

West Sussex County Council Fire and Rescue Service Retention Schedule

Introduction

The County Council's record retention and disposal schedule for the Fire and Rescue has been developed by the Fire & Rescue Service in collaboration with the Records Management Service. The schedule applies to both hard copy and electronic records.

This retention schedule identifies Fire and Rescue Service record types. Each of these record types has then been allocated a retention period based on legislation, business need, best practice, or a combination of these.

The schedule is a vital tool to ensure the council complies with the Data Protection Act 2018 and UK GDPR.

Why this schedule is important

The Fire and Rescue Service activities produces many types of record. It is vital that these are organised in a manner that makes them retrievable and retained for a suitable period of time.

The council has a legal duty not to retain information longer than is necessary, as outlined in the [Principle \(c\): Data minimisation](#) of UK GDPR. It is also important that council resources are not being used to store records and data that are no longer required, whilst also ensuring these are not destroyed or deleted too soon. Having a fully implemented, comprehensive and regularly updated retention schedule enables the council to meet these legislative duties.

A further explanation as to why a retention schedule is important can be found on the Information Commissioner's Office website as part of [Principle \(e\): Storage Limitations](#) of UK GDPR.

Using the Record Retention and Disposal Schedule

The retention schedule is not based on the current directorates and business units of the council, but rather the overall functions and activities. This means it will remain relevant in the event of future re-structuring or renaming of directorates and business units.

- Definition of terms

Term	Definition
Function	The top-level function within the County Council, e.g. Children’s Services
Activity	The activity within the function, e.g. social care
Code	A unique code given to each record type
Record Type	The different types of record used to carry out the activity, e.g. case file
Retention Period	The number of years the record type should be retained before being reviewed for destruction or permanent archive
Retention Period Calculated From	The point at which the retention period begins. This may be the date of birth or the last contact with an individual, the end of a contract, or something else
Statutory Provision / Justification	The reason for the retention period. This is usually based on legislation, business need, best practice or a combination of these
Contains Personal Data?	Yes/No - Does the record type contain any of the following information about an individual: name, address, telephone number, email address or any other information that could identify the individual?
Action	A description of what happens once the retention period is up. This will usually be that the record will be reviewed for destruction or further retention, or appraised for permanent preservation in the County Archives
Additional Notes	Any additional information or caveats relating to the record type, the retention period or the action
Fileplan	List of functions, activities, and record types to form the main reference tool of the retention schedule

West Sussex County Council Fire and Rescue Service Retention Schedule – Dec 2022

- When should information be retained beyond agreed retention schedule?

Information may occasionally be retained beyond the agreed retention period. The 'Retention Period Calculated From' date may begin again if:

- a case has been re-opened;
- a new case activity has occurred;
- it is felt there is an ongoing business or care need to retain the record; or
- an inquiry or police investigation require a record or group of records to be retained

Destruction process

Paper records authorised for destruction are confidentially destroyed. Electronic records are deleted from council systems.

What items go into permanent archive?

When a record has been designated for destruction or deletion it may be randomly selected or appraised by an archivist from the West Sussex Record Office to determine if it holds historical value. If this is the case, it may be retained permanently in the council's corporate archive.

Limitations

Many types of record do not have specified retention periods in law or in official local government guidance. To develop this schedule, departments have reviewed and provided updates for their areas to establish a 'best practice' retention period where there is not one in legislation. Further, a review of the best practices adopted by some other local authorities was conducted during the creation of the schedule.

Deleting information from a system is not always a straightforward matter. Where an IT system does not allow for part-deletion of a record, the Council will consider data protection legislation and guidance from the Information Commissioner's Office (ICO).

The Retention Schedule

Fire and Rescue Service

FR1 Business Fire Safety

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
FR1.1	Fire safety records	7 years	Last action	Legal requirement	Yes	Confidential Destruction	
FR1.2	Prohibition notices	7 years	Date that notice ceases	Legal requirement	Yes	Confidential Destruction	
FR1.3	Prosecution files	7 years	Date of prosecution	Legal requirement	Yes	Confidential Destruction	
FR1.4	Risk management files	7 years	Closure of file	Legal requirement	Yes	Confidential Destruction	
FR1.5	Alterations notice	7 years	Date that notice ceases	Legal requirement	Yes	Confidential Destruction	
FR1.6	Form notifying of fire safety deficiency	3 years	Date of issue	Legal requirement	Yes	Confidential Destruction	
FR1.7	Site specific risk information (SSRI) and 72D including radiation records	7 years	Date of document	Legal requirement	Yes	Confidential Destruction	

FR2 Campaigns & Advice

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
FR2.1	Safe and Well Visit record	5 years	From date request or referral received	Local requirement/safeguard against litigation	Yes	Record deleted from Farynor at end of 5 year period	
FR2.2	Targeted Education Early Interventions Projects, including Firewise, School's Education, GRIT, SPARK and IGNITE	For 5 years after the young person's 18th birthday	From date request or referral received	Local requirement/safeguard against litigation	Yes	Record deleted from Farynor at end of the period	
FR2.3	Records relating to community safety campaigns and advice	3 years	From campaign planning stage	Local requirement	No	Appraisal for possible permanent archive at Record Office	

FR3 CCTV

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
FR3.1	Buildings	Current + 1 month	Date of recording	Local requirement	No	Deletion	Possibly extend retention based on investigation or legal proceedings
FR3.2	Fire Appliances	Automatically overwritten or 7 years if downloaded for investigation or legal proceedings	Date of recording	Potential for litigation	No	Overwriting / deletion	
FR3.3	Body Worn Camera	Automatically overwritten or 7 years if downloaded for investigation or legal proceedings	Date of recording	Potential for litigation	Yes	Overwriting / deletion	Possibly extend retention based on incident

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
FR3.4	Drone Camera footage	Current + 1 month	Date of recording	Local requirement	No	Deletion	Possibly extend retention based on investigation or legal proceedings and to align with the Civil Aviation Authority (CAA) unmanned aerial aircraft

FR4 Communications & Press

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
FR4.1	Pictures & Publications	For as long as required for operational use	Date of communication	Internal requirement	Yes	Appraise for historical interest and permanent preservation	

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
FR4.2	Internal Communications (signed)	2 years	Date of communication	Internal requirement	Yes	Confidential destruction	
FR4.3	Internal Communications (unsigned)	1 year	Date of communication	Internal requirement	Yes	Confidential destruction	
FR4.4	External Communications	3 years	Date of communication	Internal requirement	Yes	Confidential destruction	
FR4.5	Media Cuttings	5 years	Date of communication	Internal requirement	Yes	Appraise for historical interest and permanent preservation	
FR4.6	Correspondence - General	2 years	Date of correspondence	Internal requirement	Yes	Confidential destruction	
FR4.7	Correspondence - Legal or matters deemed important	99 years	Date of correspondence	Potential litigation	Yes	Confidential destruction	

FR5 Corporate Records

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
FR5.1	Corporate annual reports	7 years	Date of report	Fire & Rescue National Framework for England	Yes	Pass to Record Office for permanent preservation	
FR5.2	Corporate plans	10 years	Date of publication	Fire & Rescue National Framework for England	Yes	Pass to Record Office for permanent preservation	
FR5.3	Business Continuity Tests	10 years	Date of publication	Fire & Rescue National Framework for England	Yes	Archived within SharePoint	
FR5.4	Business Continuity Plan	5 years	Date of publication	Fire & Rescue National Framework for England	Yes	Archived within SharePoint	
FR5.5	Audits	5 years	Date of publication	Fire & Rescue National Framework for England	Yes	Confidential destruction	

**West Sussex County Council Fire and Rescue Service Retention Schedule – Dec
2022**

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
FR5.6	Integrated Risk Management Plan/Community Risk Management Plan	10 years	Date of publication	Fire & Rescue National Framework for England	Yes	Pass to Record Office for permanent preservation	

FR6 Equipment

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
FR6.1	Inventories of materials and supplies	7 years	Date of inventory	Local requirement/safeguard against litigation	No	Confidential destruction	
FR6.2	Equipment records - maintenance and testing including ICT and vehicles (NOT including breathing apparatus)	7 years	Date of maintenance or test	Local requirement/safeguard against litigation. PUWER, LOLER.	Yes	Confidential destruction	

**West Sussex County Council Fire and Rescue Service Retention Schedule – Dec
2022**

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
FR6.3	Equipment records - breathing apparatus	40 years	Date of maintenance or test	Health & safety. Local requirement/safeguard against litigation	Yes	Confidential destruction	
FR6.4	Vehicle and Fuel Records	7 years	Date of record	Local requirement.	Yes	Confidential destruction	

FR7 Health & Safety

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
FR7.1	Accident records	99 years	Date of accident	Legal requirement	Yes	Confidential destruction	
FR7.2	Workplace inspections	3 years	Date of inspection	Legal requirement	No	Confidential destruction	

FR8 Incidents

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
FR8.1	Fire and incident reports	3 years after date of last entry unless litigation expected then 6 years after last entry	Date of fire / incident	Local requirement	Yes	Appraise for historical interest and permanent preservation	
FR8.2	IRS	CY + 10 years	Date of fire / incident		Yes	Confidential destruction	
FR8.3	Fire investigations (no fatalities)	CY + 12 years	Last action	Limitation Act 1980	Yes	Appraise for historical interest and permanent preservation	

West Sussex County Council Fire and Rescue Service Retention Schedule – Dec
2022

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
FR8.4	Fire investigations (fatalities)	15 years	Last action	Reg 27 Coroners Investigations Regulations 2013 require them to keep documents passed to them for 15 years.	Yes	Appraise for historical interest and permanent preservation	
FR8.5	Control voice recordings	Recommend CY + 3 years unless litigation is expected then CY plus 6	Date of recording	Limitation Act 1980	Yes	Retain longer if required for investigation or proceedings	
FR8.6	Officer notebooks	99 years	Last date in notebook	Possible litigation.	Yes	Appraise for historical interest and permanent preservation	

FR9 Legal

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
FR9.1	Memorandum of understanding / legal agreements	Send to Records Management for permanent storage	n/a	n/a	Yes		The Records Management service store all WSCCs deeds and legal agreements. These do not have a retention period and are retained indefinitely

FR10 Meetings & Minutes

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
FR10.1	Joint consultation minutes & correspondence	99 years	Date of meeting	Local requirement	Yes	Appraisal for possible permanent archive in Record Office	
FR10.2	Agendas and minutes relating to senior management meetings	7 years	Date of meeting	Local requirement	Yes	Appraisal for possible permanent archive in Record Office	Review for potential longer retention if meeting was of strategic importance

FR11 Policies & Procedures

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
FR11.1	Significant policies	Until superseded + 7 years	Being superseded	Local requirement	No	Appraisal for possible permanent archive at Record Office	
FR11.2	Subsidiary policies and procedures	7 years	Being superseded	Local requirement	No	Appraisal for possible permanent archive at Record Office	
FR11.3	Service Level Agreements	Until superseded + 7 years	Being superseded	Local requirement	Yes	Appraisal for possible permanent archive at Record Office	

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
FR11.4	Standards	Until superseded + 7 years	Being superseded	Local requirement	No	Appraisal for possible permanent archive at Record Office	
FR11.5	Guidance	Until superseded + 7 years	Being superseded	Local requirement	No	Appraisal for possible permanent archive at Record Office	
FR11.6	Contingency and Emergency plans - Incident debriefs, Incident logs	Until superseded + 5 years	Date of plan	Local requirement	Yes	Appraisal for possible permanent archive at Record Office	Retain longer if plan has been utilised

FR12 Staff

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
FR12.1	Timesheets	7 years	Last date on timesheet	Local requirement	Yes	Review and destroy	
FR12.2	Rotas & station duty logs	7 years	Date of rota or log	Local requirement	Yes	Review and destroy	
FR12.3	Interview records including applications for unsuccessful candidates	1 year	Date of application or interview	Local requirement	Yes	Confidential destruction	
FR12.4	Equal Opportunities monitoring (employee personal data) collected at recruitment	3 years	Current year	Monitoring purposes	Yes	Confidential destruction	
FR12.5	Records relating to ID cards	1 year	Date of employment ending	Local requirement	Yes	Confidential destruction	
FR12.6	Records relating to medical assessments	99 years	Date of birth		Yes	Confidential destruction	

**West Sussex County Council Fire and Rescue Service Retention Schedule – Dec
2022**

Code	Record Type	Retention Period	Retention Period Calculated From	Statutory Provision / Justification	Contains Personal Data?	Action	Additional Notes
FR12.7	Records relating to medical assessments. Asbestos medicals.	99 years	Date of issue	Control of asbestos at work regulations 2012.	Yes	Confidential destruction	
FR12.8	Training recordings	Retain current and previous assessment	Until superseded	Local requirement.	Yes	Confidential destruction	Potential to retain longer if there are concerns
FR12.9	Records relating to chemical exposure	40 years	After last exposure	COSHH 1997	Yes	Confidential destruction	
FR12.10	Records relating to TRiM assessments	7 years post-employment	Date of employment ending	Local requirement	Yes	Confidential destruction	