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Records Established	Minimum Retention Period	Responsible Record Keeper	Location of Records	Comments / Justification
Fire Risk Assessments	Current + 5 Years	SHE Group	SHE Assure	SHE Group Maintain SHE Assure facility
Fire extinguisher maintenance records	Current + 5 Years	SHE Group at RAL & DL	Local Record Systems	
Fire extinguisher maintenance records	Current + 5 Years	Estates at ROE	Local Record Systems	
Inspection and maintenance records for fire systems	Current + 5 years	Estates	Local Record Systems	Call points, detectors, alarms, bells, emergency lighting etc.
<b>Appointments:</b>				
Fire Safety Advisor	Most Recent	Director with SHE oversight	SHE Directory	Appointment Letter
Building Fire Manager	Most Recent	Director	SHE Directory	Appointment Letter
Building Warden	Most Recent	Director	SHE Directory	Appointment Letter
Hot Work Permit Issuer	Most Recent	Director	SHE Directory	Appointment Letter