

Ref Number	Business Function and Record Type	Retention Period	Action	Prompt Point for Archive When Records Closed	Notes and Statutory Requirements
<b>Fleet Management</b>					
	Vehicle/Plant/Workshop Equipment Service & Maintenance Records	7 Years	Destroy	Completion of maintenance	
	Vehicle / Plant Info Records	7 Years	Destroy	Date vehicle removed from fleet	
	Records of Tenders / Contracts for vehicles / plant	21 years	Destroy	From date of Tender / Contract	
	Health and Safety <ul style="list-style-type: none"> <li>• Risk Assessments</li> <li>• COSHH</li> </ul>				Refer to Health and Safety Retention Schedule
	Record of employee permission to access data	3 Years	Destroy	Date signed by driver	
	Driver Management; master spreadsheet from DVLA import for verifying driver licences.	7 Years	Destroy	From when data accessed	
	Reports sent to departments derived from licence checks	7 Years	Destroy	From when data accessed	
	Vehicle / Plant Service Maintenance Schedules	7 Years	Destroy	From date of use	
	Records of insurance claims	7 years	Archive	From date of claim	

	External stores records and audits	7 years	Archive	From date of document	
	New Lease/Hire requests	3 years	Destroy	From date of hire/lease	
	Fleet policies and procedures	7 years	Archive	From the date replaced by updated version	
	Tip Permits	3 years	Destroy	Date vehicle removed from fleet	