

Kent and Medway Fire and Rescue Authority  
Publication and Retention Scheme  
2018 to 2023

## Introduction

This is Kent and Medway Fire and Rescue Authority's Publication and Retention Scheme.

Our full title and address for sending any documents is: Kent and Medway Fire and Rescue Authority, The Godlands, Tovil, Maidstone, Kent, ME15 6XB. The senior officer responsible for maintenance of this scheme is the Assistant Director – Policy and Performance.

### **Section 1: What a Publication and Retention scheme is and why it has been developed**

One of the aims of the Freedom of Information Act 2000 (which is referred to as FOIA in the rest of this document) is that public authorities should be clear about the documents and data they hold and the time the documents are retained for and are proactive about the information they will make public. To do this they must produce a publication scheme, setting out:

- The classes of information they hold
- The classes of information which they publish or intend to publish;
- The manner in which the information will be published; and
- Whether the information is available free of charge or on payment.

The Authority's scheme consists of information held or published and held by the Authority or information which is to be published in the future.

That means that all information in our scheme is either available for you on our website to download and print off or available in traditional document form, unless it is excluded specifically under the FOIA, Data Protection Act 2018 or the General Data Protection Regulations 2017. This document confirms that the information is held, not necessarily that it will be supplied if requested. Information within the publication scheme will generally be available free of charge to members of the public, so long as it can be dealt with within 18 hours of officer time, or at a cost of less than £450. Charges will be levied on some businesses for information held by the Authority. These charges will be notified on request.

Some information which we hold may not be made public, for example information about national security, personal data, or court records. However it can be accessed by the data subject (the living person the data relates to) by making a subject access request. Some information may still be withheld or redacted however.

## **Section 2: Classes of information published by the Authority**

This scheme guides you to information which we currently hold or publish (or have recently published) or which we will publish in the future – this is split into 13 ‘classes’ of information. The ‘classes’ of information currently held or published are contained in **Section 4** of this Scheme. Details of how the information is held or published, or will be published are set out in the same section.

Under each class there is a list of the information which we hold or publish which relates to that function. The classes are:

- |                                 |  |
|---------------------------------|--|
| 01 About Us                     | 08 Buying Goods and Services                       |
| 02 Making our customers safer   | 09 Health and Safety of Everyone that works for us |
| 03 Making businesses safer      | 10 Managing our Fleet                              |
| 04 Preparing for Incidents      | 11 Insurance                                       |
| 05 Learning from incidents      | 12 Information Technology                          |
| 06 Marketing and Communications | 13 Governance and Decision Making                  |
| 07 Being an Employer            |  |

## **Section 3: About this scheme**

The scheme sets out what information is held by the Authority, and where you can find it. There are generally two routes available to obtain information. Information will either be routinely published on the website, and the number of years for which records are published will be stipulated in Section 4. For information that is not routinely published, or is held for longer than the publication period before being destroyed you can make a freedom of information request in writing to:

The Information Officer  
Kent and Medway Fire and Rescue Authority  
Service Headquarters  
Straw Mill Hill  
Tovil  
Maidstone  
Kent  
ME15 6XB

Or email: [information.officer@kent.fire-uk.org](mailto:information.officer@kent.fire-uk.org)

If you want to request access to the personal data we hold about you, you can make a subject access request to the same postal address as above, or emailing [data.protection@kent.fire-uk.org](mailto:data.protection@kent.fire-uk.org)

### **Automatic deletion.**

Unless specified in the scheme, an automatic deletion policy is applied by the Authority on information it holds. These are:

- Temporary documents: 12 months after last change
- Working documents: 18 months after last change
- Corporate documents: 3 years after last change

Where possible, the retention scheme matches the classifications above, unless legislation exists which requires the Authority to hold information for longer.

Entries marked in Section 4 with an asterisk (\*) are those which the Authority has to publish by law on its website under the Government's transparency regulations.

The Authority does not routinely charge for any of the information contained in this scheme, If a charge is to be levied, the requester will be informed before the request is processed.

## Section 4: the publication and retention scheme

Description	Type of information held	Categories of personal data (where relevant)	Types of non-personal data held	Availability			Retention schedule <sup>1</sup>	Privacy statement <sup>2</sup>
				Website? <sup>3</sup>	For how long? <sup>4</sup>	Request only? <sup>5</sup>		
<b>1 About Us</b>								
<i>General information about the Authority</i>								
1.1 About Kent and Medway Fire and Rescue Authority	1.1.1 The political make-up of Kent and Medway Fire and Rescue Authority and related information and its constitution		List of current Members of the Authority*	Y	Until update	N/A	Upon update	
			Register of Members' outside interests*	Y	Until update	FOI	Retain for 6 years after leaving the Authority	
			Appointments by the Authority to outside bodies*	Y	Until update	FOI	Records held from 1998 onwards	
			The Code of Conduct for Members of the Authority*	Y	Until update	FOI	Records held from 1998 onwards	
			Protocol on interaction between Members and Officers*	Y	Until update	FOI	Upon update	

<sup>1</sup> This column specifies when the information will be permanently destroyed. Any request for this information after the destruction date will be refused as the Authority will no longer hold this data.

<sup>2</sup> This column specifies if the category contains any personal or personal sensitive data, and is therefore subject to the General Data Protection Relegation 2017 or the Data Protection Act 2018. If the entry contains personal data, the legal basis for processing will be shown in the privacy notice shown. If the entry is blank, no personal data is collected as part of this process

<sup>3</sup> If information is listed as being 'available on our website', you will be able to view it as a webpage, and in the case of data, download it as a .CSV file or a .pdf file, and in some cases both formats. The Authority gives permission for you to reuse this data as you see fit.

<sup>4</sup> This column specifies how long records are displayed on the Authority's website before they are archived

<sup>5</sup> This column specifies if the information is **only** available by making a FOI request to [information.officer@kent.fire-uk.org](mailto:information.officer@kent.fire-uk.org), or a subject access request to [data.protection@kent.fire-uk.org](mailto:data.protection@kent.fire-uk.org). This would apply if you want to view archived material up to the destruction date specified, which is no longer available on the website. If any of the information requested is excluded from the provisions of the FOI Act, you will be advised of this on making a request, including the specific chapter of the Act under which it has been excluded. Any information against which an absolute exemption applies is noted in the table. A SAR can only be made to request personal data of the data subject held by the Authority.

Description	Type of information held	Categories of personal data (where relevant)	Types of non-personal data held	Availability			Retention schedule <sup>1</sup>	Privacy statement <sup>2</sup>
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Cont.			The scheme of delegations from the Authority to the Chief Executive	Y	Until update	FOI	Records held from 1998 onwards	
			The scheme of delegations from the Chief Executive to designated officers	N	N/A	FOI	Records held from 1998 onwards	
			Register of attendance by Members at Authority meetings*	Y	N/A	N/A	Records held from 1998 onwards	
			Terms of reference for the Authority and its existing and historical Committees*	Y	Current version	FOI	Records held from 1998 onwards	
			Register of Members' attendance at specific Member training events	N	N/A	FOI	3 years	
01.2 About our Senior Officers	1.2.1 The senior officer structure, their roles, responsibilities and remuneration		Organisation chart of the officer structure of the Fire and Rescue Service*	Y	Current version only held	N/A	Upon update	
			Job description and responsibilities of the Authority's most senior officers*	Y	Current version	FOI	Maintain current version, plus previous two iterations. Destroy all earlier versions.	
			Salary information of the Authority's most senior officers*	Y	Current version	FOI	6 years after accounts closed	
			Benefits information of the Authority's most senior officers*	Y	Current version	FOI	6 years after accounts closed	

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01.3 Our Plans and Performance	1.3.1 The corporate planning and reporting activities of the Authority		The Authority's Corporate Plan*	Y	Current version	FOI	5 years from closure of plan	
			The Authority's Safety and Wellbeing Plans*	Y	Current version	FOI	5 years from closure of plan	
			The Authority's Safety and Wellbeing Plans technical appendices*	Y	Current version	FOI	5 years from closure of plan	
	1.3.2 The dissemination of the Authority's performance information		Monthly Performance Reports	N	N/A	FOI	Maintain 3 complete financial years and year to date	
	1.3.3 The process of external inspection and audit of the Authority		Copies of any external audit reports made of the Authority	Y	Current version	FOI	5 years after receipt	
	1.3.4 The process of Internal Audit and assurance		Internal Audit Reports made of the Authority	N	N/A	Excluded under Sec 33 – Audit Functions	5 years after receipt	
	1.3.5 The process of managing major projects		Project plans and related documentation for corporate projects	N	N/A	FOI	5 years after project closure	
01.4 Our Land, Fire Stations and Property Portfolio	1.4.1 The assets and buildings owned and leased by the Authority		Register of buildings (assets) owned by the Authority*	Y	Current register	FOI	6 years after accounts closed	
			Location map of fire stations and HQ sites*	Y	Current register	N/A	Location map updated on acquisition and disposal	

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Cont.	1.4.2 The process of collecting and processing CCTV data of the Authority's assets	Recognisable faces captured incidentally	Records of station based CCTV installations	N	N/A	FOI/SAR	30 days	006 - CCTV
		Recognisable faces captured incidentally	Records of in-vehicle CCTV installations	N	N/A	FOI/SAR	Retention depends on frequency of vehicle usage.	006 - CCTV
	1.4.3 The process of ensuring the security of the Authority's physical estate	Recognisable faces, names	Photographs of employees for security cards	N	N/A	SAR	1 year after leaving the employment of the Authority	012 - employees
		Recognisable faces, names	Photographs of employees for security cards	N	N/A	SAR	Deleted upon notification	012 - employees
	1.4.4 The process of awarding tenancies in housing	Name, address	Signed tenancy agreements	N	N/A	SAR	Ordinary Contracts: Dependent on contractual wording in each licence agreement the Authority enters into. If any break clause is enacted, destroy on disposal of asset if owned by KMFRA	022 - tenancy



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Cont	Cont	Name, address	Sealed tenancy agreements	N	N/A	SAR	Contracts Under Seal: Dependent on contractual wording in each lease agreement the Authority enters into. If any break clause is enacted, destroy on disposal of asset if owned by KMFRA	022 - tenancy
	1.4.5 The process for managing the tenancy of an individual tenant	Name, address	Correspondence re tenancy	N	N/A	SAR	Destroy 6 years after termination of tenancy	022 - tenancy
		Name, address	Tenancy files	N	N/A	SAR		
	1.4.6 Management of the acquisition (by financial lease or purchase) and disposal (by sale or write-off) process for assets		Documents relating to purchase/ sale/ lease	N	N/A	FOI	Destroy 6 years after accounts are closed	
	1.4.7 The process of changing ownership of land or property		Conveyancing files	N	N/A	SAR	Destroy 6 years after accounts are closed	
	1.4.8 Management of the acquisition (by lease or purchase) process for real property		Plans	N	N/A	FOI	Retain for the life of property or building plus 6 years.	
	1.4.9 The process of managing and undertaking renovations and development of property		Major structural work plans and documents, architectural drawing and plans	N	N/A	FOI	Retain for life of property or building, and then destroy	

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Cont.	1.4.10 The process of managing the occupancy of property		Agreements with third parties for access to and use of the Authority's assets	N	N/A	FOI	Destroy 6 years after expiry	
	1.4.11 Process of monitoring of areas of potential risk in premises		Property inspection records	N	N/A	FOI	Destroy 4 years after last action	
01.5 Enquiries, feedback and engagement	1.5.1 The management of detailed responses on the Authority's actions, policies or procedures	Names, addresses, email addresses	Consultation responses relating to Safety and Wellbeing Plans and subsequent correspondence	N	N/A	SAR	2 years after Safety Plan agreed	002 - feedback, engagement and consultation - public
		Name, email, role	Surveys completed by employees etc	N	N/A	SAR	3 years after closure of process	003 - feedback, engagement and consultation - employees
		Names, addresses, email addresses	Referrals leading to an investigation of the Authority by members of the public to the Local Government Ombudsman or the Office of the Information Commissioner	N	N/A	SAR	3 years after closure of process	002 - feedback, engagement and consultation - public
	1.5.2 The process of responding to routine feedback received	Names, addresses, email addresses	Correspondence entered into	N	N/A	SAR	3 years after closure of process	002 - feedback, engagement and consultation - public
	1.5.3 The process of receiving and responding to Freedom of Information requests	Names, addresses, email addresses	Log of requests and responses made under the freedom of information act	N	N/A	FOI	3 financial years data and responses sent	002 - feedback, engagement and consultation - public

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01.5 Enquiries, feedback and engagement	1.5.4 The process of receiving and responding to Subject Access requests	Names, addresses, email addresses	Log of requests and responses made in relation to subject access requests	N	N/A	FOI	3 financial years data and responses sent	002 - feedback, engagement and consultation - public
<b>02 Making our customers safer</b> <i>Services in the home and on the road</i>								
02.1 Services provided to the public for the purposes of improving Community Safety	02.1.1 The provision of specialist and generalist safety advice to the public	Name, address, contact details, implied health conditions	Home Oxygen Users Data	N	N/A	SAR	Records available from 2007 onwards	026 - safe and well visits and similar services
		Name, Address, contact details	Data from Energy Providers	N	N/A	SAR	From 2018	026 - safe and well visits and similar services
		Year of birth, address, gender	"Exeter" Data	N	N/A	SAR	1 year from refresh	026 - safe and well visits and similar services
		Name, DOB, address, relevant physical or mental health or condition, other protected characteristics	Records of safe and well visits attempted or completed (including information received from referring agencies)	N	N/A	SAR	Records available from 2007 onwards	026 - safe and well visits and similar services
		Name, DOB, address, relevant physical or mental health or condition, other protected characteristics	Records of other safety advice provided to members of the public	N	N/A	SAR	Destroy after 3 years - tbc	026 - safe and well visits and similar services
02.1 Services provided to the public for the purposes of improving Community Safety	02.1.2 The provision of safety awareness raising events held by or attended by the Authority		Records of events attended by the Authority's staff	N	N/A	FOI	Three years	

Description	Type of information held	Categories of personal data (where relevant)	Types of non-personal data held	Availability			Retention schedule <sup>1</sup>	Privacy statement <sup>2</sup>
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Cont.		Names, address, date of birth, criminal allegations and conviction	Register of firesetters referrals and interventions by the Authority	N	N/A	SAR	Until 18th birthday of participant	027 - interventions aimed at children and young people
	02.1.3 The receipt of personal and sensitive data from partners	Names, addresses, allegations made	Data from Police relating to potential criminal investigations against members of the public	N	N/A	SAR	5 years	004 - investigations by other agencies
		Name, address, medical conditions, no of dependants, names of family members, personal circumstances and risks	Data from Social Services departments relating to specific clients in the form of inward referrals and ongoing services	N	N/A	SAR	3 complete financial years and year to date	026 - safe and well visits and similar services
	02.1.4 the provision of a volunteer capability in times of business need	Name, address, contact details	Details of the volunteer, their training records and attendance at incidents	N	N/A	SAR	Delete 1 year after leaving	012 - employees
	02.2.1 The provision of the schools education programme		Register of schools, colleges and other venues attended	N	N/A	FOI	Three years	
	02.2.2 The provision of specialist safety packages to school and college age students		Records of visits to the Road Safety Experience	N	N/A	FOI	Three years	

Description	Type of information held	Categories of personal data (where relevant)	Types of non-personal data held	Availability			Retention schedule <sup>1</sup>	Privacy statement <sup>2</sup>
				Website? <sup>3</sup>	For how long? <sup>4</sup>	Request only? <sup>5</sup>		
<b>03 Making businesses safer</b> <i>Services to the business community</i>								
03.1 Registration, and Licensing notification	03.1.1 The process of issuing notices to citizens with respect to particular responsibilities		Improvement notices as supplied to a named premises or responsible person	N	N/A	FOI	Retain while the property is in relevant use, then dispose.	
03.2 Investigation, Inspection and Monitoring	03.2.1 The process of investigation, monitoring or inspection relating to laws which are the responsibility of the Authority		Risk Assessments as supplied by a named premises or responsible person	N	N/A	FOI	Retain while the property is in relevant use, then dispose.	
03.3 Prosecution	03.3.1 The process of prosecution or sanction of an individual or organisation for failing to comply with their legal responsibilities		Prosecution/sanction files as supplied to a named premises or responsible person	N	N/A	FOI	Retain while the property is in relevant use, then dispose.	
03.4 Planning applications (Local Authority)	03.4.1 The process of providing comments on planning and building applications referred from Local Authorities		Planning applications in relation to a named premises or responsible person	N	N/A	FOI	Retain while the building is being built, then dispose.	
03.5 Business Engagement	03.5.1 The process of providing specialist and generalist advice to the business community about fire safety	Name, address, contact details,	Contact information	N	N/A	SAR	Subscription managed by individual	029 - feedback, engagement and consultation - businesses
03.6 Primary Authority Schemes	03.6.1 The process of providing specialist and generalist advice to the business community about Primary Authority Schemes	Contact information	Name, contact details	N	N/A	SAR	Whilst scheme is current. Terminated by either party.	029 - feedback, engagement and consultation - businesses

Description	Type of information held	Categories of personal data (where relevant)	Types of non-personal data held	Availability			Retention schedule <sup>1</sup>	Privacy statement <sup>2</sup>
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03.7 Memorandum of understanding	03.7.1 The process of agreeing actions between the Authority and private sector housing departments of local authorities		Name, contact details	N	N/A	FOI	Whilst scheme is current. Terminated by either party.	
<b>04 Preparing for Incidents</b> <i>How we plan for incidents we might attend</i>								
04.1 Operational pre-planning and risk assessment	04.1.1 The process of creating Incident attendance plans and securing resources		The Authority's register of high risk sites	N	N/A	No – Excluded from FOI under Sec 24	Current only	
			Site specific plans	N	N/A		Current only	
			Special incident plans	N	N/A		Current only	
		Name, address, telephone number, email address	Requests from the public to inspect hydrants and water supplies	N	N/A	SAR	Delete 1 year after request closed	005 - operational incidents
			The location and readiness for use of hydrants across Kent and Medway	N	N/A	No – Excluded from FOI under Sec 24		
04.1 Operational pre-planning and risk assessment	04.1.2 Records in relation to the management of business units in times of service disruption		Business continuity plans for business units in the Authority	N	N/A	No – Excluded from FOI under Sec 24	Date record was superseded plus one year	

Description	Type of information held	Categories of personal data (where relevant)	Types of non-personal data held	Availability			Retention schedule <sup>1</sup>	Privacy statement <sup>2</sup>	
				Website? <sup>3</sup>	For how long? <sup>4</sup>	Request only? <sup>5</sup>			
<b>05 Learning from incidents</b>									
<i>How we learning from and change, following the incidents we attend</i>									
05.1 Organisational learning and continuous improvement	05.1.1 The process of determining the cause of fires that are serious or suspicious incidents	Investigation reports	Name, contact details, medical information	N	N/A	SAR	Destroy after 1 year or when administrative use has concluded (whichever the sooner), unless there is a specific reason to retain further.	005 - operational incidents	
	05.1.2 The process of learning from incidents to improve operational response, prevention and protection		Outcomes of debriefs into operational incidents at all levels		N	N/A	FOI		
			Formal written "Operational debriefs"		N	N/A	FOI		
			Outcomes of Fatal and Serious Injuries Reviews – employee actions		N	N/A	FOI		
			Addresses, protected characteristics	Outcomes of Fatal and Serious Injuries Reviews		N	N/A	SAR	005 - operational incidents
			Name, address, medical conditions, no of dependants, names of family members, personal circumstances and risks	Outcomes of multi-agency domestic homicide reviews		N	N/A	SAR	Records retained solely while case is open. 005 - operational incidents

Description	Type of information held	Categories of personal data (where relevant)	Types of non-personal data held	Availability			Retention schedule <sup>1</sup>	Privacy statement <sup>2</sup>	
				Website? <sup>3</sup>	For how long? <sup>4</sup>	Request only? <sup>5</sup>			
Cont.		Casualty details	IRS Records	N	N/A	SAR	From April 2009	005 - operational incidents	
		Records of which officer or fire engine attended what incident	IRS Records	N	N/A	SAR	From April 2009	005 - operational incidents	
		Names, Address, contact details,	Fire investigation records	N	N/A	SAR	7 years	005 - operational incidents	
		Names, addresses	Follow up visits following accidental fires in the home	N	N/A	SAR	3 years	028 - post incident support	
		05.1.3 The process of recording specialist footage of operational incidents	Recognisable faces	Footage captured by drones	N	N/A	SAR	From April 2014, subject to routine annual weeding	008 - specialist image capture
			Recognisable faces	Footage captured by under water recording devices	N	N/A	SAR	From April 2014, subject to routine annual weeding	008 - specialist image capture
<b>06 Marketing and Communications</b> <i>How we publicise our campaigns and services</i>									
06.1 Marketing and Media productions	06.1.1 Process of interaction with the media and others		Press releases	Y	1 year	FOI	Destroy 3 years from end of work		
			The Authority's library of safety films	Y	Until redundant	FOI	Destroy 4 years from end of work		
	06.1.2 Marketing and media publications concerning the Authority activities	Recognisable faces captured incidentally	Video recordings taken on Authority business - community safety events	Y	Until redundant	FOI	Subject to annual weeding	024 - videos and photographs at events - public	
		Recognisable faces captured incidentally	Video recordings taken on Authority business - community safety events	Y	Until redundant	FOI	Subject to annual weeding	025 - videos and photographs at events - employees	



Description	Type of information held	Categories of personal data (where relevant)	Types of non-personal data held	Availability			Retention schedule <sup>1</sup>	Privacy statement <sup>2</sup>
				Website? <sup>3</sup>	For how long? <sup>4</sup>	Request only? <sup>5</sup>		
Cont		Recognisable faces captured incidentally	Photographs taken on Authority business - operational incidents	N	N/A	SAR	Subject to annual weeding	009 - videos and photographs at incidents - public
		Recognisable faces captured incidentally	Photographs taken on Authority business - operational incidents	N	N/A	SAR	Subject to annual weeding	010 - videos and photographs at incidents - employees
		Recognisable faces captured deliberately eg prize winners	Video recordings taken on Authority business - community safety events	N	N/A	SAR	Subject to annual weeding	024 - videos and photographs at events - public
		Recognisable faces captured deliberately eg employee with prize winners	Photographs taken on Authority business - use of photos of staff in Authority publications	N	N/A	SAR	Subject to annual weeding	025 - videos and photographs at events - employees
		Name, gender, email address	The Authority's corporate contacts list	N	N/A	SAR	Three years	002 - feedback, engagement and consultation - public
		Name, age, gender, interests	The use of Facebook for customer engagement	N	N/A	SAR	Three years	002 - feedback, engagement and consultation - public
		Location, page visits	The use of Google analytics for analysis of website traffic	N	N/A	SAR	Three years	002 - feedback, engagement and consultation – public

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<b>07 Being an Employer</b>								
<i>Looking after everyone that works for us</i>								
07.1 Personnel administration	07.1.1 The process of administering employees to ensure that entitlements & obligations are in accordance with agreed employment requirements	Names, home addresses, bank details, proof of right to work in the UK	Specific details about individual employees, their contracts of employment and personal details	N	N/A	SAR	Destroy 6 years from date of leaving	012 - employees
		Names, home addresses, personal medical records	Medical clearance	N	N/A	SAR		012 - employees
		Names, home addresses	Letter of appointment	N	N/A	SAR		011 - applications for employment
		Names, home addresses	Letter of acceptance	N	N/A	SAR		011 - applications for employment
		Name, gender, Name, qualifications	Probation reports Educational qualifications	N	N/A	SAR		012 - employees 011 - applications for employment
		Name	Declarations of pecuniary interests	N	N/A	SAR		011 - applications for employment
		Name, salary, benefits	Employment contracts	N	N/A	SAR		011 - applications for employment
		Name	Records containing superannuation information	N	N/A	SAR		012 - employees
		Name, medical conditions	GP certificates	N	N/A	SAR		015 - medical records
		Name	Pension dispute records	N	N/A	SAR		Once resolved destroy after 1 year

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Cont.		All protected characteristics	Application forms for employment by the Authority	N	N/A	SAR	Destroy 6 years from date of leaving	011 - applications for employment			
		Name	Time spent on union duties by members of the Authority's staff*	Y	Previous year	FOI		5 years	012 - employees		
		Email from supplier	Disclosure Records Bureau checks - no risk	N	N/A	SAR	One year after leaving	011 - applications for employment			
		Email from supplier	Disclosure Records Bureau checks - risk identified	N	N/A	SAR		011 - applications for employment			
		Copy of disclosure	Disclosure Records Bureau checks - risk identified	N	N/A	SAR		011 - applications for employment			
		Employee statement in relation to copy of DRB disclosure	Disclosure Records Bureau checks - risk identified	N	N/A	SAR		011 - applications for employment			
		07.1.2 Job descriptions and person specifications			The names, job descriptions and person specifications of the three top tiers of officers*	Y	Current only	FOI	Maintain previous 2 iterations, destroy all older documentation		
					Details of the post(s) held by all officers earning in excess of £50k per annum*	N	N/A	FOI		Upon update	
					The job descriptions and person specifications of all other employees	N	N/A	FOI		Upon update	
		07.1 Personnel administration	07.1.3 The process of evaluating the remuneration applicable to a post		Completed job description questionnaires	N	N/A	FOI	Keep current until superseded then destroy previous after 2 years of change		

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				Website? <sup>3</sup>	For how long? <sup>4</sup>	Request only? <sup>5</sup>		
07.1 Personnel administration	07.1.3 The process of evaluating the remuneration applicable to a post		The Authority's job evaluation scheme guidance for Managers	N	N/A	FOI	2 years after amendment	
			Pay scales applicable to uniformed (grey book) members of staff*	Y	Current only	FOI	Keep current until superseded then destroy previous after 2 years of change	
			Pay scales applicable to non-uniformed (green book) members of staff *	Y	Current only	FOI		
			Pay scales applicable to senior officers (gold book) members of staff *	Y	Current only	FOI		
			The Authority's agreed job evaluation process	N	N/A	FOI	Upon update	
07.2 Employee and Industrial Relations	07.2.1 Identification & development of significant directions concerning industrial matters		Minutes and agendas of meetings of Accredited Representatives and Joint Secretariat	N	N/A	FOI	5 years	
	07.2.2 Processing of disciplinary and grievances investigations where proved	Name	Outcome reports following disciplinary investigations resulting in an oral warning	N	N/A	SAR	6 months	017 - grievance and discipline
		Name	Outcome reports following disciplinary investigations resulting in a formal warning	N	N/A	SAR	6 years after the completion of the case	017 - grievance and discipline

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				Website? <sup>3</sup>	For how long? <sup>4</sup>	Request only? <sup>5</sup>		
Cont.		Name	Outcome reports following disciplinary investigations resulting in a formal warning involving children	N	N/A	SAR	25 years after leaving	017 - grievance and discipline
	07.2.3 Processing of disciplinary and grievances investigations where unfounded	Name	Outcome reports following disciplinary investigations resulting in no action taken or case not proven	N	N/A	SAR	Destroy immediately after the disciplinary or grievance case has been found to be have been unfounded; or after appeal	017 - grievance and discipline
07.3 Occupational Health	07.3.1 The process of checking and ensuring the health and welfare of employees	Names and address or relatives	Next of kin details	N	N/A	SAR	One year after leaving	015 - medical records
		Name, address, medical conditions	Referrals	N	N/A	SAR	One year after leaving	015 - medical records
		Name, address, medical conditions	Medical reports	N	N/A	SAR	7 years after leaving	015 - medical records
		All protected characteristics	Protected characteristics of each member of staff	N	N/A	SAR	One year after leaving	012 - employees
		Name, gender, disabilities, sexuality	Health questionnaire	N	N/A	SAR	Destroy 40 years after the last entry on the file	012 - employees
		Name, gender, disabilities, sexuality	Medical clearance	N	N/A	SAR		012 - employees
		Name, gender, disabilities	Reasonable adjustment to work place	N	N/A	SAR	7 years after leaving	015 - medical records
		Name, gender, disabilities	Restrictions	N	N/A	SAR		015 - medical records

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				Website? <sup>3</sup>	For how long? <sup>4</sup>	Request only? <sup>5</sup>			
07.3 Occupational Health	07.3.1 The process of checking and ensuring the health and welfare of employees	Personal email addresses collected at time of referral	Preferred contact method with occupational health provider	N	N/A	SAR	One year after leaving	015 - medical records	
		Name, gender, disabilities	Recommendations	N	N/A	SAR		7 years after leaving	015 - medical records
		Name, gender, disabilities	Reports from GP/Consultants	N	N/A	SAR			015 - medical records
		Emails to supplier	Records of psychological support referrals	N	N/A	SAR			015 - medical records
		List of activity provided by the supplier	Records of psychological support referrals	N	N/A	SAR			015 - medical records
		Name, gender, disability	The protected characteristics of each individual employee	N	N/A	SAR			015 - medical records
	07.3.2 The process of monitoring of occasions where employees are likely to have become in contact with radiation, asbestos or other hazardous materials at incidents	Name	"FS14" records	N	N/A	SAR	Destroy 40 years from last action or when the person reaches 75		015 - medical records
		Name, address	"FS14" records	N	N/A	SAR	Destroy 40 years from last action or when the person reaches 75	015 - medical records	
07.4 Recruitment	07.4.1 The selection of an individual for an established position		Advertisements placed for internal or external vacancies	Y	Current only	FOI	Destroy 1 year after recruitment has been finalised		
		Names, addresses, email addresses, qualifications	Completed application forms for unsuccessful candidates	N	N/A	SAR	Destroy 1 year after recruitment has been finalised	011 - applications for employment	

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				Website? <sup>3</sup>	For how long? <sup>4</sup>	Request only? <sup>5</sup>		
Cont		Names, addresses, email addresses, qualifications	Referee reports for unsuccessful candidates	N	N/A	SAR	Destroy 1 year after recruitment has been finalised	011 - applications for employment
		Names, addresses, email addresses, qualifications	Referee reports for successful candidates	N	N/A	SAR	Destroy 1 year after recruitment has been finalised	011 - applications for employment
		Name	Interview reports – all applicants	N	N/A	SAR	Destroy 1 year after recruitment has been finalised	011 - applications for employment
		Name	Testing/selection outputs – all candidates	N	N/A	SAR	Destroy 1 year after recruitment has been finalised	011 - applications for employment
		Name	Assessment and Development Centre outcomes – all candidates	N	N/A	SAR	Destroy 1 year after recruitment has been finalised	011 - applications for employment
		Name	Home station lists	N	N/A	FOI	Destroy 1 year after recruitment has been finalised	
		Name	Any psychometric testing applied	N	N/A	SAR	Destroy 1 year after recruitment has been finalised	011 - applications for employment
		Name, address, gender	Declarations of primary employment	N	N/A	SAR	Destroy on leaving	013 - primary employment
		Name, address, gender	Declarations of secondary employment	N	N/A	SAR	Destroy on leaving	014 - secondary employment
	Name, address, outcome of security clearance	The outcomes of security vetting for specific posts	N	N/A	SAR		011 - applications for employment	

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				Website? <sup>3</sup>	For how long? <sup>4</sup>	Request only? <sup>5</sup>		
Cont.		Name, role, date of birth	The collection and passing of data on the number and progress made by apprentices employed by the Authority	N	N/A	SAR		012 - employees
07.5 Staff Monitoring	07.5.1 Performance Management Processes	Name	Appraisal and individual Performance plans	N	N/A	SAR	Destroy 6 year after leaving	012 - employees
07.6 Pay Administration	07.6.1 Pay administration	Name, bank details	All records authorising changes to individual pay.	N	N/A	SAR	Destroy 7 years action completed	012 - employees
	07.6.2 The process of providing payments to ex employees	Name, address, bank details	Pensions payments records – LPP	N	N/A	SAR	One year after notification of death	016 - pensions administration
		Name, address, bank details	Pensions payments records - KCC	N	N/A	SAR	One year after notification of death	016 - pensions administration
07.7 Termination of employment with the Authority	07.7.1 The process of termination of staff through voluntary redundancy, dismissal, retirement and death	Name	Letters of resignation received by the Authority from members of staff	N	N/A	SAR		018 - leavers
		Name	Formal notification of redundancy	N	N/A	SAR	6 years after date of leaving	018 - leavers
		Name	Formal notification of dismissal	N	N/A	SAR		018 - leavers
		Name	Formal notification of Retirement	N	N/A	SAR		018 - leavers
		Name	Ill health	N	N/A	SAR	40 years after the date of retirement	018 - leavers
		Name	Death	N	N/A	SAR	6 years after date of death	018 - leavers



Description	Type of information held	Categories of personal data (where relevant)	Types of non-personal data held	Availability			Retention schedule <sup>1</sup>	Privacy statement <sup>2</sup>
				Website? <sup>3</sup>	For how long? <sup>4</sup>	Request only? <sup>5</sup>		
07.8 Appointments of Statutory Officers	07.8.1 The appointment of an individual for a statutory position	Name	Appointment Files	N	N/A	SAR	2 years from date of appointment	011 - applications for employment
	07.8.2 The process of selection of an individual for a statutory position		Vacancies & applications records	N	N/A	SAR	Destroy 1 year after date of appointment	011 - applications for employment
		Name	Interview notes	N	N/A	SAR		Destroy 3 months after date of appointment
		Names	Registers of applicants	N	N/A	SAR	011 - applications for employment	
		Names	Unsuccessful applications records	N	N/A	SAR	011 - applications for employment	
07.9 Learning and Development	07.9.1 The process of ensuring the competence of employees to perform their contracted role	Names, qualifications	The outcomes of KFRS delivered learning and development events	N	N/A	SAR	3 years after leaving	019 - learning and development
		Names, role, contact details, qualifications	The outcomes of non-KFRS delivered learning and development events	N	N/A	SAR	3 years after leaving if held	019 - learning and development
		Names, qualifications	The outcomes of learning and development acquired by an employee before employment	N	N/A	SAR	3 years after leaving if held	011 - applications for employment
		Presentations, e-learning courses including photos and videos from events	Learning and development materials used in training courses provided by the Authority	N	N/A	FOI	Subject to annual weeding	

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Cont.		Names, qualifications	Local records of training performed at establishments outside of training centre	N	N/A	SAR	3 years after leaving if held	019 - learning and development
		Names, role, qualifications	The process of applying for financial support for studies (bursaries) and learning agreements	N	N/A	SAR	3 years	019 - learning and development
		Names, qualifications	The outcomes of KFRS delivered learning and development events	N	N/A	SAR	3 years	019 - learning and development
		Names, qualifications	The outcomes of KFRS delivered learning and development events	N	N/A	SAR	3 years	019 - learning and development
		Names, role, qualifications	The process of assessing individuals with potential for progressions within the Authority	N	N/A	SAR	3 years	019 - learning and development
<b>08 Buying Goods and Services</b> <i>How we work with our suppliers</i>								
08.1 Pre-contract advice	08.1.1 The process of calling for expressions of interest		Expressions of interest	N	N/A	N – excluded under FOIA Sec 43	3 years	
			Outcomes of soft market engagement with potential suppliers, including requests for data from potential bidders	N	N/A		3 years	

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				Website? <sup>3</sup>	For how long? <sup>4</sup>	Request only? <sup>5</sup>		
Cont.	08..1.2 Receipt of pre-qualification questionnaires from potential contractors		Completed pre-qualification questionnaires	N	N/A		3 years	
08.2 Tendering	08.2.1 The process involved in the issuing and return of a tender		Opening notice	N	N/A		3 years	
	08.2.2 Evaluation of tender – ordinary contracts		Evaluation criteria*	N	N/A		3 years	
	08.2.3 Evaluation of tender – contracts under seal		Evaluation criteria*	N	N/A	N – excluded under FOIA Sec 43	3 years	
	08.2.4 Successful tender document – ordinary contracts		Tender documents* Quotations	N N	N/A N/A		3 years 3 years	
	08.2.5 Successful tender document – contracts under seal		Tender documents Quotations	N N	N/A N/A		3 years 3 years	
	08.2.6 Unsuccessful tender documents		Tender documents and quotations	N	N/A		3 years	
	08.3 Specification and Contract Development	08.3.1 The process involved in the development and specification of a contract		Ordinary Contracts	N	N/A		2 years after contract expires
			Contracts under Seal	N	N/A		3 years	
Name, interests relevant to procurement outside work			Declarations of interest by employees materially involved in the expressions of interest stage, development or evaluation of contracts	N	N/A	SAR	3 years	001 - procurement - declarations of interest
Cont	08.3.2 The process in negotiation of a contract after a preferred tender is selected		Clarification of contract	N	N/A	N – excluded under FOIA Sec 43	3 years	
			Post tender negotiation minutes	N	N/A		3 years	

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Cont	08.3.3 The process of entering into agreements with third parties for the provision of services to the public, or to maintain public safety	Memorandums of understanding entered into by the Authority	Name and addresses	N	N	FOI	2 years after MOU expires	030 - memorandums of understanding with other agencies
08.4 Award of contract	08.4.1 The process awarding of contract - <u>Ordinary Contracts</u>		Signed contract	N	N/A		2 years after contract expires	
	08.4.2 <u>Contracts Under Seal</u>		Signed contract	N	N/A	N – excluded under FOIA Sec 43	2 years after contract expires	
08.5 Contract Management	08.5.1 Contract operation and monitoring		Service Level Agreements	N	N/A		2 years after contract expires	
			Compliance reports	N	N/A		2 years after contract expires	
			Performance reports	N	N/A		2 years after contract expires	
		The Authority's register of all live contracts*	Y	Current only	FOI	2 years after contract expires		
	08.5.2 Management and amendment of contract - <u>Ordinary Contracts</u>		Minutes and papers of meetings	N	N/A		2 years after contract expires	
			Changes to requirements	N	N/A		2 years after contract expires	
			Variation forms	N	N/A		2 years after contract expires	
			Extension of contract	N	N/A	N – excluded under FOIA Sec 43	2 years after contract expires	
			Valuation certificate(s)	N	N/A		2 years after contract expires	
			Complaints	N	N/A		2 years after contract expires	
		Disputes on payment	N	N/A		2 years after contract expires		
	Capital invoices on contracts signed under seal	N	N/A		2 years after contract expires			

Description	Type of information held	Categories of personal data (where relevant)	Types of non-personal data held	Availability			Retention schedule <sup>1</sup>	Privacy statement <sup>2</sup>
				Website? <sup>3</sup>	For how long? <sup>4</sup>	Request only? <sup>5</sup>		
Cont.	08.5.3 Management and amendment of contract - <u>Contracts Under Seal</u>		Minutes and papers of meetings	N	N/A	N – excluded under FOIA Sec 43	2 years after contract expires	
			Changes to requirements	N	N/A		2 years after contract expires	
			Variation forms	N	N/A		2 years after contract expires	
			Extension of contract	N	N/A		2 years after contract expires	
			Valuation certificate(s)	N	N/A		2 years after contract expires	
			Complaints	N	N/A		2 years after contract expires	
			Disputes on payment	N	N/A		2 years after contract expires	
08.5 Contract Management	08.5.3 Management and amendment of contract - Contracts Under Seal		Capital invoices on contracts signed under seal	N	N/A		2 years after contract expires	
08.6 Purchases	08.6.1 Register of supplier payments made by the Authority		Supplier payments over £250 exc VAT made through financial system*	Y	Current plus three years	FOI	7 years	
08.6 Purchases	2.6.1 Register of supplier payments made by the Authority		All transactions made on Authority supplied procurement cards*	Y	Current plus three years	FOI	7 years	
<b>09 Health and Safety of Everyone that works for us</b> <i>How we keep everyone that works for us safe</i>								
09.1 Inspections and Assessments of operational equipment	09.1.1 Process of inspecting equipment to ensure it is safe		Equipment inspection records	N	N/A	FOI	Destroy 4 years from destruction of the equipment	

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Cont.	09.1.2 Process of carrying out monitoring to ensure that the processes and systems of work are safe		Monitoring results	N	N/A	FOI	Destroy 3 years from last action or when equipment or system of work is no longer in use	
	09.1.3 Records relating to safe systems of work		Operational framework documentation	N	N/A	FOI	Retain on file whilst in force and maintain previous edition. Destroy all earlier documentation	
	09.1.3 Records relating to safe systems of work		Operating procedures used by firefighters at incidents Including approach to National operational guidance	N	N/A	FOI		
09.2 Health and Safety Inspections and Assessments	09.2.1 Processes to ensure safe systems of work		The Authority's Health and Safety Framework	N	N/A	FOI	Retain whilst in force and retain previous version only for at least 3 years	
	09.2.2 Processes to assess the level of risk, and subsequently permit work		Health and safety risk assessments	N	N/A	FOI	Destroy 7 years from last assessment	
	09.2.3 The Authority's Accident reporting procedure		The Authority's Accident Reporting and Investigation procedure and related documentation	N	N/A	FOI	Retain for a minimum of 7 years from closure	
	09.2.4 Safety inspections and audit procedure		The Authority's Operational group safety audit records	N	N/A	FOI	Retain whilst in force and retain as archive previous version only	

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				Website? <sup>3</sup>	For how long? <sup>4</sup>	Request only? <sup>5</sup>		
Cont			The Authority's Safety audit summary report	N	N/A	FOI	Retain whilst in force and retain as archive previous version only	
			Property asbestos files	N	N/A	FOI	Destroy 40 years from last action	
<b>10 Managing our Fleet</b> <i>Recording the usage of our vehicles</i>								
10.1 Transport Management	10.1.1 The process of recording vehicle usage	Name, employee details	Vehicle usage reports on all owned and leased vehicles	N	N/A	SAR	Destroy 2 years after the sale or disposal of the vehicle	007 - telemetry
<b>11 Insurance</b> <i>Insurance policies and cover</i>								
11.1 Insurance Policy Management	11.1.1 The summary management of insurance arrangements		Service Orders, procedures and processes	N	N/A	FOI	Destroy after two major versions have superseded documents	
	11.1.2 The process of insuring local authority officers, property, vehicles and equipment against negligence, loss or damage		Insurance policies and contractor public liability schedules and related documentation	N	N/A	FOI	Non-liability policies: Destroy 7 years after the terms of the policy have expired and all claims periods are closed.	

Description	Type of information held	Categories of personal data (where relevant)	Types of non-personal data held	Availability			Retention schedule <sup>1</sup>	Privacy statement <sup>2</sup>
				Website? <sup>3</sup>	For how long? <sup>4</sup>	Request only? <sup>5</sup>		
11.1 Insurance Policy Management	11.1.3 The process of insuring local authority officers, property, vehicles and equipment against negligence, loss or damage		Insurance Certificates	N	N/A	FOI	Motor, Employers and Public Liability Insurance: Destroy 40 years after the terms of the policy have expired and all claims periods are closed.	
			Insurance Schedules	N	N/A	FOI		
			Correspondence on cover	N	N/A	FOI		
		Name, address, driving license number, age, DOB	Verification of driving license	N	N/A	SAR	1 year then deleted as refreshed	021 - insurance
11.2 Insurance Claims Management	11.2.1 The process that records insurance claims against the local authority or local authority officers	Name, Injury details, Medical Information, Disability Information, car registration numbers, financial information	Claims records, files and correspondence and processing via associated third parties	N	N/A	SAR	Destroy 3 years (property), 5 years (motor) and 60 years (liability) after the closure of the claim by the insurer where no minors are involved.	021 - insurance
			Historic Claims Performance data and associated financial information.	N	N/A	FOI	Destroy after completion of 10 financial years.	



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				Website? <sup>3</sup>	For how long? <sup>4</sup>	Request only? <sup>5</sup>		
<b>12 Information Technology</b>								
<i>Using technology to help our customers</i>								
12.1 Electronic communications	12.1.1 Email records held by the Authority	Names	All internal and external the Authority emails, attachments and metadata	N	N/A	SAR	Journal copies classified as Temporary	023 - information technology
		Names	Emails subject to the Authority automatic deletion policy	N	N/A	SAR	Emails default to Temporary classification. The user may change the classification to Working.	023 - information technology
		Names	Deleted emails	N	N/A	SAR	May be recovered up to 14 days after deletion	023 - information technology
	12.1.2 Instant messaging records	Names	Messages and metadata	N	N/A	SAR	Classified as Temporary	023 - information technology
	12.1.3 The process of communicating with Control from the incident ground	Voice, names, casualty details	Voice recordings of radio messages	N	N/A	SAR	Destroy after 7 years	005 - operational incidents
	12.1.4 Telephone call records		Call & conference and mobile call metadata	N	N/A	FOI	Classified as Working	
12.1.5 Emergency telephone call records	Voice and data of callers	Audio recording and call metadata, including CLI and subscriber details if available	N	N/A	SAR	Destroy after 7 years	005 - operational incidents	

Description	Type of information held	Categories of personal data (where relevant)	Types of non-personal data held	Availability			Retention schedule <sup>1</sup>	Privacy statement <sup>2</sup>
				Website? <sup>3</sup>	For how long? <sup>4</sup>	Request only? <sup>5</sup>		
Cont.	12.1.6 the process of recording decisions during major incidents	Voice data	Audio recording of identifiable members of staff during meetings dealing with major incidents	N	N/A	SAR	Destroy after typed into minutes of the meeting	023 - information technology
12.2 Records of electronic service development, access, usage and provision	12.2.1 User access records		User login records	N	N/A	FOI	Classified as Temporary	
			Web access	N	N/A	FOI	Destroy after 3 months	
			SharePoint Intranet and teamsite page and file access	N	N/A	FOI	Classified as Working	
			Operational Mobile Data System usage including resource GPS tracking	N	N/A	FOI	Classified as Working	
			System development documentation, specification, code, work cases, technical documentation, user guides & training notes etc	N	N/A	FOI	Kept until the system is decommissioned	
12.2 Records of electronic service development, access, usage and provision	12.2.2 System logs		Application, System and Security logs that have a level of Critical Error or Warning	N	N/A	FOI	Occupies available disk space, typically storing a few days only.	
			Printer usage logs	N	N/A	FOI	Classified as Temporary	

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				Website? <sup>3</sup>	For how long? <sup>4</sup>	Request only? <sup>5</sup>		
12.2 Records of electronic service development, access, usage and provision	12.2.2 System logs		"Simple Network Management Protocol" system status/messages	N	N/A	FOI	3 years	
12.3 Electronic file and data storage	12.3.1 System logs		SharePoint Record store	N	N/A	FOI	Documents archived and automatically deleted on date specified by user	
			File and database backups	N	N/A	FOI	Backup kept for 30 days.	
<b>13 Governance and Decision Making</b> <i>How we take decisions</i>								
13.1 Meetings of Kent and Medway Fire and Rescue Authority	13.1.1 The process of preparing business for the Authority consideration and making the record of discussion, debate and resolutions		Minutes*	Y	2015 Onwards	FOI	Records from 1998 onwards held	
			Agenda and business papers*	Y	2015 Onwards	FOI	Records from 1998 onwards held	
			Notice papers and proceedings*	Y	2015 Onwards	FOI	Records from 1998 onwards held	
13.2 Partnership, agency and external meetings	13.2.1 The process of preparing business for partnership meetings where the Authority legally owns the record.		Documents establishing the meeting	N	N/A	FOI	Records generally held from 1998 onwards. Requester to be advised on application	
			Agendas	N	N/A	FOI	Destroy 3 years after meeting date	

Description	Type of information held	Categories of personal data (where relevant)	Types of non-personal data held	Availability			Retention schedule <sup>1</sup>	Privacy statement <sup>2</sup>
				Website? <sup>3</sup>	For how long? <sup>4</sup>	Request only? <sup>5</sup>		
Con't			Minutes	N	N/A	FOI	Destroy 3 years after meeting date	
13.3 Internal meetings	13.3.1 The process of preparing business for strategic consideration and making the record of discussion, debate and resolutions		Terms of reference, agendas, and minutes of any internal management meeting with decision making powers	N	N/A	FOI	Records generally held from 1998 onwards. Requester to be advised on application	
13.4 Litigation	13.4.1 The process of managing, undertaking or defending, for or against, litigation, on behalf of the Authority, including judicial reviews		Criminal case file	N	N/A	FOI	7 years after last action	
			Civil case file	N	N/A	FOI	7 years after last action	
			Correspondence	N	N/A	FOI	7 years after last action	
13.5 Receipt of legal advice	13.5.1 The process of providing legal advice on a point of law.		Written legal advice	N	N/A	N – excluded under FOIA Sec 42	3 years after last action	
13.6 Operational Command decision making	13.6.1 The process of recording command decisions	Records of casualty details, approx. age, gender	Decision logs	N	N/A	SAR	Available from 2010 onwards, and destroyed 6 years from incident date	005 - operational incidents
			Records relating to Management and Coordination Group meetings including agendas, minutes, situation reports and action points	N	N/A	FOI	Available from 2010 onwards, and destroyed 6 years from incident date	

Description	Type of information held	Categories of personal data (where relevant)	Types of non-personal data held	Availability			Retention schedule <sup>1</sup>	Privacy statement <sup>2</sup>
				Website? <sup>3</sup>	For how long? <sup>4</sup>	Request only? <sup>5</sup>		
Cont.			Records relating to Tactical Coordination Group meetings including agendas, minutes, situation reports and action points	N	N/A	FOI	Available from 2010 onwards, and destroyed 6 years from incident date	
13.7 Accounts & Audit Reporting	13.7.1 The process that consolidates financial transactions on an annual basis for corporate reporting purposes		Statement of Accounts	N	N/A	FOI	7 complete years after audit has been completed	
			Final trial balance, balance sheet, control account and reconciliations	N	N/A	FOI	7 complete years after audit has been completed	
	13.7.2 The process that supports the consolidation of financial transactions of an annual basis for corporate reporting purposes		Capital accounting asset register	N	N/A	FOI	6 complete years after audit has been completed	
			Actuarial reports received by the Authority	N	N/A	FOI	3 complete years after audit has been completed	
		Names, salary, date of birth, employment details, gender	Information provided to the Authority's Actuarial Service Provider detailing membership of pensions schemes	N	N/A	SAR	Destroy 7 years after the end of the financial year in which the records were created	016 - pensions administration
	13.7.3 The process that supports the valuation of fixed assets for corporate reporting purposes		Reports commissioned by the Authority on the accounting or insurance replacement cost of its assets held within the capital accounting assets register	N	N/A	FOI	Destroy 6 years after its administrative use and annual audit is concluded	

Description	Type of information held	Categories of personal data (where relevant)	Types of non-personal data held	Availability			Retention schedule <sup>1</sup>	Privacy statement <sup>2</sup>	
				Website? <sup>3</sup>	For how long? <sup>4</sup>	Request only? <sup>5</sup>			
13.8 Financial Transactions Management	13.8.1 Management of the approvals process for purchase, including investigations		Appointments & delegations	N	N/A	FOI	Destroy 7 years after the end of the financial year in which the records were created		
			Audit investigations (Specification, Approvals Process)	N	N/A	FOI			
	13.8.2 Identification of the receipt, expenditure and write offs of public monies		Invoices		N	N/A	FOI	Destroy 6 years after the conclusion of the final audit	
			Credit card statements		N	N/A	FOI		
			Cash books		N	N/A	FOI		
			Receipts/Vouchers		N	N/A	FOI		
			Cheque counterfoils		N	N/A	FOI		
			Bank statements		N	N/A	FOI		
			Subsidiary ledgers (annual)		N	N/A	FOI		
		Names, financial details of debt owed, gender	Write-off register		N	N/A	SAR		020 - financial transactions and adjustments
			Journals, virements and logs of daily activity related to treasury management		N	N/A	FOI	Destroy 2 years after the conclusion of the final audit	
			The Authority's register of all loans		N	N/A	FOI	Register updated on acquisition and disposal of loan, or at least annually when accounts are closed	
		The Authority's register of all grants		N	N/A	FOI	Register updated on receipt and use of grants, or at least annually when accounts are closed		



Description	Type of information held	Categories of personal data (where relevant)	Types of non-personal data held	Availability			Retention schedule <sup>1</sup>	Privacy statement <sup>2</sup>
				Website? <sup>3</sup>	For how long? <sup>4</sup>	Request only? <sup>5</sup>		
13.9 Budgets and Estimates	13.9.1 The process of finalising the Authority's annual budget and medium term financial plan		Medium Term Financial Plan	N	N/A	FOI	Destroy 7 years after the conclusion of the financial transaction that the record supports	
	13.9.2 The process of developing the Authority's annual budget		Budget build document and supporting papers	N	N/A	FOI	Destroy 3 years after annual budget adopted by the Authority	
	13.9.3 Standing data within the Authority's financial system		Supplier set up and amendment forms	N	N/A	FOI	Destroy after 1 year, when final audit is finished	
13.10 Treasury management	13.10.1 The activity of forecasting and monitoring cashflow		Cashflow forecasts	N	N/A	FOI	Destroy 3 years after its administrative use and annual audit is concluded	
	13.10.2 The activity of lending temporarily surplus cash		Investment files	N	N/A	FOI	Destroy 6 years after its administrative use and annual audit is concluded	
13.11 Payroll	13.11.1 Accounting processes relating to payments to employees and Members	Name	Authority sheets	N	N/A	SAR	Destroy 7 years after the conclusion of the financial transaction that the record supports	012 - employees
		Name	Payroll deduction authorities	N	N/A	SAR		012 - employees
		Name	Employee pay records	N	N/A	SAR		012 - employees
		Name	Employee taxation records	N	N/A	SAR		012 - employees
		Name	Payroll deductions	N	N/A	SAR		012 - employees
	13.11.2 Non-accounting processes relating to payment of employees	Name	Summary employee pay reports	N	N/A	SAR		012 - employees



Description	Type of information held	Categories of personal data (where relevant)	Types of non-personal data held	Availability			Retention schedule <sup>1</sup>	Privacy statement <sup>2</sup>
				Website? <sup>3</sup>	For how long? <sup>4</sup>	Request only? <sup>5</sup>		
Cont.	13.11.2 Non-accounting processes relating to payment of employees	Name, attendance, sickness	Records of time and attendance at work - in system, and related forms (SSP1 forms)	N	N/A	SAR	Destroy 7 years after the conclusion of the financial transaction that the record supports	012 - employees
		Name, attendance, sickness	Records of time and attendance at work - local records held at remote locations	N	N/A	SAR	Destroy 1 year after the conclusion of the financial transaction that the record supports	012 - employees

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