

Heading	Example/Description of Record	Recommended Retention Period	Authority	Security	Prime Record Holder
<b>3. Community Safety and Emergencies</b>	<b>Information concerning the management of fire, emergency situations and community safety within the district.</b>				
<b>Advice</b>	<b>Advice supplied to the public/businesses on community safety and emergencies.</b>				
Contingency planning	Activities in relation to the requirement of local authorities to provide advice on contingency planning to business.	Destroy - 2 years after advice superseded	LGCS v2.03 PAGE 91	Not Protectively Marked	
Fire safety planning	Activities relating to the provision of Fire Safety services.	Destroy - 7 years from last action	RGLA 9.20	Not Protectively Marked	
Home security	Specific, immediate, and practical security advice to householders.	Destroy – 6 years after last entry	CWAC retention based on good practice	Not Protectively Marked	

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<b>Community Safety</b>	<b>Activities to make the community safer.</b>				
Activities that develop a Community Safety Plan for the authority	Community Safety Plan	Permanent – offer to County Archivist, after administrative use is concluded.	RGLA 2.6	Not Protectively Marked	
CCTV surveillance	CCTV footage taken by the council.	Destroy after 1 month (unless involved in legal proceedings)	Business case - (Insurance and Risk Manager) currently advised to hold for 1 month (unless involved in legal proceedings). If there is knowledge of a serious incident, retention should be extended in accordance with insurance file retention schedule in case of future legal proceedings.	Protect	
Community Safety Wardens major incident	Information on actions of the Community Safety Wardens, including information shared with the Police and other agencies.	MAJOR INCIDENT – Permanent – offer to County Archivist, after administrative use is concluded	RGLA 9.13	Confidential	

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Community safety Wardens minor incident	Information on actions of the Community Safety Wardens, including information shared with the Police and other agencies.	MINOR INCIDENT – Destroy – 7 years after closure	RGLA 9.14	Confidential	
Crime reduction	Information relating to activities designed to reduce the impact and fear of crime.	Destroy – 3 years after last entry	CWAC retention based on good practice	Not Protectively Marked	
Neighbourhood Watch	Council involvement in Neighbourhood Watch schemes.	Destroy – 3 years after last entry	CWAC retention based on good practice	Not Protectively Marked	
<b>Emergency Planning</b>	<b>Information on emergency planning.</b>				
Emergency agencies	List of public contacts for emergency agencies.	Destroy when superseded	LGCS v2.03 PAGE 91	Protect	
Emergency call-outs	List of council contact numbers to use in the case of any emergency or major incidents.	Review – after 1 year	CWAC retention based on good practice	Protect	

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Emergency plan	<p>Process to develop the emergency/disaster plan for the local community.</p> <ul style="list-style-type: none"> <li>Major emergency/incident plan.</li> </ul>	Permanent - offer to County Archivist, after superseded	RGLA 9.11	Protect	
Emergency plan tests	<p>The recording of results on tests of the emergency/disaster plan for the local community.</p> <ul style="list-style-type: none"> <li>Tests</li> </ul>	Destroy - 10 years after closure	RGLA 9.12	Protect	
Emergency warnings	Weather, security, incident warnings etc made to the public.	Destroy – 7 years after closure	Limitation Act 1980	Not Protectively Marked	
<b>Emergency Service</b>	<b>Information on activities related to the emergency services.</b>				
Notifications	<p>The process of notification to individuals and organisations on their failures to conform to licensing standards (legislation with regard to emergency services).</p> <ul style="list-style-type: none"> <li>Fire prevention notices.</li> <li>Fire prevention infringement notices.</li> </ul>	Destroy - 2 years after matter is concluded	RGLA 9.19	Confidential	

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Special service provision	Saving cats from trees, unlocking doors, car accidents etc.	Destroy - 7 years after closure	RGLA 9.14	Not Protectively Marked	
<b>Enforcement</b>	<b>Enforcement of safety legislation.</b>				
Fire safety legislation enforcement	Enforcement of fire safety legislation. <ul style="list-style-type: none"> <li>• Fire prevention notices</li> <li>• Fire prevention infringement notices</li> </ul>	Destroy - 2 years after matter is concluded	RGLA 9.19	Not Protectively Marked	
Fire safety legislation prosecution or sanction	Prosecution or sanction of an individual or organisation for failing to comply with their legal responsibilities. <ul style="list-style-type: none"> <li>• Prosecution/sanction files</li> </ul>	Destroy - 7 years from last action	Police and Criminal Evidence Act 1984, and RGLA 9.21	Confidential	
<b>Fire Prevention</b>	<b>Activities to prevent fires occurring.</b>				
Fire certification	Documentation relating to applications from organisations for the granting of fire certificates.	The Regulatory Reform (Fire Safety) Order 2005 became law on 1 October 2006 and abolished the requirements for Fire Certificates	The Regulatory Reform (Fire Safety) Order 2005 became law on 1 October 2006 and abolished the requirements for Fire Certificates	Not Protectively Marked	

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Fire hydrants inspections	Fire hydrant inspection records.	Destroy - 7 years from last action	RGLA 9.20	Not Protectively Marked	
Fire safety advice	Advice given to individuals and organisations on an individual basis relating to fire safety and emergencies.	Destroy - 2 years after advice superseded	LGCS v2.03	Not Protectively Marked	
Fire safety inspections	Fire safety inspection records.	Destroy - 7 years from last action	RGLA 9.20	Protect	
Incident monitoring major fire	Major incident Incident reports and frequency monitoring.	Permanent - offer to County Archivist, after administrative use is concluded	RGLA 9.13	Protect	
Incident monitoring minor fire	Minor incident Incident reports and frequency monitoring.	Destroy - 7 years after closure	RGLA 9.14	Protect	
Inspections fire	Other fire safety information.	Destroy - 7 years from last action	RGLA 9.20	Not Protectively Marked	
Investigations fire	Fire safety investigations records.	Destroy – 7 years from last action	RGLA 9.20	Protect	

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<b>Measures Against Vandalism</b>	<b>Reporting and measures against vandalism.</b>				
Flyposting	Removal of illegally posted advertisements, leaflets and similar items.	Destroy – 7 years after closure	RGLA 9.14	Not Protectively Marked	
Removal of graffiti	Information reporting on, and the removal of, graffiti.	Destroy – 7 years after closure	RGLA 9.14	Not Protectively Marked	
<b>Training</b>	<b>Training on how to deal with major incidents.</b>				
Training exercises	Training exercises for major incidents and fire services.	Destroy - 10 years after closure	RGLA 9.12	Not Protectively Marked	