

## **Safety Services Records Retention Schedule (RRS)**

Author: Paul Donson

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**This document defines the records retention schedule for records held and owned by Safety Services, and is largely based on the JISC Higher Education Business Classification Scheme and Records Retention Schedules.**

### **Note**

The record retentions in this schedule relate to records held by Safety Services only. Safety Services can advise other departments on the appropriate retention times for the health and safety records deriving from their activities.

\*At end of Retention Periods, records for disposal to be reviewed by Director for possible retention of items of Enduring Value. Items of Enduring Value are items of information that may prove valuable in future for providing H&S safety advice.

Record	Retention Period	Action at end of period	Authority
<p>Ionising radiation protection and radioactivity records, including:</p> <ul style="list-style-type: none"> <li>- correspondence files</li> <li>- risk assessments</li> <li>- training records</li> <li>- records of usage and waste</li>   <li>- survey records</li>   <li>- calibration records</li>   <li>- audits</li> <li>- local rules</li>   <li>-dosimetry records</li> </ul>	50 years (then records reviewed for their value as evidence for eventual surrender of EPR permits.)	Disposal (except if needed as evidence for eventual surrender of EPR permits)	<p>Ionising Radiations Regulations</p> <p>Environmental Permitting Regulations</p> <p>Health effects for individuals may develop decades after exposure</p>
Non ionising radiation correspondence and risk assessments	10 years	Disposal*	
DSE correspondence	10 years	Disposal*	JISC recommendation
DSE assessments and DSE rules	Superseded + 10 years	Disposal*	JISC recommendation
DSE training records	Superseded + 5 years	Disposal*	JISC recommendation
Fire correspondence	10 years	Disposal*	
<p>Fire records, including:</p> <ul style="list-style-type: none"> <li>- training records</li> <li>- fire drills</li> </ul>	Current year + 5 years	Disposal*	JISC recommendation

Personal Emergency Evacuation Plan (PEEP) and associated correspondence	For the period for which the plan is valid	Disposal	
Fire risk assessments	Superseded + 5 years	Disposal*	JISC recommendation
Records of fires and fire investigation reports	Closure of investigation + 40 years	Disposal*	JISC recommendation
Manual handling correspondence	10 years	Disposal*	
Manual handling records, including: – risk assessments – local rules	Superseded + 10 years	Disposal*	
Manual handling training records	Superseded + 5 years	Disposal*	
COSHH (hazardous substance) correspondence	40 years	Disposal*	Health effects for individuals may develop decades after exposure
COSHH (hazardous substance) records, including: – risk assessments – training records – local rules	40 years	Disposal*	Health effects for individuals may develop decades after exposure
General H&S safety training correspondence	10 years	Disposal*	
H&S training records (except were covered under specific sections of this Schedule)	Superseded + 5 years	Disposal*	JISC recommendation
First aid correspondence	10 years	Disposal*	

First aid training records and training correspondence	Current year + 3 years	Disposal*	JISC recommendation
Records of first aid appointments	At termination of appointment	Disposal	JISC recommendation
First aid local rules	Superseded + 3 years	Disposal*	JISC recommendation
General correspondence with other departments	10 years	Disposal*	
Electrical safety correspondence	10 years	Disposal*	
Electrical safety rules	Superseded+ 5 years	Disposal	
Biohazards and GM correspondence	40 years	Disposal*	Health effects for individuals may develop decades after exposure
Biohazards and GM records, including: - risk assessments - training records - local rules	40 years	Disposal*	Health effects for individuals may develop decades after exposure
Insurance correspondence	1year	Disposal	
Occupational Health correspondence	10 years	Disposal*	
General campus correspondence	10 years	Disposal*	

Asbestos correspondence and records	40 years	Disposal*	Health effects for individuals may develop decades after exposure
USS staff records (except for H&S training records)	Termination of appointment	Disposal	
USS Finance correspondence	5 Years	Disposal*	
USS Finance records	Current financial year + 6 years	Disposal	
Other USS department related correspondence	5 years	Disposal*	
H&S Committees correspondence	Dissolution of committee + 50 years	Disposal*	JISC recommendation
H&S Committees agenda, papers and minutes	Dissolution of committee + 50 years	Disposal*	JISC recommendation
HSE correspondence	40 years	Disposal*	
Other universities correspondence	10 years	Disposal*	
Accident report forms, hazardous incident forms and accident investigation reports	40 years	Disposal	JISC recommendation
Accidents correspondence	10 years	Disposal*	
Information forms	10 years	Disposal*	
Pregnancy correspondence	40 years if person involved with hazardous substance or 10 years if not	Disposal*	Health effects for individuals may develop decades after exposure

Noise correspondence	40 years	Disposal*	Health effects for individuals may develop decades after exposure
Noise assessments	40 years	Disposal*	Health effects for individuals may develop decades after exposure
Work experience correspondence	10 years	Disposal*	
Work equipment correspondence and records	10 years	Disposal*	
LEV correspondence and records	40 years	Disposal*	Health effects for individuals may develop decades after exposure
Audit correspondence	5 years	Disposal*	
Audit reports	Completion of audit (and of actions) + 5 years	Disposal*	JISC recommendation
Unions & Safety Representatives correspondence	Current year + 50 years	Disposal*	JISC recommendation
Diving correspondence	10 years	Disposal*	
Off campus work correspondence	10 years	Disposal*	
Work at height correspondence	10 years	Disposal*	
Work at height assessments and ladder inspections	Current year + 5 years	Disposal*	

General workplace correspondence	10 years	Disposal*	
Nanomaterials correspondence	40 years		Health effects for individuals may develop decades after exposure
UHASE correspondence, agenda, papers and minutes	Dissolution of Executive + 50 years	Disposal*	JISC recommendation
H&S Officer appointment records	Superseded + 5 years	Disposal*	
H&S Officer returns	Current year + 5 years	Disposal*	JISC recommendation