

FINANCE - includes salaries, invoices, budget information	7 years	
FS 100 Periodic claim for expenses	Destroy 6 years after the conclusion of the financial transaction that the record supports	
FS 101 Application for refund of additional expenses in travelling to and from duty	Destroy 2 years after administrative use is concluded	
FS 102 Emergency feeding at fires	Destroy 2 years after administrative use is concluded	
FS 105 Claim for reimbursement of examination fees - Institution of Fire Engineers	Destroy 2 years after administrative use is concluded	
FS 106 Claim for loss/damage to personal property	Destroy 2 years after administrative use is concluded	
FS 107 Claim for meals supplied to personnel at Training Centre	Destroy 2 years after administrative use is concluded	
FS 107(DS) Claim for meals supplied to personnel at Driving School (Training Centre)	Destroy 2 years after administrative use is concluded	
FS 109(B) Claim for meals supplied to domestic staff FSHQ	Destroy 2 years after administrative use is concluded	
FS 110 Application for reimbursement of national health service charges (dental & optical treatment)	Destroy 2 years after administrative use is concluded	
FS 111 Application for reimbursement of national health service charges (drugs, medicines & appliances)	Destroy 2 years after administrative use is concluded	
FS 112 Particulars of postage	Destroy 2 years after administrative use is concluded	
FS 113 Claim for reimbursement of cost of driving licences	Destroy 2 years after administrative use is concluded	
FS 114 Authority to pay deputy	Destroy 2 years after administrative use is concluded	
FS 115 Claim for reimbursement of petty cash	Destroy 2 years after administrative use is concluded	
FS 116 Remittance advice of petty cash reimbursement	Destroy 2 years after administrative use is concluded	
FS 120 Free meal voucher	Destroy 6 years after the conclusion of the financial transaction that the record supports	
FS 124 Car user scheme petrol & mileage return	Destroy 6 years after the conclusion of the financial transaction that the record supports	
FS 128 Sundry debtors account proforma	Destroy 2 years after administrative use is concluded	
FS 129 Application for use of fire service car on private journeys	Destroy 2 years after administrative use is concluded	

FS 131 Reimbursement of postage	Destroy 2 years after administrative use is concluded	
FINANCIAL TRANSACTIONS MANAGEMENT of the approvals process for purchase, including investigations	Destroy 7 years after the end of the financial year in which the records were created	
Appointments & delegations	Destroy 7 years after the end of the financial year in which the records were created	
Audit investigations	Destroy 7 years after the end of the financial year in which the records were created	
Arrangements for the provision of goods and/or services	Destroy 7 years after the end of the financial year in which the records were created	
Identification of the receipt, expenditure & write offs of public monies	Destroy 6 years after the conclusion of the financial transaction that the record supports	
Allowances	Destroy 6 years after the conclusion of the financial transaction that the record supports	
Work orders	Destroy 6 years after the conclusion of the financial transaction that the record supports	
invoices	Destroy 6 years after the conclusion of the financial transaction that the record supports	
Credit card statements	Destroy 6 years after the conclusion of the financial transaction that the record supports	
Cash books	Destroy 6 years after the conclusion of the financial transaction that the record supports	
Receipts	Destroy 6 years after the conclusion of the financial transaction that the record supports	
Cheque counterfoils	Destroy 6 years after the conclusion of the financial transaction that the record supports	
Bank statements	Destroy 6 years after the conclusion of the financial transaction that the record supports	
Subsidiary ledgers (annual)	Destroy 6 years after the conclusion of the financial transaction that the record supports	
journals (annual)	Destroy 6 years after the conclusion of the financial transaction that the record supports	
Vouchers	Destroy 6 years after the conclusion of the financial transaction that the record supports	
Provision & support for individuals using public transportation	Destroy 6 years after the conclusion of the financial transaction that the record supports	
Processes that balance & reconcile financial accounts	Destroy 2 years after administrative use is concluded	
Taxation records	Destroy 5 years after the end of the financial year in which the records were created	
Collection of National Insurance Number	Destroy 2 years after employee ceases employment	
PAYROLL accountable processes relating to payment of employees	Destroy 7 years after the conclusion of the financial transaction that the record supports	
PAYROLL non-accountable processes relating to payment of employees	Destroy when administrative use is concluded	
Finalising the authorities annual BUDGET	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	

Developing the authorities annual budget	Destroy 2 years after annual budget adopted by the authority	
Quarterly statements	Destroy after next years annual budget has been adopted by the authority	
LOANS to enable a authority to perform its functions & exercise its powers	Destroy 7 years after the loan has been repaid	
Summary management of loans	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	
SUMMARY ASSETS MANAGEMENT reporting on the overall assets of the authority	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	
ASSET MONITORING & MAINTENANCE. Management systems that allow the monitoring & management of assets in summary form	Destroy 7 years after the conclusion of the financial transaction that the record supports	
Reporting & reviewing assets status	Destroy 2 years after administrative use is concluded	
Maintaining assets	Destroy 7 years from last action	
Maintaining plant & equipment	Destroy 7 years after sale or disposal of asset	
Management of the ACQUISITION (by financial lease or purchase) and DISPOSAL (by sale or write off) process for ASSETS under £50,000	Destroy 6 years after all obligations/entitlements are concluded	
Management of the ACQUISITION (by financial lease or purchase) and DISPOSAL (by sale or write off) process for ASSETS over £50,000	Destroy 12 years after all obligations/entitlements are concluded	
ACCOUNTS & AUDITS that consolidate on an annual basis for corporate reporting purposes	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	
Consolidated annual reports	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	
Consolidated financial statements	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	
Statement of financial position	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	
Operating statements	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	
General ledger	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	

Financial transactions on a periodic (less than annual) basis, superseding those from the previous period. (not journals, subsidiary ledgers, cash books)	Destroy when administrative use is concluded	
Consolidated monthly & quarterly reports	Destroy when administrative use is concluded	
Consolidated monthly & quarterly financial statements	Destroy when administrative use is concluded	
Working papers for the preparation of the above	Destroy when administrative use is concluded	
Monthly accrual statements	Destroy when administrative use is concluded	
Cash flow statements	Destroy when administrative use is concluded	
Creditor listings and reports	Destroy when administrative use is concluded	
Debtor listings and reports	Destroy when administrative use is concluded	
Making payroll payments, salary advices, bank transfer reports	Current tax year + 3 years	Income Tax (Employment) Regulations 1993
Accounting for income	Creation + 6 years	Value Added Tax Act 1994
Sales invoices	Creation + 6 years	Value Added Tax Act 1994
Sales ledgers	Creation + 6 years	Value Added Tax Act 1994
Credit notes	Creation + 6 years	Value Added Tax Act 1994
Till rolls	Creation + 6 years	Value Added Tax Act 1994
Remittance advices	Creation + 6 years	Value Added Tax Act 1994
Statements	Creation + 6 years	Value Added Tax Act 1994
Accounting for expenditure	Creation + 6 years	Value Added Tax Act 1994
Purchase invoices	Creation + 6 years	Value Added Tax Act 1994
Payment authorisations	Creation + 6 years	Value Added Tax Act 1994
Credit notes	Creation + 6 years	Value Added Tax Act 1994
Purchase ledgers	Creation + 6 years	Value Added Tax Act 1994
Cheque authorisations	Creation + 6 years	Value Added Tax Act 1994
BACS reports	Creation + 6 years	Value Added Tax Act 1994
Staff expense claims	Creation + 6 years	Value Added Tax Act 1994
Petty cash authorisations	Creation + 6 years	Value Added Tax Act 1994
Petty cash receipts	Creation + 6 years	Value Added Tax Act 1994
Petty cash books	Creation + 6 years	Value Added Tax Act 1994

Journal vouchers	Creation + 6 years	Value Added Tax Act 1994
Management of bank accounts	Creation + 6 years	Value Added Tax Act 1994
	Creation + 6 years	Value Added Tax Act 1994
Bank Paying-in Slips	Creation + 6 years	Value Added Tax Act 1994
Bank statements	Creation + 6 years	Value Added Tax Act 1994
Cancelled cheques	Creation + 6 years	Value Added Tax Act 1994
Assessment of tax liabilities	Current tax year + 6 years	Value Added Tax Act 1994
VAT account	Current tax year + 6 years	Value Added Tax Act 1994
Submission of tax returns	Current tax year + 6 years	Value Added Tax Act 1994
VAT return	Current tax year + 6 years	Value Added Tax Act 1994

Employment register - permanent staff	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	
Employment register - temporary staff	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	
Employment register - casual staff	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	
Registers of personnel files	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	
Personal history cards	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	
Super annuation card	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	
Salary master record	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	
Records containing super annuation information	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	
Medical clearance	Destroy 6 years from date of last pension payment	
Letter of appointment	Destroy 6 years from date of last pension payment	
Letter of acceptance	Destroy 6 years from date of last pension payment	
Details of assigned duties	Destroy 6 years from date of last pension payment	
Probation reports	Destroy 6 years from date of last pension payment	
Medical examinations	Destroy 6 years from date of last pension payment	
Personal particulars	Destroy 6 years from date of last pension payment	
Educational qualifications	Destroy 6 years from date of last pension payment	
Personal particulars	Destroy 6 years from date of last pension payment	
Educational qualifications	Destroy 6 years from date of last pension payment	
Declarations of pecuniary interests	Destroy 6 years from date of last pension payment	
Secrecy undertakings	Destroy 6 years from date of last pension payment	
employment contracts	Destroy 6 years from date of last pension payment	
Records relating to staff working with children	Termination + 25 years	
all other PERSONNEL records	Termination + 6 years	
FS 200 Payment of salary by direct credit to a bank or building society	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 201 Attendance record of wholetime personnel	6 years	
FS 202 Claim for payments due to retained firefighters in respect of incident	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 203 Claim for payments due to retained firefighters in respect of outside work	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 206 Notification of changes in personal particulars	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 207 Application for leave (uniformed personnel)	6 years	
FS 208 Personnel required to undertake duty on a public holiday	6 years	

FS 209 Application for permission to engage in or undertake other employment when off duty	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 210 Extract from National Insurance medical certificate first/intermediate/final	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 211 Application for wholetime firefighters	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 214 Reference form other than employer	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 215 Reference form previous employer	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 217 Report of injury	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 218 Claim for compensation for remunerative time lost by part-time personnel	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 219 retained attendance form book	6 years	
FS 220 Weekly wages time sheets	6 years	
FS 221 Overtime record (wholetime personnel)	6 years	
FS 222 Attendance record	6 years	
FS 223 Application for leave of absence for the purpose of undertaking extraneous duties during working hours in a representative capacity	6 years	
FS 224 Probation report	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 226 Self certification form - sickness/injury absence	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 226A Sickness reporting details	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 226B Self certification sickness (card)	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 226D Sickness monthly returns	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 228 Absence card	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 229 Statement of recorded details regarding.... Being appointed to....	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 230 Doctors report	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 231 Personal record	15 years after left service	
FS 232 Personal record file - confidential	15 years after left service	
FS 232A Personal record file - index of contents	15 years after left service	

FS 233 Retained personnel - conditions of service - application for appointment in the rank of Firefighters	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 235 Doctors report	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 236 Access to medical report act - consent form	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 236A Access to medical report act - note for guidance	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 237 Form of undertaking NHI benefit	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 239 Instructions for acting up	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 242 Grievance procedure - compliant	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 244 Details of contaminated personnel	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 245 Hazardous materials	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 246 Stores advice - charges	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 247 Stores advice - Promotion and transfer	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 248 Self certification form - sickness/injury absence retained personnel	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 249 Flexible working hours recording sheet	6 years	
FS 250 Medical examination report - recruits	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 251 Medical report - recruits	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 252 Certificate of fitness - recruits	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 253 Medical examination report - over 40	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 254 Medical report - over 40	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 255 Certificate of fitness - over 40	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 256 Certificate of fitness (HG/PSV) driver licence	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 257 return of training retained certificate of availability	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 258 Tetanus immunisation record card	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 259 Tetanus immunisation declaration form	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 260 Tetanus prevention card	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	

FS 261 Retained personnel - record of absence due to sickness or injury	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 262 Application form - part-time retained personnel	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 263 Personal & training record (retained)	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 264 Personal & training record (wholetime)	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 265 Retained personnel (drill retaining fees)	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 266 Retained personnel (long service bounty payment)	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 267 Reimbursement of NHS charges	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 268 Hepatitis B immunisation record card	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 272 Application for re-grading (APTC scales)	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 273 Leave record/manual and craft personnel	6 years	
FS 274 Leave record/application APT personnel	6 years	
FS 275 Establishments working copy - sickness absence	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 276 Record of sickness/injury (uniformed)	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 277 Retained annual leave record	6 years	
FS 278 Harassment monitoring	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 283 Notification of grievance - manual workers	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 284 Fire brigade long service and good conduct medal	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 285 Mass radiography service	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 286 Contracts of Employment Act 1972 grievance procedure non-operational uniformed	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 287 Contracts of Employment Act 1972 operational firefighter (P)	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 288 Contracts of Employment Act 1972 operational firefighter	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 289 Contracts of Employment Act 1972 additional parties - operational firefighter	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	

FS 290 Contracts of Employment Act 1972 non-operational uniformed (P)	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 291 Contracts of Employment Act 1972 non-operational uniformed	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 292 Contracts of Employment Act 1972 additional parties non-operational uniformed	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 293 Contracts of Employment Act 1972 APT&C officers (P)	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 294 Contracts of Employment Act 1972 APT&C officers	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 295 Contracts of Employment Act 1972 additional parties APT&C officers	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 296 Contracts of Employment Act 1972 manual & craftsman (P)	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 297 Contracts of Employment Act 1972 manual & craftsman	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 298 Contracts of Employment Act 1972 additional parties manual & craftsman	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
FS 299 Contracts of Employment Act 1972 grievance procedure - operational firefighter	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
TERMINATION of staff, voluntary redundancy, dismissal, retirement	Destroy 6 years after termination, if a pension is paid then destroy 6 years after date of last pension payment	
PR file	15 years after left service	
References	15 years after left service	
Grievance/Discipline	Permanently	
Collective agreements	Permanently	
Job applications, Interview notes	3 - 6 years	
Attendance records (Sickness and absence)	6 years	
Accident register	Permanently	
RECRUITMENT of an individual	Destroy 1 year after recruitment has been finalised	
STAFF MONITORING performance	Destroy 5 years after action complete	
Monitoring staff leave & attendance	Destroy 2 years after action is complete	
STAFF RETENTION financial reward	Destroy 7 years from last action completed	

Others strategy	Destroy 3 years after last action completed	
Maintenance of individual staff records - staff personal files	Retirement date + 6 years, Minimum: termination of employment + 6 years	Limitation Act 1980
Job applications, ethnic monitoring questionnaires / reports	Creation + 5 years	Sex Discrimination Act 1975/1986, Race Relations Act 1976, Disability Discrimination Act 1995

FS 303 Defective C A label	6 years	
FS 304 Direct purchase order	6 years	
FS 305 Record of meter readings	6 years	
FS 306 Supplies - recovery of uniform and personal equipment	6 years	
FS 307 Requests for receipts	6 years	
FS 308 Authority to adjust inventory	6 years	
FS 309 Uniform and personal equipment summary	6 years	
FS 311 Uniform and personal record	6 years	
FS 313 Special measurement - uniform garments	6 years	
FS 314 Stores demand note	6 years	
FS 315 Stores demand/issue note - section 'A'	6 years	
FS 316 Stores demand/issue note - section 'B'	6 years	
FS 318 Stores demand/issue note - section 'D'	6 years	
FS 319 Details of requirements of stationery - stations	6 years	
FS 319A Details of requirements of stationery - divisional headquarters	6 years	
FS 320 Details of requirements of stationery - standard forms (wholetime/nucleus stations)	6 years	
FS 322 Details of requirements of standard forms FP section 'J' - stations	6 years	
FS 322A Details of requirements of standard forms FP section 'J' - divisional headquarters	6 years	
FS 323 Stores demand/issue note - sections 'G' & 'H'	6 years	
FS 323A Stores demand/issue note - sections 'G' & 'H' (vehicle bulbs)	6 years	
FS 325 Stores delivery note	6 years	
FS 327 Return to stores note	6 years	
FS 328 Stores (losses/surplus) report	6 years	
FS 328A Fire ground surplus and loss report	6 years	
FS 329 Authority to amend inventory	6 years	
FS 330 Authority to amend inventory	6 years	
FS 330A Items required under points system (wholetime Subs, LFf, Ff only)	6 years	
FS 330B Items required under points system (wholetime officers only)	6 years	
FS 330C Items required under points system (control operators male-female)	6 years	
FS 331 Uniform clothing and personal equipment inspection report	6 years	
FS 332 Transfer note (counterfoil)	6 years	
FS 333 Temporary transfer note	6 years	
FS 335 Inventory of (vacant sheet)	6 years	
FS 336 Record of appliances and vehicles and portable pumps	6 years	
FS 337 Inventory of operational equipment	6 years	
FS 338 Inventory of miscellaneous equipment	6 years	
FS 339 Inventory of workshop plant and tools	6 years	

FS 340 Inventory of canteen equipment	6 years	
FS 341 Inventory of furniture and office equipment	6 years	
FS 342 Ledger sheets	6 years	
FS 343 Ledger - summary of immediate issues	6 years	
FS 344 Goods inward record	6 years	
FS 345 Station goods inward record	6 years	
FS 346 Record of cleaning tokens issued	6 years	
FS 347 leaning tokens (transfers)	6 years	
FS 350 Stocktaking form	6 years	
FS 352 Request to purchase (or otherwise) uniform	6 years	
FS 353 Repair control form	6 years	
Placing of orders - Purchase Orders	Creation + 6 years	Value Added Tax Act 1994
Taking delivery of goods and services - Delivery notes, Goods received notes	Creation + 6 years	Value Added Tax Act 1995

FS 401 Inspection report for vehicles	Destroy 7 years after the disposal of the vehicle	
FS 402 Traffic accident report	Destroy 7 years after the disposal of the vehicle	
FS 402A Traffic accident report (supplementary information)	Destroy 7 years after the disposal of the vehicle	
FS 405 Petrol tally	Destroy 7 years after the disposal of the vehicle	
FS 406 Vehicle and appliance maintenance routines	Destroy 7 years after the disposal of the vehicle	
FS 407 Appliance log book	Destroy 7 years after the disposal of the vehicle	
FS 408 Staff car/van log book	Destroy 7 years after the disposal of the vehicle	
FS 410 Report of defects in appliances, vehicles etc	Destroy 7 years after the disposal of the vehicle	
FS 411 Transport purchase order	Destroy 7 years after the disposal of the vehicle	
FS 412 Petrol order book	6 years	
FS 414 Workshop bonus summary sheet	6 years	
FS 415 Workshop service repair pads	6 years	
FS 422 Vehicle or appliance record	Destroy 7 years after the disposal of the vehicle	
FS 425 Workshop stores indent	6 years	
FS 426 Workshop recoveries note	6 years	
FS 431 Petrol/diesel	6 years	
TRANSPORT MANAGEMENT . Acquisition & disposal of vehicles through lease or purchase	Destroy 7 years after the disposal of the vehicle	
Managing allocation & maintenance of vehicles	Destroy 7 years after the disposal of the vehicle	
Recording vehicle usage	Destroy 3 years after the disposal of the vehicle	
Recording driver usage	Destroy 7 years from closure	
Specifications for transport builds	As long as vehicle exists	
Specifications for VSU	As long as equipment exists	

FS 601B Fitness training record	Destroy 7 years from last action	
FS 603 Course report (FSTC)	Destroy 7 years from last action	
FS 604 Training programme sheet	Destroy 7 years from last action	
FS 605B Individual wholetime training record	Destroy 7 years from last action	
FS 605D Individual training record (watch master sheet)	Destroy 7 years from last action	
FS 606 Retained training record (watch master sheet)	Destroy 7 years from last action	
FS 606A Individual training record retained (pumps and primers)	Destroy 7 years from last action	
FS 606B Individual training record retained (ladders)	Destroy 7 years from last action	
FS 606C Individual training record retained (breathing apparatus)	Destroy 7 years from last action	
FS 606D Individual training record retained (RTA equipment)	Destroy 7 years from last action	
FS 606E Individual training record retained (miscellaneous)	Destroy 7 years from last action	
FS 607 retained training syllabus	Destroy 7 years from last action	
FS 608 Initial retained breathing apparatus course	Destroy 7 years from last action	
FS 609 Training driver/operator/instructor conversion qualifications	Destroy 7 years from last action	
FS 617 Probation exam - marking sheet	Destroy 2 years after action is complete	
FS 618 Probation exam - summary	Destroy 2 years after action is complete	
FS 619 to stocks held by training centre	Destroy 7 years from last action	
FS 625 Requisition for visual aids	Destroy 7 years from last action	
FS 627 Indemnity training centre - other brigades	Destroy 7 years from last action	
FS 632 Sect. Marking sheet recruits	Destroy 2 years after action is complete	
FS 633 Examination marks summary	Destroy 7 years from last action	
FS 635 Recruits training and progress report	Destroy 2 years after action is complete	
FS 636 End of course kit inspection	Destroy 2 years after action is complete	
FS 640 Station reg of personnel	Destroy 7 years from last action	

FS 642 Qualified firefighters examination	Destroy 7 years from last action	
FS 643 Qualified firefighters examination	Destroy 7 years from last action	
FS 644 Qualified firefighters examination	Destroy 7 years from last action	
FS 645 Recruits mid course assessment	Destroy 7 years from last action	
FS 646 Standard test record	Destroy 7 years from last action	
FS 647 Recruits end of course PE test	Destroy 7 years from last action	
TRAINING & DEVELOPMENT of staff, not occupational health & safety, or children related	Destroy 2 years after action is complete	
Training (concerning children)	Destroy 35 years after training complete, or last entry	
Training (occupational health & safety)	Destroy 50 years after training complete	
Training (occupational health & safety) individual course assessment records	Destroy 3 years after training has been renewed	
Training (materials)	Destroy 1 year after course is superseded	
Training (proof of completion)	Destroy 7 years from last action	

FS 648 Viking suit record of test	Destroy 7 years from last action
FS 648B Respirer coverall gas tight suit - record of testing	Destroy 7 years from last action
FS 650 Patient information form	Destroy 7 years from last action
FS 651 BA red log book	Destroy 7 years from last action
FS 652 Distress to wearer	Destroy 7 years from last action
FS 652A Examiners report	Destroy 7 years from last action
FS 701 Special service report	Destroy 7 years from last action
FS 701A Application for special service	Destroy 7 years from last action
FS 702 Rescue, or other service by fire service personnel or non fire service personnel	Destroy 7 years from last action
FS 704 (AtoF) command and control availability forms	Destroy 7 years from last action
FS 706 Alarm fault notification	Destroy 7 years from last action
FS 706A Nearest 20 stations	Destroy 7 years from last action
FS 707 Incident form	Destroy 7 years from last action
FS 708 Additional management statistics	Destroy 7 years from last action
FS 709 Fire investigation report	Destroy when administrative use is concluded
FS 710 Exercise preplan	Destroy 7 years from last action
FS 711 Post incident/exercise debrief report form (ops support)	Destroy 7 years from last action
FS 712 Calls for assistance received on stations (pad)	Destroy 7 years from last action
FS 713 Message form (pad)	Destroy 7 years from last action
FS 713A Chemical incident record and identification sheet	Destroy when administrative use is concluded
FS 715 Wireless log	Destroy 7 years from last action
FS 716 Amendments to street schedule	Destroy 7 years from last action
FS 718 Inspection and test record sheets for radiac equipment	Destroy 7 years from last action
FS 720 High risk	Destroy 7 years from last action
FS 721 High risk monthly schedule	Destroy 7 years from last action
FS 722 re-inspection confirmation letter (11D/F.P.A)	Destroy 7 years from last action
FS 723 Record of radioactive sources	Destroy 7 years from last action
FS 723A Premises list radioactive sources	Destroy 7 years from last action
FS 724 Watch duty sheet	Destroy 7 years from last action

FS 725 Failure to meet standard fire cover attendance time	Destroy 7 years from last action
FS 726 Inner cordon control board	Destroy 7 years from last action
FS 727 Particulars of revisits	Destroy 7 years from last action
FS 727 Worksheet electronics workshop	Destroy 7 years from last action
FS 735 (C.F.O) Summary and station turnouts	Destroy 7 years from last action
FS 736 Alerter faults	Destroy 7 years from last action
MAJOR INCIDENT. Activities that report on all major incidents in the local community, whether the emergency plan has been invoked or not	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded
Minor incidents in the local community	Destroy 7 years after closure
Controlled burning	1 year
Daily summaries	3 years
Tapes of incidents	5 years (unless requested by police to keep)
Chemical incident forms	5 years
FDR1	5 years
Statistical printouts	5 years
5 pumps + over fires	10 years
Fire investigation reports	Permanently
FS 720 (premises plan)	Whilst premises, building or property exist
FS 244 (HAZ substance)	Whilst premises, building or property exist
CIMAH plans	Whilst premises, building or property exist
Emergency plans	Whilst premises, building or property exist

FS 801 Proposed extension of water mains/installation of hydrants	Destroy 3 years from last action
FS 802 Water hydrant defects - repairs and maintenance	Destroy 5 years from last action
FS 802B Water hydrant defects - indication of fire service hydrants	Destroy 3 years from last action
FS 803 Daily record of invoices	Destroy 7 years from last action
FS 804 Record of hydrant installation	Destroy 5 years from last action
FS 805 Hydrant record	Destroy 7 years from last action
FS 806 Results of inspections	Destroy 7 years from last action

FS 851 Request for repairs or adaptations at a fire station or premises	Whilst premises, building or property exist
FS 855 official works order (premises)	Whilst premises, building or property exist
FS 856 contractors health and safety record book	Whilst premises, building or property exist
approved list of contractors	Permanently
Specifications building works	Permanently
Minor revenue expenditure details on repairs	6 years
PROPERTY & LAND MANAGEMENT management reports on overall property of the authority	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded
Management of the ACQUISITION (by financial lease or purchase) process for PROPERTY	Retain for life of property or building plus 12 years. Offer material re major/significant properties to Archivist for review
Management of the DISPOSAL (by sale or write off) process for PROPERTY	Destroy 15 years after all obligations/entitlements are concluded. Offer material re major/significant properties to Archivist for review
PROPERTY DEVELOPMENT & RENOVATION. Management of buildings and estates of 'special interest'	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded
Management all other buildings and estates	Whilst premises, building or property exist
The action process involved in the development and renovation of property	Destroy 7 years after the conclusion of the transaction that the record supports
The process of managing leased property	Destroy 15 years after the expiry of the lease
Managing the occupancy of property	Destroy 7 years after the conclusion of the transaction that the record supports

FS 901 Risk based corporate strategy new key issues proforma	Destroy 7 years from last action completed
FS 902 Suggestion scheme	Destroy 7 years from last action completed
FS 903 Application for permission to hold a function on fire station premises	Destroy 7 years from last action completed
FS 912 Hospitality requirements at FSHQ	Destroy 7 years from last action completed
FS 915 Detached duties (agreement policy)	Destroy 7 years from last action completed

FIRE SAFETY including original fire certificates, licences and consents	Whilst premises, building or property exist
Fire safety group meetings	Indefinite
Fire safety policy group meetings	2 years
Section 10 register	Minimum 3 years or as long as premises exist
Prosecutions under HSAW	Minimum 3 years or as long as premises exist
Enforcement notices under HSAW	Minimum 3 years or as long as premises exist
Enforcement notices under Workplace (Fire Precautions) Regulations	Minimum 3 years or as long as premises exist
Cautions & warning lessons under HSAW	Minimum 3 years or as long as premises exist
COMMUNITY FIRE SAFETY	
Smoke detector and risk data	Permanently on disc
OMPIS	Permanently on disc

Records	Period	Legal
Pre-employment medicals + other medicals assessments + immunisation records	Permanently	
Letters from GP/consultants	Permanently	
Hazardous substances exposure FS 243	Permanently	
H&S committee meetings	Permanently	
H&S assessments	Permanently	
Training records	Minimum 15 years after left service	
Management board meetings	5 years	
Management team meetings	5 years	
FS 914 Health and safety inspection record	Destroy 7 years from last action	
FS 916 Health safety and welfare inspection report	Destroy 7 years from last action	
FS 916A Health safety and welfare inspection report	Destroy 7 years from last action	
FS 916B Health safety and welfare inspection report	Destroy 7 years from last action	
FS 917 Occupational health, record of personal details	Destroy 75 years after DOB	
FS 918 notice of non compliance	Destroy 7 years from last action	
Checking the OCCUPATIONAL HEALTH of staff	Destroy 75 years after DOB	
HEALTH & SAFETY, INSPECTIONS & ASSESSMENTS, inspecting equipment to ensure it is safe	Destroy 6 years from destruction of equipment	
Carrying out monitoring to ensure that process is safe	Destroy 3 years after last action	
Monitoring of areas where employees & persons are likely to become in contact with asbestos	Destroy 40 years from last action	
Monitoring of areas where employees & persons are likely to become in contact with radiation	Destroy 50 years from last action or at age 75 years whichever is the greater	
Ensure safe systems of work	Retain until superseded or process ceases +1 year	
Assessments of the level of risk	Destroy 3 years from last assessment	
Processes that permit work	Destroy 1 year from last action	
Records of injuries to adults	Destroy 3 years from closure	
Records of injuries to children	Destroy 25 years from closure	
Risk assessment reports	Review of assessment + 3 years	Management of Health & Safety at Work Regulations 1992 Workplace Health, Safety & Welfare Regulations 1992, Provision and Use of Work Equipment Regulations 1992, Manual Handling Regulations 1992, Health & Safety Display Screen Equipment Regulations 1992, Noise at Work Regulations 1989, Control of Substances Hazardous to Health Regulations 1994
Monitoring of working environments	Creation + 40 years	Health & Safety Display Screen Equipment Regulations 1992, Noise at Work Regulations 1989, Control of Substances Hazardous to Health Regulations 1994, Health & Safety Display Screen Equipment Regulations 1992, Noise at Work Regulations 1989, Control of Substances Hazardous to Health Regulations 1984
Monitoring reports	Creation + 40 years	Health & Safety Display Screen Equipment Regulations 1992, Noise at Work Regulations 1989, Control of Substances Hazardous to Health Regulations 1994, Health & Safety Display Screen Equipment Regulations 1992, Noise at Work Regulations 1989, Control of Substances Hazardous to Health Regulations 1984
Control of handling & use of hazardous substances	Active	Control of Substances Hazardous to Health Regulations 1994
COSHH data sheets	Active + 40 years	Control of Substances Hazardous to Health Regulations 1994
Monitoring of the health of employees, health surveillance reports	Creation + 40 years	Health & Safety Display Screen Equipment Regulations 1992, Control of Substances Hazardous to Health Regulations 1994

Reporting & investigation of accidents & dangerous occurrences	Date of accident + 40 years	Limitation Act 1980 + case law
Accident books	Completion of book + 3 years	Health & Safety at Work Act 1974
Accident report - form F2508 (reportable accidents and dangerous occurrences)	Date of entry + 3 years	Reporting of Injuries Diseases & Dangerous Occurrences Regulations 1995
Accident reports	Date of occurrence + 3 years	Reporting of Injuries Diseases & Dangerous Occurrences Regulations 1996
Dangerous occurrence reports	Date of occurrence + 3 years	Reporting of Injuries Diseases & Dangerous Occurrences Regulations 1997
Medical records: radiation accident assessment	50 years	Ionising Radiation Regulations 1985
Medical records: radiation dosage summary	2 years from the end of the calendar year	Ionising Radiation Regulations 1985
Medical records: under Control of Lead at Work Regulations	2 years from the date of last entry	Control of Lead at Work Regulations 1980
Medical records: under Control of Asbestos at Work Regulations	40 years	Control of Lead at Asbestos at Work Regulations 1987
Medical records: under COSH regulations	40 years	Control of Substances Hazardous to Health Regulations 1988
Classification data under the Chemical (Hazard Information and Packaging Regulations) 1993	3 years	Chemical (Hazard Information and Packaging Regulations) 1993

LEGAL - includes contracts, deeds, legal reference information	Permanently
Licences	6 years after expiry of licences
ENFORCEMENT CERTIFICATION & PROSECUTION. Administration of applications, registration, certification and licences	Destroy 2 years after registration or entitlement lapses
Licensing sites for the holding or use of toxic or hazardous substances (including petroleum)	Permanent. Transfer to place of deposit after administrative use is concluded - 60 years after registration or entitlement lapses
NOTIFICATION to citizens with respect to particular responsibilities	Destroy 2 years after action is complete
INVESTIGATION, MONITORING or INSPECTION laws in the responsibility of the authority	Destroy 7 years from last action
PROSECUTION or sanction of an individual or organisation for failing to comply with their legal responsibilities	Destroy 7 years from last action
Managing undertaking or defending for or against LITIGATION on behalf of the authority	Destroy 7 years from last action. Major litigation - Offer to Archivist
Providing legal ADVICE on a point of law (if a major precedent, offer to archivist for review)	Destroy 3 years after last action. - unless a major precedent, then offer to Archivist for review
CONVEYANCE. Changing ownership of land and property	Destroy 12 years after closure

<p>EMERGENCY PLANNING Development of the emergency/disaster plan for the local community</p>	<p>Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded</p>
<p>Recording the results of the test for the emergency/disaster plan for the local community</p>	<p>Destroy 10 years after closure</p>

INSURANCE. Management of insurance arrangements	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded	
Insuring local authority officers, property, vehicles & equipment against negligence, loss or damage	Destroy 7 years after the terms of the policy have expired	
Renewing insurance policies	Destroy 5 years after the insurance policy has been renewed	
Insurance claims against authority or authority officers (allow for claimant to reach 25 years of age)	Destroy 7 years after all obligations/entitlements are concluded	
Maintenance of insurance policies	Termination of policy + 6 years	Limitation Act 1980
Filing of claims against insurance policies	Settlement of claim + 6 years	Limitation Act 1980

activity whereby standards, authorities, restraints, & verifications are introduced to manage & maintained INFORMATION MANAGEMENT effectively	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded
management of collections of records transferred to the archives	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded
Records of the disposal of records	Destroy 12 years after last action
Management in summary form of ENQUIRES & COMPLAINTS	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded
Management of ENQUIRES & COMPLAINTS which result in significant changes to policy or procedures	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded
Management of detailed responses on actions, policy or procedures	Destroy 6 years after administrative use is concluded
Management of routine responses on actions, policy or procedures	Destroy 2 years after administrative use is concluded
Recording of CIVIC & ROYAL ceremonial EVENTS and occasions	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded
Organising CIVIC & ROYAL ceremonial EVENTS and occasions	Destroy 7 years after administrative use is concluded
Monitoring or reviewing the QUALITY, efficiency, or PERFORMANCE of a authority service or unit	Destroy 5 years from closure
Assessing the QUALITY, efficiency, or PERFORMANCE of a authority service or unit	Destroy 2 years from closure
Designing setting information for PUBLICATIONS	Destroy 3 years from last action
The published work of the authority	Destroy when administrative use is concluded. Note: one copy from the initial print run should go directly to the achieve

AGREEMENTS. Terms between organisations (not contractual)	Destroy 6 years after agreement expires or is terminated
CONTRACTS & TENDERING pre-contract advice. Calling for expressions of interest	Destroy 2 years after contract let or not proceeded with
SPECIFICATION & CONTRACT DEVELOPMENT ordinary contracts	Destroy 6 years after the terms of contract have expired
Contracts under seal	Destroy 12 years after terms of contract have expired
ISSUING & RETURN of a TENDER	Destroy 1 year after start of contract
EVALUATION of TENDER Ordinary contract	Destroy 6 years after the terms of contract have expired
EVALUATION of TENDER contracts under seal	Destroy 12 years after terms of contract have expired
Successful tender document - Ordinary contract	Destroy 6 years after the terms of contract have expired
Successful tender document - contracts under seal	Destroy 12 years after terms of contract have expired
Unsuccessful tender document	Destroy 1 year after start of contract
Negotiation of a contract after a preferred tender is selected	Destroy 1 year after terms of contract have expired
AWARDING OF CONTRACT - Ordinary contracts	Destroy 6 years after the terms of contract have expired
AWARDING OF CONTRACT - contracts under seal	Destroy 12 years after terms of contract have expired
CONTRACT MANAGEMENT - operation & monitoring	Destroy 2 years after terms of contract have expired
Management & awarding of contracts. Ordinary contracts	Destroy 6 years after the terms of contract have expired
Management & awarding of contracts. Contracts under tender	Destroy 12 years after terms of contract have expired

Identification & development of significant directions concerning EMPLOYEE & INDUSTRIAL RELATIONS matters	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use if concluded
Liaison processes of minor & routine industrial matters	Destroy 2 years after administrative use if concluded
Oral warning	*6 months
Written warning	*1 year
Final warnings	*18 months
*Warnings involving children	Permanently placed on personnel file.
Disciplinary and grievances investigations where unfounded	Destroy immediately after the grievance if found to be unfounded

Investigation & reporting on specific cases covered by EQUAL EMPLOYMENT OPPORTUNITIES policy	Destroy 5 years after action complete
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Background papers i.e. documents disclosing material on which a report or an important part of it has been based, and which have been relied upon to a material extent in preparing the report	Destroy 4 years after date of meeting at which report considered.
Committee reports i.e. a report which recommends further action on a measure or reports the measure without recommendation	Destroy 6 years after date of meeting at which report considered.
Minutes i.e. a narrative record of the meeting and decisions	Permanent
Partnership, agency, and external meetings, where the authority legally owns the record	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded
Partnership, agency, and external meetings, where the authority does not own the record	Destroy 3 years after last action
Honours and submissions	Destroy 5 years after last action
Political parties papers - local authority representatives	Destroy 3 years after last action

Corporate plans	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded
Strategic plans	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded
Business plans	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded
Annual plans	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded
Strategic management team minutes	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded
Cross departmental record of discussion debate and resolutions	Destroy 3 years from closure
Unit/team record of discussion debate and resolutions	Destroy 3 years from closure

Information passed on to central government as part of STATUTORY RETURNS	Destroy 7 years from closure
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Activities that develop POLICY, PROCEDURES, STRATEGY & STRUCTURES, for the local authorities	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded
Monitoring & reviewing strategic plans, policies or procedures to assess their compliance with guidelines	Destroy 5 years from closure
PUBLIC & STAFF CONSULTATION development of significant policies of the local authority	Destroy 5 years from closure
PUBLIC & STAFF CONSULTATION development of minor policies of the local authority	Destroy 1 year from closure

Interaction with the MEDIA	Destroy 3 years from closure
MEDIA publications concerning authority	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded
MARKETING. developing & promotion of authorities campaigns & events	Permanent. Offer to Archivist. Transfer to place of deposit after administrative use is concluded

SYSTEMS MANAGEMENT. Develop or extend the capabilities of a system used to support the activities of the authorities	Retain for life of system then destroy
Implement a system used to support the activities of the authorities	Destroy 7 years from last action
Support & administer a system used to support the activities of the authorities	Destroy 5 years after last action