

### Port Health Retention Schedule 2021

Port Health Retention Schedule 2021				
PP	Procedures	Paper and electronic	Until superseded	
PP	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	In line with the statutory retention period for CVEDs at Border Inspection Posts
PP	Import pre-notifications for imported food	Electronic	1 year	Retention period determined in-house - retained for 1 year for statistical purposes.
PP	Catch certificates and associated paperwork (e.g. invoice, packing list, CVED) for IUU fish imports	Electronic Paper	6 years 3 years	Retention period determined by vet checks regime where CVED's and health certificates are required to be held at the BIP for 3 years. Catch certificates presented for fishery products would be kept for 3 years along with the CVED etc.
PP	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	Retention period obtained from FSA's Code of Practice which states that records relating to interventions must be retained for at least 6 years. The Food Safety (Sampling and Qualifications) (England) Regulations 2013.

PP	Copies of Certificates of Inspection (COI's) for Organic Imports	Electronic	2 years after COI has been endorsed.	Two year retention practice confirmed by DEFRA. Traders/importers are required to keep the COI for 2 years after it has been endorsed. TRACES NT is an EU system and retention periods for electronic storage will be determined by the Commission.
PP	Food premises registration forms	Electronic	6 years after the registration lapses	Retention period based on the FSA's Code of Practice which states that records relating to interventions must be retained for at least 6 years. Regulation (EC) No 852/2004 Article 6 The Food Safety and Hygiene (England) Regulations 2013
PP	Premises Inspection Paperwork (including Inspection Forms, Report Forms, Photographs, Food Complaints)	Electronic	6 years after the intervention	Retention period based on the FSA's Code of Practice which states that records relating to interventions must be retained for at least 6 years. Paper copies will be kept for 1 year (which is the time frame for prosecution) The Food Safety Act and relevant regulations (e.g. The Food Safety and Hygiene (England) Regulations 2013)
PP	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	Retention period based on the FSA's Code of Practice which states that records relating to interventions must be retained for at least 6 years. The Food Safety and Hygiene (England) Regulations 2013 Food Safety Act 1990 The Official Feed and Food Controls (England) Regulations 2009 (as amended)

PP	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.	The Competent Authority for the organics regime is DEFRA but due to no guidance from the competent authority, the retention period for these notices has been based on the guidance from the FSA COP which states that records relating to interventions must be retained for at least 6 years.
PP	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.	Public Health (Ships) Regulations 1979 No 1435 Regulation 18D (as amended by The Public Health (Ships) (Amendment) (England) Regulations 2007)
PP	Notifications of Infectious Diseases (NOIDS)	Electronic	12 months from date case closed.	Taken from 'PHE Records Retention and Disposal Schedule v00.02' – November 2017 For purposes of providing information for Environmental Health Teams on current PHE retention periods
PP	Outbreak investigation questionnaires	Electronic	12 months from date case closed.	Taken from 'PHE Records Retention and Disposal Schedule v00.02' – November 2017 For purposes of providing information for Environmental Health Teams on current PHE retention periods
PP	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.	Taken from 'PHE Records Retention and Disposal Schedule v00.02' – November 2017 For purposes of providing information for Environmental Health Teams on current PHE retention periods
PP	Simple Cautions	Paper/electronic	6 years	Limitation Act 1980

PP	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)	Good business practice Could become a complaint In line with DDC Fixed Penalty Notice Operational Policy in regards to repeat offenders
PP	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	Good business practice Could become a complaint Limitation Act 1980
PP	Planning Consultations	Electronic	6 years from grant of permission	Limitation Act 1980
PP	Consultations under the Licensing Act 2003 for premises license & temporary event notice	Electronic and paper.	Recommend whilst licence relevant + 6 years	Licensing Act 2003 Chapter 17
PP	Investigations (Accidents, complaints etc.)	Electronic Paper	7 years after the case has closed* 1 year	For the investigation of accidents, complaints etc. current HSE retention policy (dated 2015) is for a review to be undertaken 7 years after the folder is closed. *The HSE apply an exemption for some health related cases, see 'Investigation and inspection of health related risks' below.
PP	Inspections and other targeted interventions	Electronic  Paper	7 years after the case has closed*. 1 year.	Current HSE retention policy (dated 2015) is for a review to be undertaken 7 years after the folder is closed. *The HSE apply an exemption for some health related cases; see 'Investigation and inspection of health related risks' below.
PP	Investigation and inspection of health related risks: asbestos/ compressed air/ hazardous substances/ lead exposure.	Electronic Paper	40 years. 1 year.	Current HSE policy is to retain files for 40 years from date of last entry to the file.

PP	Cooling tower register	Electronic	6 years after notification that the cooling tower has closed.	Limitation Act 1980.
PP	Health and Safety Enforcement: Prohibition and improvement notices.	To be in writing	Whilst relevant plus 7 years	As authorised under The Local Authorities (Functions and Responsibilities) (England) Regulations 2000 SI 2000 No 2853 Schedule 1 As per HSE Retention Policy statement. And other various health and safety legislation
PP	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	Relevant notices are those served to protect the public instead of or in addition to protecting those in employment. As per HSE Retention Policy statement.. Environment and Safety Information Act 1988
PP	Prosecutions	Electronic Paper	6 years. 6 years after court case or significant action	Limitation Act 1980.