Disposal	No
9.8	Procurement & Purchasing Data	Purchasing Historical Data	Indefinite	Microsoft Digital Documents	Team access only shared drive/SharePoint	Procurement Manager	Financial Compliance & Auditing Requirements	Date of Record Creation	Review & Secure Disposal	Yes
9.9	Procurement Records	Purchasing Contract Records	3 years past contract end date	Hardcopy	Team access only shared drive/SharePoint	Procurement Manager	The National Archives Retention Scheduling: Contractual Records	End of Contract	Secure Disposal	Yes
9.10	Procurement Records	Incident command support tallies call off	Current Information	Microsoft Digital Documents	Team access only shared drive/SharePoint	Procurement Manager	Business Need	When Information Updates	Secure Disposal	Yes
9.11	Procurement Records	No Po Offenders	Current Information	Microsoft Digital Documents	Team access only shared drive/SharePoint	Procurement Manager	Business Need	When Information Updates	Secure Disposal	Yes

9.12	Procurement Records	Purchasing card log Purchase Orders	Current Information	Microsoft Digital Documents	Team access only shared drive/SharePoint	Procurement Manager	Business Need	When Information Updates	Secure Disposal	Yes
9.13	Procurement Records	Supplier Information and responses	Current Information	Microsoft Digital Documents	Team access only shared drive/SharePoint	Procurement Manager	Business Need	When Information Updates	Secure Disposal	Yes
9.14	Procurement Records	Tender Records	Current Information	Microsoft Digital Documents	Team access only shared drive/SharePoint	Procurement Manager	Business Need	Date of Record Creation	Secure Disposal	Yes

10. Portfolio Management (Innovation & Change)

Ref	Record Name	Record Description	Retention Period	Record Format	Storage Location	Record Owner	Reason For Retention	Retention Trigger	Action at the end of Retention	Personal Data
10.1	Portfolio Management Board Project Documentation	Board documents presented for information, scrutiny, and decision-making	10 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of Portfolio Governance and Assurance - Innovation & Change	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
10.2	Program & Project Documentation Artifacts	Service-wide project information including project plans, logs, analysis, briefs, and PIDs. Templates for standard documentation and a risk register.	10 years	Microsoft Digital Documents Power BI Dashboards	Team access only shared drive/SharePoint	Head of Portfolio Governance and Assurance - Innovation & Change	Business Need Limitation Act 1980	Date of Record Creation	Secure Disposal	No
10.3	HMICFRS Artifacts	Inspection Documentation, such as data returns, self-assessments, and pre-publication checks. HMICFRS Report and Action plan	Duration of the Activity and then Archive	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of Portfolio Governance and Assurance - Innovation & Change	Operational Requirement	Date of Record Creation	Secure Disposal	No

10.4	Pipeline Management	Proposals for Business innovation and change	3 years	Microsoft Digital Documents Power BI Dashboards	Team access only shared drive/SharePoint	Head of Portfolio Governance and Assurance - Innovation & Change	Operational Requirement	Date of Record Creation	Secure Disposal	No
10.5	P&DM - Exeter data (over 65s)	Information on people over 65 in Essex	3 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Assistant Director, Performance & Improvement	Business Need Limitation Act 1980	Date of Record Creation	Secure Disposal	Yes
10.6	External Data returns Home Office & HMICFRS	Performance reporting provided to the Home Office	10 years	Microsoft Digital Documents Power BI Dashboards	Team access only shared drive/SharePoint	Assistant Director, Performance & Improvement	Business Need Limitation Act 1980	Date of Record Creation	Secure Disposal	Yes
10.7	Continuous Improvement Plan (CIB) & Service Delivery Plan Data	Data and dashboards related to the organisation's continuous delivery plan, service delivery plan, and data returns.	10 years	Microsoft Digital Documents Power BI Dashboards	Team access only shared drive/SharePoint	Assistant Director, Performance & Improvement	Business Need Limitation Act 1980	Date of Record Creation	Secure Disposal	No

11. Performance & Business Intelligence:

Ref	Record Name	Record Description	Retention Period	Record Format	Storage Location	Record Owner	Reason For Retention	Retention Trigger	Action at the end of Retention	Personal Data
11.1	P&DM - Exeter data (over 65s)	Information on people over 65 in Essex	3 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Assurance, Performance and Policy Manager	Business Need Limitation Act 1980	Date of Record Creation	Secure Disposal	Yes
11.2	External Data returns Home Office & HMICFRS	Performance reporting provided to the Home Office	10 years	Microsoft Digital Documents Power BI Dashboards	Team access only shared drive/SharePoint	Assurance, Performance and Policy Manager	Business Need Limitation Act 1980	Date of Record Creation	Secure Disposal	Yes

11.3	Continuous Improvement Plan (CIB) & Service Delivery Plan Data	Data and dashboards related to the organisation's continuous delivery plan, service delivery plan, and data returns.	10 years	Microsoft Digital Documents Power BI Dashboards	Team access only shared drive/SharePoint	Assurance, Performance and Policy Manager	Business Need Limitation Act 1980	Date of Record Creation	Secure Disposal	No
11.4	P&DM - Family Group 4 datasets	Collection of stats form family group 4 members	5 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Assurance, Performance and Policy Manager	Operational Requirement	Date of Record Creation	Secure Disposal	No
11.5	P&DM - Incidents	OTB Incident data (ECFRS and Other FRS) - Log of OTB Incident data IRS - Incident Reporting System	6 years 15 years	Power BI	Team access only shared drive/SharePoint	Assurance, Performance and Policy Manager	Limitation Act 1980	Date of Record Creation	Secure Disposal	No
11.6	P&DM - Performance Reports	Contain performance information for ECFR	5 years 20 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Assurance, Performance and Policy Manager	Operational Requirement	Date of Record Creation	Secure Disposal	No
11.7	GIS & Spatial Data – Essex Maps & Environmental Data	All spatial data provided to us for Essex.	Indefinite	SQL Database System	SQL Database System	Assurance, Performance and Policy Manager	The National Archives Retention Scheduling: Departmental Accounts, Health and Safety at Work Act 1974 and supporting Regulations, Limitation Act 1980	Until superseded	Secure Disposal	No

12. People Services

Ref	Record Name	Record Description	Retention Period	Record Format	Storage Location	Record Owner	Reason For Retention	Retention Trigger	Action at the end of Retention	Personal Data
12.1	Human Resources & Employment	Employment contract	6 Years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of People Operations	To comply with employment laws, data protection regulations, and industry standards	End of contract	Digital Deletion	Yes
12.2	Human Resources & Employment	HR - Casework files - Electronics	3 months	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of People Operations	To comply with employment laws, data protection regulations, and industry standards	End of Employment	Digital Deletion	Yes
12.3	Human Resources & Employment	HR - Casework files - Hardcopy	Current information	Hardcopy	Locked cupboards	Head of People Operations	To comply with employment laws, data protection regulations, and industry standards	End of Employment	Securely Destroyed	Yes
12.4	Human Resources & Employment	HR - Group casework update sheets	3 months	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of People Operations	To comply with employment laws, data protection regulations, and industry standards	End of Employment	Digital Deletion	Yes
12.5	Human Resources & Employment	HR - Policies & Policy Consultations	As long as needed	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of People Operations	To comply with employment laws, data protection regulations, and industry standards	Until superseded	Digital Deletion	No
12.6	Human Resources & Employment	HR - Recruitment Files	1 Year	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of People Operations	To comply with employment laws, data protection regulations, and industry standards	End of Employment	Digital Deletion	Yes
12.7	Human Resources & Employment	HR - Casework files - Electronics	3 months	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of People Operations	To comply with employment laws, data protection	End of Employment	Digital Deletion	Yes

							regulations, and industry standards			
12.8	Human Resources & Employment	HR - Casework files - Hardcopy	Current information	Microsoft Digital Documents	Locked cupboards	Head of People Operations	To comply with employment laws, data protection regulations, and industry standards	End of Employment	Securely Destroyed	Yes
12.9	Human Resources & Employment	HR - Group casework update sheets	3 months	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of People Operations	To comply with employment laws, data protection regulations, and industry standards	End of Employment	Digital Deletion	Yes
12.10	Human Resources & Employment	HR - Policies	As long as needed	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of People Operations	To comply with employment laws, data protection regulations, and industry standards	End of Employment	Digital Deletion	No
12.11	Human Resources & Employment	HR - Recruitment Files	1 Year	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of People Operations	To comply with employment laws, data protection regulations, and industry standards	End of Employment	Digital Deletion	Yes
12.12	Human Resources & Employment	HR - Audit Files	3 Years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of People Operations	To comply with employment laws, data protection regulations, and industry standards	End of Employment	Digital Deletion	Yes
12.13	Human Resources & Employment	HR - BUPA Files	6 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of People Operations	To comply with employment laws, data protection regulations, and industry standards	End of Employment	Digital Deletion	Yes

12.14	Human Resources & Employment	HR - Casual Worker Pay	6 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of People Operations	To comply with employment laws, data protection regulations, and industry standards	End of Employment	Digital Deletion	Yes
12.15	Human Resources & Employment	HR - CPD Allowance Information	6 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of People Operations	To comply with employment laws, data protection regulations, and industry standards	End of Employment	Digital Deletion	Yes
12.16	Human Resources & Employment	HR - HR Queries	7 years	Emails	Outlook, Fresh service	Head of People Operations	To comply with employment laws, data protection regulations, and industry standards	End of Employment	Digital Deletion	Yes
12.17	Human Resources & Employment	HR - HR Queries Reference Requests	1 year	Emails	Team access only shared drive/SharePoint	Head of People Operations	To comply with employment laws, data protection regulations, and industry standards	End of Employment	Digital Deletion	Yes
12.18	Human Resources & Employment	HR - HR Support Team processing files	Current information	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of People Operations	To comply with employment laws, data protection regulations, and industry standards	End of Employment	Digital Deletion	Yes
12.19	Human Resources & Employment	HR - Job Description and Person Specifications	Current information	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of People Operations	To comply with employment laws, data protection regulations, and industry standards	End of Employment	Digital Deletion	No

12.20	Human Resources & Employment	HR - Job Evaluation Files	7 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of People Operations	To comply with employment laws, data protection regulations, and industry standards	End of Employment	Digital Deletion	Yes
12.21	Human Resources & Employment	HR - Pension Returns to Essex CC	6 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of People Operations	To comply with employment laws, data protection regulations, and industry standards	End of Employment	Digital Deletion	Yes
12.22	Human Resources & Employment	HR - Resilience Contracts	Duration of contract	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of People Operations	To comply with employment laws, data protection regulations, and industry standards	End of Employment	Digital Deletion	Yes
12.23	Human Resources & Employment	HR - Sick Pay Files	1 year from end of sickness (correspondence saved on employee file as well)	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of People Operations	To comply with employment laws, data protection regulations, and industry standards	End of Employment	Digital Deletion	Yes
12.24	Human Resources & Employment	HR - Transfer list	Current information	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of People Operations	To comply with employment laws, data protection regulations, and industry standards	End of Employment	Digital Deletion	Yes
12.25	Equality & Inclusion Communications and forums	Updates and news for Equality & Inclusion	When being reviewed	Intranet/SharePoint	Intranet/SharePoint	Inclusion & Diversity Business Partner	To comply with employment laws, data protection regulations, and industry standards	Until superseded	Digital Deletion	No

12.26	Equality & Inclusion Workforce Analytics and Insights Records	HR Analytics and Workforce Information Dashboard	Refreshed Daily	Dashboard	Power BI	Inclusion & Diversity Business Partner	To comply with employment laws, data protection regulations, and industry standards	Until superseded	Deletion/Anonymization based on system/cloud portal type	No
12.27	L&D	L&D - E-learning completion reports Course assessment records L&D - Forms and templates folder L&D - L&D Policy and procedures L&D - Course bookings records	End of Employment	System	E Learning	Head of Learning and Development	To comply with employment laws, data protection regulations, and industry standards	Until superseded	Deletion/Anonymization based on system/cloud portal type	No
12.28	L&D	L&D - Electronic TASK books	10 Years	System	TASK	Head of Learning and Development	To comply with employment laws, data protection regulations, and industry standards	Until superseded	Deletion/Anonymization based on system/cloud portal type	Yes
12.29	L&D	L&D - L&D Policy and procedures	1 Year	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of Learning and Development	To comply with employment laws, data protection regulations, and industry standards	Until superseded	Digital Deletion	No
12.30	L&D	L&D - Leadership programmes development records	1 Year	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of Learning and Development	To comply with employment laws, data protection regulations, and industry standards	End of Employment	Digital Deletion	Yes
12.31	L&D	L&D - Quarterly reports on statistics of training events	1 Year	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of Learning and Development	To comply with employment laws, data protection regulations, and industry standards	Until superseded	Digital Deletion	No

12.32	L&D Operational Training Support	L&D - Trainer Contact details	End of Employment	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of Learning and Development	To comply with employment laws, data protection regulations, and industry standards	End of contract	Digital Deletion	Yes
12.33	Learning & Development	L&D - Business Plans, L&D Strategies	1 Year	Microsoft Digital Documents	Word, PowerPoint, Excel, Survey Monkey extracts	Head of People Operations	To comply with employment laws, data protection regulations, and industry standards	Until superseded	Deletion/Anonymization based on system/cloud portal type	No
12.34	Occupational Health	Historical clinical files	Up to 40 years or 80th Birthday	Paper Medical Files	Team access only shared drive/SharePoint	Occupational Health Nurse Advisor	To comply with employment laws, data protection regulations, and industry standards	Permanent (subject to review)	Digital Deletion	Yes
12.35	Occupational Health	Medical examinations under The Control of Asbestos Regulations 12	1 Year	Paper forms	Locked Cupboard	Occupational Health Nurse Advisor	To comply with employment laws, data protection regulations, and industry standards	End of contract	Paper shredding	Yes
12.36	Occupational Health	Files of cases that have been submitted to IQMP Paper/electronic	Until Case is over	System and Secure Drive	Team access only shared drive/SharePoint	Occupational Health Nurse Advisor	To comply with employment laws, data protection regulations, and industry standards	Permanent (subject to review)	Deletion/Anonymization based on system/cloud portal type	Yes
12.37	Occupational Health	Medical records and health information	Up to 40 years or 80th Birthday	Microsoft Digital Documents	Team access only shared drive/SharePoint	Occupational Health Nurse Advisor	To comply with employment laws, data protection regulations, and industry standards	End of Employment	Digital Deletion	Yes

12.38	Occupational Health Referrals	Physiotherapy, Trauma, Counselling	1 Year	Microsoft Digital Documents	Team access only shared drive/SharePoint	Occupational Health Nurse Advisor	To comply with employment laws, data protection regulations, and industry standards	End of sickness (correspondence saved on employee file as well)	Digital Deletion	Yes
12.39	Recruitment and Career History	Recruitment - Agency Worker Files	6 Years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of Resourcing	To comply with employment laws, data protection regulations, and industry standards	Until superseded	Digital Deletion	Yes
12.40	Recruitment and Career History	Applications Qualifications References Assessment Materials Medical/Fitness Information Correspondence	12 months	System	Team access only shared drive/SharePoint	Head of Resourcing	To comply with employment laws, data protection regulations, and industry standards	Once the recruitment process is finished	Deletion/Anonymization based on system/cloud portal type	Yes
12.41	Recruitment and Career History	Assessment Paperwork Candidate spreadsheet	12 months	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of Resourcing	To comply with employment laws, data protection regulations, and industry standards	End of Employment	Securely Destroyed	Yes
12.42	Safeguarding	Safeguarding - Adult Records	7 Years	System	CFRMIS System	Assistant Director of Culture, Inclusion and Wellbeing	To comply with employment laws, data protection regulations, and industry standards	When case is closed	Deletion/Anonymization based on system/cloud portal type	Yes
12.43	Safeguarding	Safeguarding - Children Records	Up to age 25	System	CFRMIS System	Assistant Director of Culture, Inclusion and Wellbeing	To comply with employment laws, data protection regulations, and industry standards	Child reaches the age of 18	Deletion/Anonymization based on system/cloud portal type	Yes

12.44	Wellbeing Fitness	Fitness Review File Active IQ Folder (PTI course)	7 Years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Assistant Director of Culture, Inclusion and Wellbeing	To comply with employment laws, data protection regulations, and industry standards	End of Employment	Digital Deletion	Yes
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13. Health & Safety

Ref	Record Name	Record Description	Retention Period	Record Format	Storage Location	Record Owner	Reason For Retention	Retention Trigger	Action at the end of Retention	Personal Data
13.1	1/4 Premises Inspections	Software stores and produces workplace 1/4 inspections	6 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of Health and Safety	Health and Safety at Work Act 1974 & Limitation Act 1980	Date of Record Creation	Review/Archived/Destroyed	No
13.2	Workplace 1/4 Inspections	Software stores and produces workplace 1/4 inspections	5 years	Microsoft Digital Documents	IAuditor	Head of Health and Safety	Health and Safety at Work Act 1974 & Limitation Act 1980	Date of Record Creation	Review/Archived/Destroyed	No
13.3	Health and Safety - ARA's compliance	Folder holds all ARA's for the Service required for compliance with the Asbestos exemption and used for Litigation claims	Indefinite	Microsoft Digital Documents Microsoft Outlook Emails	Team access only shared drive/SharePoint	Head of Health and Safety	Health & Safety Compliance – ARA Compliance Records	End of employment	Review	No
13.4	Area Safety Forums	Part of the H&S Management System - Plan Do Check Act	6 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of Health and Safety	Operational Requirement	Date of Record Creation	Secure Disposal	No

13.5	Health and Safety Claims	Folder holds all Litigation claims which includes current and historic claims	6 years	Microsoft Digital Documents Video/Images/Photos/Audio Microsoft PowerPoint	Team access only shared drive/SharePoint	Head of Health and Safety	Operational Requirement	Date of Record Creation	Secure Disposal	No
13.6	Health and Safety DSE	Communication s around DSE and users and also large move projects works	6 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of Health and Safety	Operational Requirement	Date of Record Creation	Secure Disposal	No
13.7	H&S Bulletins	Part of the H&S Management System	6 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of Health and Safety	Operational Requirement	Date of Record Creation	Secure Disposal	No
13.8	H&S Policies	Policies & Procedures	6 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of Health and Safety	Operational Requirement	Date of Record Creation	Secure Disposal	No
13.9	Historic Risk Assessment s	Folder holds model risk assessments, New & Expectant mother RA's and also all historic ARA's from old system	6 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of Health and Safety	Health and Safety at Work Act 1974 & Limitation Act 1980	Date of Record Creation	Secure Disposal	No
13.10	Hot Skin Reports	Hot skin reports from Wethersfield training Centre held in PDF	6 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of Health and Safety	Health and Safety at Work Act 1974 & Limitation Act 1980	Date of Record Creation	Secure Disposal	Yes
13.11	National Framework (Gap Analysis)	Allows the Service to learn from other FRS incident and good practice	6 years	Microsoft Digital Documents Microsoft Outlook Emails	Team access only shared drive/SharePoint	Head of Health and Safety	Operational Requirement	Date of Record Creation	Secure Disposal	No

13.1 2	Noise Assessment Reports	Folder holds noise assessment reports which are completed for equipment throughout the Service which are in report format	6 years	Microsoft Digital Documents Microsoft Outlook Emails	Team access only shared drive/SharePoint	Head of Health and Safety	Operational Requirement	Date of Record Creation	Secure Disposal	No
13.1 3	PUWER Inspection Reports	PUWER Inspection Reports	1 year	Microsoft Digital Documents	iAuditor	Head of Health and Safety	Operational Requirement	Date of Record Creation	Secure Disposal	No
13.1 4	Health and Safety Reporting System	Software stores and produces safety event investigations and reports	10 years	System	lauditor Assure	Head of Health and Safety	Operational Requirement	Date of event	Secure Disposal	Yes
13.1 5	H&S Event Investigations & Reports	Software stores and produces safety event investigations and reports	10 years	System	lauditor Assure	Head of Health and Safety	Occupational Safety and Health Constraints Register, Health and Safety Executive (HSE) Business Classification Schedule and Disposal Policy 2020 (pg. 19)	Date of event	Secure Disposal	Yes

14. Emergency Planning:

Ref	Record Name	Record Description	Retention Period	Record Format	Storage Location	Record Owner	Reason For Retention	Retention Trigger	Action at the end of Retention	Personal Data
14.1	Bell common tunnel	emergency plan	6 years	Hardcopy	Locked Cupboard	Head of Emergency Planning	Operational Requirement	Date of Record Creation	Secure Disposal	No
14.2	COMAH	Information to assist with knowledge of COMAH sites and incidents	Site specific Risk for relevant period only	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of Emergency Planning	Operational Requirement	Date of Record Creation	Secure Disposal	No

14.3	Essex Resilience forum Information	ERF Records	Site specific Risk for relevant period only	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of Emergency Planning	Operational Requirement	Date of Record Creation	Secure Disposal	No
14.4	Event planning	Provide planning for events	7 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of Emergency Planning	Operational Requirement	Date of Record Creation	Secure Disposal	No
14.5	Flood	Information reference Canvey & EA pump	7 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of Emergency Planning	Operational Requirement	Date of Record Creation	Secure Disposal	No
14.6	Haltermann Carless	Emergency plan	7 years	Hardcopy	Locked Cupboard	Head of Emergency Planning	Operational Requirement	Date of Record Creation	Secure Disposal	No
14.7	Information used in Critical incident team	Loggist information used in Critical incident team	3 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of Emergency Planning	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
14.8	Multi agency strategic holding area	Loggist information used in Critical incident team	10 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of Emergency Planning	Operational Requirement	Date of Record Creation	Secure Disposal	No
14.9	Navigator Terminals	COMAH external plan	7 years	Hardcopy	Locked Cupboard	Head of Emergency Planning	Operational Requirement	Date of Record Creation	Secure Disposal	No
14.10	Event Planning – Olympic Event Records	All information for holding Olympic events	Indefinite	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of Emergency Planning	Operational Requirement	Retained for planning and audits	Secure Disposal	No
14.11	Post exercise reports	inform of outcomes of COMAH site exercises	4 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Head of Emergency Planning	Operational Requirement	Date of Record Creation	Secure Disposal	No

14.12	Emergency Preparedness – Severe Weather Contingency Plans	Provides an overview of the Emergency Preparedness and Resilience (EP&R) department within the Essex County Fire & Rescue Service (ECFRS)	Indefinite	Microsoft Digital Documents	Team access only shared drive	Head of Emergency Planning	Operational Requirement	Until superseded	Secure Disposal	No
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15. Operations

Ref	Record Name	Record Description	Retention Period	Record Format	Storage Location	Record Owner	Reason For Retention	Retention Trigger	Action at the end of Retention	Personal Data
15.1	Operational Debrief Data	Manage Services Debrief Process	6 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Station Manager, Organisational Assurance	Operational Requirement	Date of Record Creation	Secure Disposal	No
15.2	Corporate Risk and Incident Management Records	Grenfell-related information	Indefinite	Microsoft Digital Documents	One Drive	Assistant Director (Area Manager) - Response	Limitation Act 1980	Due to legal implications, this should be retained indefinitely	Secure Disposal	Yes
15.3	Operations Administration, Policies & Procedures	Budget holders' reports	6 years	Microsoft Digital Documents	Team access only shared drive	Assistant Director (Area Manager) - Response	Limitation Act 1980	Date of Record Creation	Secure Disposal	No
15.4	Operations Administration, Policies & Procedures	Debrief reports, audit and review docs, policies and action plans	6 years	Microsoft Digital Documents	Team access only shared drive	Assistant Director (Area Manager) - Response	Limitation Act 1980	Date of Record Creation	Secure Disposal	Yes

15.5	Operations Administration, Policies & Procedures	Combined Groups Shared Files (Availability, COMAH, Business plans etc)	6 years	Microsoft Digital Documents	Team access only shared drive	Assistant Director (Area Manager) - Response	Limitation Act 1980	Date of Record Creation	Secure Disposal	Yes
15.6	Operations Administration, Policies & Procedures	Critical Incident Team (CIT) Files	10 Years	Microsoft Digital Documents	Team access only shared drive	Assistant Director (Area Manager) - Response	Limitation Act 1980	Date of Record Creation	Secure Disposal	Yes
15.7	Operations Administration, Policies & Procedures	Exercise Planning information	3 years	Microsoft Digital Documents	Team access only shared drive	Assistant Director (Area Manager) - Response	Limitation Act 1980	Date of Record Creation	Secure Disposal	Yes
15.8	Operations Administration, Policies & Procedures	Flexi Officer Cars	Current information	Microsoft Digital Documents	Team access only shared drive	Assistant Director (Area Manager) - Response	Limitation Act 1980	Date of Record Creation	Secure Disposal	No
15.9	Operations Administration, Policies & Procedures	Health and safety vehicle guidance	Current information	Microsoft Digital Documents	Team access only shared drive	Assistant Director (Area Manager) - Response	Limitation Act 1980	Date of Record Creation	Secure Disposal	No
15.10	Operations Administration, Policies & Procedures	HMEPO information	6 years	Microsoft Digital Documents	Team access only shared drive	Assistant Director (Area Manager) - Response	Limitation Act 1980	Date of Record Creation	Secure Disposal	No
15.11	Operations Administration, Policies & Procedures	International Search & Rescue information	Current information	Microsoft Digital Documents	Team access only shared drive	Assistant Director (Area Manager) - Response	Limitation Act 1980	Date of Record Creation	Secure Disposal	Yes
15.12	Operations Administration, Policies & Procedures	Management NW Group shared documents	3 years	Microsoft Digital Documents	Team access only shared drive	Assistant Director (Area Manager) - Response	Limitation Act 1980	Date of Record Creation	Secure Disposal	Yes
15.13	Operations Command Training	BAV&D ICV, IOR, Training, Personnel list Mandatory eLearning MDT Training information Training Risk Information	6 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Assistant Director (Area Manager) - Response	Limitation Act 1980	End of Employment	Secure Disposal	Yes
15.14	Operations Command Vehicles	Details of essential user and lease car scheme	Current Information	Microsoft Digital Documents	Team access only shared drive/SharePoint	Assistant Director (Area Manager) - Response	Limitation Act 1980	When Information Updates	Secure Disposal	Yes

15.15	Operations Command Vehicles	Guidance on the reporting of vehicle accidents	Current Information	Microsoft Digital Documents	Team access only shared drive/SharePoint	Assistant Director (Area Manager) - Response	Limitation Act 1980	When Information Updates	Secure Disposal	Yes
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16. Stations

Ref	Record Name	Record Description	Retention Period	Record Format	Storage Location	Record Owner	Reason For Retention	Retention Trigger	Action at the end of Retention	Personal Data
16.1	Operations Stations Records	Rota	1 month	Microsoft Digital Documents	Team access only shared drive	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.2	Operations Stations Records Stations Records	ARA's	2 years	Hardcopy	Locked Cupboard	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.3	Operations Stations Records	BA Test Records	Until book filled	Hardcopy	locked cupboard	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.4	Operations Stations Records	Chemical incident form	10 years	Microsoft Digital Documents	Team access only shared drive	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.5	Operations Stations Records	Cheque books petty cash	6 years	Hardcopy	locked cupboard	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes

16.6	Operations Stations Records	Contemporaneous Notebooks	Until book filled	Hardcopy	Locked Cupboard	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.7	Operations Stations Records	FB11 Stores Request	1 year	Hardcopy	Locked Cupboard	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.8	Operations Stations Records	FB244 Equipment Test	3 years	Hardcopy	Locked Cupboard	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.9	Operations Stations Records	FB355 Home Safety Visit Form	Current information only	Microsoft Digital Documents	Outlook	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.10	Operations Stations Records	FB41 & 64 Equipment requests	3 years	Hardcopy	Locked Cupboard	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.11	Operations Stations Records	Fire Inspection Register	1 year	Hardcopy	Locked Cupboard	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.12	Operations Stations Records	FSO-30 Premise inspection	5 years	Hardcopy	Locked Cupboard	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes

16.13	Operations Stations Records	Hardcopy Training Records that are not on TASK	3 years	Hardcopy	Locked Cupboard	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.14	Operations Stations Records	Incident Handover	3 years	Hardcopy	Locked Cupboard	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.15	Operations Stations Records	Incident Log	3 years	Microsoft Digital Documents	Team access only shared drive	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.16	Operations Stations Records	IRS Fire investigation green book	Current information only	Hardcopy	Locked Cupboard	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.17	Operations Stations Records	Joining instructions	Current information only	Hardcopy	Locked Cupboard	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.18	Operations Stations Records	Pay 420	2 years	Hardcopy	Locked Cupboard	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.19	Operations Stations Records	Pay claim Form	3 years	Hardcopy	Locked Cupboard	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes

16.20	Operations Stations Records	Poris	Current information only	Hardcopy	Locked Cupboard	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.21	Operations Stations Records	PPE Check	1 week	Hardcopy	Locked Cupboard	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.22	Operations Stations Records	Pre-arranged out duties	2 weeks	Microsoft Digital Documents	Team access only shared drive	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.23	Operations Stations Records	Radio and MDT handover	1 year	Hardcopy	locked cupboard	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.24	Operations Stations Records	Riders Board	1 day	Hardcopy	locked room	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.25	Operations Stations Records	Rota Book	2 weeks	Locked Drawers for relevant watch	Locked Cupboard	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes

16.26	Operations Stations Records	Safeguarding Form	1 day	Scan document and email to Safeguarding, delete electronic copy after sent and shred hardcopy. Do not copy people into the email	Outlook	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.27	Operations Stations Records	SSRI's	Current information only	Hardcopy	Locked Cupboard	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.28	Operations Stations Records	Targeted Interventions	10 years	Hardcopy	locked cupboard	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.29	Operations Stations Records	Tip Sheets	Current information only	Hardcopy Confidential Waste once used	Locked Cupboard	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.30	Operations Stations Records	Training Log	1 year	Hardcopy	Locked Cupboard	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
16.31	Operations Stations Records	Visitors Log	1 year	Hardcopy Confidential Waste once used	Locked Cupboard	Assistant Director (Area Manager) - Response	Operational Requirement	Date of Record Creation	Secure Disposal	Yes

6.32	Operational & Community Risk Records	Strategic Assessment & Risk Register	1 year	System	JCad	Group Manager, Risk	Compliance Requirement	Until superseded	Deletion/Anonymization based on system/cloud portal type	No
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17. Control

Ref	Record Name	Record Description	Retention Period	Record Format	Storage Location	Record Owner	Reason For Retention	Retention Trigger	Action at the end of Retention	Personal Data
17.1	Control RMU Administration	Additional Shift Working	Current information	Microsoft Digital Documents	Team access only shared drive	Control Group Managers	Limitation Act 1980	When Information Updates	Secure Disposal	Yes
17.2	Control RMU Administration	Availability Folders	6 years	Microsoft Digital Documents	Team access only shared drive	Control Group Managers	Limitation Act 1980	When Information Updates	Secure Disposal	Yes
17.3	Control RMU Administration	Availability Mailbox	1 year	Microsoft Digital Documents	Outlook	Control Group Managers	Limitation Act 1980	When Information Updates	Secure Disposal	Yes
17.4	Control RMU Administration	CRT Mailbox	1 year	Microsoft Digital Documents	Outlook	Control Group Managers	Limitation Act 1980	When Information Updates	Secure Disposal	Yes
17.5	Control RMU Administration	Pre-arranged out duties	2 weeks	Microsoft Digital Documents	Team access only shared drive	Control Group Managers	Limitation Act 1980	When Information Updates	Secure Disposal	Yes
17.6	Control RMU Administration	Promotions, movements and relocations	1 year	Microsoft Digital Documents	Outlook	Control Group Managers	Limitation Act 1980	When Information Updates	Secure Disposal	Yes

17.7	Control Records	Control Incident data	7 years	System	Remsdaq 4i	Control Station Manager	Public Records Act 1958/Public Records Act 1967 Limitation Act 1980	Date of Record Creation	Secure Disposal	Yes
17.8	Control Records	Recordings of all ICCS traffic within Service Control	7 years	Microsoft Digital Documents	DiVos	Control Station Manager	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
17.9	Control Records	Control DSP's	As long as needed	Electronic Database	DSP's	Control Station Manager	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
17.10	Control Records	Portfolio Management Office Programme and Project documentation	Current information	Hardcopy	Team access only shared drive	Control Station Manager	Operational Requirement	Date of Record Creation	Secure Disposal	No
17.11	Control Records	Annotations regarding Safeguarding, O2 cylinders, hoarding risks,	Current information	Electronic Database	GMTK/Remsdaq/4i	Control Station Manager	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
17.12	Control Records	Scientific Advisors	Current information	Electronic Database	Team access only shared drive	Control Station Manager	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
17.13	Control Records	Red Cross volunteers	Current information	Hardcopy	Team access only shared drive	Control Station Manager	Operational Requirement	Date of Record Creation	Secure Disposal	Yes
17.14	Control Records	Flexi Officer home addresses	Employment duration	Hardcopy	Team access only shared drive	Control Station Manager	Operational Requirement	End of Employment	Secure Disposal	Yes

17.15	Control Records	Control staff contact details	Employment duration	Hardcopy	Team access only shared drive	Control Station Manager	Operational Requirement	End of Employment	Secure Disposal	Yes
17.16	Control Records	Officer Pager & mobile phone numbers	Employment duration	Electronic Database	Frequentis ICCS	Control Station Manager	Operational Requirement	End of Employment	Secure Disposal	Yes
17.17	Control Records	MTFA contact details	Employment duration	Hardcopy	Team access only shared drive	Control Station Manager	Operational Requirement	End of Employment	Secure Disposal	Yes
17.18	Control Records	Contact details for all Control staff, MTFA staff, some Support staff	Employment duration	Electronic Database	Page One	Control Station Manager	Operational Requirement	End of Employment	Secure Disposal	Yes
17.19	Control Records	TRIM Advisors	Employment duration	Hardcopy	Team access only shared drive	Control Station Manager	Operational Requirement	End of Employment	Secure Disposal	Yes

18. Prevention

Ref	Record Name	Record Description	Retention Period	Record Format	Storage Location	Record Owner	Reason For Retention	Retention Trigger	Action at the end of Retention	Personal Data
18.1	Prevention Records	Community Speed Watch	Requests for a new SW group	6 years	Microsoft Digital Documents	Microsoft Forms App	Head of Prevention	Operational Requirement	Digital Deletion	Yes
18.2	Prevention Records	Community Speed Watch	Records on Community Speed watch volunteer online programme	6 years	Online	Better Impact Website	Head of Prevention	Operational Requirement	Deletion/Anonymization based on system/cloud portal type	Yes

18.3	Prevention Record s	Education & Special Intervention	Museum Visitors records	10 years	Microsoft Digital Documents	Team access only shared drive	Head of Prevention	Operational Requirement	Digital Deletion	Yes
18.4	Prevention Record s	Education & Special Intervention	Behaviour Incident Log- Firebreak and Cadets	3 years	Microsoft Form	Microsoft Forms App	Head of Prevention	Operational Requirement	Digital Deletion	Yes
18.5	Prevention Record s	Education & Special Intervention	Museum Visitor Feedback	5 Years	Microsoft Digital Documents	Team access only shared drive/Share Point	Head of Prevention	Operational Requirement	Digital Deletion	Yes
18.6	Prevention Record s	Prevention - Education & Special Intervention	Duke of Edinburgh Training	7 years	Online System	Online Cadet Management System	Head of Prevention	Operational Requirement	Deletion/Anonymization based on system/cloud portal type	Yes
18.7	Prevention Record s	Prevention - Education & Special Intervention	Museum Collection	Indefinite	Hardcopy Confidential Waste once used	Locked Cupboard	Head of Prevention	Heritage & Archives – Museum Collection	Digital Deletion/Paper Shredding	Yes
18.8	Prevention Record s	Prevention - Education & Special Intervention	Museum Event Images	Indefinite	Photos	Team access only shared drive	Head of Prevention	Heritage & Archives – Museum Collection	Paper shredding	Yes

18.9	Prevention Records	Prevention - Education & Special Intervention	Firebreak Participants	Adults' referrals 7 years and children and young people until the age of 25.	Microsoft Forms	Microsoft Forms App	Head of Prevention	Operational Requirement	Digital Deletion	Yes
18.10	Prevention Records	Prevention - Education & Special Intervention	Fire Safety Intervention (JFS) reports - (children aged 3 - 18).	Until the person is 18yrs. If a Safeguarding referral has been made, the record is kept until the person is 25yrs. If SEND needs, it is kept until 25yrs.	Microsoft Digital Documents	Team access only shared drive	Head of Prevention	Operational Requirement	Digital Deletion	Yes
18.11	Prevention Records	Prevention - Education & Special Intervention	Education - Outreach Sessions	Until the person is 18yrs. If a Safeguarding referral has been made, the record is kept until the person is 25yrs. If SEND needs, it is kept until 25yrs.	Microsoft Digital Documents	Team access only shared drive/Share Point	Head of Prevention	Operational Requirement	Digital Deletion	Yes

18.12	Prevention Records	Prevention - Education & Special Intervention	Education - Online Fire Cadet Records	Up to age 18	Online System	Cadet Management System	Head of Prevention	Operational Requirement	Deletion/Anonymization based on system/cloud portal type	Yes
18.13	Prevention Records	Prevention - Live Safe	Home Safety Visit (HSV)	1 day	CRM System	CFRMIS	Head of Prevention	Operational Requirement	Deletion/Anonymization based on system/cloud portal type	Yes
18.14	Prevention Records	Prevention - Live Safe	Home Safety Data captured in forms - Printed and Handwritten sheets	1 month	Online System	Online Cadet Management System	Head of Prevention	Operational Requirement	Deletion/Anonymization based on system/cloud portal type	Yes
18.15	Prevention Records	Prevention - Live Safe	Home Safety Visit - Online Form	1 month	Microsoft Form	CFRMIS/Home Safety Mailbox	Head of Prevention	Operational Requirement	Digital Deletion	Yes
18.16	Prevention Records	Prevention - Live Safe	Home Safety Visit Email enquiries	1 month	Microsoft Outlook Emails	Outlook	Head of Prevention	Operational Requirement	Digital Deletion	Yes
18.17	Prevention Records	Prevention - Live Safe	Home Safety Visit Calendar	1 week	Microsoft Form	Outlook	Head of Prevention	Operational Requirement	Digital Deletion	Yes

18.18	Prevention Records	Prevention - Live Safe	CRM System records- Enables the Authority to store all data and information in relation to the Home Safety	10 years	Microsoft Digital Documents	Team access only shared drive/Share Point	Head of Prevention	Operational Requirement	Digital Deletion	Yes
18.19	Prevention Records	Prevention - Live Safe	Referrals following a HSV	10 years	Microsoft Form	Microsoft Forms App	Head of Prevention	Operational Requirement	Digital Deletion	Yes
18.20	Prevention Records	Prevention - Live Safe	Home Safety Visit - High Risk Domestic Violence requests	10 years	Microsoft Digital Documents	Microsoft Forms App	Head of Prevention	Operational Requirement	Digital Deletion	Yes
18.21	Prevention Records	Prevention - Road & Water	FireBike Team Annual Total Advanced Training Records	10 years	Microsoft Digital Documents	Team access only shared drive	Head of Prevention	Operational Requirement	Digital Deletion	Yes
18.22	Prevention Records	Prevention - Road & Water	FireBike team Names and Contact Details	10 years	Microsoft Digital Documents	Team access only shared drive	Head of Prevention	Operational Requirement	Digital Deletion	Yes
18.23	Prevention Records	Prevention - Road & Water	FireBike Team RoSPA Training Records	10 years	Microsoft Digital Documents	Team access only shared drive	Head of Prevention	Operational Requirement	Digital Deletion	Yes

18.24	Prevention Record s	Prevention - Road & Water	SERP Advanced Motorcycle Instructor Day (AID) Referrals	8 years	Microsoft Digital Documents	Team access only shared drive	Head of Prevention	Operational Requirement	Digital Deletion	Yes
18.25	Prevention Record s	Prevention - Road & Water	SERP Officer Contacts List	10 years	Microsoft Digital Documents	Team access only shared drive	Head of Prevention	Operational Requirement	Digital Deletion	Yes
18.26	Prevention Record s	Prevention - Road & Water	FireBike Biker First Aid Course Records	8 years	Microsoft Digital Documents	Team access only shared drive	Head of Prevention	Operational Requirement	Digital Deletion	Yes
18.27	Prevention Record s	Prevention - Road & Water	Waterside Responder Scheme - External contact details for participants	10 years	Microsoft Digital Documents	Team access only shared drive/Share Point	Head of Prevention	Operational Requirement	Digital Deletion	Yes
18.28	Prevention Record s	Prevention - Live Safe	Home Safety Visit - Volunteer Contact Spreadsheet	6 years	Microsoft Digital Documents	Team access only shared drive	Head of Prevention	Operational Requirement	Digital Deletion	Yes
18.29	Prevention Record s	Prevention - Live Safe	Home Safety - Oven clean records	6 years	Hardcopy	Team access only shared drive	Head of Prevention	Operational Requirement	Paper shredding	Yes
18.30	Prevention Record s	Prevention - Live Safe	Home Safety - BOC Home Oxygen Patient lists	Current information	Electronic Database	Team access only shared drive	Head of Prevention	Operational Requirement	Digital Deletion	Yes

18.31	Prevention Record s	Prevention - Road & Water	FireBike Advanced Machine Skills Course records	8 years	Microsoft Digital Documents	Team access only shared drive	Head of Prevention	Operational Requirement	Digital Deletion	Yes
18.32	Prevention Record s	Prevention - Road & Water	FireBike Better Biking Course records	8 years	Microsoft Digital Documents	Team access only shared drive	Head of Prevention	Operational Requirement	Digital Deletion	Yes
18.33	Prevention Record s	Prevention - Road & Water	RTC Reduction & Water Safety External Contact Details	Current information	Hardcopy	Locked Cabinet/Cupboard	Head of Prevention	Operational Requirement	Paper shredding	Yes
18.34	Prevention Record s	Prevention - Volunteers	Volunteer - spreadsheet printed online form	10 years	Hardcopy	Locked Cabinet/Cupboard	Head of Prevention	Operational Requirement	Paper shredding	Yes
18.35	Prevention Record s	Prevention - Volunteers	Volunteers & Market Partners - Volunteer Records on Better Impact software (CSW Only)	Current information	Electronic Database	Team access only shared drive	Head of Prevention	Operational Requirement	Digital Deletion	Yes
18.36	Prevention Record s	Prevention - Volunteers	Volunteers & Market Partners - Partnership Register	Current information	Microsoft Digital Documents	Team access only shared drive	Head of Prevention	Operational Requirement	Digital Deletion	Yes

18.37	Prevention Records	Prevention - Volunteers	Volunteers & Market Partners - CSW Volunteer records on Excel Spreadsheet	Current information	Microsoft Digital Documents	Team access only shared drive	Head of Prevention	Operational Requirement	Digital Deletion	Yes
18.38	Prevention Records	Prevention - Volunteers	Volunteers & Market Partners - CSW Volunteer - Hardcopies	Current information	Hardcopy	Locked Cabinet/Cu pboard	Head of Prevention	Operational Requirement	Paper shredding	Yes
18.39	Prevention Records	Prevention - Volunteers	Volunteer - Records on Better Impact software (CSW Only)	Current information	Online	Better Impact Website	Head of Prevention	Operational Requirement	Deletion/Anonymization based on system/cloud portal type	Yes
18.40	Prevention Records	Prevention - Volunteers	Volunteer - Application Forms - Word documents held on SharePoint	Current information	Microsoft Digital Documents	Team access only shared drive	Head of Prevention	Operational Requirement	Digital Deletion	Yes

19. Protection

Ref	Record Name	Record Description	Retention Period	Record Format	Storage Location	Record Owner	Reason For Retention	Retention Trigger	Action at the end of Retention	Personal Data
19.1	Protection Records	Protection Information	Audit and BREG QA Dashboard	Refreshed daily	PowerBi Dashboard	PowerBi	Head of Protection	Operational Requirement	Deletion/Anonymization based on system/cloud portal type	No

19.2	Protection Records	Protection Information	Computational Fluid Dynamics Files	Current information	Microsoft Digital Documents	Team access only shared drive	Head of Protection	Operational Requirement	Digital Deletion	Yes
19.3	Protection Records	Protection Information	Contemporaneous Notebooks	6 years	Hardcopy	Team access only shared drive/Locked Cabinet/Cup board	Head of Protection	Operational Requirement	Digital Deletion/Paper Shredding	Yes
19.4	Protection Records	Protection Information	Court Bundles	6 years	Hardcopy	Locked Cabinet/Cup board	Head of Protection	Operational Requirement	Paper shredding	Yes
19.5	Protection Records	Protection Information	Data held for work carried out for Cambridgeshire FS, Suffolk FS & Durham FS	3 years	Microsoft Digital Documents	Stored on ECFRS OneDrive	Head of Protection	Operational Requirement	Digital Deletion	Yes

19.6	Protection Records	Protection Information	Quality assurance form for accompanied audits	6 years	CFRMIS Questionnaire	CFRMIS	Head of Protection	Operational Requirement	Deletion/Anonymization based on system/cloud portal type	No
19.7	Protection Records	Protection Information	Protection - Experian search results	3 years	Electronic Database	Team access only shared drive	Head of Protection	Operational Requirement	Digital Deletion	Yes
19.8	Protection Records	Protection - Fire Investigation	Contemporaneous Notebooks for Fire Investigation, Level 1 & 2	7 years	Hardcopy	Locked Cabinet/Cup board	Head of Protection	Operational Requirement	Paper shredding	Yes
19.9	Protection Records	Protection - Fire Investigation	FS071 - Authority to enter form	7 years	Hardcopy	Locked Cabinet/Cup board	Head of Protection	Operational Requirement	Paper shredding	Yes
19.10	Protection Records	Protection - Fire Investigation	MG22 reports-streamlined reporting system using a hieracrchy approach to reports for court. Also used for exteranal agencies	7 years	Hardcopy	Team access only shared drive/Locked Cabinet/Cup board	Head of Protection	Operational Requirement	Digital Deletion/Paper Shredding	Yes

19.11	Protection Records	Protection - Fire Investigation	Photographs	7 years	Photos	Team access only shared drive/Locked Cabinet/Cup board	Head of Protection	Operational Requirement	Paper shredding	Yes
19.12	Protection Records	Protection - Fire Investigation	RF32 Form	7 years	Microsoft Digital Documents	Team access only shared drive/Locked Cabinet/Cup board	Head of Protection	Operational Requirement	Digital Deletion	Yes
19.13	Protection Records	Protection - Fire Investigation	Fire reports, emails, witness, statements and any other documentation relevant to incident	7 years (10 years if fatality)	Microsoft Digital Documents	Locked Cabinet/Cup board	Head of Protection	Operational Requirement	Digital Deletion	Yes
19.14	Protection Records	Protection - Fire Investigation	FS0-74 Magistrates Warrant	7 years (10 years if fatality)	Microsoft Digital Documents	Secure SharePoint folder. Hard copies in secured cabinet in the barn, KP	Head of Protection	Operational Requirement	Digital Deletion	Yes

19.15	Protection Records	Protection - Fire Investigation	FSO-75 Information to support a warrant application	7 years (10 years if fatality)	Microsoft Digital Documents	Secure SharePoint folder. Hard copies in secured cabinet in the barn, KP	Head of Protection	Operational Requirement	Digital Deletion	Yes
19.16	Protection Records	Protection Information	FSO 30, 40 & 50 and RF18 Operational Inspection Forms	6 years	Hardcopy	Locked Cabinet/Cup board	Head of Protection	Operational Requirement	Paper shredding	Yes
19.17	Protection Records	Protection Information	Licenced British Standard Documents and other Standards	1 year	Hardcopy	Team access only shared drive/Locked Cabinet/Cup board	Head of Protection	Operational Requirement	Digital Deletion/Paper Shredding	Yes
19.18	Protection Records	Protection Information	Pace Code B Notice	6 years	Hardcopy	Team access only shared drive/Locked Cabinet/Cup board	Head of Protection	Operational Requirement	Digital Deletion/Paper Shredding	Yes
19.19	Protection Records	Protection Information	Pace Interview Recording	3 years	Audio Tape	Disclosure Officer's secure cabinet	Head of Protection	Operational Requirement	Securely Destroyed	Yes

19.20	Protection Records	Protection Information	Pace Interview Transcript	6 years	Microsoft Digital Documents	Disclosure Officer's secure cabinet, electronic copies stored on disclosure officer's personal OneDrive	Head of Protection	Operational Requirement	Digital Deletion	Yes
19.21	Protection Records	Protection Information	Paper Files containing letters plans, details of inspections, enforcement activity	6 years	Hardcopy	Locked Cabinet/Cup board	Head of Protection	Operational Requirement	Digital Deletion/Paper Shredding	Yes
19.22	Protection Records	Protection Information	Post Fire Follow up questionnaire	6 years	CFRMIS Questionnaire	CFRMIS	Head of Protection	Operational Requirement	Deletion/Anonymization based on system/cloud portal type	Yes
19.23	Protection Records	Protection Information	Photographs	6 years	Photos / CD/DVD	Secure SharePoint folder. Hard copies in secured cabinet in the barn, KP	Head of Protection	Operational Requirement	Securely Destroyed	Yes
19.24	Protection Records	Protection Information	Quality Assurance form for building regulation consultations	6 years	CFRMIS Questionnaire	CFRMIS	Head of Protection	Operational Requirement	Deletion/Anonymization based on system/cloud portal type	Yes

19.25	Protection Records	Protection Information	Questionnaire sent out pre audit to gather Equality, Diversity and Inclusion information	6 years	CFRMIS Questionnaire	CFRMIS	Head of Protection	Operational Requirement	Deletion/Anonymization based on system/cloud portal type	Yes
19.26	Protection Records	Protection Information	Questionnaire sent out post audit to gather quality of service information	6 years	CFRMIS Questionnaire	CFRMIS	Head of Protection	Operational Requirement	Deletion/Anonymization based on system/cloud portal type	Yes
19.27	Protection Records	Protection Information	Regulatory Reform Fire Safety Order 2005 Enforcement Data for Enforcement Activity Audit and Short Audit Reports	3 years	Microsoft Digital Documents	CFRMIS	Head of Protection	Operational Requirement	Digital Deletion	Yes
19.28	Protection Records	Protection Information	SDP Officer Management data around compliance against QA targets	Refreshed daily	PowerBi Dashboard	PowerBI	Head of Protection	Operational Requirement	Deletion/Anonymization based on system/cloud portal type	No

19.29	Protection Records	Protection Information	Protection - SharePoint Document Management System, containing letters, images, scanned documents, plans, notes for case	6 years	Microsoft Digital Documents	Microsoft SharePoint Cloud based storage	Head of Protection	Operational Requirement	Digital Deletion	Yes
19.30	Protection Records	Protection Information	Protection - Warrant to Enter and Information to Support Warrant to enter	6 years	Hardcopy	Locked Cabinet/Cup board	Head of Protection	Operational Requirement	Paper shredding	Yes

20. Service Wide

Ref	Record Name	Record Description	Retention Period	Record Format	Storage Location	Record Owner	Reason For Retention	Retention Trigger	Action at the end of Retention	Personal Data
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20.1	Email and Memos	Service wide communications sent via email or memo	7 years	Microsoft Outlook Emails	Microsoft Outlook	Service Wide Management	Business Need	From Creation	Review, then Delete or Destroy	Yes
20.2	Appraisals	Forms on employee's performance, achievements and goals	6 years	Microsoft Digital Documents	Civica System	Human Resources	Business Need	End of Employment	Deleted/Destroyed	Yes
20.3	Surveys	Surveys completed by Members of the public or employees for feedback or research purposes.	6 years	Survey	SurveyMonkey, Team access only shared drive/SharePoint, Microsoft Forms App	Service Wide Management	Business Need	Survey Closure	Deleted/Destroyed	Yes
20.4	Asbestos Information	Asbestos Compliance Records & Reports	Indefinite	Microsoft Digital Documents	Team access only shared drive/SharePoint	Service Wide Management	Health and Safety at Work Act 1974	Lifetime of the building (if asbestos report); End of employment if asbestos exposure	Review/Deleted/Destroyed	No
20.5	Visitor Logs	List of visitors at various locations across the Service	1 year	Hardcopy	Stations/Training Centre/Wethersfield/Service Head Quarters	Service Wide Management	Data Protection Act 2018, UK GDPR	From Creation	Deleted/Destroyed	Yes
20.6	Meeting Agenda, Minutes & Actions	Discussion topics at meeting, notes taken and tasks to complete	6 years	Microsoft Digital Documents	Survey Monkey, Team access only shared drive/SharePoint	Service Wide Management	Business Need	Last Action	Deleted/Destroyed	Yes
20.7	Policies and Procedures	Officially approved and published policies and procedures.	Policies and procedures should be retained until updated. The latest version must be published, and previous versions should be either destroyed	Microsoft Digital Documents	ECFRS Intranet and ECFRS Website	Policy Owner	Limitation Act 1980	Last Policy Version	Deleted/Destroyed	Yes

			or archived.							
20.8	FOH Personnel & External Contacts Database	Contact details for internal & external individuals/Services/Businesses Occupancy and facilities usage including Meeting room users (Internal & External)	6 years	Microsoft Digital Documents	Team access only shared drive/SharePoint	Executive Support Team Manager	Business Need	End of Employment	Deleted/Destroyed	Yes
20.9	FoH Records	Occupancy and facilities usage including Meeting room users (Internal & External)	1 year	Microsoft Digital Documents	Team access only shared drive/SharePoint	Executive Support Team Manager	Business Need	From Creation	Deleted/Destroyed	Yes
20.10	Visitors Records	Visitors contact details	1 year	Entrysign system	Front terminal and back-office system	Executive Support Team Manager	Business Need Data Protection Act 2018, UK GDPR	From Creation and End of Employment	Archive or Destroy	Yes