

16. Prevention & Protection

Activity	Index No:	Document Type	Retention	Citation	Action
Fire	16.1	16.1.1 Fire safety arrangements	To be reviewed regularly and kept up to date	Corporate	Destroy
Fire		16.1.2 Improvement notices	6 years from date of notice	Corporate	Destroy
Fire		16.1.3 Information on additional emergency measures in respect of dangerous substances	To be reviewed regularly and kept up to date	Corporate	Destroy
Fire		16.1.4 Notice of alterations or extensions to a regulated stand	Until work is completed and approved	Corporate	Destroy
Fire		16.1.5 Notice to fire brigade proposing works to supply water	6 years after date of notice	Corporate	Destroy
Fire		16.1.6 Notification concerning a cut-off switch	Recommend 6 years after action complete	Corporate	Destroy
Fire		16.1.7 Provision of information to employers and the self employed from outside undertakings	To be reviewed regularly and kept up to date	Corporate	Destroy
Fire		16.1.8 Old pressure receptacles used for the carriage of acetylene	To be in writing. The life of receptacle.	Corporate	Destroy
Fireworks	16.2	16.2.1 Fireworks ~ Details of supplier, buyer and amount supplied	3 years from the date of supplying fireworks	Corporate	Destroy
Guidance Notes	16.3	16.3.1 Guidance Notes and Staff Guidance Notes	Until superseded	Corporate	Destroy
Regulatory Reform (Fire Safety)	16.4	16.4.1 Alteration Notice	Recommend whilst relevant + 6 years	Corporate	Destroy
Regulatory Reform (Fire Safety)		16.4.2 Enforcement Notices	Recommend whilst relevant + 6 years	Corporate	Destroy
Regulatory Reform (Fire Safety)		16.4.3 Prohibition Notices	Recommend whilst relevant plus 6 years	Corporate	Destroy
Youth Records	16.5	16.5.1 Accident reports and related correspondence (Youth Records)	Children and young persons - 6 years after 18th birthday	Corporate	Destroy
Youth Records		16.5.2 Disciplinary action (Youth Records)	Unfounded - destroy immediately	Corporate	Destroy
Youth Records		16.5.3 Young persons /Children - risk assessments - Work Experience	To be given to employees and parents/guardians/schools BEFORE employment Retained Until young person attains 25th birthday	Corporate	Destroy
Youth Records		16.5.4 Youth Case files	Destroy - 25 years from DOB or 70 years from last contact	Corporate	Destroy
Youth Records		16.5.5 Youth Service provision	Destroy - 25 years from DOB or 70 years from last contact	Corporate	Destroy
Youth Records		16.5.6 CRB Clearance (now known as DBS)	In line with code of practice the advice from Criminal Records Bureau, Oct 2010, is to keep a record of the date of issue of CRB clearance, name of subject, the type of certificate requested, the unique reference number of the certificate and the details of the recruitment decision taken, some of this information being on the top slip.	Corporate	Destroy

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Youth Training	16.6	16.6.1 Youth Training Attendance records	Current year + 5 years	Corporate	Destroy
Youth Training		16.6.2 Youth Training Exam result / qualifications	Current year + 6 years	Corporate	Destroy
Youth Training		16.6.3 Youth Training Sponsor reports	Current year + 5 years	Corporate	Destroy
Youth Training		16.6.4 Youth Training Sponsors - dead files	Current year + 2 years	Corporate	Destroy
Youth Training		16.6.5 Youth Training Trainee files / records	Current year + 5 years	Corporate	Destroy
Fire Investigation	16.7	16.7.1 Fire Investigation Documentation/Files	Archive to review on individual case file - REVIEW EVERY 5 YEARS	Corporate	Destroy
Fire Safety	16.8	16.8.1 RRO / Fire Safety Audit Forms	To be retained for 1 year - then destroyed	Corporate	Destroy
Fire Safety		16.8.2 Fire Safety Files	Dependent upon each document type within file - each document	Corporate	Destroy
Administration	16.9	16.9.1 Notebooks	Destroy once superceded	Corporate	Destroy
Administration		16.9.2 HFRC/HFSV	Current year + 1 year	Corporate	Destroy
Administration		16.9.3 Paper HFRC/HFSV Forms	Destroy after electronic input	Corporate	Destroy
Administration		16.9.4 CFS return forms (DAT1.1b)	Current year + 1 year	Corporate	Destroy