

# Agreed February 2025

## STATES OF JERSEY FIRE AND RESCUE SERVICE

### RETENTION SCHEDULE FOR RECORDS (whatever their format – paper or electronic)

Under the Public Records (Jersey) Law 2002 the Archivist appointed by Jersey Heritage is required to work with public authorities to produce retention schedules. The schedules list the public records produced by authorities, the length of time these records need to be retained for and the eventual disposal of the information – either to the Jersey Archive for permanent preservation or to be confidentially destroyed.

This schedule applies to all records, whether paper or electronic that are produced by the States of Jersey Fire and Rescue Service.

The guidance below reflects best practice but does not constitute legal advice. The Archivist will endeavour to work with public authorities to ensure that the guidance reflects legislation but responsibility for checking on any legislative requirements rests with the public authority. Responsibility for checking more recent enactments rests with the reader.

This schedule will be reviewed after 5 years.

Please note that retention dates are calculated from the end date of the file, e.g. a file which covers the period 1997 – 2010 would be destroyed or transferred to the Archive at the start of 2021 if a 10 year retention applies.

Records in Series	Retention at Fire Service	Action by Fire Service	Action By Jersey Archive	Notes
<b><u>Administration</u></b>				
General correspondence, including emails	Until no longer required	Transfer relevant emails to project/subject folders and delete low-level emails	Archive relevant project/sub ject folders	Deleted emails archived on servers for 5 years
Complaints	10 years	Transfer to Jersey Archive	Archive	
Internal Comms	10 years	Destroy	N/A	
Staff Survey	10 years	Destroy	N/A	
Subject Access Requests Data Request letters and response letter	1 year 10 years	Destroy	N/A	

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Finance	See Public Finance Manual Supporting Documents			
Human Resources, including Training Records	See Central Human Resources Retention Schedule			
<b><u>Information Systems/ Information Technology</u></b>				
Computer Agreements-Asset/Licence/Support	Current + 6 years	Destroy	N/A	
Watch Activity Management System (WAMS)	10 years	Destroy	N/A	
Station CCTV	31 days	Deleted	N/A	
Microsoft Teams Chat	21 days	Deleted	N/A	
<b><u>Meetings and conferences</u></b>				
Meeting minutes for:				
Principle Leader's Board	Current + 5 years	Transfer to Jersey Archive	Archive	
Chief Fire Officer's Board				
Health, Safety and Wellbeing Committee				
All other meeting minutes	Current + 1 year	Destroy	N/A	
FRS Ministerial Meetings	10 years	Transfer to Jersey Archive	Archive	Include minutes and associated papers
Conferences	10 years	Destroy	N/A	
<b><u>Working Parties</u></b>				
Uniform Services Review 2022-2023	10 years	Transfer to Jersey Archive	Archive	
Works Routines Review 2011	10 years	Transfer to Jersey Archive	Archive	To transfer 2011
Organisation & Management Structure Review	10 years	Transfer to Jersey Archive	Archive	
Duty Manager Review	10 years	Transfer to Jersey Archive	Archive	
Tall Buildings Working Group	Current	Transfer to Jersey Archive	Archive	Digital
WAMS Replacement Project	10 years	Destroy	N/A	Digital
<b><u>Alarms and Reports</u></b>				
AFD (Automatic Fire Alarms)	Current + 5 years	Destroy	N/A	

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AFA System AFA – Protected Premises on 999 Alarm	Current + 1 years	Destroy	N/A	
Unwanted Fire Signals	Current + 1 years	Destroy	N/A	
Special Service  All Special Service Incidents Accounts and Indemnity Forms  Special Service Charge Agreement Forms	Current + 1 year  10 years  Current + 1 year	Transfer to Jersey Archive	Archive	
Chimney Fire Reports	Current + 1 years	Destroy	N/A	
False Alarm Reports	10 years	Destroy	N/A	
Building Control Files	Current	Transfer to Archive when building demolished	Archive	
<b><u>Reports and Audits</u></b>				
Published reports / IRMP / CRMP	10 years	Transfer 1 copy to Archive on production	Archive	Transfer any old, plus any now created
Annual reports	Current	Transfer 1 copy to Archive on production	Archive	
Reports to the Minister (including presentations, statistics and letters)	10 years	Transfer to Jersey Archive on production	Archive	Digital
States Employment Board Correspondence	10 years	Transfer to Jersey Archive	Archive	Digital
Department Management Board (CFO Office)	10 years	Transfer to Jersey Archive	Archive	Last modified 2019/2020 – transfer to Archive
External and Internal Audits	10 years	Transfer to Jersey Archive	Archive	
Debrief and Organisational Learning	10 years	Transfer to Jersey Archive	Archive	Digital
<b><u>Inspections and Reviews</u></b>				

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Modernisation Programme	10 years	Transfer to Jersey Archive	Archive	Last modified 2015 – transfer to Archive
External Inspections / Peer Reviews	10 years	Transfer to Jersey Archive	Archive	
<b><u>Plans</u></b>				
Integrated Risk Management Plan / Community Risk Management Plan	10 years	Transfer to Jersey Archive Destroy correspondence	Archive	
Disaster and Business Recovery Plan	Current	Transfer to Jersey Archive	Archive	
Business Continuity	Current + 10 years	Transfer to Jersey Archive	Archive	Digital
<b><u>Policies</u></b>				
General / Service Orders / Notices / Directives	Current + 10 years	Transfer to Jersey Archive	Archive	
Operational Aide Memoirs	Current + 10 years	Transfer to Jersey Archive	Archive	
National Operation Guidance	Current + 10 years	Transfer to Jersey Archive	Archive	Digital
<b><u>Promotional Material and Public Relations</u></b>				
Published leaflets/promotional material by or about States of Jersey Fire and Rescue Service	Current year	Transfer 1 copy to Archive on production	Archive	
Dear Chief Officer Letters	10 years	Transfer to Jersey Archive	Archive	
Advertising	10 years	Destroy	NA	
<b><u>Incident Information</u></b>				
Major Incident Information (including Op Spire)	Current + 10 years	Transfer to Jersey Archive	Archive	
Fire Incident Forms	10 years	Transfer red incidents to Jersey Archive Destroy purple incidents	Archive serious incidents	
Photographs	Whilst required	Transfer sample of significant incidents and training to Jersey Archive	Archive	Electronic file

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Body Worn Camera Footage Vehicle CCTV	Non-evidential 30 days Evidential 99 years	Destroy	NA	
<b><u>Insurance</u></b>				
Including: Assessors, Buildings and Plant, Group Personal Accident, Marine Craft, Professional Indemnity, Travel, Vehicles, Examination Reports	Termination + 6 years	Destroy	N/A	
<b><u>Supplies &amp; Services</u></b>				
Contracts	Current + 6 years			
Purchasing	Current + 6 years	Destroy	N/A	
Equipment & Appliances – Tenders and Sales	Current + 6 years	Destroy	N/A	
Uniform and Clothing	Current + 10 years	Destroy	N/A	
Supplier details (uniform and clothing)	Whilst applicable	Destroy	N/A	
<b><u>Fleet</u></b>				
Joint Emergency Services Management Board	10 years	Destroy	N/A	Last modified 2004 – destroy old files
Accident Report Statements - Vehicles	Current + 6 years	Destroy	N/A	
Vehicles - Purchase/Lease	Current + 6 years	Destroy	N/A	
Fuel	Current + 6 years	Destroy	N/A	
Fleet	Current + 6 years	Destroy	N/A	
Finance	Current + 6 years	Destroy	N/A	
<b><u>Premises</u></b>				

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General (Including Internal Car Parking & Yard/Exits) Resurfacing of Drill Yard	Current + 6 years	Destroy	N/A	
Building Works	Current + 6 years	Destroy	N/A	
Servicing Contracts	Current + 6 years	Destroy	N/A	
Damage to Buildings and Equipment	Current + 6 years	Destroy	N/A	
Western Station	Current + 6 years	Transfer to Archive	Archive	
New Fire & Rescue Headquarters Project	Current + 6 years	Transfer to Archive	Archive	
Standby Power Systems (UPS & Emergency Generator)	Current + 6 years	Destroy	N/A	
Station AFA - Test Certificates and Maintenance	Current + 6 years	Destroy	N/A	
Museum - Common Room	Whilst current	Destroy	N/A	
Premises Security Systems	Current + 6 years	Destroy	N/A	
Asbestos Register & Plan	Whilst current	Destroy obsolete plans	N/A	
Asset Register	Whilst current	Destroy when superseded	N/A	
<b><u>Institutions and Associations</u></b>				
Including: Royal National Lifeboat Institution, Royal British Legion, Royal Yachting Association and Chief Fire Officers Association	Current + 6 years	Destroy	N/A	
Fire and Rescue Service Association	10 years	Transfer to Jersey Archive	Archive	
National Fire Chief's Council	10 years	Destroy	N/A	
<b><u>Other Committees</u></b>				
Including: Airport Rescue and Fire Fighting Service, Emergencies Council	10 years	Destroy	N/A	
<b><u>Legislation</u></b>				
Including: Regulatory Reform, Law Drafting, The Explosives (Jersey) Law, Legal Actions, Safeguarding of Workers, International Conventions / Agreements, European Community, Human Rights, Draft Legislation (other committees), Employment (Jersey) Law, Public Access to Official Information, Places of Refreshment	10 years	Destroy	N/A	

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<b><u>Awards, Events and Exhibitions</u></b>				
Letters of Appreciation	10 years	Destroy	N/A	
History of the Fire Service	10 years	Transfer to Jersey Archive	Archive	
Long Service and Good Conduct Award	10 years	Transfer to Jersey Archive	Archive	
Staff Achievement Awards / CFO Commendations / Other Awards	10 years	Transfer to Jersey Archive	Archive	
Open Days and Career Exhibitions	10 years	Destroy	N/A	
Charity Events – Outside Organisations	10 years	Destroy	N/A	
<b><u>Service Data</u></b>				
Best Value	10 years	Transfer to Jersey Archive	Archive	
Operational Reporting Statistics	10 years	Transfer to Jersey Archive	Archive	
<b><u>Recruitment</u></b>				
Talent Pools	2 years	Destroy	N/A	
Fitness Testing	Current + 6 years	Destroy	N/A	
<b><u>Training and Development</u></b>				
Training Strategy and Review / Training Audit	10 years	Destroy	N/A	
Training Standards, including Health and Safety, Fitness Testing, Aerial Ladder Platform, Real Fire Training, Inshore Rescue Boat, Road Traffic Accident, Breathing Apparatus, Positive Pressure Ventilation, Driving and Control Room Training	Current + 6 years	Destroy	N/A	
Pre-Activity Questionnaire	Whilst applicable	Destroy	N/A	
FREC	Current + 3 years	Destroy	N/A	Requalify every 3 years
IFE	10 years	Destroy	N/A	
Exercises – General Correspondence	10 years	Destroy	N/A	
Local Courses, Fire Service College Courses	10 years	Destroy	N/A	
<b><u>Terms and Conditions</u></b>				
Wholetime and Retained Conditions of Service	Current	Transfer to Jersey Archive	Archive	
<b><u>Performance Management</u></b>				
Performance Review & Development	10 years	Transfer to Jersey Archive	Archive	
Performance Review Project	10 years	Transfer to Jersey Archive	Archive	
Strategic Performance Management Strategic Programme Management	10 years	Transfer to Jersey Archive	Archive	

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<b>Fire Safety</b>				
Places of Refreshment and Licensing	Current	Destroy	N/A	
Planning and Building Applications	30 years	Destroy	N/A	
SPARK / Safety in Action	Current + 1 year	Destroy	N/A	
Home Fire Safety Visits / Safe and Well Visits	10 years	Destroy	N/A	
Safeguarding Visits	30 years			
Workplace Fire Safety Training	Current + 3 years	Destroy	N/A	Certificate valid for 3 years
Community Safety Strategy / General	10 years	Transfer to Jersey Archive	Archive	
Community Fire Safety Projects	10 years	Destroy	N/A	
Technical Literature	10 years	Destroy	N/A	
Technical – National Circulars	10 years	Destroy	N/A	
Child Accident Prevention	10 years	Destroy	N/A	
Sprinklers	10 years	Destroy	N/A	
Risk Assessments, including Premises, Tactical, Strategic, Site and Lone Working	Current + 6 years	Destroy	N/A	
Care Homes / HMOs	Current + 10 years	Destroy	N/A	
Public Fire Safety Training	Current + 6 years	Destroy	N/A	
Fire Investigation Report	40 years	Transfer to Jersey Archive	Archive	National Closure Periods
Fires and Incidents of Special Interest	10 years	Transfer to Jersey Archive	Archive	
Petroleum	Current	Destroy	N/A	Until removed
Explosives	Current + 6 years	Destroy	N/A	
<b>Operations</b>				
Fire Cover, including Operational Cover Modelling, Integrated Risk Management Planning	10 years	Transfer to Jersey Archive	Archive	
Fire Cover – Contingency Planning	10 years	Destroy	N/A	
Major Incident Planning, including Island Major Disaster Plan, Fire Service Major Incident Plan, Police Major Incident Plan, Assistance Arrangements	10 years	Transfer to Jersey Archive	Archive	



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Major Incident Planning, including Emergency Measures Planning, Emergency Planning Board, Search and Rescue Committee, Harbour Emergency Scheme, Oil Pollution, Planning and Resilience Department Management	10 years	Transfer to Jersey Archive	Archive	
Major Incident - Event Planning	10 years	Sample to Jersey Archive, e.g., 1 Battle of Flowers plan every 10 years	Archive	
Major Incident – Memorandum of Understanding	Current + 6 years	Destroy	N/A	
Incident Command Systems	10 years	Destroy	N/A	
Communication and Mobilising / Control Room / Communications General	10 years	Destroy	N/A	
Water Supplies, including Hydrants (new installations, defects, flow tests, indication plates), Dry Risers and Testing, Hydrant and Dry Riser Allocation (electronic only), Hydrants and Water Supplies 2011	10 years	Destroy	N/A	Destroy 2011
Marine, including Firefighting, Visits to Ships, Inshore Sea Rescue, MIRG TCG and MIRG Finance Matters	10 years	Destroy	N/A	No longer MIRG – destroy after 10 years
Breathing Apparatus, including General, Equipment and Testing	10 years	Destroy	N/A	
Breathing Apparatus, including Distress to Wearers Incidents and Failures	Current + 40 years	Destroy	N/A	UK H&S Leg
First Aid & Resuscitation Equipment	Until replaced	Destroy	N/A	
Road Traffic Collision - General	10 years	Destroy	N/A	
Rescue from Heights - General	10 years	Destroy	N/A	
Rescue from Heights Training Manual	10 years after superseded	Destroy	N/A	
Hazardous Materials, Decontamination and Radiation	40 years	Destroy	N/A	
Environmental Policies, Protection and Improvement Areas	10 years after superseded	Destroy	N/A	
Equipment Management System (EMS)	Until equipment destroyed	Destroy	N/A	
Appliances and Equipment, including Standard Tests, Inventory, Aerial Ladder Platform, Chemical Protection Equipment, Environmental Protection Equipment, Hose and Fitting, Foam, Extinguishers, Thermal Imaging Camera, Marine Firefighting Equipment, and Miscellaneous	Current +6 years	Destroy	N/A	

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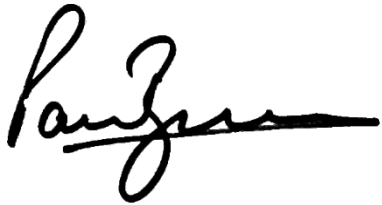
Operational and SRI	10 years after superseded	Destroy	N/A	
Operational Alert Messages	10 years	Transfer to Jersey Archive	Archive	Digital
Ops Investigations	10 years	Destroy	N/A	
<b><u>Health, Safety and Wellbeing</u></b>				
Policies, Notices and General Correspondence	10 years once policies superseded	Destroy	N/A	
Accident Reports – General Correspondence	Current + 6 years	Destroy	N/A	
Health and Safety Administration and Events	Current + 6 years	Destroy	N/A	
Welfare	10 years	Destroy	N/A	
Benevolent & Gratuity Fund	10 years	Destroy	N/A	
<b><u>Emergency Planning</u></b>				
Cabinet Office Business	10 years	Destroy	N/A	On the assumption that these records will come to Jersey Archive from the Cabinet Office
Emergency Plans, Powers and Equipment	10 years	Transfer to Jersey Archive	Archive	
Events and Exercises Presentations	10 years	Transfer to Jersey Archive	Archive	
Incidents	10 years	Transfer to Jersey Archive	Archive	
International	10 years	Transfer to Jersey Archive	Archive	Transfer any material that is specific to Jersey / CIs Destroy other
Maps, Plans and Images	10 years	Transfer maps and plans and a selection of images to Jersey Archive	Archive	

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Media and Publications	10 years	Transfer to Jersey Archive	Archive	
Correspondence	1 year	Transfer relevant correspondence to project folders	Transfer	
		Destroy low-level correspondence	Destroy	
CSR	10 years	Destroy	N/A	
General Admin	5 years	Destroy	N/A	
SMT Meetings	10 years	Transfer to Jersey Archive	Archive	
Strategic and Business Plans	10 years	Transfer to Jersey Archive	Archive	
About Jersey	10 years	Transfer to Jersey Archive	Archive	
Constitutional Review	10 years	Transfer to Jersey Archive	Archive	Emergency Planning only
Scrutiny	10 years	Transfer to Jersey Archive	Archive	Emergency planning only
Security Vetting and Protective Marking	10 years	Destroy	N/A	Emergency Planning only
States Departments and States Questions	10 years	Transfer to Jersey Archive		Emergency Planning only
Training	10 years	Transfer to Jersey Archive	Archive	Emergency Planning only
Working Groups	10 years	Transfer to Jersey Archive	Archive	

**Retention Schedule Approved by**

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**Chief Fire Officer**

**Date 10.02.25**



**Linda Romeril Archive and Collections Director**

**Date 24/02/2025**