

Document Retention: Service Delivery (Protection)

Standard Operating Procedure No – TFS 004

Document Overview: -

It is Wiltshire Fire & Rescue Service's policy to only retain documents for as long as necessary to operate efficiently and effectively. This document details the derived retention policy adopted by the Service Delivery (Protection) Department.

Contents		Page
1.0	Background	2
2.0	Table – Retention Period	2/3

Ownership:	Group Manager Protection
Author:	Group Manager Protection
Issue Date:	March 2006
Policy/Review Date:	April 2014
Policy Last Reviewed On:	April 2011

1.0 BACKGROUND

It is necessary to have a document retention policy for all foreseeable material that we are likely to store for community safety purposes.

The idea of the policy is two fold,

- a. To ensure compliance with Data Protection legislation, which requires that documents that may contain personal or sensitive data should not be stored longer than is necessary.
- b. To ensure that the electronic storage facilities (FiSh) and CFRMIS are not filled with unwanted data which could affect the speed and performance of the system.

These retention times are for *guidance* and are intended to be the minimum. They may be extended at an officer's discretion if it is deemed that a document should be kept for a longer than recommended period (even permanently may be appropriate).

Document Type	Retention Period	Explanatory Note
Satisfactory Letters	7 Years	
Notice of Deficiencies	7 years	
Formal Notices	7 years	Notices served under A29,A30, A31 of Fire Safety Order
Fire safety Audit	10 years	Some premises we only inspect every 10 years so this will maintain the last report.
Note for file	7 years	This could be indefinite if the note relates to a permanent decision on a premises
Building Regulations consultation	5 years	Local Authorities are responsible for holding permanent records.
Licensing Application (Initial)	10 years	
Care Quality Commission (CQC) File Plan	Indefinitely	Permanent record of agreed standard.
Care Quality Commission (CQC) Correspondence	7 years	CQC responsible for holding records
Club Registration Application & Correspondence	12 years	Renewed every 10 years in general
Planning Lists	6 months	LA responsible for holding records
Planning Correspondence	3 years	LA responsible for holding records
Memorandum of Conviction	Indefinitely	
Formal Caution	Indefinitely	
Materials used for conviction	7 years	This is to allow appeal periods to elapse.
Materials collected for possible prosecution	Indefinitely	Reviewed on a case-by-case basis.
General requests for advice	Officer's discretion	

General correspondence	Officer's discretion	
Unwanted Fire Signals	1 year after expiry	
OFSTED Requests and correspondence	7 years	