



Kent Fire &
Rescue Service

Publication Scheme 2014 to 2019

Introduction

This is Kent and Medway Fire and Rescue Authority's Retention and Publication Scheme which covers the Kent & Medway geographical area. 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 Director of Finance & Corporate Services

What a Retention and Publication 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 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 FOI or Data Protection Act. 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.

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 '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 and any fees charged for information contained in the publication scheme are set out in the same section.

The classes in the scheme are based on guidance published by the office of the information commissioner in June 2014. This replaces the previous departmental classification scheme, as we believe it is an easier way for members of the public to find the information they requires, without having to know the management structure of the organisation. Under each class there is a list of the information which we hold or publish which relates to that function. The classes are:

Who we are and what we do

What we spend and how we spend it

What our priorities are and how we are doing

How we make decisions

Our policies and procedures

Lists and registers

The services we offer

What we do: Functions of the Fire Authority and Fire and Rescue Service in Kent & Medway

The Authority was established in April 1998 following local government reorganisation, and is responsible for the running of the Fire and Rescue Service within Kent and Medway. Kent and Medway Fire and Rescue Authority (KMFRA) is an independent local authority in its own right but has elected Members appointed by Kent County Council and Medway Council which then oversee the Fire and Rescue Service's finances, strategies and operations.

Under the Fire and Rescue Services Act 2004 fire and rescue authorities have a range of statutory duties to:

- promote fire safety; and
- to prepare for:
 - fighting fires and protecting people and property from fires;

- rescuing people from road traffic accidents; and
- dealing with other specific emergencies, such as flooding or terrorist attack, which are set out by Statutory Order and can be amended in line with how the role of the Service may change in the future.

In addition, all fire and rescue authorities will be able to do other things to respond to the particular needs of their communities and the risks they face. The Act achieves this through:

- ensuring that fire and rescue authorities can do things that are not specifically set out in the Act but which will help them meet their statutory duties;
- giving authorities powers to prepare properly for other risks to life and the environment - for example they can buy equipment and train and deploy staff to undertake activities that they judge to pose a risk to life or the environment in their area; and
- allowing authorities, where they have capacity, to use staff and equipment for any other purpose they believe appropriate.

This new framework of powers and duties will equip fire and rescue authorities to meet the challenges of the 21st century. It puts prevention on an equal footing with intervention and enables individual fire and rescue authorities, for the first time, to decide in consultation with their communities how and where to deploy their resources. The Act therefore provides a stronger basis for fire and rescue authorities' ability to respond to the range of risks set out in their Integrated Risk Management Plans, referred to in Kent as Safety Plans.

The Act recognises the wider role the Service now plays and provides the flexibility to adapt to how the Service may change in the future.

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 the table below. 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

Automatic deletion.

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

- Temporary documents: 6 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.

The Scheme

Classification	Description	Type of information held	Availability:			Destruction date ¹
			Website? ²	For how long? ³	Request only? ⁴	
1 Who we are and what we do						
“Organisational information, structures, locations and contacts”						
1.1 Information about the 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	Current membership only	n/a	Upon update
		Register of Members' outside interests*	Y		n/a	Retain for 6 years after leaving the Authority
		Appointments by the Authority to outside bodies*	Y		n/a	
		The Code of Conduct for Members of the Authority*	Y	Most recently agreed version	n/a	Upon update

¹ 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.

² 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.

³ This column specifies how long records are displayed on the Authority's website before they are archived.

⁴ This column specifies if the information is **only** available by making a FOI request to information.officer@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.

Classification	Description	Type of information held	Availability:		Destruction date ¹	
			Website? ²	For how long? ³		Request only? ⁴
Cont.	Protocol on interaction between Members and Officers*	Y		Most recently agreed version	n/a	Upon update
	The scheme of delegations from the Authority to the Chief Executive	Y			n/a	Records held from 1998 onwards
	The scheme of delegations from the Chief Executive to designated officers	N	N/a	Y		3 years
	Register of attendance by Members at Authority and Committee meetings*	Y		Two years	n/a	Records held from 1998 onwards
	Terms of reference for the Authority and its existing and historical Committees*	Y		Most recently agreed version	n/a	Records held from 1998 onwards
	Register of attendance at Member training events	N	n/a	Y		3 years

Classification	Description	Type of information held	Availability:			Destruction date ¹	
			Website? ²	For how long? ³	Request only? ⁴		
1.2	Information about 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	Most recently agreed version	n/a	Upon update
			Job description and responsibilities of the Authority's most senior officers*	Y	Current job descriptions only	n/a	Maintain current version, plus previous two iterations. Destroy all earlier versions.
			Salary information of the Authority's most senior officers *	Y	Most recent financial year + previous 2	n/a	6 years after accounts closed
			Benefits information of the Authority's most senior officers *	Y	financial years	n/a	
1.3	Corporate plans and service development plans	1.3.1 The corporate planning and reporting activities of the Authority	The Authority's Corporate Plan*	Y	Current edition plus two years	N	5 years from closure of plan
			The Authority's Integrated Risk Management Plans/Safety Plans*	Y	Current edition plus two years	N	5 years from closure of plan
			The Authority's Integrated Risk Management Plans/Safety Plans technical appendices*	Y	Current edition	N	5 years from closure of plan

Classification	Description	Type of information held	Availability:			Destruction date ¹
			Website? ²	For how long? ³	Request only? ⁴	
1.4 Our premises	1.4.1 The assets and buildings owned and leased by the Authority	Register of buildings (assets) owned by the Authority*	Y	Current only	N	Register updated on acquisition and disposal, or at least annually when accounts are closed
		Location map of fire stations and HQ sites*	Y	Current only	N	Location map updated on acquisition and disposal, or at least annually when accounts are closed
2 What we spend and how we spend it						
“Procurement, contracts and transactions”						
2.1 Pre-contract advice	2.1.1 The process of calling for expressions of interest	Expressions of interest	Y	As specified in individual document	n/a	Destroy 2 years after contract let or not proceeded with
	2.1.2 Receipt of pre-qualification questionnaires from potential contractors	Completed pre-qualification questionnaires	N	N/A	N - excluded under FOIA Sec 43	Destroy 1 year after start of contract in all circumstances
2.2 Tendering	2.2.1 The process involved in the issuing and return of a tender	Opening notice	N	N/A	N - excluded under FOIA Sec 43	Destroy 1 year after start of contract

Classification	Description	Type of information held	Availability:			Destruction date ¹	
			Website? ²	For how long? ³	Request only? ⁴		
Cont.	2.2.2	Evaluation of tender – ordinary contracts	Evaluation criteria*	Y	N/A	N	Destroy 6 years after the terms of contract have expired
	2.2.3	Evaluation of tender – contracts under seal	Evaluation criteria*	Y	N/A	N	Destroy 12 years after the terms of contract have expired
	2.2.4	Successful tender document – ordinary contracts	Tender documents*	N	N/A	N - excluded under FOIA Sec 43	Destroy 6 years after the terms of contract have expired
			Quotations	N	N/A		
	2.2.5	Successful tender document – contracts under seal	Tender documents	N	N/A	N - excluded under FOIA Sec 43	Destroy 12 years after the terms of contract have expired
			Quotations	N	N/A		
2.2.6	Unsuccessful tender documents	Tender documents and quotations	N	N/A	N - excluded under FOIA Sec 43	1 year after contract awarded	

Classification	Description	Type of information held	Availability:			Destruction date ¹	
			Website? ²	For how long? ³	Request only? ⁴		
2.3	Specification and Contract Development	2.3.1 The process involved in the development and specification of a contract	Ordinary Contracts	N	N/A	N - excluded under FOIA Sec 43	6 years after contract expires
			Contracts under Seal	N	N/A		12 years after contract expires
		2.3.2 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	Destroy 6 years after the terms of contract have expired
			Post tender negotiation minutes	N	N/A		Destroy 6 years after the terms of contract have expired
2.4	Award of contract	2.4.1 The process awarding of contract - <u>Ordinary Contracts</u>	Signed contract	N	N/A	N - excluded under FOIA Sec 43	Destroy 6 years after the terms of contract have expired
			2.4.2 <u>Contracts Under Seal</u>	Signed contract	N		N/A
2.5	Contract Management	2.5.1 Contract operation and monitoring	Service Level Agreements	N	N/A	N - excluded under FOIA Sec 43	Destroy 2 years after the terms of contract have expired

Classification	Description	Type of information held	Availability:			Destruction date ¹	
			Website? ²	For how long? ³	Request only? ⁴		
Cont		Compliance reports	N	N/A	N - excluded under FOIA Sec 43	Destroy 2 years after the terms of contract have expired	
		Performance reports	N	N/A			
		The Authority's register of all live contracts*	Y	Most recently updated version	N		Destroy superseded versions immediately on update. Review at least quarterly
	2.5.2	Management and amendment of contract - <u>Ordinary Contracts</u>	Minutes and papers of meetings	N	N/A	N - excluded under FOIA Sec 43	Destroy 6 years after the terms of contract have expired
			Changes to requirements	N	N/A		
			Variation forms	N	N/A		
			Extension of contract	N	N/A		
			Valuation certificate(s)	N	N/A		
			Complaints	N	N/A		
			Disputes on payment	N	N/A		
Capital invoices on contracts signed under seal	N	N/A					

Classification	Description	Type of information held	Availability:			Destruction date ¹	
			Website? ²	For how long? ³	Request only? ⁴		
Cont.	2.5.3 Management and amendment of contract - <u>Contracts Under Seal</u>	Minutes and papers of meetings	N	N/A	N - excluded under FOIA Sec 43	Destroy 12 years after the terms of contract have expired	
		Changes to requirements	N	N/A			
		Variation forms	N	N/A			
		Extension of contract	N	N/A			
		Valuation certificate(s)	N	N/A			
		Complaints	N	N/A			
		Disputes on payment	N	N/A			
		Capital invoices on contracts signed under seal	N	N/A			
2.6	Financial transactions	2.6.1 Register of supplier payments made by the Authority	Supplier payments over £250 exc VAT made through financial system*	Y	2 full years and year to date, published monthly	N	7 years
			All transactions made on Authority supplied procurement cards*	Y	2 full years and current year, published quarterly	N	7 years

Classification	Description	Type of information held	Availability:			Destruction date ¹
			Website? ²	For how long? ³	Request only? ⁴	
3 What our priorities are and how we are doing						
“Feedback, performance and partnerships”						
3.1 Enquiries and complaints	3.1.1 The management of detailed (as distinct from routine) responses on the Authority’s actions, policies or procedures	Consultation responses relating to Safety Plans and subsequent correspondence	N	n/a	Y	2 years after Safety Plan agreed
		Referrals of the Authority by members of the public to the Local Government Ombudsman	N	n/a	Y	3 years after closure of process
	3.1.2 Routine complaints received	Correspondence entered into	N	n/a	Y	3 years after last action
	3.1.3 Letters of appreciation	Letters of appreciation received	N	n/a	Y	3 years after last action
	3.1.4 Freedom of information requests received	Log of requests made under the freedom of information act	N	n/a	Y	3 financial years data and responses sent
3.2 Performance information and monitoring	3.2.1 The collection, measurement and assessment of the Authority’s performance	Incident data, messages, appliances statuses, etc.	N	N/A	Y	From April 2001 onwards

Classification	Description	Type of information held	Availability:			Destruction date ¹		
			Website? ²	For how long? ³	Request only? ⁴			
Cont	3.2.2	The dissemination of the Authority's performance information	Monthly Performance Reports	N	N/A	Y	Maintain 3 complete financials years and year to date	
	3.2.3	The use of shared data from partners and other agencies	Data from Police and Social Services	N	N/A	Y	5 years	
			Any data from other partners	N	N/A	Y	5 years	
	3.2.4	The process of external inspection on the Service	Copies of any external audit reports made of the Authority*	Y	Current and previous two years	n/a	5 years	
	3.2.5	The process of managing major projects	Project plans and related documentation for corporate projects	N	n/a	Y	2 years after project closure	
3.3	Litigation	3.3.1	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	Y	7 years after last action
				Civil case file	N	n/a	Y	7 years after last action
				Correspondence	N	n/a	Y	7 years after last action

Classification	Description	Type of information held	Availability:			Destruction date ¹	
			Website? ²	For how long? ³	Request only? ⁴		
4 How we make decisions							
“the decision making processes of the Authority and its officers”							
4.1	Receipt of legal advice	4.1.1 The process of providing legal advice on a point of law.	Written legal advice	N	N	N – excluded under FOIA Sec 42	3 years after last action
4.2	Minutes of the Authority and its Committees	4.2.1 The process of preparing business for the Authority consideration and making the record of discussion, debate and resolutions	Minutes*	Y	Current year and previous 2 complete years	n/a	Records from 1998 onwards held
			Agenda and business papers*	Y		n/a	
			Notice papers and proceedings*	Y		n/a	
			Registers of delegations to Special Committees*	Y		n/a	
4.3	Partnership, agency and external meetings	4.3.1 The process of preparing business for partnership meetings where the Authority legally owns the record.	Documents establishing the meeting	N	n/a	Y	Records generally held from 1998 onwards. Requester to be advised on application
			Agendas	N	n/a	Y	Destroy 3 years after meeting date
			Minutes	N	n/a	Y	Destroy 3 years after meeting date

Classification	Description	Type of information held	Availability:			Destruction date ¹		
			Website? ²	For how long? ³	Request only? ⁴			
4.4	Internal meetings	4.4.1 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	Y	Records generally held from 1998 onwards. Requester to be advised on application	
4.5	Operational Command decision making	4.5.1 The process of recording command decisions	Decision logs	N	n/a	Y	Available from 2010 onwards, and destroyed 6 years from incident date	
5 Our policies and procedures								
“Running the business day to day”								
5.1	Inspections and Assessments of operational equipment	5.1.1	Process of inspecting equipment to ensure it is safe	Equipment inspection records	N	n/a	Y	Destroy 2 years from destruction of the equipment
		5.1.2	Process of carrying out monitoring to ensure that the processes and systems of work are safe	Monitoring results	N	n/a	Y	Destroy 3 years from last action or when equipment or system of work is no longer in use

Classification	Description	Type of information held	Availability:			Destruction date ¹	
			Website? ²	For how long? ³	Request only? ⁴		
Cont.	5.1.3 Incident attendance plans	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	
	5.1.4 Records relating to safe systems of work	Operational framework documentation	N	n/a	Y	Retain on file whilst in force and maintain previous edition. Destroy all earlier documentation	
		Operating procedures used by firefighters at incidents	N	n/a	Y		
	5.1.5	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	Y	Date record was superseded plus one year
5.2	Transport Management	5.2.1 The process of recording vehicle usage	Vehicle usage reports on all owned and leased vehicles	No	n/a	Y	Destroy 2 years after the sale or disposal of the vehicle
			The Authority's log book placed in all owned and leased vehicles	No	n/a	Y	Destroy 6 years after the sale or disposal of the vehicle

Classification	Description	Type of information held	Availability:			Destruction date ¹
			Website? ²	For how long? ³	Request only? ⁴	
6 Lists and registers						
“Details about the Authority’s staff, financial records, property and information systems”						
6.1 Personnel administration.	6.1.1 The process of administering employees to ensure that entitlements & obligations are in accordance with agreed employment requirements	Specific details about individual employees, their contracts of employment and personal details	N	n/a	No – excluded from FOI under Sec 40	Destroy 6 years from date of leaving
		Medical clearance	N	n/a		
		Letter of appointment	N	n/a		
		Letter of acceptance	N	n/a		
		Probation reports	N	n/a		
		Educational qualifications	N	n/a		
		Declarations of pecuniary interests	N	n/a		
		Employment contracts	N	n/a		
Records containing superannuation information	N	n/a				

Classification	Description	Type of information held	Availability:			Destruction date ¹
			Website? ²	For how long? ³	Request only? ⁴	
Cont		GP certificates	N	n/a	No – excluded from FOI under Sec 40	Destroy 6 years from date of leaving
		Pension dispute records	N	n/a		Once resolved destroy after 1 year
		Application forms for employment by the Authority	N	n/a		Destroy 6 years from date of leaving
		Time spent on union duties by members of the Authority's staff*	Y	Previous complete financial year	N/a	5 years
	6.1.2 Job descriptions and person specifications	The names, job descriptions and person specifications of the three top tiers of officers*	Y	Most recently agreed version	n/a	Maintain previous 2 iterations, destroy all older documentation
		Details of the post(s) held by all officers earning in excess of £50k per annum*	Y	Most recently agreed version	n/a	Upon update
		The job descriptions and person specifications of all other employees	N	Most recently agreed version	Y	Upon update

Classification	Description	Type of information held	Availability:			Destruction date ¹
			Website? ²	For how long? ³	Request only? ⁴	
Cont.	6.1.3 The process of evaluating the remuneration applicable to a post	Completed job description questionnaires	N	n/a	Y	Keep current until superseded then destroy previous after 2 years of change
		The Authority's job evaluation scheme guidance for Managers	N	n/a	Y	2 years after amendment
		Pay scales applicable to uniformed (grey book) members of staff*	Y	Current only	N	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	N	
		Pay scales applicable to senior officers (gold book) members of staff *	Y	Current only	N	
	6.1.4	Records relating to staff working with children	Disclosure Records Bureau checks (formally known as CRB checks)	N	n/a	No – excluded from FOI under Sec 40

Classification	Description	Type of information held	Availability:			Destruction date ¹
			Website? ²	For how long? ³	Request only? ⁴	
6.2 Employee and Industrial Relations	6.2.1 Identification & development of significant directions concerning industrial matters	Minutes and agendas of meetings of Accredited Representatives and Joint Secretariat	N	n/a	Y	5 years
	6.2.2 Processing of disciplinary and grievances investigations where proved	Outcome reports following disciplinary investigations resulting in an oral warning	n	n/a	No – excluded from FOI under Sec 40	6 months
		Outcome reports following disciplinary investigations resulting in a formal warning	n	n/a		6 years after the completion of the case
		Outcome reports following disciplinary investigations resulting in a formal warning involving children				25 years after leaving
6.2.3 Processing of disciplinary and grievances investigations where unfounded	Outcome reports following disciplinary investigations resulting in no action taken or case not proven	n	n/a	No – excluded from FOI under Sec 40	Destroy immediately after the disciplinary or grievance case has been found to be have been unfounded; or after appeal	

Classification	Description	Type of information held	Availability:			Destruction date ¹
			Website? ²	For how long? ³	Request only? ⁴	
6.3 Occupational Health	6.3.1 The process of checking and ensuring the health of staff	Health questionnaire	N	n/a	No – excluded from FOI under Sec 40	Destroy 40 years after the last entry on the file
		Medical clearance	N	n/a		
		Reasonable adjustment to work place	N	n/a		
		Restrictions	N	n/a		
		Recommendations	N	n/a		
		Reports from GP/Consultants	N	n/a		
	6.3.2 Process of monitoring of occasions where employees are likely to have become in contact with radiation, asbestos or other hazardous materials at incidents	"FS14" records	N	n/a	No – excluded from FOI under Sec 40	Destroy 50 years from last action or when the person reaches 75

Classification	Description	Type of information held	Availability:		Destruction date ¹	
			Website? ²	For how long? ³		Request only? ⁴
6.4 Recruitment	6.4.1 The selection of an individual for an established position	Advertisements placed for internal or external vacancies	Y	For duration of recruitment event	Y	Destroy 1 year after recruitment has been finalised
		Completed application forms for unsuccessful candidates	N	n/a	No – excluded from FOI under Sec 40	
		Referee reports for unsuccessful candidates	N	n/a		
		Interview reports – all applicants	N	n/a		
		Testing/selection outputs – all candidates	N	n/a		
		Assessment and Development Centre outcomes – all candidates	N	n/a		
6.5 Staff Monitoring	6.5.1 Performance Management Processes	Appraisal and individual Performance plans	N	n/a	No – excluded from FOI under Sec 40	Destroy 6 year after leaving

Classification	Description	Type of information held	Availability:			Destruction date ¹	
			Website? ²	For how long? ³	Request only? ⁴		
6.6	Pay Administration	6.6.1 Pay administration	All records authorising changes to individual pay.	N	n/a	No – excluded from FOI under Sec 40	Destroy 7 years action completed
6.7	Termination of employment with the Authority	6.7.1 The process of termination of staff through voluntary redundancy, dismissal, retirement and death	Letters of resignation received by the Authority from members of staff	N	n/a	No – excluded from FOI under Sec 40	6 years after date of leaving
			Formal notification of redundancy	N	n/a		
			Formal notification of dismissal	N	n/a		
			Formal notification of Retirement	N	n/a	40 years after the date of retirement	
			Ill health	N	n/a		
			Death	N	n/a		6 years after date of death

Classification	Description	Type of information held	Availability:			Destruction date ¹
			Website? ²	For how long? ³	Request only? ⁴	
6.8 Appointments of Statutory Officers	6.8.1 The appointment of an individual for a statutory position	Appointment Files	N	n/a	No – excluded from FOI under Sec 40	2 years from date of appointment
	6.8.2 The process of selection of an individual for a statutory position	Vacancies & applications records	N	n/a	No – excluded from FOI under Sec 40	Destroy 1 year after date of appointment
		Interview notes	N	n/a		
		Registers of applicants	N	n/a		
	Unsuccessful applications records	N	n/a		Destroy 3 months after date of appointment	
6.9 Training and Development	6.9.1 Routine staff training processes, not occupational health and safety or children related	Course individual staff assessment	N	n/a	Y	Destroy 2 years after action completed
	6.9.2 Training (concerning children)	Course training register	N	n/a	Y	Destroy 35 years after training completed
	6.9.3 Training (health and safety)	Occupational health and safety training register	N	n/a	Y	Destroy 50 years after training completed.

Classification	Description	Type of information held	Availability:			Destruction date ¹
			Website? ²	For how long? ³	Request only? ⁴	
Cont	6.9.4 Training (materials)	Presentations used in training courses provided by the Authority	N	n/a	Y	Destroy 3 years after course is superseded
6.10 Health and Safety Inspections and Assessments	6.10.1 Processes to ensure safe systems of work	The Authority's Health and Safety Framework	N	n/a	Y	Retain whilst in force and retain previous version only for at least 3 years
	6.10.2 Processes to assess the level of risk, and subsequently permit work	Health and safety risk assessments	N	n/a	Y	Destroy 7 years from last assessment
	6.10.3 The Authority's Accident reporting procedure	The Authority's Accident Reporting and Investigation procedure and related documentation	N	n/a	Y	Retain for a minimum of 7 years from closure
	6.10.4 Safety inspections and audit procedure	The Authority's Operational group safety audit records	N	n/a	Y	Retain whilst in force and retain as archive previous version only
		The Authority's Safety audit summary report	N	n/a	Y	Retain whilst in force and retain as archive previous version only

Classification	Description	Type of information held	Availability:			Destruction date ¹
			Website? ²	For how long? ³	Request only? ⁴	
6.11 Accounts & Audit Reporting	6.11.1 The process that consolidates financial transactions on an annual basis for corporate reporting purposes	Statement of Accounts	Y	Last three complete years	N	Records held from 1998 onwards
		Final trial balance, balance sheet, control account and reconciliations	N	n/a	Y	3 complete years after audit has been completed
	6.11.2 The process that supports the consolidation of financial transactions of an annual basis for corporate reporting purposes	Accounts audit file	N	n/a	Y	3 complete years after audit has been completed
		Capital accounting asset register	N	n/a	Y	6 complete years after audit has been completed
		Actuarial reports received by the Authority	N	n/a	Y	3 complete years after audit has been completed
	6.11.3 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	Y	Destroy 6 years after its administrative use and annual audit is concluded

Classification	Description	Type of information held	Availability:			Destruction date ¹
			Website? ²	For how long? ³	Request only? ⁴	
6.12 Financial Transactions Management	6.12.1 Management of the approvals process for purchase, including investigations	Appointments & delegations	N	n/a	Y	Destroy 7 years after the end of the financial year in which the records were created
		Audit investigations (Specification, Approvals Process)	N	n/a	Y	
	6.12.2 Identification of the receipt, expenditure and write offs of public monies	Invoices	N	n/a	Y	Destroy 6 years after the conclusion of the final audit
		Credit card statements	N	n/a	Y	
		Cash books	N	n/a	Y	
		Receipts/Vouchers	N	n/a	Y	
		Cheque counterfoils	N	n/a	Y	
		Bank statements	N	n/a	Y	
		Subsidiary ledgers (annual)	N	n/a	Y	
		Write-off register	N	n/a	Y	
Journals, virements and logs of daily activity related to treasury management	N	n/a	Y	Destroy 2 years after the conclusion of the final audit		

Classification	Description	Type of information held	Availability:			Destruction date ¹	
			Website? ²	For how long? ³	Request only? ⁴		
Cont		The Authority's register of all loans	N	n/a	Y	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	Y	Register updated on receipt and use of grants, or at least annually when accounts are closed	
		BACS confirmation report	N	n/a	Y	Destroy 6 years after the conclusion of the final audit	
		Agresso purchasing data	N	n/a	Y		
		Agresso accounts Receivable	N	n/a	Y		
	6.12.3	Processes that balance & reconcile financial accounts	Stock Reconciliation	N	n/a	Y	Destroy each year after final accounts are signed off
			Summaries of accounts	N	n/a	Y	
			Stocktaking Results	N	n/a	Y	
			Business Continuity Transactions	N	n/a	Y	
			Month End reports	N	n/a	Y	

Classification	Description	Type of information held	Availability:			Destruction date ¹
			Website? ²	For how long? ³	Request only? ⁴	
Cont		Review of monthly trial balance report	N	n/a	Y	Destroy each year after final accounts are signed off
	6.12.4 Taxation records	Motor vehicle logs	N	n/a	Y	Destroy 6 tax years after the end of the financial year in which the records were created
		Taxable benefit records	N	n/a	Y	
		P11D records	N	n/a	Y	
		Mileage returns	N	n/a	Y	
		Expenses Claims	N	n/a	Y	
		Transactions related to the construction industry for the purposes of taxation	N	n/a	Y	
6.13 Payroll	6.13.1 Accounting processes relating to payments to employees and Members	Authority sheets	N	n/a	Y	Destroy 7 years after the conclusion of the financial transaction that the record supports
		Payroll deduction authorities	N	n/a	No – excluded from FOI under Sec 40	
		Payroll disbursement	N	n/a		
		Expense and allowance claims	N	n/a	Y	

Classification	Description	Type of information held	Availability:			Destruction date ¹
			Website? ²	For how long? ³	Request only? ⁴	
Cont		Employee pay records	N	n/a	No – excluded from FOI under Sec 40	
		Employee taxation records	N	n/a		
		Payroll deductions	N	n/a		
		Turn Out and Attendance	N	n/a		
	6.13.2 Non-accounting processes relating to payment of employees	Summary employee pay reports	N	n/a	No – excluded from FOI under Sec 40	Destroy 2 years after the conclusion of the final audit
6.14 Budgets and Estimates	6.14.1 The process of finalising the Authority's annual budget and medium term financial plan	Annual Budget Report	Y	Current year's and previous complete 2 years	N	Records from 1998 onwards held
		Medium Term Financial Plan	Y		N	Records from 1998 onwards held
	6.14.2 The process of developing the Authority's annual budget	Budget build document and supporting papers	N	n/a	Y	Destroy 3 years after annual budget adopted by the Authority

Classification	Description	Type of information held	Availability:			Destruction date ¹
			Website? ²	For how long? ³	Request only? ⁴	
Cont	6.14.3 The process of reporting which examines the budget in relation to actual revenue and expenditure	Budget Manager local monitoring records	N	n/a	Y	Destroy after 3 years, when final audit each year finished
		Monthly management monitoring reports	N	n/a	Y	
	6.14.4 Standing data within the Authority's financial system	Supplier set up and amendment forms	N	n/a	Y	Destroy after 1 year, when final audit is finished
6.15 Treasury management	6.15.1 Records of long-term investments held by the Authority	Bonds, stocks and shares record	N	n/a	Y	Retain for 7 years from date of sale
	6.15.2 The activity of forecasting and monitoring cashflow	Cashflow forecasts	N	n/a	Y	Destroy 3 years after its administrative use and annual audit is concluded
	6.15.3 The activity of lending temporarily surplus cash	Investment files	N	n/a	Y	Destroy 6 years after its administrative use and annual audit is concluded

Classification	Description	Type of information held	Availability:			Destruction date ¹	
			Website? ²	For how long? ³	Request only? ⁴		
6.16 Insurance Policy Management	6.16.1	The summary management of insurance arrangements	Service Orders, procedures and processes	N	n/a	Y	Destroy after two major versions have superseded documents
	6.16.2	The process of insuring local authority officers, property, vehicles and equipment against negligence, loss or damage	Insurance policies	N	n/a	No – excluded from FOI under Sec 43	Non-liability policies:- Destroy 7 years after the terms of the policy have expired except and all claims periods are closed. Motor, Employers and Public Liability Insurance Destroy 40 years after the terms of the policy have expired except and all claims periods are closed.
			Insurance Certificates	N	n/a		
			Insurance Schedules	N	n/a		
		Correspondence on cover	N	n/a			
6.17 Insurance Claims Management	6.17.1	The process that records insurance claims against the local authority or local authority officers	Claims records, files and correspondence	N	n/a	No – excluded from FOI under Sec 43	Destroy 3 years after the closure of the claim by the insurer where no minors are involved. For claims involving minors, destroy 3 years after any injury claimant has reach 21 years of age).

Classification	Description	Type of information held	Availability:			Destruction date ¹	
			Website? ²	For how long? ³	Request only? ⁴		
Cont		Historic Claims Performance data and associated financial information.	N	n/a	Y	Destroy after completion of 10 financial years.	
6.18	Tenancy agreements for housing provided to the Authority's staff	6.18.1 The process of awarding tenancies in housing	Signed tenancy agreements	N	n/a	N - excluded under FOIA Sec 40	<u>Ordinary Contracts:</u> 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
			Sealed tenancy agreements	N	n/a	N - excluded under FOIA Sec 40	<u>Contracts Under Seal:</u> 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
		6.18.2 The process for managing the tenancy of an individual tenant	Correspondence re tenancy	N	n/a	N - excluded under FOIA Sec 40	Destroy 6 years after termination of tenancy
		Tenancy files	N	n/a	N - excluded under FOIA Sec 40		

Classification	Description	Type of information held	Availability:			Destruction date ¹		
			Website? ²	For how long? ³	Request only? ⁴			
6.19	Asset Acquisition and Disposal	6.19.1 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	Y	Destroy 6 years after accounts are closed	
6.20	Conveyance	6.20.1	The process of changing ownership of land or property	Conveyancing files	N	n/a	Y	Destroy 6 years after accounts are closed
		6.20.2	Management of the acquisition (by lease or purchase) process for real property	Plans	N	n/a	Y	Retain for the life of property or building plus 6 years.
		6.20.3	The process of managing and undertaking renovations and development of property	Major structural work plans and documents, architectural drawing and plans	N	n/a	Y	Retain for life of property or building, and then destroy

Classification	Description	Type of information held	Availability:			Destruction date ¹		
			Website? ²	For how long? ³	Request only? ⁴			
6.21	Leasing and Occupancy	6.21.1 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	Y	Destroy at end of license period	
6.22	Inspections and Assessments	6.22.1	Process of monitoring of areas of potential risk in premises	Property inspection records	N	n/a	Y	Destroy 4 years after last action
		6.22.2	Process of monitoring of areas where employees and persons are likely to have become in contact with asbestos in premises (see also incidents)	Property asbestos files	N	n/a	Y	Destroy 40 years from last action
6.23	Electronic communications	6.23.1	Email records held by the Authority	All internal and external the Authority emails, attachments and metadata	N	n/a	Y	Journal copies classified as Temporary
				Emails subject to the Authority automatic deletion policy	N	n/a	Y	Emails default to Temporary classification. The user may change the classification to Working.

Classification	Description	Type of information held	Availability:			Destruction date ¹	
			Website? ²	For how long? ³	Request only? ⁴		
Cont		Deleted emails	N	n/a	Y	May be recovered up to 14 days after deletion	
	6.23.2	Instant messaging records	Messages and metadata	N	n/a	Y	Classified as Temporary
	6.23.3	Telephone call records	Call & conference and mobile call metadata	N	n/a	Y	Classified as Working
	6.23.4	Emergency telephone call records	Audio recording and call metadata, including CLI and subscriber details if available	N	n/a	Y	Destroy after a year and a day
6.24	Records of electronic service development, access, usage and provision	6.24.1	User access records	N	n/a	Y	Classified as Temporary
			Web access	N	n/a	Y	Destroy after 3 months
			SharePoint Intranet and teamsite page and file access	N	n/a	Y	Classified as Working
			Operational Mobile Data System usage including resource GPS tracking	N	n/a	Y	Classified as Working

Classification	Description	Type of information held	Availability:			Destruction date ¹	
			Website? ²	For how long? ³	Request only? ⁴		
Cont		IS Helpdesk incident records, including action, resolution & customer feedback/satisfaction	N	n/a	Y	Classified as Working	
		System development documentation, specification, code, work cases, technical documentation, user guides & training notes etc	N	n/a	Y	Kept until the system is decommissioned	
	6.24.2	System logs	Application, System and Security logs that have a level of Critical Error or Warning	N	n/a	Y	Occupies available disk space, typically storing a few days only.
		Printer usage logs		N	n/a	Y	Classified as Temporary
		"Simple Network Management Protocol" system status/messages		N	n/a	Y	3 years

Classification	Description	Type of information held	Availability:			Destruction date ¹
			Website? ²	For how long? ³	Request only? ⁴	
6.25 Electronic file and data storage	6.25.1 The records created by users of the authority's IS systems as part of their work, not covered elsewhere in this scheme	Files stored in the Authority's SharePoint file store	N	n/a	Y	The standard classification and disposal policy applies. The default file classification is Temporary.
		SharePoint Record store	N	n/a	Y	Documents archived and automatically deleted on date specified by user
		File and database backups	N	n/a	N	Backup kept for 30 days.
		Mobilising system archive	N	n/a	Y	Kept during system lifetime and up to 1 year after decommissioning
7 The services we offer						
"Services provided to the public"						
7.1 Media Relations	7.1.1 Process of interaction with the media and others	Press releases	Y	1 year	N	Destroy 3 years from end of work
		The Authority's library of safety films	N	n/a	Y	Destroy 4 years from end of work

Classification	Description	Type of information held	Availability:			Destruction date ¹	
			Website? ²	For how long? ³	Request only? ⁴		
	7.1.2 Media publications concerning the Authority activities	Video recordings taken on Authority business	N	n/a	Y	Records available from 1998 onwards subject to compatibility with current systems	
		Photographs taken on Authority business	N	n/a	Y	Records available from 1998, subject to annual sifting and deletion of redundant material	
7.2	Services provided to the public for the purposes of improving Community Safety	7.2.1 The provision of specialist and generalist safety advice to the public	Records of home safety visits undertaken	N	n/a	N - excluded under FOIA Sec 40	Records available from 2000 onwards
			Records of referrals for home safety visits received from other agencies	N	n/a		
			Records of specialist home safety visits to vulnerable people undertaken	N	n/a		
			Records of referrals for specialist home safety visits to vulnerable people received from other agencies	N	n/a		

Classification	Description	Type of information held	Availability:			Destruction date ¹		
			Website? ²	For how long? ³	Request only? ⁴			
Cont		Records of other safety advice provided to members of the public	N	n/a		Destroy after 3 years		
	7.2.2	Safety awareness raising events	Records of events attended by the Authority's staff	N	n/a	Y	Destroy after 3 years	
7.3	Safety education for schools and colleges	7.3.1	The provision of the schools education programme	Regsiter of schools attended	N	n/a	Y	Destroy after 3 years
				Materials used as part of the schools' education programme	N	n/a	Y	Destroy after 3 years
		7.3.2	The provision of specialist safety packages to school and college age students	Records of schools, colleges and other venues visited	N	n/a	Y	Destroy after 3 years

Classification	Description	Type of information held	Availability:			Destruction date ¹
			Website? ²	For how long? ³	Request only? ⁴	
7.4 Registration, and Licensing notification	7.4.1 The process of issuing notices to citizens with respect to particular responsibilities	Improvement notices	N	n/a	Y	Retain while the property is in relevant use, then dispose. (Records kept at Group offices as long as required to inform Risk Assessment process and for Fire Safety to be kept up to standard)
		Objections to notices	N	n/a	Y	
		Appeals against notices	N	n/a	Y	
		Registration of premises	N	n/a	Y	
		Prohibition notices	N	n/a	Y	
7.5 Investigation, Inspection and Monitoring	7.5.1 The process of investigation, monitoring or inspection relating to laws which are the responsibility of the Authority	Risk Assessments	N	n/a	Y	Retain while the property is in relevant use, then dispose. Subject to weeding by Group office staff from time to time.
7.6 Prosecution	7.6.1 The process of prosecution or sanction of an individual or organisation for failing to comply with their legal responsibilities	Prosecution/sanction files	N	n/a	Y	Retain while the property is in relevant use, then dispose. (Records are kept at Group office for as long as required to inform Risk Assessment process and for Fire Precautions to be kept up to standard)

Classification		Description		Type of information held	Availability:			Destruction date ¹
					Website? ²	For how long? ³	Request only? ⁴	
7.7	Fire Investigation	7.7.1	The process of determining the cause of fires	Investigation reports	N	n/a	Y	Destroy after 1 year or when administrative use has concluded (whichever the sooner), unless there is a specific reason to retain further.
7.8	Planning applications (Local Authority)	7.8.1	The process of providing comments on planning and building applications referred from Local Authorities	Planning applications	N	n/a	Y	Retain while the building is being built, then dispose.
				Building control consultations	N	n/a	Y	