

Retention Schedule - Governance - Regulatory Services - Public Protection

May 2018

Note: This Retention Schedule applies to all data held in any format (i.e. paper, electronic, microfiche etc)

Service	Function	Document Description	Format	Retention Period
Governance	Public Protection	Procedures	Paper and electronic	Until superseded
Governance	Public Protection	Copies of common entry documents (including health certificates and sampling analysis) submitted to port health for high risk foods	Electronic Paper	6 years 3 years
Governance	Public Protection	Import pre-notifications for imported food	Electronic	1 year
Governance	Public Protection	Catch certificates and associated paperwork (e.g. invoice, packing list, CVED) for IUU fish imports	Electronic Paper	6 years 3 years
Governance	Public Protection	Sampling paperwork (e.g. notice given to owner that sample will be analysed, certificate of analysis/examination)	Electronic Paper	6 years 6 years from date of notice
Governance	Public Protection	Copies of Certificates of Inspection (COI's) for Organic Imports	Electronic	2 years after COI has been endorsed.
Governance	Public Protection	Food premises registration forms	Electronic	6 years after the registration lapses
Governance	Public Protection	Premises Inspection Paperwork (including Inspection Forms, Report Forms, Photographs, Food Complaints)	Electronic	6 years after the intervention
Governance	Public Protection	Enforcement Notices served under the Food Safety and Hygiene (England) Regulations 2013, the Food Safety Act 1990 (including Hygiene Improvement Notices, Prohibition Orders, Remedial Action Notices) and The Official Feed and Food Controls (England) Regulations 2009 (e.g. Detention/Re-Dispatch/Destruction Notice)	Electronic Paper	6 years 6 years from the date of compliance, expiry or revocation
Governance	Public Protection	Enforcement Notices served under The Organics Products Regulations 2009 (e.g. Movement Control Notice, Consent to Movement Notice)	Electronic Paper	6 years 6 years from the date of compliance, expiry or revocation.
Governance	Public Protection	Issuance of a Ship Sanitation Control Exemption Certificate / Ship Sanitation Control Certificate	Electronic Paper	6 years LA to retain a paper copy for 12 months from date of issue.
Governance	Public Protection	Notifications of Infectious Diseases (NOIDS)	Electronic	12 months from date case closed.
Governance	Public Protection	Outbreak investigation questionnaires	Electronic	12 months from date case closed.
Governance	Public Protection	Outbreak/incident investigation reports (local outbreaks, incidents)	Electronic	Retention period depends on whether children were involved in the outbreak: • If yes retain for 25 years. • If not retain for 8 years.
Governance	Public Protection	Simple Cautions	Paper/electronic	6 years
Governance	Public Protection	Fixed Penalty notices	Electronic investigation records	CY +5 years CY+2 years retain fully information of complaint including personal data) Remaining 3 years only retain non-personal data (statistical information only)
Governance	Public Protection	FPN representations	Electronic investigation records	If FPN paid CY + 2 years. If proceeded to prosecution 6 years after conclusion of case or last significant action
Governance	Public Protection	Planning Consultations	Electronic	6 years from grant of permission
Governance	Public Protection	Consultations under the Licensing Act 2003 for premises license & temporary event notice	Electronic and paper.	Recommend whilst licence relevant + 6 years
Governance	Public Protection	Investigations (Accidents, complaints etc.)	Electronic Paper	7 years after the case has closed* 1 year
Governance	Public Protection	Inspections and other targeted interventions	Electronic Paper	7 years after the case has closed*. 1 year.

Governance	Public Protection	Investigation and inspection of health related risks: asbestos/ compressed air/ hazardous substances/ lead exposure.	Electronic Paper	40 years. 1 year.
Governance	Public Protection	Cooling tower register	Electronic	6 years after notification that the cooling tower has closed.
Governance	Public Protection	Health and Safety Enforcement: Prohibition and improvement notices.	To be in writing	Whilst relevant plus 7 years
Governance	Public Protection	Health and Safety Enforcement: Notices made available on the public register	To be in writing	Relevant notices to be kept available on the register for 3 years
Governance	Public Protection	Prosecutions	Electronic Paper	6 years. 6 years after court case or significant action