

Port of Sunderland Retention Schedule

Type or Record	Name of Record	Retention Period	Action	Prompt Point for Archive When Records Closed	Notes and Statutory Requirements
Services					
Local Port Services	<p>Port Operations Database containing records and reports relating to: <i>Berthed ships, fishing vessel movements, ETA / ETD, ships' voyages, pilot chits, duty staff, POLREP, log sheet, patrol vessel, pilot cutter use, occurrences / incidents, notes to and defects, fog log, handover form, CERS complete, local weather, WX forecast, Notices to Mariners, LPS equipment problems, navigation marks and lights unreliable, visitors to LPS, POS tides, Beaufort Scale, bunkering, diving, repairs, hot work, lock and sluice operations, fresh water, dredging, surveying, workboat operations, damage to jetties and equipment, dock gate soundings and operation, cargo types, agents, ship particulars, locations, daily reports, inspections, billing and passage, precedents, services to ships, ladders and access.</i></p>	Indefinitely	Archive	n/a	Port Marine Safety Code, 2016 Common Practice

	Standard Operating Procedures	Until superseded	Destroy	Date of last action	Port Marine Safety Code, 2016
	Marine CCTV	30 days	Delete	Automatic overwrite	Unless preserved for evidential or investigation purposes. Data Protection Act 1998
Pilotage	Passage plans	5 years	Destroy	Date of last action	Port Marine Safety Code, 2016
	Acts of pilotage	Indefinitely	n/a	n/a	Historical interest
	Maritime Navigation and Information Services (MarNIS) toolkit	Until superseded	Delete	Date of last action	Port Marine Safety Code, 2016
	Marine Notices	Until Superseded	Destroy	Date of last action	Merchant Shipping legislation. Issued by
Marine Safety Management	Safety Management System	Until superseded	Destroy	Date of last action	Port Marine Safety Code, 2015

Contingency Plans	Port Emergency Plan	Until superseded	Destroy	Expiry date	Dangerous Goods and Harbour Areas Regulations, 2016; Civil Contingencies Act, 2004
	Oil Spill Contingency Plan	Until superseded	Destroy	Expiry Date	Merchant Shipping (Oil Pollution Preparedness, Response and Co-operation Convention) Regulations 1998 (SI 1998 No 1056)

Contingency Plans	Waste Management Plan	Until superseded	Destroy	Expiry Date	Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 (SI 1809 of 2003) (as amended), and Merchant Shipping (Prevention of Pollution by Sewage & Garbage from Ships (SI 3257 of 2008).
	Port Facility Security Plan	Until superseded	Destroy	Expiry Date	International Ship and Port Facility Security Code, 2004 and Ship and Port Facility (Security) Regulations 2004 (SI 2004/1495) and the Ship and Port Facility (Security) (Amendment) Regulations 2005 (SI 2005/1434).
Fresh water records	Fresh water bills	7 years	Destroy	From date of last action	

Waste management	Ships' waste declarations	5 years	Destroy	From date of last action	Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 (SI 1809 of 2003) (as amended), and Merchant Shipping (Prevention of Pollution by Sewage & Garbage from Ships (SI 3257 of 2008).
	Ships' waste declarations and returns	5 years	Destroy	From date of last action	Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 (SI 1809 of 2003) (as amended), and Merchant Shipping (Prevention of Pollution by Sewage & Garbage from Ships (SI 3257 of 2008).

ISPS notification	Ships' pre-arrival ISPS notifications	5 years	Destroy	From date of last action	International Ship and Port Facility Security Code, 2004 and Ship and Port Facility (Security) Regulations 2004 (SI 2004/1495) and the Ship and Port Facility (Security) (Amendment) Regulations 2005 (SI 2005/1434).
Boat registration	Registration of pleasure and fishing boats	7 years	Destroy	From date of last action	Sunderland Corporation Act, 1972 and Port of Sunderland Byelaws, 1978

Voice Recording	Telephone and radio communications data (Port Control)	30 days	Delete	From date of last action	Unless preserved for evidential or investigation purposes. Port Marine Safety Code, 2016
Hydrographical surveys	Dredging survey records and charts	Indefinitely	n/a		Common practice
Dockhead	Daily record of dockhead operations	7 years	Destroy	From date of last action	Port Marine Safety Code, 2016
Security					
Security records	Security Report	7 years	Destroy	From date of last action	International Ship and Port Facility Security Code, 2004 and Ship and Port Facility (Security) Regulations 2004 (SI 2004/1495) and the Ship and Port Facility (Security) (Amendment) Regulations 2005 (SI 2005/1434). Unless preserved for evidential or investigation purposes. Data Protection Act 1998
	Daily Security Log	7 years	Destroy	From date of last action	
	Record of Traffic Entering Port	7 years	Destroy	From date of last action	
	Daily Key Issue Sheet	2 years	Destroy	From date of last action	
	CCTV Log	7 years	Destroy	From date of last action	
	ANPR records	30 days	Delete	Automatic overwrite	
	Security CCTV	30 days	Delete	Automatic overwrite	
Prosecution files	Port of Sunderland Byelaws – Prosecution files	10 years	Destroy	From date of last action	Sunderland Corporation Act, 1972 and Port of Sunderland Byelaws, 1978
	Warning letters	10 years	Destroy	From date of last action	
Health and Safety					
Training records	Port of Sunderland staff - record of training and qualifications	Indefinitely	n/a	n/a	Common practice
Risk Assessments	Generic and task specific risk assessments	Until superseded	Destroy	From date of last action	Health and Safety at Work Act, 1974

Work instructions	Work instructions / method statements	Until superseded	Destroy	From date of last action	Health and Safety at Work Act, 1974
COSHH	Safety Data Sheets	Until superseded	Destroy Destroy	From date of last action From date of last action	Management of Health and Safety at Work Regs, 1999 and Control of Substances Hazardous to Health Regulations 2002
HAV	Hand Arm Vibration records	30 years	Destroy	From date of last action	Health and Safety at Work Act, 1974; Management of Health and Safety at Work Regs, 1999; Control of Vibration at Work Regs, 2005.
Legionella records	Risk assessments and monitoring / maintenance records for the Legionella program.	5 years	Destroy	From date of last action	Public Health Agency - Approved Code of Practice L8
Asbestos	Asbestos registers	50 years	Destroy	Date of last action	Control of Asbestos Regulations 2012
Fire Safety	Fire safety records	7 years	Destroy	Date of last action	Regulatory Reform (Fire Safety) Order 2005
Engineering Services					
Plant and Equipment	Plant and equipment manuals, inspection, maintenance, repair and certification files	Life of plant or equipment	Destroy	Date of last action	
Port Buildings	Building inspection, maintenance and repair files	Life of building	Destroy	Date of last action	
Civil Engineering Drawings and Plans	Port infrastructure drawings and plans	Indefinitely	Destroy or offer to TWAM if of historical interest	Date of last action	

Cargo Operations					
Shipping	Vessel files	7 years	Destroy	Date of last action	Record of cargo, etc
Warehousing	Warehousing stock files	7 years	Destroy	Date of last action	
TASCC	Trade Assurance Scheme for Combinable Crops (TASCC) records	7 years	Destroy	Date of last action	TASCC Storage Code of Practice
Fuel Issue	Plant, equipment and vessel fuel issue records	7 years	Destroy	Date of last action	
Weighbridge	Weighing and calibration records	7 years	Destroy	Date of last action	
Commercial and Financial					
Purchase Requisition	Purchase requisition orders, delivery receipts and invoice folders	7 years	Destroy	Date of last action	
Sales	Sales orders, invoices	7 years	Destroy	Date of last action	
Quotations	Quotations for port services and agreements	7 years	Destroy	Date of last action	
Customer/Project Records	Hard copy of customer/project correspondence and agreements	7 years	Destroy	Date of last action	
Enquiries Log	Records of enquires received and status	7 years	Destroy	Date of last action	
Enterprise Zone	Enterprise Zone applications and further information	7 years	Destroy	Date of last action	
Customs Warehousing	HMRC Compliance documentation	Indefinitely	Archive	Date of last action	HMRC Notice 232
Waste Management Licence and S2 Exemptions	Environment Agency (EA) compliance documentation	Indefinitely	Archive	Date of last action	Environmental Protection Act 1990
Miscellaneous					
General Correspondence	General correspondence files	7 years	Destroy	Date of last action	

Personnel	Duty rosters, time cards, annual leave, TOIL, flexi-time	2 years	Destroy	Date of last action	
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